



WOKINGHAM BOROUGH COUNCIL

A Meeting of the **EXECUTIVE** will be held at the Civic Offices, Shute End, Wokingham on **THURSDAY 24 NOVEMBER 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 16 November 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.



WOKINGHAM BOROUGH COUNCIL

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
Mark Ashwell	Planning and Regeneration
Charlotte Haitham Taylor	Children's Services
Pauline Jorgensen	Resident Services
Anthony Pollock	Economic Development and Finance
Malcolm Richards	Highways and Transport
Angus Ross	Environment

ITEM NO.	WARD	SUBJECT	PAGE NO.
75.		APOLOGIES To receive any apologies for absence	
76.		MINUTES OF PREVIOUS MEETING To confirm the Minutes of the Executive Meeting held on 27 October 2016.	7 - 18
77.		DECLARATION OF INTEREST To receive any declarations of interest	
78.		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	
78.1	Emmbrook	Imogen Shepherd-DuBey has asked the Executive Member for Environment the following question: Question The park at Meadow Road, along the Emmbrook has recently had a cycle lane/footpath built through the middle of it. What consultation was given to the public and the residents of the area, before this cycle-lane was built right through the area used by children to play ball sports?	

78.2 Emmbrook;
Ewendons;
Wescott

Peter Must has asked the Executive Member for Planning and Regeneration the following question:

Question

Given that Network Rail has confirmed to John Redwood MP that it and the Borough Council are planning a permanent footbridge at the Tan House crossing to span both the Waterloo and North Downs railway lines, could the Executive Member say what those plans are and when they are to be delivered, especially since the bridge over the Waterloo line is defined as 'temporary'?

79.

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

79.1 Shinfield South

Prue Bray has asked the Leader of the Council the following question:

Question

Who saw and was able to comment on the bid for the Grazeley Garden Settlement before it was submitted to the DCLG in July this year, within or outside this Council?

79.2 Shinfield South

Rachelle Shepherd-DuBey has asked the Leader of the Council the following question:

Question

Could you please explain how an inspector would not say you have prejudged the local plan with submitting a bid for Grazeley Garden Development using only two developers whilst not providing the same access to other developers?

79.3 Shinfield South

Clive Jones has asked the Leader of the Council the following question:

Question

At least 5 local councils have applied to the DCLG for funding to create so called "garden villages". These 5 made their residents aware of their ideas and initial plans during July and August with press releases and statements. Why did you keep your plans to build 15000 homes in Grazeley secret from our residents?

79.4 Shinfield South Lindsay Ferris has asked the Leader of the Council the following question:

Question

Did you have the necessary authority to submit the proposals for the Grazeley Garden Settlement when they went to the DCLG in July this year?

MATTERS FOR CONSIDERATION

80.	None Specific	COUNCIL OWNED COMPANIES' BUSINESS	19 - 26
81.	Bulmershe and Whitegates	BULMERSHE LEISURE CENTRE FUTURE OPTIONS	27 - 40
82.	None Specific	HIGHWAY ASSET MANAGEMENT POLICY AND STRATEGY	41 - 58
83.	None Specific	FEES AND CHARGES	59 - 90
84.	None Specific	PUBLIC PROTECTION SHARED SERVICE	91 - 112

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 27 OCTOBER 2016 FROM 7.30 PM TO 8.15 PM**

Committee Members Present

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

Other Councillors Present

Prue Bray
Richard Dolinski
Lindsay Ferris
Clive Jones
Beth Rowland
Rachelle Shepherd-DuBey

61. APOLOGIES

There were no apologies for absence received.

62. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Executive held on 29 September 2016 were confirmed as a correct record and signed by the Leader.

63. DECLARATION OF INTEREST

Councillor Anthony Pollock declared a personal and prejudicial interest in Agenda Item 66, Expansion of Optalis, a Company Wholly-Owned by Wokingham Borough Council, by virtue of the fact that he was an unpaid Non-Executive Director of Optalis. Councillor Pollock left the meeting during discussions and did not vote on the matter.

Councillor Pauline Jorgensen declared a personal interest in Agenda Item 67, 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 67, Council Owned Companies Business, by virtue of the fact that he was an unpaid Non-Executive Director of Optalis. Councillor Pollock remained in the meeting during discussions and voted on the matter.

Councillor Keith Baker declared a personal and prejudicial interest in Agenda Item 73, Woodley Town Centre (North Precinct) Improvement Programme, by virtue of the fact that he was the Leader of Woodley Town Council who were involved in and likely to provide funding for the project.

64. PUBLIC QUESTION TIME

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

**64.1 Peter Humphreys asked the Leader of the Council the following question:
Question**

The negotiations with Aldi to secure a supermarket to anchor the proposed Elms Field development are taking an inordinately long time. Bearing in mind the recent publicity surrounding the Irish government giving state aid to Apple through tax breaks would the Leader of the Council please confirm that WBC in its desperation to secure a deal will not be providing financial incentives of any kind to get a supermarket on Elms Field? I use the term "council" to include any companies it controls and "incentives" in its broadest meaning to include rents below market value, rent-free periods etc. and other creative inducements or concessions. A lot of public money is at stake and thus it is important that the people of Wokingham are assured we are not subsidising a commercial company.

Answer

Desperation is a rather an emotional word. There is absolutely no way that this Council is desperate in the way you propose in your question.

The negotiations with the potential food store operator are progressing well and in line with the project programme. The terms being discussed are aligned with the Letting Strategy adopted by the Executive, which is very much based on current market value. As you would expect I am unable to go into detail on this matter but any incentives being discussed are wholly in line with market requirements and will achieve the 'market value'.

Supplementary Question

Obviously you are using the commercially confidential clause to sort of conceal information from your fellow councillors and the public but it is already in the public domain; albeit hard to locate that 15 shops and restaurants have been given free rent periods and that the cinema fit-out is, and I quote, "a loss leader". It is also publicly known that incentives have been given to the Premier Inn as well as to Aldi so the more pertinent question is probably if no financial incentives are given to the potential commercial tenants of Elms Field would the proposed budget cuts and increased charges for refuse disposal not necessarily be appropriate or approximately how many social housing units could be constructed with that money?

Supplementary Answer

The fact is that the market requirements dictate certain actions and we are doing those actions and we are not doing anything different than anybody else in this area.

64.2 Keith Malvern asked the Executive Member for Children's Services the following question:

Question

The Prime Minister and local MP Theresa May has said there should be "good school places for all" but has also said that she would like to introduce more grammar schools. What discussions has the current Executive Member had with Officers on the subject of grammar schools?

Answer

I answered a very similar question in the September Full Council meeting. Prior to that there had been discussion in a couple of my regular meetings with Children's Services leaders which followed some correspondence before the recent announcements. At that point I asked Officers to draw together a short briefing paper (which has now been superseded by the current events).

After Justin Greening's announcement we did discuss this topic again and I am sure you will have expected as much. However, the conversation was fairly brief as we concluded that until the Government released the final detail any conclusions we came to would, of course, be hypothetical.

Discussions with Officers touched on the Sevenoaks example which didn't fit our circumstances but also looked at the potential for a change in the law. Now we know that the Government has launched consultation on possible changes, including expansion of grammar schools, establishment of new ones and changes of status for existing non-selective schools.

In full Council in September I said the starting point was that Wokingham's comprehensive, maintained and academy schools are amongst the best in the country. Pupils do well here and this year's results show that yet again.

In Wokingham I believe that we are always prepared to look carefully at different ways of doing things. If there is to be a change in the law, following the current consultation, this might be a change in the balance of pros and cons. However, it wouldn't change my sense that we want to work with all of our schools and we're interested in our education system as a whole. Taking collectively the added value in our comprehensive schools, they are amongst the very best in the country, the Wokingham system is hard to beat.

Wokingham children here do brilliantly. Our schools achieve that for our local children and metaphorically I take my hat off to all of them.

Supplementary Question

I am pleased though that you accept the principle in my question – a good school place for all. The excellence for all approach. I am surprised and disappointed that ahead of any change in the law so much discussion has already gone on with the subject of grammar schools. I think that is very premature and obviously bearing in mind the challenges that the Government already faces I would have thought it would have been wise to wait until we have some certainties rather than the certainties of a speech at the party conference to rely on.

I also wonder whether in the discussions that you have had you have paid any attention to the words of our friend, everybody's friend, Sir Michael Wilshaw the Head of Ofsted quoted here as saying "a new wave of grammar schools is socially divisive and will lower the standards for the majority of pupils"?

Supplementary Answer

I do believe that we should aim for excellence for all and I think Wokingham is very good at that. Discussions so far, as I have said, have not been very much in depth. There was a small paper that we drew together but that was not with the paper in mind or the consultation in mind that has recently come out. We do not want to hypothesise about what will happen and that is the wrong thing to do and so for Sir Michael Wilshaw's quote about it being socially divisive. We need to make sure that all of our schools are providing an excellent education for all and we will take all of the pros and all of the cons in this consultation forward when we put in our submission.

65. MEMBER QUESTION TIME

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

65.1 Richard Dolinski asked the Executive Member for Economic Development and Finance the following question:

Question:

Can the Executive Member confirm whether ethnicity is a factor used to calculate the level of funding the Council receives from central Government?

Answer

I can confirm that ethnicity is one of the many factors used in assessing the needs formulae for our funding from Government. I should be clear in stating that ethnicity is not based on skin colour alone. At a previous meeting of the Executive, I was asked about our funding settlement, during which I stated that one of the reasons that we receive a low level of funding was because the Borough is “too white”. This was a poor choice of words on my part. What I had meant to convey was that the Borough’s lack of ethnic diversity means that the needs formulae calculate a lower settlement for us, once all of the many other factors are brought into account. I apologise for not having chosen my words more carefully.

Supplementary Question

In light of your answer would the Executive Member agree that trying to use this as an issue to stoke up racial tensions for political gain is morally reprehensible?

Supplementary Answer

Yes I do.

65.2 Clive Jones asked the Leader of the Council the following question:

Question

At the last Executive meeting Cllr Pollock replied to a question about why Wokingham Borough Council got such a poor deal from central government with the words...”the simple answer is, we are too wealthy and too white”.

Would you agree with me that this statement was inappropriate, inaccurate, divisive and very misleading?

Answer

I think that Councillor Pollock has already dealt with this issue as you have heard.

65.3 Lindsay Ferris asked the Leader of the Council the following question:

Question

Agenda Item 66, Expansion of Optalis, A Company Wholly-Owned by WBC

Can you advise the main differences between this approach and more conventional shared service arrangements?

Answer

The key difference is that Optalis is a limited company, with directors registered at Companies’ House. A shared service is simply an arrangement agreed between two or more councils to provide that service through a single managed team, rather than do it separately within each council.

In this model The Royal Borough acquires 45% of the shares of the company and the company more than doubles in size increasing its resilience, its foothold in the market, and its ability to recruit and retain staff as you move from two councils trying to find staff to one

organisation trying to find staff. Both councils share the risks and the benefits of the new company as it grows and delivers services to both councils, and beyond, to other authorities and to private clients as well.

Supplementary Question

We note that The Royal Borough of Windsor and Maidenhead has a target of between £1.8m and £2m in the reduction of costs of delivery of these adult social services over the next three years. Does the Optalis merged company, as I call it, pick up any debt arising out of any shortfall in achieving this target?

Supplementary Answer

Absolutely not.

65.4 Rachelle Shepherd-DuBey asked the Executive Member for Highways and Transport the following question:

Question

Agenda Item 74, Acquisition Of Property (Toutley Cottage) To Enable Provision Of The North Wokingham Distributor Road

Why do you say that there is no impact on the Winnersh Relief Road despite a reduction of over £300k in budget with no future additions planned to cover this shortfall?

Answer

The sum allocated to the Winnersh Relief Road (WRR) project was chosen at an early stage to ensure full coverage for most expected situations. That sum has since been identified as being in excess of requirements and is therefore considered surplus cash on the WRR project. As a sum of money is now required elsewhere in the Northern Distributor Road the excess sum from the WRR allocation has been taken from that figure and does not therefore jeopardise in any way the money available to the WRR.

Supplementary Question

Since we are the lowest funded, but ethnically diverse, Council in the land I am sure that no one would appropriate £300k for nothing. How are we going to replace this money and what are we not going to do because of this? You said that there was not going to be something but what are you planning on not doing?

Supplementary Answer

As I said at the beginning it was a fairly large project and we have put a large number into it and that has found to be in excess of all expected anticipation and that is why it has been transferred by something known as a virement to another project in the related area. We do not anticipate having to put anything back or make up any numbers because it was an excess sum.

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

Question

With the Revenue Monitoring report showing a current year projected overspend of £494K, which represents approximately the equivalent of a Council Tax rise of 0.5%, will this not put added pressure on meeting service needs in 2017/18?

Answer

The short answer is yes and I will not get into trouble for that. The detail is as follows. A key purpose of the budget monitoring is to inform our budget plans for the following year.

This counts for both overspends and underspends. The budget overspends revealing themselves in this years' budget monitoring are in respect of the usual suspects; statutory demand lead services. Although we will continue to do all we can to contain these pressures this is often the best we can do, at least in the short term. They will therefore inevitably add to the spending pressures in 17/18 along with the other large budget challenges we face; such as losing a large slice of Government Grant.

We will therefore need to apply our usual level of financial diligence and service innovation in formulating our proposals for 17/18 and setting a balanced budget.

Supplementary Question

In July the overspend was forecast at £354k. You identified the two usual suspect areas. Other areas have managed to make savings so the underlying pressure in those two areas is even worse than is reflected. What are you going to do to pull this back?

Supplementary Answer

I think given that substantial amounts of this excessive expenditure is either on homelessness or looked after children I suspect in the current year it is probably very difficult to pull them back but I am sure that Charlotte will do all she can and Julian will do all he can to do that. As we look at next year's budgets the base level of spending in those areas, if it is as it is currently, then we are going to have to find a way of financing it because they are, as I said, demand led services to vulnerable and needy parts of our population that as one-nation Conservatives we need to look after.

66. EXPANSION OF OPTALIS, A COMPANY WHOLLY-OWNED BY WOKINGHAM BOROUGH COUNCIL

(Councillor Anthony Pollock declared a personal and prejudicial interest in this item)

The Executive considered a report setting out a proposal to expand Optalis, including a merger with The Royal Borough of Windsor and Maidenhead (RBWM), which could lead to Optalis delivering all of RBWM's Adult Social Care Services.

Following a query by the Executive Member for Health and Wellbeing the Leader of Council confirmed that he and the Chief Executive would only sign-off the proposal once they were completely satisfied with the business case from both sides.

Councillor Haitham Taylor asked if consideration had been given to widening the membership of the proposed Company Board to include stakeholders eg service users and social workers. Councillor McGhee-Sumer confirmed that although there was a proposed composition of the Board the intention was to get the Board set up and then give further consideration to the membership of it.

RESOLVED that:

- 1) the Merger Model be approved as a template to use in developing the Business Case for the merger with The Royal Borough of Windsor and Maidenhead (RBWM) which will lead to Optalis Ltd. delivering all of the Royal Borough's Adult Social Care Services;
- 2) authority be delegated to the Leader of the Council and Chief Executive to oversee the detailed business case development and ensure that Wokingham Borough Council's interests as shareholder are safeguarded;

- 3) in the event the business case is acceptable to all parties (WBC, RBWM, Optalis Ltd) to approve commencement of implementation of the business case to enable a 'go-live' target for the merged company of April 2017;
- 4) the Leader and Chief Executive report back to Executive in January and March, updating on progress, and before then in the event matters arise in the business case requiring Executive attention.

67. 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 for the month 31 August 2016 and an operational update for the period to 30 September 2016. It was noted that in order to assist Optalis manage its cash flow requirements a short term loan facility of £350k was being proposed.

RESOLVED that:

- 1) the budget monitoring position for the month ending 31 August 2016 be noted;
- 2) the operational update for the period to 30 September 2016 be noted;
- 3) the short term loan facility for Optalis Limited of £350k, charged at base rate plus 5.5% be approved.

68. REVENUE MONITORING 2016/17 - SEPTEMBER 2016

The Executive considered a report setting out 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.

The Executive Member for Economic Development and Finance went through the report and highlighted that the Council was currently looking at a projected overspend of around £500k and children's placements and homelessness were areas of concern. Councillor Pollock confirmed that it was hoped that some of this overspend would be clawed back by the end of the year.

With regard to the Housing Revenue Account Members were informed that this was currently showing a projected underspend of around £38k. The Schools Block was showing a deficit of £341k however when taking into account the reserves for that area an overall surplus was showing.

In relation to the Children's Services Budget Councillor Haitham Taylor asked for media assistance in promoting the fact that if more permanent social workers and foster carers, who lived in the Borough, could be recruited this would assist with the current budget pressures.

Councillor McGhee-Sumner provided an update on discussions which had been held with the Department of Health to try and gain additional funding to support the change in eligibility criteria. He advised that it now appeared that no additional funding would be forthcoming for Wokingham and West Berkshire Councils therefore both councils were considering reinstating the judicial review. Legal opinion was currently awaited on the likelihood of the review being successful.

RESOLVED that:

- 1) 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 be noted;
- 2) the potential carry forward requests as per Appendix B of the report be noted.

69. CAPITAL MONITORING 2016/17 - END OF SEPTEMBER 2016

The Executive considered a report setting out the current position of the Capital budget.

The Executive Member for Economic Development and Finance advised the meeting that there had been very little change since the last report and the budget was on line with expectations.

RESOLVED that:

- 1) the Capital Monitoring report for 2nd quarter of 2016/17, as set out in Appendix A to the report, be noted;
- 2) the reduction in planned capital expenditure from £149,075k to £94,842k in 2016/17 as a result of re-profiling be noted;
- 3) it be approved and noted that the overall value of the capital programme has increased due to the receipt of the following ring fenced capital grants, being:-
 - i) Thames Valley Growth Deal to build National Cycle Network in the area;
 - ii) Disabled Facilities Grant ring fenced into the Better Care Fund.

70. LEISURE STRATEGY

The Executive considered a report containing a draft Leisure Strategy. It was noted that if agreed the Leisure Strategy would go out to public consultation for an eight week period. The views expressed during the consultation would then be considered by the Executive in January 2017 with a view to the Strategy being ratified.

The Executive Member for Environment informed Members that the Leisure Strategy sat between the Council's Vision and other strategies, including the Local Plan, and positioned the Council's leisure involvement as part of health and wellbeing; which in turn had a positive impact on residents of all ages. The intention was to provide all residents with the opportunity to be active but not at the expense of local council tax payers. Maintaining leisure centre provision would also allow the Council to move forward on a new contract to provide leisure facilities.

RESOLVED: That the draft Leisure Strategy proceed to an eight week period of public consultation and return for ratification by Executive in January 2017, when the views expressed in the consultation would be taken into account.

71. LEISURE MANAGEMENT CONTRACT OPTIONS

The Executive considered a report setting out options for the future management of the Council's leisure centres.

The Executive Member for Environment advised that the current contract was due to expire in April 2018 and there was therefore a need to agree the option for acquiring a new contract. Councillor Ross went through the four options, including their advantages and

disadvantages, as outlined in the report and advised that the preferred option was to tender for a new contract to manage the facilities with the ability to add further facilities over the period if required. Within the preferred contract there were different types of contract which could be used and the one that was being proposed was similar to the current contract i.e. a leisure operating contract which would allow the contractor to focus on delivery of the Council's key objectives. This would enable construction of any new facilities to be separate from the contract but once up and running they could then be included in the operating contract.

The preferred option would also enable the incorporation of the Arborfield gym from 2018 and the possibility of incorporating Ryeish Green if required.

Councillor Haitham Taylor was keen that social and public health outcomes would be included in the new contract scope as well as outreach programmes as she felt it was essential that there was a tie-in with the Health and Wellbeing Strategy and the outcomes included therein. Councillor Haitham Taylor also wanted the Council to consider how it could target specific groups that were known not to be accessing leisure activities eg people with disabilities etc.

RESOLVED that:

- 1) having considered the range of options for the future management of the Council's leisure centres the following recommendation be approved:
 - (a) Option D - To begin the procurement process for new leisure operating contracts;
 - (b) Option 2 – To procure these as Leisure Operating Contracts;
 - (c) The contracts will be 10 years in duration with an option for a 5 year extension.

- 2) having considered the range of options for contract scope the following recommendation be approved:
 - (a) The inclusion of specific public health and wellbeing outcomes;
 - (b) The flexibility to allow facilities owned by neighbouring Local Authorities to be added to the contract at a later date;
 - (c) That the Director of Health and Wellbeing and Executive Member for Environment are delegated to decide if pitch bookings, and Ryeish Green Site are included in the contract.

- 3) authority be delegated to the Director of Health and Wellbeing and Executive Member for Environment to approve the contract terms.

72. CORPORATE PEER REVIEW

The Executive considered a report containing the findings of the Corporate Peer Review, which was facilitated by the Local Government Association in February 2016, and the progress on the activities included in the subsequent action plan.

The Leader of Council informed the meeting that following the Corporate Peer Review report an action plan was developed to address those areas that had been highlighted as needing improvement. Councillor Baker was pleased with the findings of the review and the fact that the LGA was very impressed by many of the projects that the Council was working on.

RESOLVED That:

- 1) the findings of the Corporate Peer Review report be noted; and
- 2) the progress in implementing improvement actions be noted.

73. WOODLEY TOWN CENTRE (NORTH PRECINCT) IMPROVEMENT PROGRAMME

(Councillor Keith Baker declared a personal and prejudicial interest in this item)

Councillor Julian McGhee-Sumner took the chair for this item.

The Executive considered a report setting out a scheme that included a number of small projects which would enhance the north end of Woodley precinct, drive up footfall and increase the potential for economic development.

The Executive Member for Environment went through the report and confirmed that at this stage the Executive was only being asked to agree the release of Woodley generated S106 money for the project and highlighted that there would also be much welcomed funding coming forward from Woodley Town Council, the Town Centre Management Initiative, and the Mary Portas Town Team.

Councillor Ross also advised the meeting that a number of local groups had been involved in the development of the scheme and it was expected that the work would be completed after Christmas in order that events during that period would not be at risk.

RESOLVED that:

- 1) the £250,000 of Section 106 (s106) contributions (from Woodley developments only) be released to fund the regeneration proposals for Woodley Town Centre;
- 2) third party funding of £90,000 as outlined in the financial section of the report be approved.

74. ACQUISITION OF PROPERTY (TOUTLEY COTTAGE) TO ENABLE PROVISION OF THE NORTH WOKINGHAM DISTRIBUTOR ROAD

The Executive considered a report setting out the voluntary acquisition of Toutley Cottage in order to facilitate the route delivery of the North Wokingham Distributor Road (NWDR) required as traffic mitigation for the North Wokingham Strategic Development Location (NW-SDL).

It was noted that when the Executive had approved the final route of the NWDR it was agreed that Toutley Road would form the route between Old Forest Road and the Matthewsgreen development. A consequence of this was the need to acquire Toutley Cottage in order to construct the route.

Following a query by the Leader of Council it was confirmed that if there was a significant delay between the acquisition of the property and it being demolished, to make way for the road, the property would be utilised as housing stock.

RESOLVED that:

- 1) the voluntary acquisition of Toutley Cottage be agreed as set out in the report;
- 2) the virement of £301k from the Winnersh relief road scheme be approved;

- 3) it be noted that there is no impact on the ongoing scheme and design to the Winnersh Relief Road as a result of this virement.

This page is intentionally left blank

TITLE	Council Owned Companies Business
FOR CONSIDERATION BY	The Executive on 24 November 2016
WARD	None specific
DIRECTOR	Graham Ebers, Director Corporate Services
LEAD MEMBER	Keith Baker, Leader of The Council

OUTCOME / BENEFITS TO THE COMMUNITY

Transparency in respect of Council Owned Companies

RECOMMENDATION

The Executive is asked to note:

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

Operational Update

An operational update is provided from each of the companies as at 31 October 2016 in paragraph 2 below.

Financial Report

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

REPORT

- **Directorship Report**
- Optalis' Director of Quality and Delivery has left the organisation during their probationary period. The post has subsequently been deleted from the company structure and so the post holder will now not be appointed as Executive Director as previously planned.
- In view of the planned merger with the Royal Borough of Windsor and Maidenhead (RBWM) the plan to appoint a Non-Executive Director has been postponed to take

account of the needs of the new organisation.

2. Operational Update to 31 October 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 anticipated inspection of the Home Care service took place during the week of 7 November, lasting three days. The draft report is expected in the next two weeks.
 - A Contact Request has been received and submitted for our Short Term Assessment and Reablement (START) service. This is used by CQC to contact staff, customers and other professionals ahead of an inspection, and normally precedes the Provider Information Return (PIR).
 - It is expected that the inspection for Independent Living Services (ILS) will take place in the next month.
 - The post of Registered Manager of START is now vacant. The Registered Manager of the Home Care service has returned from extended leave and has accepted operational oversight of the START service alongside her responsibility for Home Care whilst we continue to recruit to the post. The Regulator has been informed.
 - The departure of the Director of Quality and Delivery has meant the reallocation of the role of Nominated Individual (NI) for Optalis. This role has been allocated to the Managing Director and the CQC has been informed.
 - The regulator is fully informed about the care governance issues at Suffolk Lodge and the inspector has been attending the ‘concerns about a provider’ meetings convened by WBC.
- Care Governance: Suffolk Lodge remains on WBC’s Care Governance Framework on a ‘Red’ status. The manager of the service has been removed and a task force has been convened to escalate the improvement programme. Additional staffing has been agreed and is to be funded by WBC, which is having a significant positive impact. Very good progress has been made over the past few weeks and visitors and families have commented on the improved condition of the home. The next Care Governance meeting is to take place mid-October, followed by a visit by commissioners on 23 October.
- Sickness absence for September was 12.42 annualised days, a slight decrease from the previous month. The underlying short term sickness rate rose to 9.36 from 6.59 in the previous month. The number of people on long term sickness reduced.
- The Optalis Care Governance Committee met on 13 September to review all aspects of quality and compliance. The main theme for the meeting was the company’s approach to care training and induction in the context of regulatory compliance, as well as consulting managers on a new appraisal methodology based on the organisational Core Values. Three top risks identified were: 1) Recruitment/Agency use; 2) Quality of reporting and recording, 3) Training (completion rates and recording). Action is being taken across all identified risks.
- The Customer Experience Champion has led specific projects over the past month, including: developing a project with Wokingham HealthWatch to review customer

experience in our three Extra Care Housing (ECH) schemes; bringing on board a customer experience champion, an expert by experience who will support the customer experience work programme; a survey of ECH customer satisfaction and developing a story board approach to developing customer narratives to inform quality improvements and internal and external communication.

Progress on major corporate projects

- The move away from our external payroll provider is in train; October payroll will be the last with the current provider, after which the service will be provided in house, linking to our accounting system.

Business Development:

Wokingham

- Optalis has been engaged by WBC commissioners as the provider of choice for a new extra care scheme in Woodley (Birches, Cala Homes) originally set to open in October 2016. Optalis has been notified that the timeframe has slipped to June 2017. Value: To be confirmed, but estimated at £400k.
- We continue to work with WBC and Wokingham Housing Ltd (WHL) 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 signage is now in place at the site. A public information event is due to take place on 3 November. Value: Not yet available.
- Loddon Court, a residential respite and outreach service, currently provided by another provider, has been put forward to Optalis for review under the Provider of Choice protocol. Optalis has submitted its proposal and is meeting with WBC to review during the first week of November.
- WBC has approached Optalis with early inquiries regarding a young person's homeless project which is being recommissioned, set to go live summer 2017. Optalis is engaging positively with the inquiries.
- A contract for employment support to young people through the Elevate Programme has been put forward to the Supported Employment Service for evaluation; commencement date 1 December 2016. Value: £100k over two years.

Royal Borough of Windsor & Maidenhead

- The local authority has expressed an interest in support for their statutory occupational therapy (OT) assessments, starting with 60 assessments. Negotiations took place but RBWM chose not to proceed. Feedback is being sought.

Nottingham Rehab Services (NRS)

- Following the successful delivery of a care home equipment assessment programme last year, the Brokerage & Professional Support Service (B&PRS) have concluded negotiations with the NRS in relation to subcontracting for OT assessments for a contract they have taken on with another local authority, focussed on assessments of double handed care calls with a view to reducing those to single handed calls through the safe use of moving and handling equipment. Value: TBC.

2.3 Wokingham Housing Ltd (WHL)

2.3.1 WHL Completed schemes:

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

At Vauxhall Drive we are currently undertaking the remedial works required to deal with the historical outstanding issues. Weekly meetings are taking place to closely monitor progress and ensure that the works are delivered in the four week timeframe set aside, to minimise the disruption to residents that are currently living elsewhere.

2.3.2 WHL Schemes in Progress and/or Development:

Phoenix Avenue:

Progress at Phoenix is now at week 42 and is in line with the revised programme and the original budget. Loddon Homes and WHL Board members recently visited the site following a Board meeting and progress is clearly going well across the whole site. Currently of the £11.45m programme, our Employers Agent has provided a Net Valuation to October of £5.09m – around 45% of the total build cost.

The previously reported blocked offsite sewer issue has been further discussed with Thames Water who have reiterated that they are not proposing to carry out replacement works at this stage. There is little we can now do about this issue, but can evidence in the event that it does fail in the future that we have raised it with them as a risk and that they chose to take no action. Thames Water will of course be fully responsible for any replacement and repair should the drain fail.

Fosters Extra Care Home:

We are pleased with the progress at Fosters which is now in week 29 and is in line with programme timescales and the original budget. Loddon Homes and WHL Board members also visited this site following their last Board meeting and were able to see the progress to date. Currently of the £5.09m programme, our Employers Agent has provided a Net Valuation to October of £1.36m – around 27% of the Total Build cost. We have additionally to this fit out costs of £118k to expend at the end of the build programme.

Pipe-line sites:

Pipeline schemes in development are generally progressing well. We have now started on the Grovelands site, with Anson Walk expected to be commenced not too far behind.

Middlesfield (2 units) now has planning permission to add to the Norton, Elizabeth and Barrett sites. On Norton we will be tendering the demolition of the print works and Knotweed removal separately to the main build contract and looking to progress this shortly. We have appointed Employers Agents from our framework on our sites with planning permission and some of the sites without planning, where we are confident of achieving planning, in order to draw up the documentation for tendering projects through our small contractors framework.

Planning progress on Orchard is now progressing well and things are well in hand for Finch Road and Gorrick Square schemes, although re-designs might be needed for a

revised client group for Gorrick. The planning applications for London Road is being finalised for submission and being worked up for 52 Reading Road in readiness for Executive approval in January 2017, following WHL and Holdco Boards approval and therefore their recommendation to the Executive. It is hoped a significant Government grant of £250k can be secured.

Tape Lane – which WHL were commissioned to achieve a planning permission for by the Council to build 11 homes to replace the existing 6 units – was successful in early November.

A development on the Emmbrook Road garage site is no longer to be progressed as the compromises were considered too great in developing a scheme of housing and parking that could be supported by planning and highways. Previously the Executive approved the site for affordable housing development, supported by commuted sums, subject to achieving a planning permission. Therefore the £522k of Commuted Sums set aside for Emmbrook will now be available for other affordable projects.

Progress on Wellington Road continues to be made with emphasis currently on the highways access arrangements for deliveries to any commercial units and also resident parking.

Loddon Homes (LHL):

The placement of assets within the housing group continues to be discussed and considered. The view of the Loddon Homes Board was that it was important to keep things simple in terms of structure and they have requested additional financial information which we are in the process of collating. WHL's Board will be discussing final recommendations in early December, with Holdco having provided their comments about what they feel would be the best arrangements.

3. Financial Report

Budget Monitoring for 2016-17 financial year (To 30 September 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 expenditure and income of the Council's subsidiary companies. A consolidated position for the Group is not currently available; Optalis' financial position is undergoing review and an update will follow.

3.2 WBC (Holdings) Ltd

A year-to-date deficit of £115k after interest and tax is reported for September.

3.3 Optalis

- Like many care providers operating in a challenging financial climate, Optalis is facing significant financial challenges at the present time.

- A deep examination is taking place in relation to the company's governance and the viability of individual services, particularly in view of the difficulties related to recruitment of care workers in the area.
- Optalis' cash flow position is challenged, in part due to recent changes in payment terms, and an intercompany loan has been agreed by WBC Holdings Ltd to ensure a viable trading position and a continued positive relationship with suppliers.
- Optalis is working closely and transparently with Wokingham Borough Council on the current review.

2015/16 year end results and Audit update:

- Following a number of appropriate adjustments, the 2015/16 outturn has been revised to £28k.
- Draft statutory accounts have been received from the auditors and are currently subject to review and final completion.

Risk/Mitigation

- Optalis financial outlook is currently causing significant concern and a joint WBC/Optalis working group is addressing this.
- Agency spend remains high and weekly management reviews chaired by the managing director continue; progress is being made but is slow.
- Recruitment continues to be challenging; 9 people were scheduled for induction in October. Regular recruitment events are taking place with the addition of targeted use of social media.
- The change in finance resources continues to place pressure on the organisation. An interim accountant is currently in place and recruitment to a permanent member of the team has been successful. The candidate has a public service background and is likely to commence at the end of the year (two month notice period).
- The departure of the Director of Quality and Delivery is placing some short term pressure on capacity but the management team has responded positively and backfill is being put in place.

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

Income for September 2016 is £4k (with year to date income of £43k). While this represents a £5k deficit in month the year to date target is behind target by £15k. This is due to a budget assumption realised in the prior year. This will however be recovered by a new income billing in November.

Operating expenditure is better than budget by £4k in month and £12k year to date. Savings in month are largely from costs spent in advance of budget and lower spend in professional services. Much lower expenditure in the early part of the year explains the positive year to date variance. In summary higher utility costs, salary and interest costs in addition to Vauxhall drive development costs are offset by lower professional fees and general underspending in overheads.

The Net Loss of £43k in month is £0.3k higher than expected while the year to date net loss of £264k is £3k worse than budget.

Balance Sheet

Capital expenditure in September was £692k including construction contractor payments for Phoenix of £252k and for Fosters of £184k.

Net Assets for the Wokingham Housing Group were £192k at the end of September. The investment of £1,900,000 of £1 ordinary share capital is invested in Wokingham Housing Limited remains unchanged.

Wokingham Housing Limited (Consolidated)					
P06: September / Year To Date					
Profit and Loss Account for the period to 30th September 2016	Actual	Budget	Variance		
	£	£	£		
Income	42,882	58,118	(15,237)		
Operating Expenditure	(306,673)	(318,700)	12,028		
Operating Loss	<u>(263,791)</u>	<u>(260,582)</u>	<u>(3,209)</u>		

Total Sub Group	Sep	Sep	Budget	Prior Mth	
SEPTEMBER	Actual	Budget	Variance	Actual	Variance
	(£000)	(£000)	(£000)	(£000)	(£000)
Income	4.07	8.90	(4.82)	10.53	(6.46)
Costs	<u>(45.03)</u>	<u>(49.49)</u>	<u>4.46</u>	<u>(56.67)</u>	<u>11.64</u>
Operating Loss	(40.96)	(40.59)	(0.37)	(46.14)	5.18
Non Trading costs	-	-	-	-	-
Depreciation	<u>(2.13)</u>	<u>(2.13)</u>	<u>(0.00)</u>	<u>(2.13)</u>	-
Loss before Tax	(43.09)	(42.72)	(0.37)	(48.27)	5.18
Taxation	-	-	-	-	-
Net Loss	<u>(43.09)</u>	<u>(42.72)</u>	<u>(0.37)</u>	<u>(48.27)</u>	<u>5.18</u>

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 14 November 2016	Version No. 2

TITLE	Bulmershe Leisure Centre Future Options
FOR CONSIDERATION BY	The Executive on 24 November 2016
WARD	None specific
DIRECTOR	Stuart Rowbotham, Director of Health and Wellbeing
LEAD MEMBER	Angus Ross, Executive Member for Environment

OUTCOME / BENEFITS TO THE COMMUNITY

Sustaining Wokingham Borough as a great place to live; an even better place to do business, through a corporate focus on improving health and sustaining the good wellbeing outcomes enjoyed by Borough residents by the provision of high quality leisure facilities.

RECOMMENDATION

That the Executive:

- 1) approve that, subject to agreement to confirm Capital Spend within the 2017/8 budget, Bulmershe Leisure Centre will be demolished and replaced with a new build leisure facility containing sports hall; swimming pools, gym and fitness studio, as per Option 2, subject to 2) below. Also, subject to agreement above, to agree timescales, the closure of the current centre being no later than at the end of the current management contract with 1 Life as of 30th April 2018, starting on the demolition during May 2018;
- 2) note that confirmation will be required on whether to build the main 25m swimming pool with 6 or 8 Lanes. It is recommended that a 6 lane facility is built. The projected revenue income shows little difference to the 8 lane pool but substantial difference in capital costs.
- 3) approve the release of S106 developer contributions towards the cost of the scheme up to the value of the project budget. £870k of developer contributions have been identified to date.

SUMMARY OF REPORT

The report outlines the options for Bulmershe leisure Centre's future, including a "do nothing" option. The report summarises detailed technical work undertaken on behalf of the authority on the costs of building options and on the likely usage and income from each of these options. A firm recommendation is made to rebuild the centre with a scheme featuring a 6 lane pool.

Background of Bulmershe Leisure Centre

Bulmershe leisure centre was built in 1974, as a two storey community leisure centre, with 4 court sports hall; small sports hall; 25m swimming pool with 5 lanes and the various changing facilities required of such a building at the time it was built. The first floor was originally designed for youth and community use; however those services are no longer provided from the site.

The centre was managed by Woodley Town Council for over 20 years, and was handed back to Wokingham Borough Council in December 2014, a year before the lease was due to end. From 1st December 2014, the management of the centre has been undertaken by 1Life as part of the contract extension of three years together with the management of all the other WBC leisure centres, which will end on 30th April 2018.

Investment was made to bring the centre up to improved health and safety standards and to provide an improved quality for members of the public who use the centre. A 50 station gym was created in the small sports hall and enhancements to the swimming pool changing facility were made. On the first floor, the area was re-configured and re-furnished to include a studio, two consultation rooms and a long term conditions gym. Currently the membership has over 900 members with gym membership, and 620 members of the swim school. A total investment of around £500k was invested at December 2014 (£340k by WBC and £160k by 1Life) to maintain and sustain the leisure centre for the remaining years of the contract, pending the options being explored and assessed on the longer-term future of the building.

Within the past 12 months the building fabric has deteriorated quite dramatically. The building has major air conditioning issues; with hot moist air in the swimming pool hall infiltrating the remainder of the building; particularly the first floor and roof spaces. As a consequence, the lack of insulation in these areas means that this moist air condenses and water forms, damaging ceilings; walls and window frames. In spite of remedial dehumidification using portable units; trapped moisture has stagnated leading to mould spreading across the entire first floor. This may pose respiratory health risks to staff, members of public and to those using the long term health gym, and clients who have pre-existing respiratory health have as a precaution, been moved to the facility at Loddon Valley leisure centre. Presently 1Life have a maintenance revenue pot of £20k per annum; with any additional requirements being met by WBC. The pool plant is now reaching the end of its life, with much of it being from 1974. Therefore any major mechanical issue may lead to the pool being closed for a period of time.

Bulmershe secondary school has always used the leisure centre on a dual use basis. The school have access to the sports hall & swimming pool during term-times from Monday to Friday from 9am – 5pm, 1 Life and WBC have negotiated some public community time 2 – 3 hours per week during this period. Improved changing facilities would allow the community greater use of the centre's facilities during term-time, as the current facilities do not permit this.

Reading Borough Council Proposals

After a meeting with Reading Borough Council's Officers it was confirmed that two pools in Reading are likely to be closed within the next 12 – 24 months. Central Swimming Pool in the centre of Reading, (25m pool with two teaching pools and Diving pit) and Arthur Hill Pool, Cemetery Junction, which is three kilometres from Bulmershe.

Using data from Wokingham Borough Council's 2006 leisure strategy, a 10 minute drive time from Bulmershe includes a potential 5,000 user's resident within Reading Borough. Most leisure centres plan their activities upon a 20 minute drive time for swimming and sports halls use, which would penetrate further into Reading. Reading Borough Council's own Indoor Facility strategy of November 2015 confirms this overlap and makes reference to the proposed Bulmershe Leisure Centre re-development. We understand that for Reading Borough Council, it is not the quantity of water space that is the issue driving their programme, but the quality of their swimming pools which are older than Wokingham's and requiring substantial remedial work to keep operational. Both Reading pools are over 50 years old and in need of major investment or rebuilds and the closures of both Central Pool and Arthur Hill Pool have now been announced formally, with Arthur Hill closing in December 2016.

What is common to both Reading and Wokingham Borough Councils is that new facilities will draw users from further afield and would expect to vastly increase users and the income derived. Users won't normally have any consideration for local authority boundaries and seek to use the facilities that are new, fit for purpose, clean accessible and value for money.

It is not clear on the future location of the replacement for Central Pool, whilst Arthur Hill's replacement has been announced as Palmer Park, a site only two kilometres the Bulmershe site. Any new development by Reading Borough Council may therefore draw users who are Wokingham Borough residents and vice-versa. This poses both authorities with a potential risk; however both current operating models work within the same risk based upon the existing facilities on offer to the public.

OPTIONS FOR THE FUTURE

The following section of this report explains the five options available for Bulmershe Leisure centre: the refurbishment option and the new-build options.

Option One - Refurbishment

The first option to consider is the refurbishment of the current building, which also includes a small extension to include a learner pool to enable children's swimming lessons to take place. This option goes far further than refitting and redecorating; essentially it strips the building back to the bare walls and foundations of the main elements (swimming pool and sports halls); removing and replacing the roof and rebuilding all of the changing room and entrance accommodation, on the same footprint as the current building. All plant will be replaced, and the caretaker's bungalow, which is surplus to requirements, will be demolished.

The details of this option and the financial implications generated from the financial modelling and business planning exercise follow. The feasibility study report prepared by Atkins (June 2016) shows the level of investment that it is planned with take place at the site. The works proposed by the Atkins report include:

- New roof
- New changing facilities including ceiling and floor and fittings plus painting
- Sports hall includes new floor, painting walls etc.
- New flooring and ceilings in gym plus air conditioning

- New flooring in activity studio and painting walls
- Swimming pool hall includes new floor and ceiling, painting walls, and fixtures
- New road infrastructure
- 90 new cycling spaces
- Additional car parking
- Additional teaching pool

Under Option 1, Atkins considered some differences to the external layout – access and car parking and whether any of the facilities could be continued during the refurbishment. The costs of maintaining use added nearly £1million to the costs, and the public consultation on the proposals concluded that this was not a good use of public funds, with the public and users being in support of closure to allow for the works to be carried out faster; to give a better facility and for better value.

Costs of Option 1: £11.76M

(In each option we recommend a risk and contingency pot of £1.84M which has been included in the cost of option 1)

Business Planning

The financial model on the assumption that the facility will be commenced by 2018 (April 2018) following construction being completed in 2019. (September 2019). The following assumptions in the development of the business plan model:

- Facility becomes operational on September 2019
- The facility is operated by a not for profit or charitable company
- The operator benefits from VAT sporting exemptions and mandatory business rate relief
- Consideration has been given to the current performance of the facility
- It uses a Gross Internal Floor Area (GIFA) of 2,622m² for utility costs
- It does not consider the implications of other sites or the contract.

Net Operational Surplus

The current net operational surplus is set out in the table below.

Table 1 – Net Operational Surplus for Option 1 – Refurbishment

All £	Option 1	Year 1	Year 2	Year 3	Year 4	Year 5
Total Income	666,282	1,160,006	1,290,514	1,290,514	1,290,514	1,290,514
Total Expenditure	-660,282	-1,160,334	-1,202,188	-1,210,341	-1,218,494	-1,255,351
Operator Surplus / (Cost)	6,000	-328	88,326	80,173	72,020	35,163

note these costs and income are for the operator, WBC will receive the relevant management fee as per contract.

Option 2 - New Build Option with Six Lane Swimming Pool

This option involves the full demolition of both the current leisure centre and the caretaker's bungalow – effectively giving a clear brownfield site on which to build the new facilities. Planning matters are being taken into consideration; including tree preservation orders; building lines, massing and height; and safe access to the site and the associated users of the campus including Addington School; Bulmershe School; Goals and the other sports clubs using the access road. The new build options are

based on standardised designs produced by Sport England working with architects; leisure centre operators and others for cost-effective, sustainable solutions for local sports and leisure facilities. These designs would then need to be carefully adapted to the local planning conditions and the budgetary limitations.

This section sets out the details of Option 2 together with the financial implications from the business planning exercise. The feasibility study report prepared by Atkins highlights in June 2016 shows that there are two options:

The projected capital costs for the scheme are based upon a Gross Floor Area of 4,252m² and the table below sets out the capital costs from the Atkins Report.

Cost of Option 2 £11.79M

(In each option we recommend a risk and contingency pot of £1.84M which has been added to option 2 above).

The following assumptions, which are the same as the previous section, have been applied:

- Main contractors Preliminary Costs – (12% Option 4)
- Main Contractors Design Fees – 5%
- Main Contractors Overheads and Profit – 7.5%
- Design and construction risk – 10%
- Inflation to Q1 2018 – 7%
- Professional Fees 10%
- Planning fees, site surveys etc. excluded
- Operator's fixture, fittings and equipment excluded.

Business Planning

The timings have been calculated based upon the inflation provision including in the Atkins Report.

- Given construction is circa 18 months (we have estimated) this would indicate that there is a further 9 months to go to construction completion
- Q1 2018 (April 2018) would indicate opening in September 2019

We have prepared a financial model on the assumption that the facility will be operational by September 2019 based upon inflation at mid-point and overall construction (18 months + 9 months). We have used the following assumptions in the development of the business plan model:

- Facility becomes operational in September 2019
- The facility is operated by a not for profit or charitable company
- The operator benefits from VAT sporting exemptions and mandatory business rate relief
- Consideration has been given to the current performance of the facility
- It uses a Gross Internal Floor Area (GIFA) of 4,252m² for utility costs
- It does not consider the implications of other sites or the contract.

Building Lifecycle Costs

Linked to the capital costs of the buildings, it is important to set aside an annual provision towards a sinking fund that can be drawn against for future replacement of the building fabric and major plant. At this stage we have estimated the cost of this based upon an industry standard metric used at feasibility stage. Costs will be confirmed once the conditional surveys have taken place and been assessed with the correct percentage needed to be set aside.

Net Operational Surplus

The current net operational surplus is set out in the table below.

Table 2 – Net Operational Surplus of Option 2

All £	Option 2	Year 1	Year 2	Year 3	Year 4	Year 5
Total Income	1,160,006	1,372,675	1,646,845	1,836,024	1,913,795	1,913,795
Total Expenditure	-1,160,334	-1,318,013	-1,374,716	-1,403,307	-1,417,984	-1,462,320
Operator Surplus / (Net Cost)	-328	54,661	272,129	432,717	495,811	451,475

Please

note these costs and income are for the operator, WBC will receive the relevant management fee as per contract.

Under Option 2 there is projected in Year 1 to be a surplus of £54,661 which substantially increases as the income from fitness and partially swimming grow. This increase in income absorbs the increases in premises costs and staffing costs which result from the increase in the size of the facilities.

By year 5 there should be circa £0.5 million operating surpluses from the facility, which is to be expected given the substantial increase in populations within the borough. This surplus could be reinforced from:

- the potential to draw people in from east of Reading to the facility, especially during the first two or three years and dependent upon whether Reading Borough Council provides a new facility to address the issues with Central Baths and Arthur Hill
- the migration of current swimmers from Loddon Valley, although this in itself will not increase the net revenues in the contract.

Option 3: New Build Option with Eight Lane Pool

This section sets out the details together with the financial implications from the business planning exercise:

- Option 3 – new leisure centre with an 8 lane x 25m pool, new four court sports hall, 100 station gym, two studios, car parking and cycle parking spaces.
- Demolition of existing leisure centre and caretaker's house;

The projected capital costs for the scheme are based upon a Gross Floor Area of 4,435m² and the table below sets out the capital costs from the Atkins Report. The following assumptions, which are the same as the previous section, have been applied:

- Main contractors Preliminary Costs – 12% (Option 5b - 17%)
- Main Contractors Design Fees – 5%
- Main Contractors Overheads and Profit – 7.5%
- Design and construction risk – 10%
- Inflation to Q1 2018 – 7%
- Professional Fees 10%
- Planning fees, site surveys etc. excluded
- Operator's fixture, fittings and equipment excluded.

Timings

The timings have been calculated based upon the inflation provision including in the Atkins Report.

Q1 2018 (April) would indicate opening in September 2019

Cost of Option 3 - £12.33M

Business Planning

We have prepared a financial model on the assumption that the facility will be operational by April/May 2019 (following construction being completed in December 2018) based upon inflation at mid-point and overall construction 18 months) + 9 months). We have used the following assumptions in the development of the business plan model:

- Facility becomes operational in September 2019
- The facility is operated by a not for profit or charitable company
- The operator benefits from VAT sporting exemptions and mandatory business rate relief
- Consideration has been given to the current performance of the facility
- It uses a GIFA of 4,435m² for utility costs
- It does not consider the implications of other sites or the contract.

Net Operational Surplus

The current net operational surplus is set out in the table below.

Table 3 – Net Operational Surplus Option 3

All £	Option 3	Year 1	Year 2	Year 3	Year 4	Year 5
Total Income	1,372,675	1,464,808	1,655,506	1,863,602	1,966,709	1,993,126
Total Expenditure	-1,318,013	-1,395,998	-1,414,755	-1,446,174	-1,464,159	-1,511,906
Operator Surplus / (Net Cost)	54,661	68,811	240,752	417,428	502,550	481,220

Please note these costs and income are for the operator, WBC will receive the relevant management fee as per contract

Under Option 3 there is a marginal projected increase in the Year 1 net operating surplus of £68,811 compared to £54,661 under Option 2. In the main this is the net effect of the increased size of the swimming pool, reflecting increased income but also the additional lifeguarding costs.

From the calculations above we do think that the Option 3 could leverage increased usage and income from:

The potential to draw people in from east of Reading to the facility, especially during the first two or three years and dependent upon whether Reading Borough Council provides a new facility to address the issues with Central Baths and Arthur Hill.

The opportunity to create an 8 lane pool may capture market share around Wokingham and Reading, but there is a risk that any redevelopment of a pool in Reading would impact on revenues, especially if it is a regional standard pool with spectator seating etc.

The migration of current swimmers from Loddon Valley, although this in itself will not increase the net revenues in the contract, it will increase income for the site.

Planning Constraints

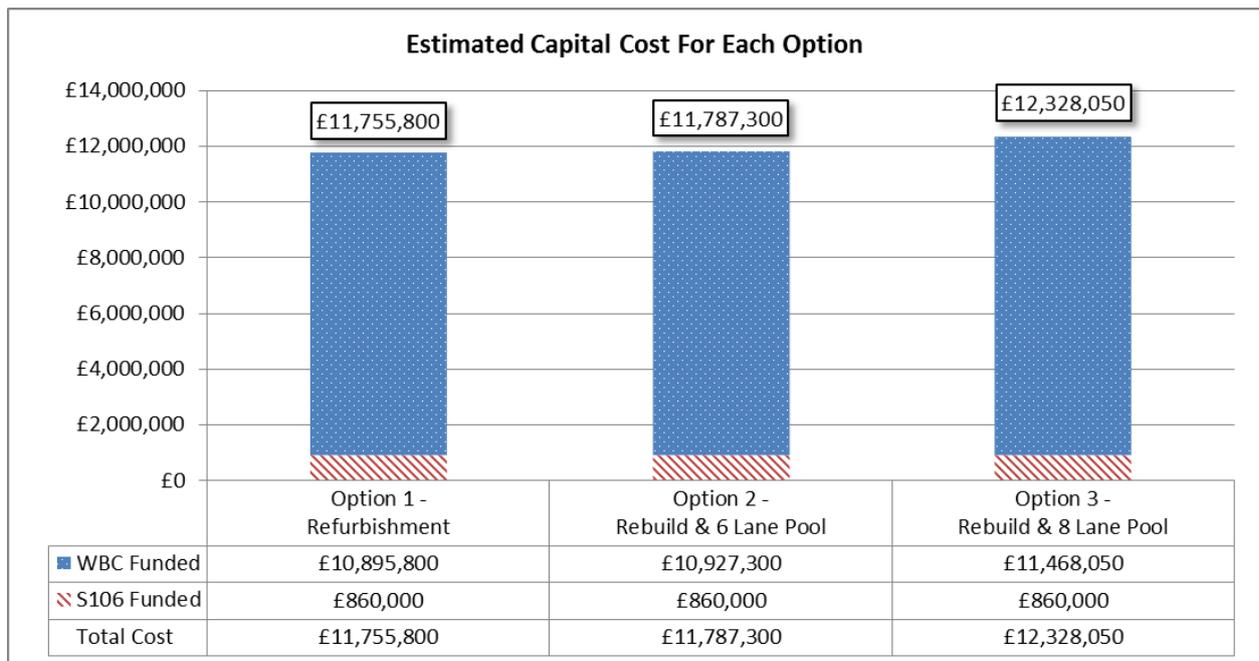
Both options 2 and 3 – to rebuild will necessitate a pre-application discussion with WBC planners, who have already identified several planning constraints on the site; and with highways and parking issues in relation to the building of a new facility on the site. These constraints will need to be overcome through more detailed schematic designs to be prepared for pre-application discussion.

Option 4 – Do Nothing

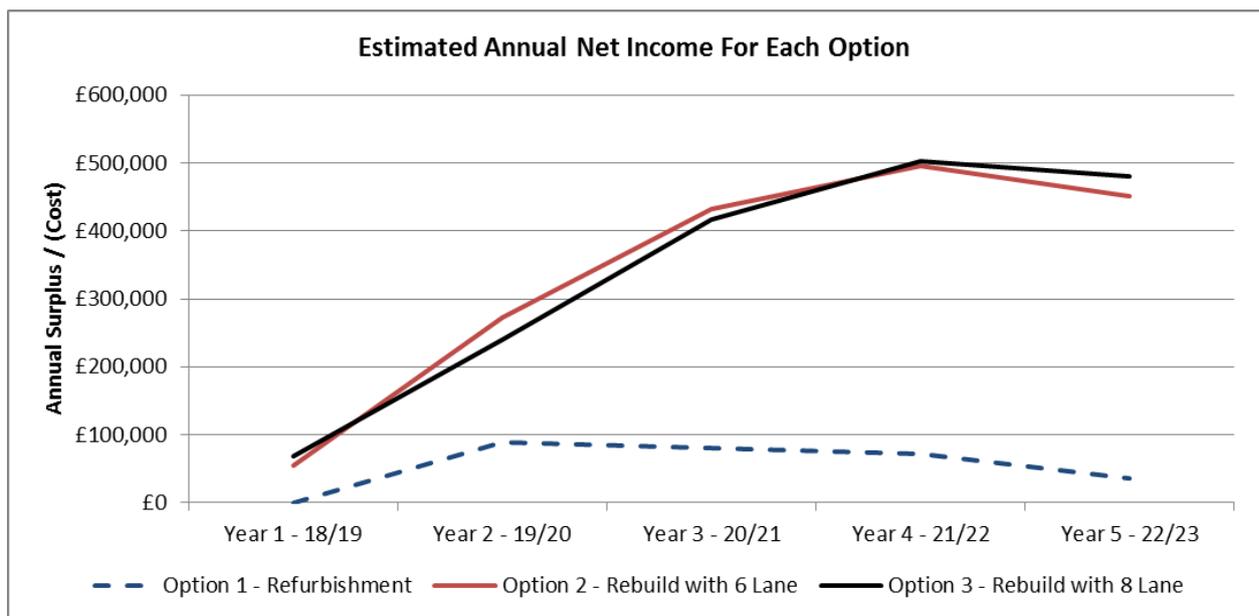
This will be a huge risk to the authority the building is at an age where some kind of investment is required. If it is left to deteriorate, it would not be fit for purpose due to health and safety legislation, the asset will be left standing unoccupied and the value of the property will be far less than if refurbishment or new build option. Also after public consultation the one main concern from residents was that the building would be sold off and not replaced, they were very keen on a local leisure centre that also was used by the school.

By doing nothing this would have a major effect on the overall management fee to the council, as stated in the appendices, the return would be a great value to a leisure operator, in turn would increase our management fee. Please note we do not receive any financial revenue from the leisure contractor.

Table 4 outlining three financial options



Note – Capital Costs exclude any borrowing costs.



Note – This income is for the Leisure Operator, WBC will receive a management fee as part of the leisure contract.

Option 5 – Sell land and receive capital receipts

The 5th option would be for our property and estates department to value the site for a capital receipt, and either identify and secure a suitable site to rebuild a new leisure centre, or the other option would be to not replace the leisure centre at all. The Estates Department have reviewed the site in order to generate a capital receipt figure. The Bulmershe site extends to 0.812 Ha (inclusive of the bungalow) and has a market value of between £1.25m and £1.5m subject to the following:

- Residential development of the site would be permissible at a density of 35 properties/ha

- There are no adverse site conditions which would increase the costs of development
- That demolition of the existing leisure centre could be achieved at a cost of no greater than £250,000.
- There are no encumbrances on the Council's title to the land that would prevent development.

Leisure centre visits

A number of Members accompanied by officers from public health and sports and leisure visited various locations over the past few months where local authorities had refurbished or rebuilt leisure centres. These were centres that have been recommended by Sport England and seen as case studies. The visits and the information gained were invaluable to scope the options and to identify the decisions taken by authorities and the risks they faced.

Refurb option case study 1

This leisure centre, built the same year as Bulmershe, 1974, had been fully refurbished. The centre was due to close at the end of their operating contract as a new site for a brand new centre had not been achievable as originally planned. The centre was due to be closed for one year for major refurbishments. The building contractor estimated the cost in the region of £6m, however after several months; items came to light that needed further or new work (asbestos removal being the major concern). The initial estimated costs had been publicised widely by members, and six months after the construction started these escalated to £12m causing some poor publicity. The under-estimated works were due to major faults in the undercroft, and the asbestos removal as well as associated long-term scaffolding works.

Refurb option case study 2

A leisure centre operator with significant design and build experience was appointed strategic leisure partner for this district council in following a 12-month tender procurement process. Their brief was to redevelop a run-down much-altered leisure centre to provide a future proof, modern, family friendly facility with health, fitness, leisure and social activities that would appeal to the local community. Prior to re-development the centre consisted of a swimming pool dating from the 70s, a sports hall from the early 80s, and squash courts and a small gym from the mid-80s. The site could not provide the services required by today's users. The building was dilapidated in places and as a result had excessive running costs and was difficult to maintain.

The council secured £1.12m in capital funding from Sport England as part of the government's Free Swim initiative to redevelop the centre. Other funding came from the operator, and the neighbouring Sixth Form Centre, as this was a dual use facility, similar to Bulmershe and St Crispin's in Wokingham.

With an approximate 50/50 split between refurbishment and new build, the £8m project has dramatically updated the site. The footprint of the facility has expanded overall with the ground floor increasing from 4,117sqm to 5,031sqm and the addition of a new first floor measuring 831sqm. The local authority were paying a subsidy to maintain the facilities at the site prior to refurbishment, but now they run on a cost neutral basis, but do not return a management fee to the council. As the area served is a deprived coastal

community, incomes and memberships are likely to remain low, and the council would be least likely to make a profit from this site. There are two different managements to the site: one being the operator who manages the marketing and sales, and the other being a local trust who deal with the day to day management of the facility.

New build option case study 1

This new leisure centre has been constructed near an existing ice rink to form a new destination Leisure Park. The development also includes floodlit mini-soccer artificial grass pitches, outdoor play area, new 63-bed hotel, 180-cover pub/restaurant and central car parking area.

In 2009, the local authority decided that the old 1970s swimming pool and squash facilities at the recreation centre had come to the end of their economic life and would need to be replaced with a new facility. A capital budget of £6m was set by the council and due to initial affordability issues, the brief called for a building that could be constructed in two phases. The swimming pool would be the first stage, and the sports hall would be constructed at a later time. However the councils chosen operator secured a contribution of £1m from the hotel and contributed £0.8m themselves to include the mini-soccer pitches. This increased the project construction budget to £7.3m and enabled the sports hall to be included from the outset. This was part of a Design Build Operate and Maintain (DBOM) contract type, which has not been recommended for Wokingham Borough in a separate paper on the leisure contract.

New build option case study 2

Very similar to case study 1, this centre includes a 25M pool, with a teaching pool, Fitness Suite, with dry change and Dance Studio. This centre does not have a sports hall. This is again close to a secondary school with which it operates a dual use model. Sport England funding, and a DBOM contract with the operator brought in the cost of the build to around £4.84M. Completed in 2012, this is a very popular site with increased membership from year to year.

Consultation

Public, stakeholder and centre user consultation have been carried out throughout the summer period. The following events were held and staffed by members of the Borough's public health and leisure development teams:

- 2 Saturdays in Woodley Town Centre
- 1 Sunday at Bulmershe Leisure centre
- Information and cards left at Leisure centre for 2 months
- Woodley Town Council – meeting Tuesday 6th September 2016
- Bulmershe School
- Addington School
- Goals Reading
- Bulmershe Gymnastic Clubs
- Kingfisher Table Tennis Club
- Sports Clubs using leisure centre – 3 evenings of presentations
- 470 Responses back from members of public

Overall the response was very positive, with most members of the public wanting the new build, and is able to redeploy for the 18 months if necessary. Some members of

the public were also concerned about transport, if they do not drive how they would get to other leisure centres within the borough. Some members wanted the refurbishment option but when they were told about the timescales, and explained about the new build option, they were quite happy to add the additional six months and have a new build.

School use

After a meeting with Bulmershe School, the head was very receptive towards a new build. The timetabling would be key to avoid exam periods etc. Also to have continued use of the leisure facility for the school use, and encourage more community use for the members of the public. The school mentioned about car parking which would be an issue, and are very approachable to work together to gain the upmost of car parking allocation as possible.

Redeployment

A sport and leisure working group will be set up to work out how the redeploy some of the activities within the current Bulmershe site. These would include all club use, swim school, school swimming, and sports hall use by the school. Also 800 members who currently use the gym. This group would consist of the following:
Sport and Leisure team – WBC, 1 Life (current operators), Woodley Town Council Leisure Dept., Woodford Park, Local clubs, Woodley Primary schools, Addington School, and Bulmershe school.

Transport – Private and Public

WBC and private operators would help to coordinate available public transport routes to get members of the public to and from Bulmershe leisure centre to one of our many leisure centres. Especially for those members of the public who cannot access private transport and rely on public transport. This was highlighted in the consultation as a key concern.

Options Summary

	Option 1 - Refurbishment	Option 2 – Rebuild with 6 Lane	Option 3 – Rebuild with 8 Lane
Capital			
Construction	£8.87m	£9.95m	£10.49m
Risk/Contingency	£2.89m	£1.84m	£1.84m
Capital Total	£11.76m	£11.79m	£12.33m
S106 Funding	-£0.86m	-£0.86m	-£0.86m
Cost to WBC	£10.90m	£10.93m	£11.47m
Revenue			
Yr. 1 Surplus / (Cost)	£0k	£55k	£69k
Yr. 2	£88k	£272k	£241k
Yr. 3	£80k	£433k	£417k
Yr. 4	£72k	£496k	£503k
Yr. 5	£35k	£451k	£481k
Note – revenue surplus / (costs) are for the operator, WBC will receive the relevant management fee as per the leisure contract			

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 – OPTION 3	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	£0k	£0k	Capital
Next Financial Year (Year 2)	£595k	£0k	Capital
Following Financial Year (Year 3)	£10,963k	£10,808k	Capital
Following Financial Year (Year 4)	£770k	£660k	Capital

Other financial information relevant to the Recommendation/Decision

This paper asks for a decision on the preferred option for the leisure centre. The funding will still have to be agreed as part of the overall capital programme of the authority.

The funding shortfall identified in the table above will be reviewed at as part of the capital budget setting for the 17/18 MTFP and will be subject to prioritisation against other capital schemes and reported back to Executive at budget setting in February 2017.

Cross-Council Implications

The main impact would be the Bulmershe campus, which will include Bulmershe School, Addington, Goals and the Table Tennis club, but with regular meeting and communications the impact will be a low risk factor.

It will be a positive for the property asset as a large investment into the building will add value to the current asset and long term will reduce maintenance and costs.

As a council priority, it will help deliver the health and wellbeing agenda to the members of the public, including public health outcomes.

List of Background Papers

Wokingham Borough Council Business Planning for Bulmershe Leisure Centre – FMG Consulting Ltd
Atkins Report – Bulmershe Leisure Centre – Design Brief

Contact Darrell Gale	Service Public Health
Telephone No 0118 908 8293	Email Darrell.gale@wokingham.gov.uk
Date 14 November 2016	Version No 19

This page is intentionally left blank

TITLE	Highway Asset Management Policy and Strategy
FOR CONSIDERATION BY	The Executive on 24 November 2016
WARDS	None specific
DIRECTOR	Josie Wragg, Interim Director of Environment
LEAD MEMBER	Malcolm Richards, Executive Member for Highways and Transport

OUTCOME / BENEFITS TO THE COMMUNITY

The primary benefits of asset management outlined in the Highways Asset Management Policy and Strategy are:

- management and development of the highway asset aligned with corporate goals
- delivery of highway services that are shaped by stakeholder expectations and customer needs
- maximising the use of resources and budgets to ensure value for money
- improving resilience through encouraging better planning and an ability to adapt to a changing climate

RECOMMENDATION

That the Executive approve the Highway Asset Management Policy and Strategy implemented within existing service budgets.

SUMMARY OF REPORT

This report outlines the changes in government policy and the highway service review that have led to the requirement for a Highway Asset Management Policy and Strategy to be undertaken, adopted and embedded.

1 Background

- 1.1 Highway Asset Management Plans have formed part of the highway service and are embedded within the professional services and term maintenance contracts. Adopting the attached Policy and Strategy builds on this work and further links the highways service with stakeholders' expectations and corporate objectives.
- 1.2 Government has set out a clear plan for identifying excellence in highways asset management through the Highways Maintenance Efficiency Programme (HMEP). This programme supports all councils in improving this aspect of their service at the same time as the Department for Transport (DfT) has created an Incentive Fund for councils to demonstrate good asset management practice. In order to maximise funding from the DfT all councils need to submit an annual assessment to them each December. The assessment must demonstrate progress in asset management, and a key part of this is the production and adoption of a Highways Asset Management Policy and Strategy. A HMEP document provides guidance on the content for a policy and strategy which this council have followed. Without the adoption of the policy and strategy the council will have reduced funding from the DfT, figures are detailed in the financial section of the report.
- 1.3 HM Treasury and the Chartered Institute for Public Finance and Accountancy (CIPFA) require the highway asset valuations to be shown in Local Authority Corporate Accounts, and these will be audited and submitted in the 2016-17 statement. From this, government will gain a better understanding of the nation's highway infrastructure, and broken down this will provide a more accurate reflection of each council's financial requirement to maintain its asset based on size and condition.
- 1.4 The council's two main highway contracts, professional services and highways maintenance/structures, are programmed to be re-procured from April 2019, and this lengthy procurement process will need to start in the summer of 2017 to meet this timetable. To ensure the procurement process provides the council with a robust fit-for-purpose highways service aligned with current and future needs, bidders will require accurate information. This policy and strategy and subsequent improvements in asset management data collection and analysis will be hugely beneficial to that process, allowing both the council and potential bidders to get a better understanding of Wokingham's highway asset and its condition.

2 Analysis of Issues

- 2.1 The Highway Asset Management Policy includes a summary of asset management and discusses the benefits it can bring to the council, such as better understanding of the highway asset, leading to longer term planning and performance in line with customer expectations. Another benefit is ensuring investment in the assets provides value for money and more resilience to risk, both in terms of funding and extreme weather events. It also discusses the corporate objectives that these benefits support.
- 2.2 The Highway Asset Management Strategy includes more details of the

measures which will be put in place to deliver the policy. These include developing asset management plans for groups of highway assets, including structures, drainage, roads, street lighting, traffic management and street furniture. These asset plans will include asset inventory data, lifecycle and risk management plans, levels of service, and improvement plans. In addition, the document summarises engagement with stakeholders on the importance of various highway assets and their satisfaction with the service. Finally, it includes a breakdown of the value of the highways asset, which totals £4 billion, including the land value, being by far the council's most valuable asset.

2.3 To ensure partners, stakeholders and customers are reflected in the documents, workshops with the council's Highways Alliance, Members and Extended Corporate Leadership Team were arranged over this summer. Information from these sessions was combined with results from national and local public surveys conducted by IPSOS MORI working for National Highways and Transportation (NHT) to form a picture of how the highways asset is performing, and what aspects are most important to these key stakeholders and customers. This data informed the drafting of both documents.

2.4 In order to receive full financial allocation from the DfT's Incentive Fund, councils must evidence good asset management practice aligned with HMEP guidance. A fundamental requirement in the bidding process is an adopted Highway Asset Management Policy and Strategy. Without this, the council will lose an increasing amount of capital funding, summarised in the financial part of this report.

2.5 Each year the Asphalt Industry Alliance (AIA) commissions a survey of highways departments in all councils in England and Wales. The aim of the survey is to build a picture of the general condition of local roads and the levels of maintenance activity, as well as the levels of funding required to ensure they are in reasonable condition. Every year the report shows a vast budget shortfall and a backlog of highway maintenance works. In 2016 this national budget shortfall for road maintenance alone was over £600M with a £10B figure being quoted to make up the backlog. Despite lobbying the government, pressure is likely to increase over the coming years as council revenue budgets are required to deliver further savings. It is essential that councils, including Wokingham, adopt best practice in asset management to mitigate this pressure and ensure value for money, and this policy and strategy are the overarching documents to ensure this is delivered.

3 Conclusion

3.1 Developing and adopting a Highway Asset Management Policy and Strategy aligned with best practice is essential to ensure the highway network is evaluated, maintained and developed in alignment with the council's corporate goals, and to meet stakeholder and customer needs. The adopted policy and strategy will ensure the council maximises funding opportunities from government, and will ensure that the resources and funding available are targeted where the network is most in need, and used efficiently and deliver value for money for the council.

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)	£6.478M Revenue £22.978M Capital	Yes	Revenue and Capital
Next Financial Year (Year 2)	£6.428M Revenue £25.616M Capital	Yes	Revenue and Capital
Following Financial Year (Year 3)	£6.388M Revenue £32.643M Capital	Yes	Revenue and Capital

Other Financial Information Relevant to the Recommendation/Decision

Column 2 provides existing Highway and Transport Revenue and Capital Budgets where improvements in asset management will apply. Without an adopted policy and strategy the council would suffer a potential loss in future funding from the Department for Transport of £66K/annum from 2017-18 rising to £445K/annum by 2020 - 21

Cross-Council Implications

None

List of Background Papers

Highway Asset Management Policy and Highway Asset Management Strategy

Contact Alison Dray	Service Highways and Transport
Telephone No 0118 9743727	Email alison.dray@wokingham.gov.uk
Date 15 November 2016	Version No. CLT approved

Wokingham Borough Council Highways Asset Management Policy

In order to engage with senior decision makers within the Council, Wokingham Borough Council's Asset Management Team has developed an Asset Management Policy that confirms the Council's commitment to highway asset management, and links the maintenance functions to the Council's strategic priorities. The policy is a concise document to be approved by the relevant committee and published on the Council's internal and external websites.

What is asset management?

The Institute of Asset Management (IAM) has defined the core elements or landscape of asset management as in the diagram below, which shows clearly that asset knowledge and information underpin effective asset management.

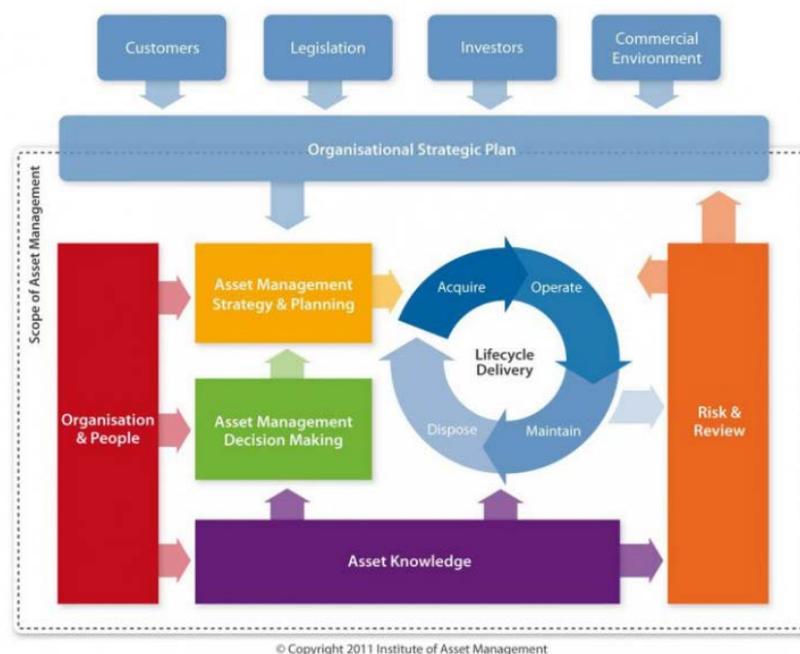


Figure 1: IAM concept model design

Wokingham Highway Asset Management Policy

The Wokingham Highway Asset Management Policy (HAMP) is supported by the Wokingham Highway Asset Management Strategy and is one of the key strategic documents related to the delivery of the Council's highway and transport services.

The successful use of asset management principles can demonstrate benefits in terms of financial efficiencies, improved accountability and stewardship of the asset; further, they can demonstrate better value for money and improved customer service. We are now reviewing and aligning our Asset Management Plan to better reflect this approach.

We recognise the importance of a strong link between policy and strategy, and their alignment to Wokingham's vision and corporate objectives. Our Transport Asset Management Plan was first written in 2008 and asset management principles underpin our contract with our alliance partners. We recognise that efficiently managed assets play a significant role in achieving corporate goals and meeting partner and stakeholders' expectations.

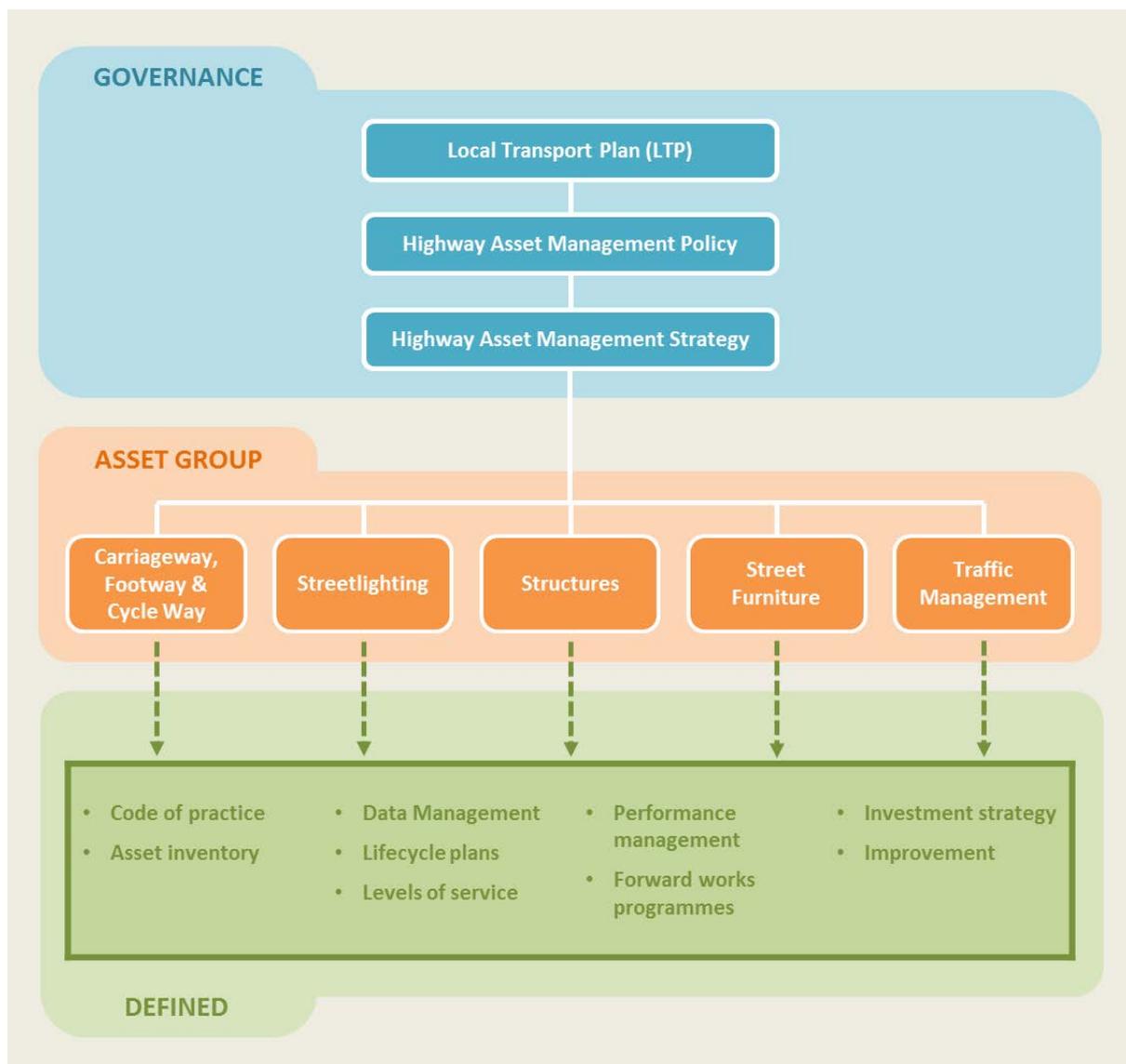


Figure 2: Wokingham highway asset management structure

Wokingham's Highway Asset Management Strategy sets out how its Highway Asset Management Policy is to be achieved. In particular it describes how Wokingham is working towards implementing an asset management approach to the management of the Council's highway infrastructure. It provides the framework for delivering its corporate priorities through effective, informed and defensible decision making.

In order to embed and promote asset management practices, we are setting up an organisational structure that reflects the importance of asset management in the delivery of highway and transport services. A key function of the asset management process is to understand the spending needs of each asset group, component and activity against performance, aims and objectives. This means understanding funding needs to meet:

- LTP objectives;
- Statutory obligations;
- Delivery planning; and
- Performance targets.

Inherent to this process is a need to understand the influence of budget decision making on stakeholder satisfaction and delivery of corporate priorities.

Our Corporate Vision:

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

The borough is recognised as a desirable place to live having been considered the 2nd least deprived local authority by the Index of Multiple Deprivation (IMD) 2015. We aim to maintain this, whilst improving the quality of life for our residents to ensure that the benefits of living within the borough are felt by all. (Council Plan update April 2016)

Our Council Values:

"Offer excellent value for your council tax"

"Deliver quality in all that we do, including the statutory services for which we are responsible"

LTP3 Transport Vision:

"To provide a cost-effective, inclusive transport network that enhances the economic, social and environmental prospects of the Borough whilst promoting the safety, health and wellbeing of those that use it."

LTP3 Highways Goal:

"To have a resilient, safe highway network that balances capacity for all users, enhances the economic prospects of the Borough, and promotes sustainable travel."

The benefits to Wokingham of implementing the Asset Management Strategy are:

- Context and priority: alignment with corporate aims and objectives, engaging in greater strategic assessment and better use of resources, ensuring resources are used effectively;
- Planning and performance: encouraging engagement with the majority of stakeholders resulting in a better understanding of their aspirations, developing and communicating a clear and structured approach to network and asset management;
- Present and future demand: improved delivery within budget constraints and better ways of doing things. Responding to the growth in development and understanding the implications of changes in demand on existing and aging assets. Maintain highway safety by complying with statutory duties and obligations; and
- Delivery: being able to respond to unexpected changes to the network, whether these are challenges to resilience or financial challenges. Increase sustainability and reduce environmental impact, monitor asset management practices and ensure that there is continuous improvement.

Strategic tools

We aim to develop strategic tools to progress, improve, regularly review and provide feedback into our HAMP. An asset information and data strategy, lifecycle plans, risk management strategies, communication plans, levels of service and performance plans all need to be developed to effectively manage our critical assets. These tools will help determine the spending needs for each asset group, efficiently manage risks and performance, whilst taking the opinion of stakeholders into account.

Whole of Government Accounting

HM Treasury and the Chartered Institute for Public Finance and Accountancy (CIPFA) will be incorporating our infrastructure asset valuations into Local Authority Corporate Accounts. In addition, the combined figures will be reported and auditable along with the whole of this Council's submission from 2016-17, so accuracy is important. Our annual valuations will be as outlined in the CIPFA Code of Practice on Transport Infrastructure Assets (2013 Edition). We are taking steps to ensure that our data is in line with the recommendations of this code, that it is robust and reliable, and that we have sufficient information to be confident of our valuations.

A dry run exercise was undertaken in 2015-16. We are continually learning from this process and improving the accuracy of our valuation figures. The 2016-17 valuation will provide central Government with a clearer picture of the size and costs of the whole country's highway infrastructure and will provide a true reflection of each authority's financial position. It is a statutory requirement to provide this information. We will engage with our auditors and engage in discussions with external auditors and CIPFA to ensure that we are robust in our reporting.

Embedding Asset Management

Stakeholder workshops demonstrate support for and understanding of asset management and endorsement of an asset management approach. The next step will be embedding asset management within Council processes. To further this aim, regular feedback will be provided on current and future demands, risks, performance, future plans, future funding requirements and the overall benefits being realised by asset management implementation.

All schemes must contribute towards or be assessed by asset management principles and demonstrate that sound judgement has been applied.

This page is intentionally left blank

Wokingham Borough Council

Highway Asset Management Strategy

2016 - 2019

Corporate Vision:

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

The borough is recognised as a desirable place to live, having been considered the 2nd least deprived local authority by the Index of Multiple Deprivation (IMD) 2015. We aim to maintain this, whilst improving the quality of life for our residents to ensure that the benefits of living within the borough are felt by all. (Council Plan Update April 2016)

Introduction

Asset management planning is an increasingly important part of how we maintain highways assets in the borough. Effective asset management is a key factor in upholding Wokingham Borough Council's (WBC) vision; it is a common-sense approach to the maintenance and future investment decisions for all the component parts that make up the highway.

Highway asset management is about investing the appropriate amount of money at the most appropriate time to keep our assets working properly and meet the needs of our customers, now and in the future. It is important to the decisions we make about maintenance priorities, levels of service and investment in communities and to support businesses.

The government has set out a clear plan for identifying what constitutes excellent highways asset management through the Highways Maintenance Efficiency Programme (HMEP), and a number of asset-specific documents have been released to help local authorities to attain excellence status. The benefits to the borough of implementing an asset management approach are:

- It facilitates the delivery of services that are shaped by the needs of our customers now and in the future.
- It facilitates the delivery of services to meet our statutory obligations.
- It promotes a focus on the best use of resources and maximises efficiency to meet our legal requirements.
- It enables us to be more resilient and better able to respond to changes and financial challenges.

We have been on a journey since 2008 defining what our assets are, finding out their condition and how best to maintain them.

The lead up to this strategy statement has initiated the work required for setting out a road map to attain accredited excellence status in highway asset management by 2019.

As with other local authorities, we are challenged by managing the maintenance of aging assets with ever decreasing revenue maintenance budgets, and our strategy is to make our money work harder and to identify by consensus what the money should be spent on. We are adopting asset management best practice processes identified through discussions with members and local stakeholders, professional guidance, case studies and workshops. One key process is the Asset Management Framework set out in the Highway Infrastructure Asset Management Guidance document produced by HMEP.

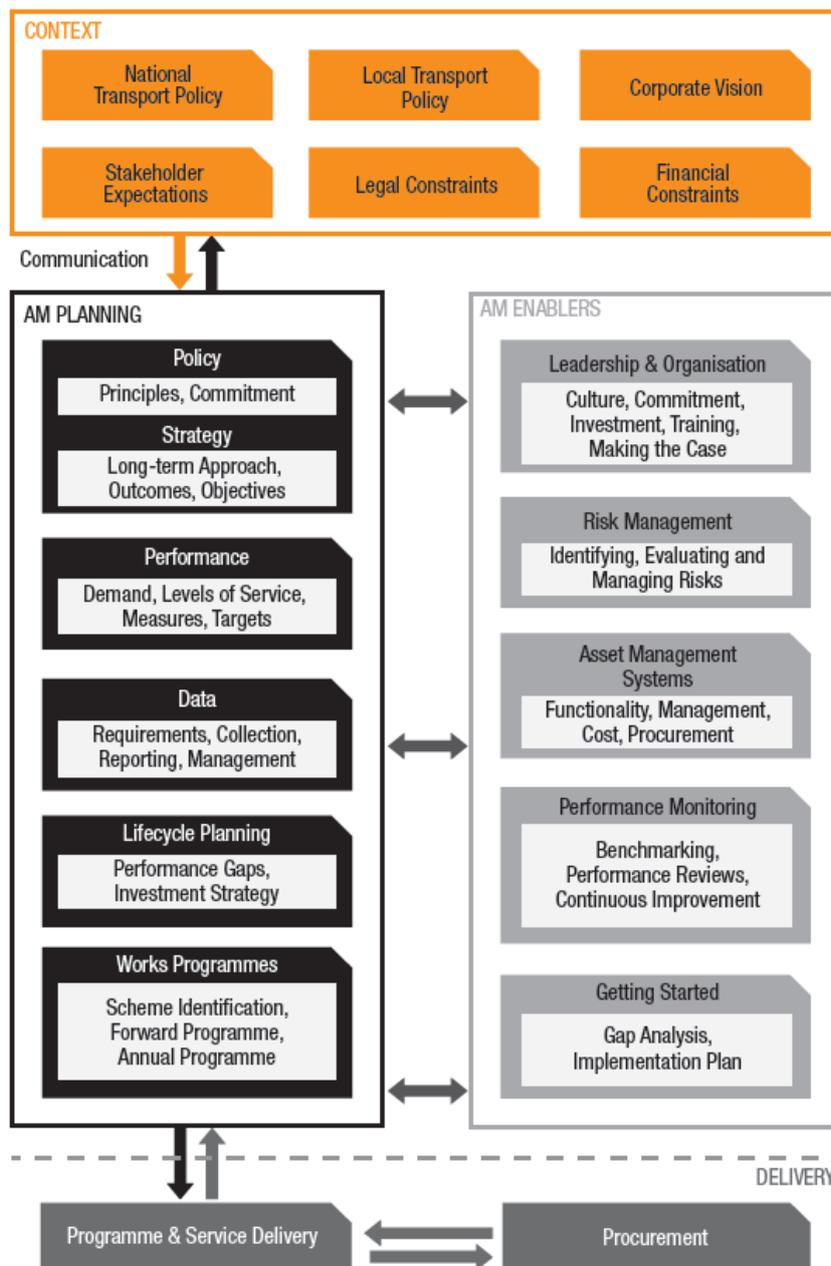


Figure 1: The Asset Management Framework from Highway Infrastructure Asset Management Guidance (HMEP/UKRLG, 2013)

A HMEP document providing an introduction to highway asset management and its terminology is attached in Appendix A, entitled "Highways - Maintaining a Vital Asset. What Should Councillors Know About Asset Management?".

Wokingham Borough Council's Highway Assets

Our highway network assets are high value, and to replace them with new assets at today's construction prices would cost in the region of £1.3 billion. This is reported in the Whole of Government Accounts for Wokingham Borough Council as the Gross Replacement Cost (GRC), plus a further £2.7 billion of associated land. It comprises the following assets:

Table 1: Whole of Government Accounts valuation 2016

Asset Group	Quantity	Estimated Value (cost of a like-for-like replacement)
Roads and footways	736 km of roads (including 8 km of motorway) 764 km of roadside footways 5 km of linking footpaths 53 km of off-road cycleways 9 km of on-road cycleways 322 traffic-sensitive streets	£1,100M
Drainage	29,879 road gullies Sustainable drainage systems (SUDS) Critical drainage assets, including ditches and other structures	
Structures	249 structures (including 166 bridges)	£175M
Street lighting	16,113 columns	£25M
Traffic management	40 junctions, 61 pedestrian crossings	£5.5M
Street furniture	Signs, fencing, bins, bollards, benches, street name plates, cycle stands, etc.	£10.6M
Land	Carriageway and footway land area, soft landscaping, grass verges, etc.	£2,700M

The total estimated value of Wokingham Borough Council highway assets is £4.0 billion.

More detailed information will be provided in carefully tailored Asset Management Plans for each of the asset groups; these are to be developed.

Asset Management Strategy

We have consulted with residents and stakeholders to identify what parts of the network are important, which they are most satisfied with and which parts of the network are critical; our

strategy will continue with a structured consultation plan to help us stay focused on the important outcomes.

We will identify a clear Asset Ownership Framework and assign asset owners, develop lifecycle plans for each asset group, document our critical infrastructure management and develop contingency planning. We will communicate progress, including lessons learned through the ongoing process.

Appropriate core competencies are central to the Highway Asset Management Strategy, and as far as possible we will ensure that staff with the right skillset are available to deliver the best value service to our residents.

Process management is an integral part of knowing what our assets are and how we are recording and managing them. Process mapping will establish a robust approach to service delivery.

Data management is also an integral part of understanding our assets, and appropriate systems will be developed to identify assets, the condition of those assets, and the cost of maintaining them to identified levels of service. These will be audited to establish robust understanding. Performance will be measured to identify whether our strategy is producing the right results and to identify when and where change is needed.

Focus Groups

In preparation for developing our Highway Asset Management Framework we conducted our first 360 degree focus group. A cross section of stakeholders were canvassed for opinion, including members of the public through the annual National Highways and Transportation Survey conducted by IPSOS MORI (NHT), Council Members (Member), the Council's Highways and Transport Alliance professionals (H&T) and the Council's wider Corporate Leadership Teams (ECLT).

Via workshop questionnaires data was captured from each focus group on the "importance" of the various asset classes, which the focus groups were most "satisfied" with, and which parts of the network were considered most "critical". The results were as follows on a scale of 0-100% with 100% being the highest positive score:

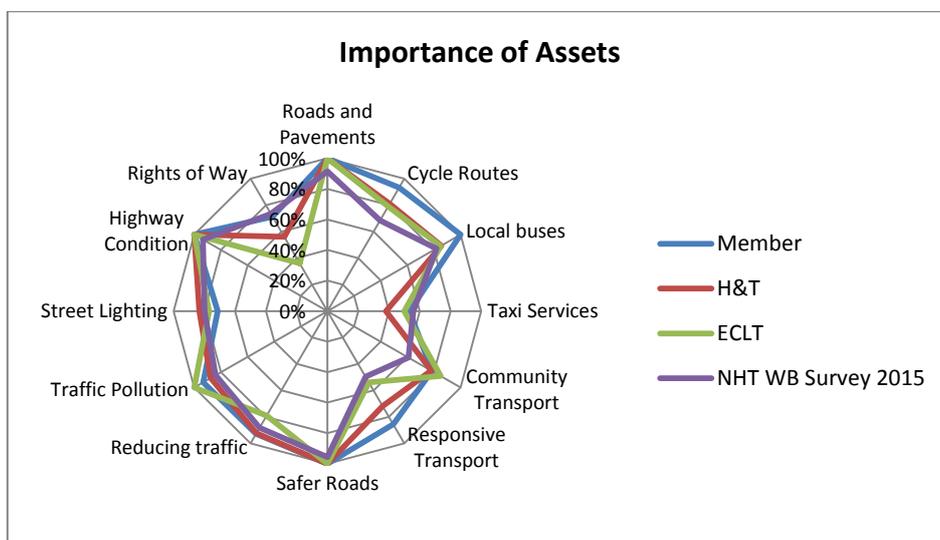


Figure 2: Importance to different stakeholders of highways assets 2016

The focus groups responded most positively to the importance of safer roads, highway condition, and roads and pavements. The most mixed response was to the importance of rights of way and responsive transport as shown in Figure 2. Figure 3 provides data on levels of satisfaction with the same asset groups that had been scored by importance in Figure 2; broadly the trends are again similar, however the level of satisfaction is much lower than the importance scoring.

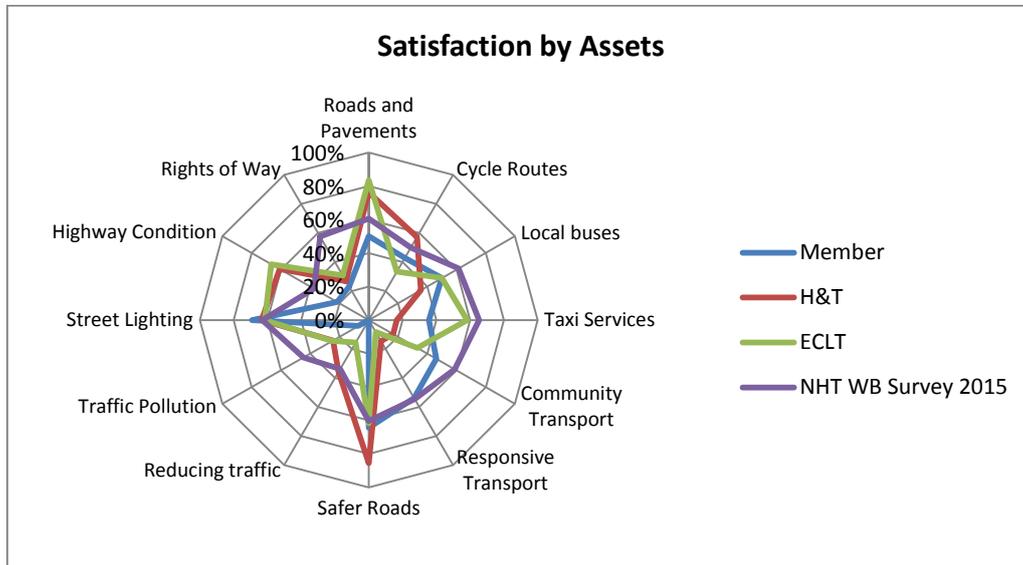


Figure 3: Focus group satisfaction with highway assets 2016

The focus groups in Figure 3 responded most positively to safer roads and street lighting. There was a mixed response to highway condition, responsive transport and taxi services. Data was also captured from the focus groups relating to which parts of the network were seen as most critical, and the focus groups were asked to undertake this thinking strategically, as captured in Figure 4 below. NHT surveys do not capture the critical nature of assets.

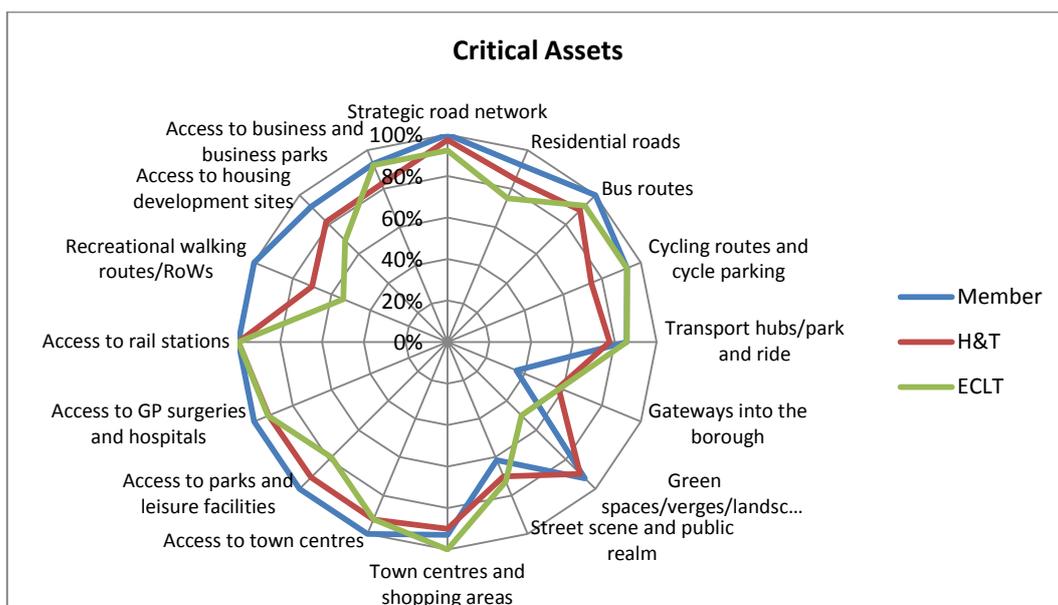


Figure 4: Focus groups defining critical parts of the highway assets 2016

The responses gained from focus groups and customer surveys will inform highway asset management planning, investment strategy, levels of service, performance measurement, forward programming, reporting and the approach to communication strategy and customer service.

Network resilience to extreme weather events

The impact of extreme weather on our network can be considerable, and detailed investigation carried out by the Department for Transport (DfT) following the extreme weather experienced during the winter of 2013/14 resulted in the Transport Resilience Review. The main extreme weather problems for road users in winter 2013/14 came from various types of flooding and water damage, and problems with falling trees during the high winds. Further documents produced by DfT are the Pothole Review providing guidance for carriageway maintenance, and guidance on the management of highway drainage.

The development of a resilient network strategy will build on the findings of these documents and identify the critical highway network, focusing on risk management with networks defined, and aligning strategic maintenance in the areas of winter maintenance, highway drainage and carriageway maintenance. A sister document, the WBC Flood Strategy, focuses on flood management in the borough.

Customer focus

We undertook a Strategic Peer Review in January 2015 with HMEP, which supports sector-led improvement; this identified a progression map for developing an Asset Management Improvement Strategy for Wokingham. The communication of customer survey results will include how they have fed into action plans, and the insights gained from these activities. Feedback from stakeholders will inform future planned maintenance and development programmes and the methods of communication with partners and stakeholders.

Benchmarking and efficiency

The Strategic Peer Review identified the need to develop a performance culture. Part of this involves developing a performance management framework, with the right structures, processes and people to develop a quality-measurement tool for policy development and decision making.

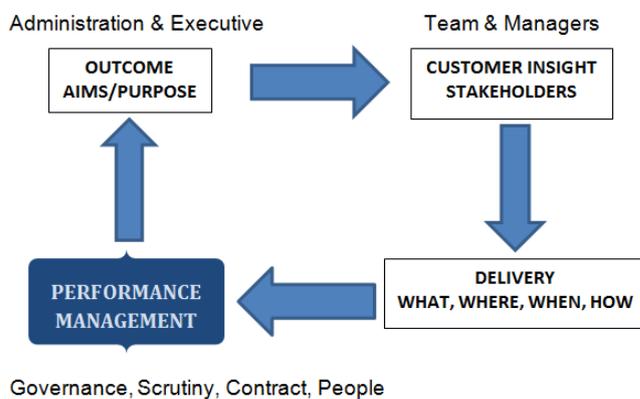


Figure 5: Performance culture (Peer Review, 2015)

We are involved in the CIPFA Highways Asset Management Planning Network series of workshops to collaborate and exchange information with participating authorities. In order to initiate a learning cycle and culture the Council will join recognised benchmarking groups of local and similar unitary authorities to measure success and progress. We will initiate the active use of benchmarking data to improve service delivery on a regular basis and to support investment decision-making.

Operational Service Delivery

An Asset Management Support Project completed by WSP in 2016 provides recommendations that will be taken forward during the period of this strategy, including data management processes for more accurate reporting that is reliable and repeatable. Processes will include the systematic recording of inventory assets and the regular recording of the condition of assets. This approach will facilitate condition analysis for financial reporting and lifecycle maintenance planning. A review of service delivery contracts and mechanisms is underway.

Collaboration with the supply chain is evolving, with a “supplier day” currently being organised for the highway maintenance service. A formalisation of this process is one aim of this strategy period.

We have embarked on identifying 3-year forward programmes for structural maintenance and these will be made available to the public through the development of communication channels.

Reactive maintenance, customer and member queries will feed into this process to identify projects prioritised on asset condition, efficiency of service and value for money. This will include developing methods for early engagement with planning processes, and identifying and collaborating with utility companies' (e.g. gas, electric, water) forward programmes. Motto: “do it once, do it right”.

Process Review

Progress will be reviewed at each significant development of the asset management process. The next key stages to review will be the development of Highway Asset Group Management Plans. The plans will reflect the DfT's new Highways Codes of Practice, due for release in December 2016. Each plan will include: levels of service; risk management and critical network assessment; data collection plans based on gap analysis; lifecycle plans based on asset valuations and performance monitoring. From these documents, process management, improvement plans and 3-year programmes will be developed and reported upon annually.

Wokingham Borough Council is committed to a culture of continual improvement, learning from both the public and private sector, and adopting new ways of working aligned with best practice. We will ensure highways asset management is reviewed as it evolves and is embedded across the organisation, with partners and stakeholders engaged and informed throughout the journey.

Appendix A: HMEP Highways - Maintaining a Vital Asset. What Should Councillors Know About Asset Management?

This page is intentionally left blank

TITLE	Fees and Charges
FOR CONSIDERATION BY	The Executive on 24 November 2016
WARD	None specific
DIRECTOR	Graham Ebers, Director Corporate Services
LEAD MEMBER	Anthony Pollock, Executive Member for Economic Development and Finance

OUTCOME / BENEFITS TO THE COMMUNITY

Sound Finances and Value for Money.
Maintaining services to the community through ensuring appropriate fees and charges for services.

RECOMMENDATION

That the Executive approve the schedule of fees and charges, as set out in Appendix A to the report, to be effective from the dates listed on the schedule.

SUMMARY OF REPORT

Members are presented with the schedule of proposed fees and charges.

Members are requested to agree the fees and charges contained in this report at Appendix A, effective from the dates shown on the schedule, of which most are enacted from 1 December 2016. Health and Wellbeing – Sports and Health and Wellbeing – Housing charges will alter from 1 January 2017 and 1 April 2017 respectively.

Background

The Council is currently projecting an in year budgetary pressure and forecasting an overspend. Implementation of the new fees and charges during the financial year will help the Council to offset this challenge and is considered to be responsible. Executive are asked to approve the schedule of fees and charges (Appendix A). The estimated income from the approved level of fees and charges will form part of the overall 2017/18 budget figures to be submitted to Executive in February 2017.

Those fees and charges which are subject to annual inflationary increases have in general been increased by an average 1.9% (and rounded where appropriate) in line with the Retail Price Index (RPI) as at July 2016. Some fees and charges, largely in Health and Wellbeing, vary according to the cost of providing the service.

Analysis of Issues

The report contains proposed charges for services as set out in Appendix A.

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)	(£10k)	Y	R
Next Financial Year (Year 2)	(£30k)	Y	R
Following Financial Year (Year 3)	(£30k)	Y	R

Other financial information relevant to the Recommendation/Decision

The approved fees and charges income will be included in the MTFP to be submitted to Executive in February 2017.

Cross-Council Implications

The fees and charges schedule affects all service areas which provide chargeable services.

List of Background Papers

None

Contact Debra Evans	Service Finance & Resources
Telephone No 0118 974 9537	Email Debra.Evans@Wokingham.gov.uk
Date 14 November 2016	Version No. 2

Finance & Resources

DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.15 inc VAT (if applic) £	CHARGE from 1.12.16 inc VAT (if applic) £
Concessionary Travel:					
Replacement of lost National Bus Pass		Zero Rated	Full Cost Plus	£5.90	£6.00
Accountancy and Procurement:					
Charge for printed copies of the MTFP or Statement of Accounts		Standard	Full cost recovery	£17.70	£18.00
Revenues and Benefits - Cash Office:					
Credit Card Handling Fees		Zero Rated	Full Cost recovery	£2.00	£2.00
LOCAL LAND CHARGES:					
Part 1 enquiry and certificate of search		Non Business	Service costs are fully covered.	£110.80	£112.90
Each optional question on part two of the enquiry form		Non Business		£17.60	£17.90
Each additional question not covered by parts one and two		Non Business		£28.40	£28.90

Finance & Resources - Registrars

DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.15 inc VAT (if applic) £	CHARGE from 1.12.16 inc VAT (if applic) £
Registration of Births, Marriages and Deaths					
Licence Fees for Approved Premises:					
Initial and Renewal of licences for Approved Premises (valid for 3 years)		Non Business		£1,953.00	£1,990.00
Licence Fees for Civil Partnerships in Religious Buildings		Non Business		£809.00	£824.00
Licence Amendment Fee		Non Business		£362.00	£369.00
Marriage Fees / Civil Partnership Fees:					
Attendance of Superintendent Registrar and Registrar at a marriage or Civil Partnership at approved premise					
	Monday - Thursday	per ceremony	Non Business	£399.00	£407.00
	Late Weddings 6-8pm	per ceremony	Non Business	£474.00	£483.00
	Friday - Saturday	per ceremony	Non Business	£460.00	£469.00
	Late Weddings 6-8pm	per ceremony	Non Business	£534.00	£544.00
	Sunday and Bank Holidays	per ceremony	Non Business	£524.00	£534.00
	Late Weddings 6-8pm	per ceremony	Non Business	£673.00	£686.00
Ceremony Room					
	Monday to Thursday	per ceremony	Non Business	£145.00	£148.00
	Late Weddings 4.30-8pm	per ceremony	Non Business	£219.00	£263.00
	Friday	per ceremony	Non Business	£257.00	£262.00
	Saturday or Sunday	per ceremony	Non Business	£257.00	£302.00
	Bank Holidays	per ceremony	Non Business	£369.00	£416.00
To cover costs benchmarked against other LA's					
Naming / Renewal of Vows:					
Naming / Renewal of Vows in Ceremony Room:					
	Monday to Thursday	per ceremony	Standard	£136.00	£139.00
	Friday or Saturday	per ceremony	Standard	£287.00	£292.00
	Sunday and Bank Holidays	per ceremony	Standard	£376.00	£383.00
Naming / Renewal of Vows in an Approved Premises:					
	Monday to Thursday	per ceremony	Standard	£296.00	£302.00
	Friday or Saturday	per ceremony	Standard	£344.00	£351.00
	Sunday and Bank Holidays	per ceremony	Standard	£401.00	£409.00
Naming / Renewal of Vows in Private Premises					
	Monday to Thursday	per ceremony	Standard	£277.00	£322.00
	Friday or Saturday	per ceremony	Standard	£344.00	£391.00
	Sunday or Bank Holidays	per ceremony	Standard	£401.00	£449.00
Nationality Checking Service					
		per Adult	Standard	£69.00	£75.00
		per child	Standard	£54.00	£55.00
Passport checking fee in addition to National Checking Service checking		per person	Standard		£15.00
Private Citizenship Ceremony					
Citizenship Ceremony Fees in Ceremony Room	Mon-Fri		Non Business	£120.00	£122.00
Saturday		per ceremony	Non Business	£248.00	£293.00
Miscellaneous:					
All other charges will be made at either cost price or a reasonable charge.			Full cost and be competitive with other LA's		

Children's Services	DISCRETIONARY FEES AND CHARGES
----------------------------	---------------------------------------

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.15 inc VAT (if applic) £	CHARGE from 1.12.16 inc VAT (if applic) £
--------	------	----------	----------------	--	--

YOUTH & COMMUNITY SERVICE:**Wokingham Youth & Community Centre:****Commercial rates agreed on negotiation**

Activity	per hour	Exempt	Covers full costs	£12.90	£13.10	
Hall	per hour	Exempt		£16.20	£16.50	
Hard Court	per hour	Exempt		£15.70	£16.00	
Kitchen	per hour	Exempt		£9.90	£10.10	
Meeting	per hour	Exempt		£12.90	£13.10	
Premises	per hour	Exempt		£60.00	£61.10	
Woodley Airfield:						
Commercial Hire:						
Hall	per hour	Exempt		£18.80	£19.20	
Coffee Bar	per hour	Exempt		£15.20	£15.50	
Community Hire:						
Hall	per hour	Exempt	£15.70	£16.00		
Coffee Bar	per hour	Exempt	£13.60	£13.90		
Private Hire:						
Hall	per hour	Exempt	£15.70	£16.00		
Coffee Bar	per hour	Exempt	£12.90	£13.10		

Home To School / College Transport **All changes in charges to come into effect from the start of the school year 09/2017**

Concessionary Fare (average)	per pass	Zero Rated	Full cost recovery	£645.00	£675.00
Lost Pass replacement fee	per pass	Zero Rated	Full cost recovery	£15.00	£17.50

Respite Care - accommodation provided under Children Act 1989

Other parents (contribution to cost of meals)	per night	Non Business	Bespoke	£4.90	£5.00
---	-----------	--------------	---------	-------	-------

Disabled Children's Saturday Clubs

Cost to other local authorities	per visit	Non Business	Full cost recovery	£92.00	£93.70
---------------------------------	-----------	--------------	--------------------	--------	--------

Health & Wellbeing

DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.15 inc VAT (if applic) £	CHARGE from 1.12.16 inc VAT (if applic) £
Home Care Service & Community Support Services:					
Full cost recovery (means Tested) except where two carers required where only one will be charged (maximum charge to individual is the actual cost incurred by WBC)	Hour	Non Business	Cost	Full cost recovery	Full cost recovery
Second carer		Non Business		Full cost recovery	Full cost recovery
OLDER PEOPLE:					
Residential Care:					
WBC Homes for Older People					
Full Standard charge - residents - Suffolk Lodge	Week	Non Business		Full cost recovery	Full cost recovery
Full Cost to other local authorities - Suffolk Lodge	Week	Non Business		Full cost recovery	Full cost recovery
Independent Sector Homes for the Elderly					
Maximum charge to resident is the actual cost incurred by WBC		Non Business		Full cost recovery	Full cost recovery
Respite Care:					
Adults - charge to resident - WBC Homes					
WBC Home - Suffolk Lodge - Maximum charge subject to a financial assessment	Week	Non Business		Full cost recovery	Full cost recovery
Adults - charge to resident - Independent Sector					
Maximum charge to resident is the actual cost incurred by WBC		Non Business		Full cost recovery	Full cost recovery

Health & Wellbeing

DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.15 inc VAT (if applic) £	CHARGE from 1.12.16 inc VAT (if applic) £
ADULTS AND MENTAL HEALTH:					
Day Care Service:					
Where a meal is received, flat rate charge	Day	Non Business		Full cost recovery	Full cost recovery
Two or more meals received, minimum charge	Day	Non Business		Full cost recovery	Full cost recovery
Day Care:					
Full cost to other local authorities	Day	Non Business		Full cost recovery	Full cost recovery
Full cost recovery for day services subject to a maximum additional charge of £50 per week up to March 2017	Week	Non Business		Full cost recovery	Full cost recovery
Self Funders:					
Setup charge for non-residential services	Annual	Non Business		£260.00	£264.90
Annual Administration charge for non-residential services	Annual	Non Business		£194.00	£197.70
Deferred Payment Agreements (DPA)					
Setup charge excluding disbursements	Annual	Non Business		£755.00	£769.30
Setup charge including disbursements	Annual	Non Business		£600.00	£611.40
Annual Administration excluding disbursements	Annual	Non Business		£261.00	£266.00
Annual Administration including disbursements	Annual	Non Business		£172.00	£175.30
Training Course Fees:					
Charge to other unitary authorities within Berkshire & statutory agencies	Day	Non Business		£65.00	£66.20
Cancellation fee, not payable if attendance cancelled more than 7 days before course date	Per Course	Non Business		£65.00	£66.20
Charge to voluntary bodies	Day	Non Business		£28.60	£29.10

Health & Wellbeing - Sports

DISCRETIONARY FEES AND CHARGES

All changes in charges to come into effect from 1st January 2017

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.1.16 inc VAT (if applic) £	CHARGE from 1.1.17 inc VAT (if applic) £
SPORTS ACTIVITIES:					
Children's Holidays Sports Activities:					
Wokingham Active Kids Full Day Course (9:30 am - 3:30pm)		Exempt		£15.90	£17.00
Wokingham Active Kids Full Day Course (9:30 am - 3:30pm) - Weeks Charge		Exempt		£71.50	£73.00
Wokingham Active Kids Full Day Course (8 am - 6pm)		Exempt		£24.70	£26.00
Wokingham Active Kids Full Day Course (8 am - 6pm) - Week Charge		Exempt		£110.90	£115.00
15 % Off Discount if you book before specified date Week (9:30 - 3:30)		Exempt		£60.70	£62.05
15 % Off Discount if you book before specified date Day (9:30 - 3:30)		Exempt		£13.40	£14.45
15 % Off Discount if you book before specified date Week (8 - 6)		Exempt		£94.20	£97.75
15 % Off Discount if you book before specified date Day (8-6)		Exempt		£20.90	£22.10
Specialised Sports Camps (Courses) Per Day		Exempt		£24.70	£26.00
All sports 1/2 day 9 - 12pm		Exempt		£9.30	£10.00
All Sports 1/2 day 9 - 12pm (Weeks Course Discount)		Exempt		£42.30	£44.00
1/2 Day Special Offer Price (5 for the Price of 4)		Exempt		£37.60	£39.00
Full Day Special Offer Price (5 for the Price of 4)		Exempt		£64.80	£67.00
Early pick up and late pick up (Price per am and pm charge)		Exempt		£2.90	£3.00
Wokingham Active Kids Membership (12 - 6 Months - Per Child)		Exempt		£10.30	£11.00
Wokingham Active Kids Membership (12 - 6 Months - Family Rate - max.4 Children)		Exempt		£25.90	£27.00
Wokingham Active Kids Membership (6 Months or Less - Per Child)		Exempt		£6.80	£7.00
Wokingham Active Kids Membership (6 Months or Less - Family Rate - max.4 Children)		Exempt		£20.20	£21.00
Children's Term Time Sports Activities:					
Term Time Activities (Sports) - Per Week		Exempt	Subsidised	£3.00	£4.00
Term Time Activity Term Price		Exempt		£27.30	£28.00
Term Time Activities (Specialised Sports) - Per Week		Exempt		£3.60	£4.00
Term Time (Specialised Activity) - Per Term		Exempt		£32.10	£33.00
Children's Parties (Facility and Coach) Up to 20 Children		Exempt		£108.50	£111.00
Children's Parties (Facility and Coach) Additional Cost per Child (Over 20)		Exempt	£5.40	£6.00	
10% Sibling Discount		Exempt	10% discount of the above fees (Children's Term Time Sports Activities)		
20% CAN Card Holder Discount		Exempt	20% discount of the above fees (Children's Term Time Sports Activities)		
Buy One Day Get One Day Half Price		Exempt			
Buy 5 Pay for 4 (Get 1 Free)		Exempt			
3 for 2 (Get 1 Free)		Exempt			
Over 50's Physical Activities (S.H.I.N.E) / Adults with Health Conditions (Disability)					
Membership Direct Debit (Monthly)		Exempt		£180.00	£204.00
12 month for cost of 10 (One off payment)		Exempt		£150.00	£165.00
Block of 10 Sessions (£3.00)		Exempt		£25.00	£30.00
Specialist Sessions (Archery-Pilates-Yoga) Block of 10		Exempt		£50.00	£60.00
Personal training for one		Exempt		N/A	£40.00
Personal training for two		Exempt		N/A	£40.00
Personal training for three		Exempt		N/A	£45.00

Health & Wellbeing - Sports

DISCRETIONARY FEES AND CHARGES

All changes in charges to come into effect from 1st January 2017

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.1.16 inc VAT (if applic) £	CHARGE from 1.1.17 inc VAT (if applic) £
Adult Classes:					
General Class (Book 10 Weeks in advance)		Exempt		£40.00	£42.00
General Class (Book 10 Weeks in advance) with Discount Card		Exempt		N/A	£35.00
Specialised Courses (Book 10 Weeks in advance)		Exempt		£50.00	£52.50
Specialised Courses (Book 10 Weeks in advance) with Discount Card		Exempt		N/A	£44.00
Wokingham Active Adults Membership (Per Adult)		Exempt		N/A	£11.00
Specialised Health Prevention Projects					
Steady Steps (£3.60 X weeks per term(based on 10weeks))		Exempt		£35.00	£36.00
Cardiac Rehab (10 Week block)		Exempt		£35.00	£36.00
Cardiac Rehab Health Checks		Exempt		£10.00	£11.00
LTHC Rehab Gym		Exempt		£32.50	£33.00
GP Referral 6 month membership		Exempt		£20.00	£21.00
GP		Exempt		£18.00	£19.00
GP Referral Activities Continuation		Exempt		£22.50	£23.00
Rehab Gym Hire (Gym hire only) Loddon & Bulmershe (Instructor needs to be qualified)		Exempt		£20.00	£21.00
Phase 4 Cancer Rehab - pay as you go		Exempt		£3.50	£4.00
Phase 4 Cancer Rehab - (10% discount for paying for 10 sessions in advance)		Exempt		£32.50	£36.00
Rehab Gym Hire (Gym hire & Instructor)		Exempt		£40.00	£42.00
Room Hire for Personal Trainers		Exempt		£13.00	£15.00
Adults with Health Conditions & Additional Needs (Disability)					
General Class (10 sessions)		Exempt		£37.00	£38.00
Specialised Courses (10 sessions)		Exempt		£50.00	£52.50
Children with Health Conditions & Additional Needs (Disability)					
General Class (10 weeks)		Exempt		£37.00	£38.00
General Class (CAN Card Holders 10 weeks)		Exempt		£27.00	£28.00
General Class (12 weeks)		Exempt		£43.00	£44.00
General Class (CAN Card Holders 12 weeks)		Exempt		£35.00	£36.00
Specialised Courses		Exempt		£50.00	£52.50
Additional Services:					
Provision of Coach / Instructor Per Hour		Exempt		£24.00	£25.00
Provision of Specialised Coach / Instructor Per Hour		Exempt		£32.60	£34.00
Multi Use Courts (Chalfont - Sports Unit):					
Adult per court per hr		Standard	To recover Service costs and overheads	£15.00	£16.00
Junior per court per hr		Standard		£10.00	£11.00
Events Tournaments					
Team Event (Commercial)		Standard		£25.00	£26.00
Team Event (Non- Commercial)		Standard		£15.00	£16.00
Individual Event (Amateur)		Standard		£10.00	£11.00

Health & Wellbeing - Housing

DISCRETIONARY FEES AND CHARGES

All changes in charges to come into effect from 1st April 2017

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.4.16 inc VAT (if applic) £	CHARGE from 1.4.17 inc VAT (if applic) £
Gypsy Caravan Sites:					
Carters Hill Park - Licence Fee	per week	Non Business		£53.60	£54.60
Twyford Orchards - Licence Fee	per week	Non Business		£49.80	£50.70
Hostel room 1	per week	Non Business		£90.20	£91.90
Hostel room 2	per week	Non Business		£90.20	£91.90
Hostel room 3	per week	Non Business		£110.50	£112.60
Hostel room 4	per week	Non Business		£115.50	£117.70
Hostel room 5	per week	Non Business		£120.60	£122.90
Hostel room 6	per week	Non Business		£110.50	£112.60
Hostel room 7	per week	Non Business		£120.60	£122.90
Hostel room h - Room no longer available after renovation works	per week	Non Business		£0.00	£0.00
Hostel room 8	per week	Non Business		£110.50	£112.60
Hostel room 9	per week	Non Business		£135.70	£138.30
Grovelands a	per week	Non Business		£88.40	£90.10
Grovelands b	per week	Non Business		£88.40	£90.10
Grovelands c	per week	Non Business		£88.40	£90.10
Grovelands d	per week	Non Business		£88.40	£90.10
Grovelands e	per week	Non Business		£88.40	£90.10
Grovelands Park f	per week	Non Business		£88.40	£90.10
Grovelands Park g	per week	Non Business		£88.40	£90.10
Grovelands Park h	per week	Non Business		£88.40	£90.10
Grovelands Park i	per week	Non Business		£88.40	£90.10
Grovelands Park k	per week	Non Business		£88.40	£90.10
Grovelands Park l	per week	Non Business		£88.40	£90.10
Grovelands plot fees	per week	Non Business		£38.52	£39.30
Groveland Garages - tenants - non-vatable x 2	per week	Non Business		£7.65	£7.80
Groveland Garages - non-tenants - vatable x 16	per week	Standard		£10.90	£11.10
Bed & Breakfast - family room	room per week	Non Business		£20.00	£20.40
Bed & Breakfast - single room	room per week	Non Business		£12.00	£12.20
Bed & Breakfast (non HB charge)	room per week	Non Business		£0.00	£150.00
Storage costs	per week	Non Business		£8.00	£8.20

Environment - Building Control		DISCRETIONARY FEES AND CHARGES			
CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.15 inc VAT (if applic) £	CHARGE from 1.12.16 inc VAT (if applic) £
Building Control Residual					
Demolition notice	Each	Non business	Cost recovery & Contribution toward income generation	£230.00	£234.00

Building Control Solutions**Research, retrieval and copy charge per property for Building Regulation Decision Notice(s) and/or Completion Certificate(s) intended for commercial re-use.**

To professionals for commercial purposes or owners/buyers	per hour	Non business		£28.50	£29.00
48 hour response	per hour	Non business		£57.00	£58.00
Research and response to enquiry per property where no documentation is supplied	per hour	Non business		£28.50	£29.00
First issue of Completion Certificates on archive applications		Standard		£77.00	£79.00
Provide pre-application advice (first hour free of charge)	per hour	Standard		£77.00	£79.00
Subsequent Building Regulation Charges may be reduced accordingly to reflect this advice.					
Research, retrieval and examination of Building Regulation record					
To professionals for commercial purposes	per hour	Non business		£28.50	£29.00
To residential owners/occupiers for private purposes		Non business		Free	Free
Letter confirming exemption		Non business		£38.00	£39.00
Letter confirming enforcement action will not be taken		Non business		£38.00	£39.00
Pre-application site inspections to discuss possible work e.g.view trial holes. Payment is required in advance		Standard		£77.00	£79.00
This payment will be credited against an application made for this property within the next twelve months.					
Submission of a Demolition Application		Non business		£230.00	£234.00
Retrieve archive file, undertake research, further inspection(s) and issue a completion certificate in respect of a project, following a period of three years since the last inspection of the work	per hour	Standard		£77.00	£79.00
Scaffold licence	Each	Non business	Cost recovery & Contribution toward income generation	£177.90	£181.00
Scaffold licence extension	Each	Non business	Cost recovery & Contribution toward income generation	£111.20	£113.00

Building Regulations Application charges are set separately as they are required to be set as self financing

Environment - Planning

DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.15 inc VAT (if applic) £	CHARGE from 1.12.16 inc VAT (if applic) £
Application Fees					
Planning Application fee levels are set nationally and individual local planning authorities have no powers to vary them. The anticipated income is based on current fee levels.					
Pre-application Charges:					
Application Type:					
House Holder - Standard	Per application	Standard		£90.00	£92.00
House Holder - Enhanced (includes site visit)	Per application	Standard		£150.00	£153.00
Non-householder < 200m2	Per application	Standard		£576.00	£587.00
Non-householder > 200m2 but < 500m2	Per application	Standard		£648.00	£660.00
Non-householder > 500m2 but < 1000m2	Per application	Standard		£816.00	£831.00
Non-householder > 1000m2 but < 2000m2	Per application	Standard		£1,008.00	£1,027.00
Non-householder > 2000m2 but < 3000m2	Per application	Standard		£1,176.00	£1,198.00
Non-householder > 3000m2 but < 5000m2	Per application	Standard		£1,416.00	£1,443.00
Non-householder > 5000m2	Per application	Standard		£7,200.00	£7,334.00
Non-householder 1 to 9 units	Per Dwelling	Standard		£195.10	£200.00
Non-householder 10 to 30 units	Per application	Standard		£1,953.30	£1,990.00
Non-householder 31 to 50 units	Per application	Standard		£3,255.40	£3,317.00
Non-householder > 51+ units	Per application	Standard		£6,510.80	£6,635.00
Copying Charges:					
Copying Decision Notice	per A4 sheet	Standard	Statutory constraints / Guidance	£0.10	£0.10
Copying T.P.O.	per A4 sheet	Standard	Statutory constraints / Guidance	£0.10	£0.10
General Photocopying:					
A4 additional sheets	per A4 sheet	Standard	Statutory constraints / Guidance	£0.10	£0.10
A3 additional sheets	per A4 sheet	Standard	Statutory constraints / Guidance	£0.10	£0.10
Plan Printing:					
Reprographics service charge - single charge levied per batch of plan printing		Standard	Statutory constraints / Guidance	£3.00	£3.10
A2		Standard	Statutory constraints / Guidance	£1.00	£1.00
A1		Standard	Statutory constraints / Guidance	£2.00	£2.00
A0		Standard	Statutory constraints / Guidance	£3.00	£3.10
Ordnance Survey extracts	Per set of O/S plans produced	Standard	Statutory constraints / Guidance	£32.40	£33.00
Ordnance Survey (1:1250 Scale extracts)	Per set of O/S plans produced	Standard	Statutory constraints / Guidance	£26.30	£27.00
Ordnance Survey (1:500 Scale extracts)	Per set of O/S plans produced	Standard	Statutory constraints / Guidance	£7.10	£7.20
High Hedges Legislation		Non Business		£839.10	£855.00
Copy of a Tree Preservation Order		Non Business		£0.10	£0.10

Environment - Planning

DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.15 inc VAT (if applic) £	CHARGE from 1.12.16 inc VAT (if applic) £
Highways Design Guide - paper copy of document		Standard	Demand Driven	£104.10	£106.00

Environment - Transportation

DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.15 Peak inc VAT (if applic) £	CHARGE from 1.12.15 Off-Peak inc VAT (if applic) £	CHARGE from 1.12.16 Peak inc VAT (if applic) £	CHARGE from 1.12.16 Off-Peak inc VAT (if applic) £
Park & Ride User		standard	Full cost recovery	£1.00	£1.00	£1.00	£1.00
Winnersh Station Parking							
Train User		standard	Full cost recovery	£4.00	£4.00	£4.00	£4.00
Day Parking		standard	Full cost recovery	£4.00	£4.00	£4.00	£4.00

Environment - Cemeteries

DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.15 inc VAT (if applic) £	CHARGE from 1.12.16 inc VAT (if applic) £
CEMETERIES / BURIAL & CREMATION:					
Interment fees:					
Under 1 month		Non Business	Not applicable	FREE	FREE
Under 1 month out of Borough		Non Business		£100.00	£102.00
1 month - 12 years		Non Business		FREE	FREE
1 month - 12 years out of Borough		Non Business		£200.00	£204.00
Over 12 years*		Non Business	To cover maintenance cost	£790.00	£805.00
Cremated remains*		Non Business		£330.00	£336.00
Columbaria - ashes interment for 10 years only*		Non Business		£850.00	£866.00
Columbaria fee for additional ashes into the same slot (2nd and final interment only)*		Non Business	To provide an additional service	£150.00	£153.00
Renewal fee for the above (at end of 10 year period) per year		Non Business		£42.00	£43.00
Exclusive Rights of Burial:					
Burial*		Non Business	To cover maintenance cost	£860.50	£877.00
Cremated Remains*		Non Business		£387.00	£394.00
Scattering of Cremated Remains on WBC land		Non Business	To cover maintenance and administration cost	£65.00	£66.00
Scattering of Cremated Remains within prescribed Cemetery scattering areas		Non Business		n/a	£77.00
Memorial Benches					
Memorial Bench (provided by WBC) with plaque&10 year lease (outside Cemeteries)		Standard		POA	POA
Renewal of lease for a further 5 years		Standard		£400.00	£408.00
Installation of memorial bench on grass (without plaque/outside Cemeteries)		Standard		£245.00	£250.00
Memorial Trees					
Memorial Tree for period of 10 years, includes supply, plant and plaque		Standard	To cover maintenance and administration cost	£942.00	£960.00
Renewal of lease for a further 10 years		Standard		£400.00	£408.00
Replacement/additional plaque		Standard		n/a	POA
Right to erect Memorials					
For the right to erect any headstone or monument on a burial grave space		Standard		£242.00	£247.00
For the right to erect a temporary marker on a grave		Standard		n/a	£26.00
Memorial Mushroom					
Memorial Mushroom or similar for period of 10 years (with 3 disks for inscription)		Standard	To cover maintenance and administration cost	£407.00	£415.00
Renewal of lease for further 10 years		Standard		£220.00	£224.00
Other					
Additional Inscription or works (on headstone)		Standard		£77.50	£79.00
Cremation Tablet		Standard		£120.00	£122.00
Transfer of exclusive Right of Burial (not done at time of interment)		Standard		£35.00	£36.00
Family History Search of Burial Records		Standard	Full Cost	£11.50	£12.00
*Non residents are charged triple fees for the purchase of a plot and for the first interment and scattering					

Environment - Countryside Services

DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.15 inc VAT (if applic) £	CHARGE from 1.12.16 inc VAT (if applic) £
Car Parking @ California Country Parks and Dinton					
Pastures					
Coach Parking per day		Standard	Full cost plus	£16.00	£16.50
Charge per Visit -per hour off peak Mon-Friday 1st Oct - 1st March		Standard		£1.20	£1.20
Charge per hr peak Sat & Sun all year, weekdays 2nd March-30th Sept	per hr	Standard		£1.50	£1.50
Charge per Visit - over 4 hours		Standard		£6.00	£6.00
Annual Season Ticket - 6 month		Standard		£75.00	£75.00
Annual Season Ticket - 12 month		Standard		£150.00	£150.00
Annual Season Ticket - 6 month concessionary		Standard		£56.00	£56.00
Annual Season Ticket - 12 month concessionary		Standard		£112.50	£112.50
Angling					
Fishing Syndicates					
White Swan Lake	per person	Standard	Full cost plus	£540.00	£550.00
White Swan winter	per person	Standard		£215.00	£220.00
Black Swan Lake	per person	Standard		£540.00	£550.00
River Loddon	per person	Standard		£140.00	£140.00
Longmoor Lake	per person	Standard		£200.00	£200.00
Gold Ticket	per person	Standard		£950.00	£968.00
Twyford Reserve	per person	Standard		£200.00	£204.00
Guest ticket	per person	Standard		£20.00	£20.00
Day season tickets full	per person	Standard		£65.00	£66.00
Day season discount	per person	Standard		Concession	£47.00
waiting list deposit non refundable , taken off first year membe	per person	Standard	Full cost plus	£20.00	£20.00
Day ticket per rod	per rod	Standard		£5.00	£5.00
CALIFORNIA COUNTRY PARK					
Paddling Pool		Exempt	Full cost	£2.00	£2.50
Public Rights of Way					
Processing statutory Declarations	per item	non business	Cost		£540.00

Environment - Activity Centre

DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.15 Member inc VAT (if applic) £	CHARGE from 1.12.15 Non Member inc VAT (if applic) £	CHARGE from 1.12.16 inc VAT (if applic) £
--------	------	----------	----------------	---	---	---

Additional discounts and offers may be offered from time to time

Individual pricing will apply to individual events

Proposed charges have been benchmarked against local competitors

Members receive 10% discount on • Activities for Adults • Activities for Juniors • Junior and Family Clubs • Personal Tuition • Pay & Play

Annual Membership Fees:

Adult	pp	Standard	full cost plus	N/A	£56.00	£58.00
Concession	pp	Standard		N/A	£28.00	£29.00
Family	4 people	Standard		N/A	£84.00	£86.00

Boat Storage Fees - members only

Double Handed Dinghy	per boat	Standard	full cost plus	£163.00	N/A	£120.00
Single Handed Dinghy	per boat	Standard		N/A	N/A	£70.00
Canoe/Kayak/Windsurf/Anglers Boat	per boat	Standard		£76.00	N/A	£30.00

Event / Course**Activities for Adults :**

Adult Sailing Course (2 days or equivalent)	pp	Exempt	Full cost plus	£163.00	£181.00	£181.00
Adult Sailing Refresher Course (1 days or equivalent)	pp	Exempt		£85.00	£95.00	£95.00
Adult Powerboat Course (2 days or equivalent)	pp	Exempt		£216.00	£240.00	£240.00
Adult Paddlesport Course (2 days or equivalent)	pp	Exempt		£99.00	£110.00	£110.00
Adult Evening Sailing Course (6 evenings or equivalent)	pp	Exempt		N/A	N/A	£150.00

Instructor Training:

RYA Assistant Instructor / Cadet Leader Course	pp	Exempt	Full cost plus	N/A	£130.00	£130.00
RYA Dinghy Instructor Pre-Assessment	pp	Exempt		N/A	£95.00	£95.00
RYA Dinghy Instructor Course	pp	Exempt		N/A	£345.00	£345.00
BCU FSRT	pp	Exempt		N/A	£60.00	£60.00
BCU Level 1 Coach Course	pp	Exempt		N/A	£240.00	£240.00
Emergency First Aid	pp	Exempt		N/A	£86.00	£86.00

Activities for Juniors (8yrs +):

Junior Sailing Course (5 days or equivalent)	pp	Exempt	Full cost plus	£189.00	£210.00	£220.00
Junior Evening Paddling Course (6 evenings or equivalent)	pp	Exempt		£81.00	£90.00	£92.00
Junior Evening Sailing Course (6 evenings or equivalent)	pp	Exempt		N/A	N/A	£150.00
Multi Activity Days (1 day or equivalent)	pp	Exempt		£31.50	£35.00	£36.00
Adventure Days (1 day or equivalent)	pp	Exempt		£41.00	£46.00	£47.00

Environment - Activity Centre

DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.15 Member inc VAT (if applic) £	CHARGE from 1.12.15 Non Member inc VAT (if applic) £	CHARGE from 1.12.16 inc VAT (if applic) £
Activity Clubs:						
Junior Clubs	pp	Exempt	Full cost plus	£12.00	£14.00	£14.00
Family Clubs	pp	Exempt		£10.50	£12.00	£12.00
Open Water Swimming	pp	Exempt		N/A	£3.00	£3.50
Open Water Swimming Pass (2 months swim pass+ 2hr parking valid for Wed 6-8pm)	pp	Exempt		N/A	NA	£42.00
Days Out:						
Promotional Events	pp	Exempt	Full cost plus	N/A	£3.00	£3.00
Themed Watersports Events	per Adult/Junior	Exempt		N/A	£8/£6	£8.00 - £6.00
Themed Land Events	pp	Exempt		N/A	£3.00	£3.00
Nature Events	pp	Exempt		N/A	£8.00	£10.00
Guided Paddles	per Adult/Junior	Exempt		N/A	£15/£10	£15.00-£10.00
Personal Tuition:						
1:1 Tuition	pp 2hrs	Exempt	Full cost plus	£54.00	£60.00	£61.00
2:1 Tuition	2ppl 2hrs	Exempt		£90.00	£100.00	£101.00
Taster Sessions:						
Taster Sessions: 10% discount for multiple bookings	1 hr30 session	Exempt	Full cost plus	N/A	£20.00	£20.00
School and Youth Group Activities:						
One Activity (min group size 20) EVENINGS ONLY	pp 1hr30	Exempt	Full cost plus	N/A	£15.00	£15.00
Two Activities (min group size 20)	pp 3hrs	Exempt		N/A	£17.00	£17.00
Three Activities (min group size 20)	pp 6hrs (day)	Exempt		N/A	£18.00	£20.00
Regular Sessions (min group size 12)	pp 2hrs	Exempt		N/A	£13.00	£13.00
Season Ticket (max group size 20)	per WBC Term	Standard		N/A	£243.00	£250.00
Envior Education One Activity - Self Led	pp for upto 3 hours	Exempt		N/A	£4.00	£4.00
Envior Education Two Activities - Self	pp upto 6 hours	Exempt		N/A	£6.00	£6.00
Envior Education Ranger to lead package	per Ranger /per hour	Exempt		N/A	£25.00	£25.00
Adult Group Activities:						
Two Activities (min group size 10)	half day	Exempt	Full cost plus	N/A	£26.00	£30.00
Three Activities (min group size 10)	full day	Exempt		N/A	£29.00	£45.00
Junior Group Activities:						
One Activity (min group size 12)	pp 1hr30	Exempt	Full cost plus	N/A	£19.00	£19.00
Two Activities (min group size 12)	pp 3hrs	Exempt		N/A	£21.00	£22.00
Three Activities (min group size 10)	pp 4hrs30	Exempt		N/A	£23.00	£26.00
Premium Package (min group size 10) - includes room hire, lunch, cake and party bag	pp	Exempt		N/A	£10.00	£12.00

Environment - Activity Centre

DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.15 Member inc VAT (if applic) £	CHARGE from 1.12.15 Non Member inc VAT (if applic) £	CHARGE from 1.12.16 inc VAT (if applic) £
Rock Climbing Wall Private Hire:						
Wall Only	per day	Standard	Full cost plus	N/A	£436.00	£450.00
wall + 3 ins + equip + delivery + PL	half day / evening	Exempt		N/A	£465.00	£500.00
wall + 3 ins + equip + delivery + PL	day	Exempt		N/A	£622.00	£700.00
Delivery Charge outside of borough per mile	per mile	Standard		N/A	£0.00	£3.00
Room Hire: DAC and Loddon Emmbrook rooms						
Commercial Rate	per hour	Exempt	Full cost plus	N/A	£24.00	£24.00
Youth/Education/WBC Rate	per hour	Exempt		N/A	£20.00	£20.00
Commercial Block Booking Rate (min 6 consecutive weeks)	per hour	Exempt		N/A	£20.00	£20.00
Youth Block Booking Rate (min 6 consecutive weeks)	per hour	Exempt		N/A	£17.00	£17.00
Late lock up fee (after 5pm)	one off charge	Standard		N/A	£50.00	£50.00
BBQ Hire	per day	Standard		N/A	£45.00	£60.00
Pay & Play:						
Single Handed Dinghy	per-two, 1 hour	Standard	Full cost plus	£22.50	£25.00	£15.00
Double Handed Dinghy	per-two, 1 hour	Standard		£36.00	£40.00	£22.00
Day Ticket (launch your own boat)	per boat, per day	Standard		£0.00	£15.00	£15.00
Boat Hire (canoe, kayak, kata-kanu etc)	pp per half hour	Standard		£5.00	£6.00	£6.00
Staff Resources:						
Senior Instructor	per hour	Exempt	Full cost plus	N/A	£37.00	£37.00
Lead Instructor	per hour	Exempt		N/A	£25.00	£25.00
Instructor	per hour	Exempt		N/A	£20.00	£20.00
Activity Equipment Hire:						
PPE (harness, helmet, wetsuit, life jackets)	per day	Standard	Full cost plus	N/A	£4.00	£4.00
Land Hire						
Commercial up to 5 acre	per day	Standard	Full cost plus	N/A	N/A	£150.00
Commercial up to 10 acre	per day	Standard		N/A	N/A	£250.00
Commercial up to 40 acre	per day	Standard		N/A	N/A	£800.00
Non- Commercial up to 5 acre	per day	Standard		N/A	N/A	£120.00
Non- Commercial up to 10 acre	per day	Standard		N/A	N/A	£200.00
Non- Commercial up to 40 acre	per day	Standard		N/A	N/A	£640.00
WBC, Charity, Sch, Youth up to 5 acre	per day	Standard		N/A	N/A	£105.00
WBC, Charity, Sch, Youth up to 10 acre	per day	Standard		N/A	N/A	£175.00
WBC, Charity, Sch, Youth up to 40 acre	per day	Standard		N/A	N/A	£560.00
All of the above 20% discount for low season Oct.-end Mar						
Camping Pitch, Grass no electric per 2 man tent	per day	Standard		N/A	N/A	£10.00

All Land hire is at Budget Manager discretion to amend to meet commercial aspirations

Environment - Cleaner & Greener

DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.15 inc VAT (if applic) £	CHARGE from 1.12.16 inc VAT (if applic) £
--------	------	----------	----------------	---	---

SPORTS PITCH HIRE:**Artificial Pitch, Cantley Park, Wokingham - these charges will alter from 1st April 2017 due to VAT Regulations**

Full Pitch - Peak per hr (Peak - Weekdays after 7pm & all day Saturday)	Per hour	Standard	Demand Driven. Also to recover service cost	£77.00	£79.00
Half Pitch - Peak per hr (Peak - Weekdays after 7pm & all day Saturday)	Per hour	Standard		£52.00	£52.00
Full Pitch - Off Peak per hr (Off Peak - Weekdays before 7pm & all day Sunday, off peak rate for WBC teams)	Per hour	Standard		£47.00	£48.00
Half Pitch - Off Peak per hr (Off Peak - Weekdays before 7pm & all day Sunday, off peak rate for WBC teams)	Per hour	Standard		£22.00	£22.00

Artificial Five a Side Pitch various locations

Peak per hr (Peak - Weekdays after 7pm & all day Saturday)	Per hour	Standard	Cost plus	n/a	£45.00
Off peak per hr (Off peak - Weekdays before 7pm & all day Sunday)	Per hour	Standard	Cost plus	n/a	£22.00

Grass Pitch All sites:

Senior Pitch (90 x 60 & above) per game	Per game	Standard	Demand Driven. Also to recover service cost	£45.00	£46.00
Junior Pitch (80 x 50 & smaller) per game	Per game	Standard		£22.00	£22.00

SPORTS PAVILION HIRE:**Ashridge room inc kitchen, & upstairs toilets only, Cantley:**

Hire per hr - Off peak (before 6pm weekdays & Sundays inc WBC users)	Per hire	Standard	To cover service cost plus overheads	£12.00	£13.00
Hire per hr - Peak times (Weekdays after 6 pm & all day Saturday)	Per hire	Standard		£15.00	£16.00
Standard overrun charge per booking based on 50% of hourly rate	Per hire	Standard		£6.00-£7.50	£7.00-£8.00

Environment - Cleaner & Greener

DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.15 inc VAT (if applic) £	CHARGE from 1.12.16 inc VAT (if applic) £
--------	------	----------	----------------	---	---

HIRE OF CHANGING ROOMS / SHOWER FACILITIES:

Cantley - per game		Standard		£27.00	£28.00
--------------------	--	----------	--	--------	---------------

Netball

Community use for clubs and Adult per court per hr		Standard	To cover service cost plus overheads	£10.00	£10.50
--	--	----------	--------------------------------------	--------	---------------

Tennis Courts Season Tickets includes casual use of netball courts & pre-booked games - CANTLEY & CHESTNUT)

Tennis courts will be managed under the LTA arrangement from April 2017

Household (family) - This was previously only for a four person family now unlimited		Standard	To cover service cost plus overheads	£180.00	£184.00
Adult		Standard		£100.00	£102.00
Junior & Concessions		Standard		£50.00	£51.00

69

EVENTS *rates negotiable with WBC Service Managers consent. Labour rates & extras upon request and negotiable.

Deposit of 10% required

Hire of field/open space for event - Small (family gathering up to 30 with minimal impact on other users)		Standard	Bespoke needs will determine charge	£50-£150	£51-£156
Hire of field/open space for event - Medium (Community event with between 30 and 70 attendees with medium impact on other users)		Standard		£200-£400	£204-£408
Hire of field/open space for event - Large (Corporate event with 70-120 with restricted access to facility for other users)		Standard		£500-£750	£510-£764
Hire of field/open space for event - Extra Large (Any event above 120 restricting use of facility for others)		Standard		£750 +	£765.00

MISCELLANEOUS GROUNDS MAINTENANCE FEES:

Refundable deposit for all keys to Pavilions & Secure Sites (per set)		Exempt	N/A	£30.00	£30.00
---	--	--------	-----	--------	---------------

Environment - Acorn Centre

DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.15 inc VAT (if applic) £	CHARGE from 1.12.16 inc VAT (if applic) £
Hall (until 10pm)	1 hour	Exempt	Fees & Charges need to be flexible to respond to the demand of market forces	£22.00	£22.00
Hall (until 10pm) concessionary rate	1 hour	Exempt		£20.00	£20.00
Hall (10pm-12am)	1 hour	Exempt		£40.00	£40.00
Meeting Room1 or Meeting Room 2	1 hour	Exempt		£9.00	£9.00
Meeting Room1 or Meeting Room 2 concessionary rate	1 hour	Exempt		£8.00	£8.00
Meeting Rooms 1 & 2 combined	1 hour	Exempt		£16.00	£16.00
Meeting Rooms 1 & 2 combined concessionary rate	1 hour	Exempt		£15.00	£15.00
Meeting Room 3	1 hour	Exempt		£11.00	£11.00
Meeting Room 3 concessionary rate	1 hour	Exempt		£10.00	£10.00
Art Room	1 hour	Exempt		£11.00	£11.00
Art Room concessionary rate	1 hour	Exempt		£10.00	£10.00
Sensory Room	1 hour	Exempt		£16.00	£16.00
Sensory Room concessionary rate	1 hour	Exempt		£15.00	£15.00

Environment - Highways

DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.15 inc VAT (if applic) £	CHARGE from 1.12.16 inc VAT (if applic) £	
Licence to Plant in the Highway		Non Business	Recovery of costs (Ref Highways Act S.142)	£300.00	£306.00	
Technical Approval of Highways Structures						
Cat 0		Non Business	To recover service costs	£800.00	£815.50	
Cat 1				£900.00	£917.50	
Cat 2				£1,550.00	£1,579.50	
Cat 3				Based on quote	Based on quote	
Street Naming & Numbering:						
Change of Property Name		Standard	Recovery of administration costs	£75.50	£77.00	
To alter the address if plans altered by developer		Standard		£26.00	£26.50	
Research into archives (where not part of statutory function) Per hour set as minimum.		Standard		£26.00	£26.50	
To rename a street when requested by residents		Standard		£415.00	£423.00	
Confirmation of address to solicitors, agents etc		Standard		£26.00	£26.50	
New Developments:						
First Address		Non Business	Recovery of administration costs	£99.50	£101.50	
Additional addresses		Non Business		£41.50	£42.50	
Street Light Column Relocation - Admin Charge. (Recovery officers time and works cost is additional to this)		Non Business		£48.00	£48.90	
NRSWA - Streetworks Licence up to 20m (over 20m to be pro-rated to max £)		Non Business		£420 (£2,094)	£428 (£2,134)	
Provisional Advance Authorisation	Main Roads. All 0, 1, 2 streets, Traffic Sensitive 3 & 4 streets	Non Business	To recover service costs	£84.00	£84.00	
	Minor Roads. 3 & 4 / Non Traffic Sensitive streets	Non Business		£74.00	£74.00	
Major Activity over 10 days and all major works requiring a traffic regulation order	Main Roads. All 0, 1, 2 streets, Traffic Sensitive 3 & 4 streets	Non Business		£219.00	£219.00	
	Minor Roads. 3 & 4 / Non Traffic Sensitive streets	Non Business		£143.00	£143.00	
Permit Variation	Main Roads. All 0, 1, 2 streets, Traffic Sensitive 3 & 4 streets	Non Business		£45.00	£45.00	
	Minor Roads. 3 & 4 / Non Traffic Sensitive streets	Non Business		£35.00	£35.00	
Major Activity (4-10 days)	Main Roads. All 0, 1, 2 streets, Traffic Sensitive 3 & 4 streets	Non Business		To recover service costs	£127.00	£127.00
Major Activity (up to 3 days)		Non Business			£63.00	£63.00
Standard Activity		Non Business			£127.00	£127.00
Minor Activity		Non Business			£63.00	£63.00
Minor Activity (carried out wholly outside traffic sensitive times)		Non Business	£51.00		£51.00	
Immediate Activity		Non Business	£54.00		£54.00	
Immediate Activity (carried out wholly outside traffic sensitive times)		Non Business	£44.00		£44.00	

Environment - Highways

DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.15 inc VAT (if applic) £	CHARGE from 1.12.16 inc VAT (if applic) £
Skip Licence (max 2 weeks, additional fee per week)		Non Business	Recovery of costs (Ref Highways Act S.139)	£42 (£32)	£42.80 (£32.60)
Rechargeable works on the highway including accident damage - charges depend on actual value of the works		Non Business	Full cost plus	Variable	Variable

Environment - Highways

DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.15 inc VAT (if applic) £	CHARGE from 1.12.16 inc VAT (if applic) £
TRAFFIC MANAGEMENT:					
Temporary Order		Non Business	Full cost plus	£2,282.00	£2,325.00
Temporary Notice	1	Non Business	Full cost plus	£353.00	£360.00
Special Events	1	Non Business	Subsidised	£1,136.00	£1,158.00
Street Parties (on Non through roads)	1	Non Business	Subsidised	£88.00	£90.00
Tourist Signing - formal application	1	Non Business	Full cost recovery	£103.00	£105.00
Tourist Signs - actual cost + admin	1	Non Business	Full cost recovery	£236.00	£240.50
Supervision of erection of signs	1	Non Business	Full cost recovery	£108.00	£110.00
Traffic light operations - per hour	Hour	Non Business	Full cost recovery	£182.00	£185.50
Traffic light operations - off peak/bank holidays	Hour	Non Business	Full cost recovery	£303.00	£309.00
Traffic Signal Switch off / on requests - initial instruction: Relates to third party request to switch off existing traffic signal installations to facilitate local roadworks (either Stats Company or Developer)	1	Non Business	Full cost plus	£445.00	£453.50
Traffic Signal Switch off / on requests - follow up site visit as part of original request	1	Non Business	Full cost plus	£189.00	£193.00
Access Protection Markings	1	Non Business	Full cost plus	£128.00	£130.50
Developer signing application	1	Non Business	Full cost recovery	£161.00	£164.00
Accident data requests:	1 - 20	Standard	Full cost recovery	£158.00	£161.00
	21 - 40	Standard	Full cost recovery	£198.00	£202.00
	41 - 60	Standard	Full cost recovery	£238.00	£242.50
	61 - 80	Standard	Full cost recovery	£278.00	£283.00
Traffic data request-Automated Traffic Counter Site / Junction Count Data	1	Non Business	Full cost plus	£145.00	£148.00
Diversion signing schedule sensitive streets	1	Non Business	Full cost plus	£504.00	£514.00
Diversion signing schedule non-sensitive streets	1	Non Business	Full cost plus	£398.00	£406.00
Cycle Helmets (Schools)	1	Standard	Full cost recovery	£9.00	£9.00
Cycle Helmets (Rural Schools)	1	Standard	Full cost recovery	£5.00	£5.00
Cycling Level 1/2 Training (3 day session)	1	Standard	Full cost recovery	£20.00	£20.00
Cycling Level 3 Training (2 day session)		Standard	Full cost recovery	£10.00	£10.00
HIGHWAYS INFORMATION & TRAFFIC SCHEME INFORMATION:					
Highways information - ordnance survey extract	1st query	Standard	Demand Driven	£92.00	£94.00
Each additional query	1	Standard	Demand Driven	£24.50	£25.00
Traffic Scheme Information		Standard	Demand Driven	£91.00	£93.00
Access to Wokingham Transportation Model (by negotiation @ Commercial rates)				Price on Application	Price on Application
HIGHWAY DEVELOPMENT					
Combined S38/S278 works agreement - 9% of works value		Non Business	Demand Driven	Price on Application	Price on Application
S38 adoption of highways - 9% of works value		Non Business	Demand Driven	Price on Application	Price on Application
S278 works to existing highways - 9% of works value		Non Business	Demand Driven	Price on Application	Price on Application
Minor works agreement - works to existing highways.		Non Business	Demand Driven	£2,750.00	£2,802.00

Environment - Highways

DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.15 inc VAT (if applic) £	CHARGE from 1.12.16 inc VAT (if applic) £
COMMUTED SUMS (payable prior to issue final certificate):					
Highway Structures (per structure)	1	Non Business	Demand Driven	Price on Application	Price on Application
Structural & Non Structural Retaining Walls	1	Non Business	Demand Driven	Price on Application	Price on Application
Structural or Non Structural Noise Reducing Fences	1	Non Business	Demand Driven	Price on Application	Price on Application
Vehicle Road Restraint Systems	1	Non Business	Demand Driven	Price on Application	Price on Application
Soakaways (per soakaway)	1	Non Business	Demand Driven	£4,100.00	£4,100.00
Catchpit (per Catchpit) (30 years)		Non Business	Demand Driven	£4,100.00	£4,100.00
Road Gully (per Gully)	1	Non Business	Demand Driven	£500.00	£500.00
Petrol Interceptors (per interceptor) (30 years)	1	Non Business	Demand Driven	£5,381.00	£5,381.00
Linear Drainage Systems, Carrier Drains, Headwalls & Storm Water	1	Non Business	Demand Driven	Price on Application	Price on Application
Balancing Pond (per item)	1	Non Business	Demand Driven	Price on Application	Price on Application
Carriageway (per m2)	m2	Non Business	Demand Driven	£150.00	£150.00
Anti Skid (per m2)	m2	Non Business	Demand Driven	Price on Application	Price on Application
Footway (per m2)	m2	Non Business	Demand Driven	£50.00	£50.00
Verge (per m2)	m2	Non Business	Demand Driven	£50.00	£50.00
Landscaped area within or adjacent highways (per m2)	m2	Non Business	Demand Driven	£26.00	£26.00
Trees within or adjacent highways (per tree)	1	Non Business	Demand Driven	£200.00	£200.00
Traffic Signal Junction	1	Non Business	Demand Driven	Price on Application	Price on Application
Pedestrian Crossing (Pelican/Toucan)	1	Non Business	Demand Driven	Price on Application	Price on Application
Zebra Crossing	1	Non Business	Demand Driven	Price on Application	Price on Application
Street Lighting	1	Non Business	Demand Driven	£750.00	£750.00
Illuminated Road Signs/Traffic Bollards	1	Non Business	Demand Driven	£500.00	£500.00
Non Illuminated Traffic Bollards	1	Non Business	Demand Driven	£250.00	£250.00
Traffic Calming (per item)	1	Non Business	Demand Driven	Price on Application	Price on Application
Bus Shelters with Real Time Information	1	Non Business	Demand Driven	Price on Application	Price on Application

Environment - Highways

DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.15 inc VAT (if applic) £	CHARGE from 1.12.16 inc VAT (if applic) £
FOOTWAY CROSSINGS:					
Application fee (includes site assessment)		Non Business	Recovery of Administration costs (recovery of works cost is additional to this)	£150.00	£153.00
Site supervision fee where works undertaken by Term Contractor		Non Business		£38.00	£39.00
Site supervision fee where works undertaken by Other Contractor		Non Business		£98.00	£100.00
Charge per crossing where carried out by residents to an approved specification under council supervision		Non Business	Recovery of Administration costs	Price on Application	Price on Application
Charge for licensing tables and chairs on public highway		Non Business	Demand Driven	£495.00	£505.00
Application for approval of Sustainable Drainage Systems (SUDS)					
Standard charge for each application		Non Business	Recovery of administration	£354.00	£361.00
an additional amount up to £7,500 calculated by reference to the size of the construction area as follows:					
for each 0.1 hectare or fraction of a 0.1 of a hectare for the first 0.5 hectare		Non Business	To recover service costs	£71.00	£73.00
for each additional 0.1 hectare or fraction of a 0.1 of a hectare, from 0.5 hectare up to and including 1.0 hectare		Non Business	To recover service costs	£51.00	£52.00
for each additional 0.1 hectare or fraction of a 0.1 of a hectare, from 1.0 hectare up to and including 5.0 hectares; and		Non Business	To recover service costs	£21.00	£21.50
for each additional 0.1 hectare or fraction of a 0.1 of a hectare		Non Business	To recover service costs	£11.00	£11.50

Environment - Libraries

DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.15 inc VAT (if applic) £	CHARGE from 1.12.16 inc VAT (if applic) £
OVERDUE CHARGES:					
Adult books	per item per day	Non Business	Fees & Charges need to be flexible to respond to the demand of market forces	£0.25 max £10.00	£0.25 max £11.00
Children's Books	per item per day	Non Business		£0.05 max £2.90	£0.05 max £3.00
CD's / Cassettes (No overdue charges for people with visual impairment)	per item per day	Non Business		£0.25 max £10.00	£0.25 max £10.20
DVD	per item per day	Non Business		£1.50 max £19.00	£1.50 max £20.00
AUDIO VISUAL LOAN CHARGES :					
Cassettes [1-2 tape sets] :	per set per 3 weeks	Non Business	Fees & Charges need to be flexible to respond to the demand of market forces	£1.20	£1.25
People with Visual Impairment		Non Business		FREE	FREE
Concessionary Groups		Non Business		£0.50	£0.60
Cassettes [3-6 tape sets] :		Non Business		£1.40	£1.50
People with Visual Impairment		Non Business		FREE	FREE
Concessionary Groups		Non Business		£0.50	£0.60
Cassettes [7 or more tapes] :		Non Business		£2.20	£2.25
People with Visual Impairment		Non Business		FREE	FREE
Concessionary Groups		Non Business		£1.20	£1.25
Compact discs [1 disc in the item]		Non Business		£2.20	£2.25
People with Visual Impairment		Non Business		FREE	FREE
Concessionary Groups		Non Business		£1.20	£1.25
Compact discs [7 disc in the item]		Non Business		£3.60	£3.75
Children's cassettes		Non Business		£0.60	£0.65
Mixed Media packs [i.e. 3 or more formats in the item] :		Non Business		£2.20	£2.25
People with Visual Impairment		Non Business		FREE	FREE
AUDIO-VISUAL LOAN CHARGES:					
DVD	per week	Non Business	Tiered pricing system based on title popularity	between £2.10 and £3.60	between £2.10 and £3.70
RESERVATIONS:					
Any item within Borough stock	per item	Non Business	Fees & Charges need to be flexible to respond to the demand of market forces	£0.40	£0.50
Any item not currently in Borough stock	per item	Non Business		£3.20	£3.30
Photocopies from British Library				£3.20 + 20p per sheet	£3.20 + British Library Charge
British Library Urgent Action Service	per item	Non Business		£7.40 + British Library Charge	£7.50 + British Library Charge
Bookclub Reservations	per annum	Non Business		£22.90	£30.00
Forget-Me-Not Service	per annum	Non Business		£28.10	£28.50

Environment - Libraries

DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.15 inc VAT (if applic) £	CHARGE from 1.12.16 inc VAT (if applic) £
LOST AND DAMAGED ITEMS:					
BOOKS:					
Books on loan from British Library	per volume	Non Business	Fees & Charges need to be flexible to respond to the demand of market forces	£7.40 + British Library Charge	£7.50 + British Library Charge
Items in print	per volume	Non Business		The greater of £7.40 or full cost of replacement	The greater of £7.50 or full cost of replacement
Out of print books lost or so damaged as to necessitate withdrawal	per volume	Non Business		£4.50	£4.60
Books in Indic languages	per volume	Non Business		The greater of £7.40 or full cost of replacement	The greater of £7.50 or full cost of replacement
AUDIO-VISUAL ITEMS:					
1-2 Tape Set	per set	Non Business	Fees & Charges need to be flexible to respond to the demand of market forces	£11.40	£11.60
3-6 Tape Set	per set	Non Business		£22.60	£23.00
7 + Tape Sets	per set	Non Business		£33.90	£34.50
Compact Discs	per set	Non Business		£18.10	£18.50
DVDs & Music CDs					
Loss or damage necessitating withdrawal of item	per item	Non Business	Fees & Charges need to be flexible to respond to the demand of market forces	The greater of £20.70 or full cost of replacement	The greater of £21.10 or full cost of replacement
Inlays	per item	Non Business		£2.00	£2.00
Cassette cases	per item	Non Business		£1.30	£1.30
CD & CD-ROM cases	per item	Non Business		£1.30	£1.30
LOST TICKETS:					
Reader's Tickets (No charge for first replacement issued)	per ticket	Non Business	Fees & Charges need to be flexible to respond to the demand of market forces	£2.00	£2.00
PHOTOCOPYING:					
Black & White: A4	per sheet A4	Standard	Fees & Charges need to be flexible to respond to the demand of market forces	£0.20	£0.20
A3	per sheet A3	Standard		£0.40	£0.40
Copies supplied by post	per sheet	Standard		Copy cost + £3.00	Copy cost + £3.10

Environment - Libraries

DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.15 inc VAT (if applic) £	CHARGE from 1.12.16 inc VAT (if applic) £
FAXES:					
Sending in UK	1st sheet	Standard	Fees & Charges need to be flexible to respond to the demand of market forces	£1.40	£1.40
	Each additional sheet thereafter	Standard		£0.60	£0.60
Outside UK	1st sheet	Standard		£4.60	£4.70
	Each additional sheet thereafter	Standard		£2.80	£3.00
WITHDRAWN STOCK:					
Adult Fiction / Non-fiction	per volume	Zero Rated	Fees & Charges need to be flexible to respond to the demand of market forces	£1.40	£1.40
Children's & Paperbacks	per volume	Zero Rated		£0.60	£0.60
Reference Books	per volume	Standard		Min 15% of Cover price	Min 15% of Cover price
Cassettes	per item	Standard		£1.40	£1.40
CD	per item	Standard		£4.60	£4.70
CD-ROM	per item	Standard		£7.60	£7.70
REFERENCE LIBRARY SERVICES:					
PRINTING FROM ELECTRONIC INFORMATION SOURCES:					
Black & White / Colour	per sheet	Standard	Fees & Charges need to be flexible to respond to the demand of market forces	£0.30	£0.30
EVENTS (WHERE CHARGED):					
Adult Events	per event	Standard	Fees & Charges need to be flexible to respond to the demand of market forces	£2.40 - £13.00	£2.40 - £13.20
Children's Events	per event	Standard		£1.20	£1.20
Library Room Booking (non community & commercial)	maximum per hour	Standard		£16.30	£16.60

Concessions

It is proposed that 'pensioners' are no longer maintained as a concessionary group. Concessions for other groups, which include those with a disability or those on means tested benefits would remain. Concessionary groups receive a 50% reduction on overdue charges.

Environment - Cleaner & Greener

DISCRETIONARY FEES AND CHARGES

CHARGE	UNIT	VAT Type	SERVICE POLICY	CHARGE from 1.12.15 inc VAT (if applic) £	CHARGE from 1.12.16 inc VAT (if applic) £
Green Waste 240L Wheelie Bin	Per annum	Non Business	Full cost	£60.00	£60.00
Green Waste 75L Compostable Sacks	Each	Non Business	Full cost	£1.00	£1.00
Provision of extra residual waste bags in rolls of 10	Per roll	Non Business	Full cost	£4.00	£4.00
Bulky / White Goods Collection (up to 5 items) without appointment	Per collection	Non Business	Full cost	£30.00	£31.00
Bulky / White Goods Collection (up to 5 items) with appointment	Per collection	Non Business	Full cost	£36.00	£37.00
Collection of fridge / freezers (without appointment)	Per collection	Non Business	Full cost	£24.00	£25.00
Collection of fridge / freezers (with appointment)	Per collection	Non Business	Full cost	£30.00	£31.00
EPA 1990, s45(1)(b) - Commercial Waste Collection	Contractor deals direct with Business				
EPA 1990, s45(1)(b) - Chargeable Household Waste Collection (excludes cost of disposal)	Contractor deals direct with Charity				

This page is intentionally left blank

TITLE	Public Protection Shared Service
FOR CONSIDERATION BY	The Executive on 24 November 2016
WARD	None specific
DIRECTOR	Josie Wragg, Interim Director of Environment
LEAD MEMBER	Pauline Jorgenson, Executive Member for Resident Services

OUTCOME / BENEFITS TO THE COMMUNITY

- The new intelligence led operational model allows the service to focus resource on priorities in a proactive way
- There will be a cost saving to the Council and improved efficiency will result in improved value for money
- There will be an increased level of control to the Council over the strategic direction, policies and financial arrangements of the shared service

RECOMMENDATION

That the Executive agrees:

- 1) for Wokingham Borough Council to enter into a shared service arrangement for the delivery of Public Protection services with Bracknell Forest Council and West Berkshire Council (host) commencing January 2017;
- 2) to delegate authority to the Borough Solicitor, in consultation with the Director of Resources and Executive Member for Resident Services to finalise Inter Authority Agreement between the three Councils;
- 3) to delegate WBC Executive functions in respect of public protection to the Joint Committee with West Berkshire Council (host) and Bracknell Forest Council through the Public Protection Partnership (PPP) and to enable the joint Committee to further delegate the operational functions to the managers of the shared service.
- 4) to agree the fees and charges (based on a cost recovery basis) for the Public Protection Shared Services as set out in Appendix 3.

SUMMARY OF REPORT

The current shared service agreements for the Environmental Health, Licensing and Trading Standards Services between WBC and West Berkshire Council are due to expire in January 2017.

The proposal is to enter into a new shared service arrangement with West Berkshire (host) and Bracknell Forest Councils. This service will provide the Environmental Health, Licensing and Trading Standards Services under the new heading of the Public

Protection Partnership (PPP). This arrangement will allow the cost of the service to the Council to be reduced by £50k per annum.

The new arrangement is significantly different to the current shared service in its governance approach. A Joint Committee made up of two representatives from each partner authority will be responsible to set the strategic direction, policies and financial arrangements of the shared service. The Council's contribution to the cost of the service will be agreed through the Council's annual budget setting process. These arrangements provide WBC with greater control over the shared service.

Operationally, the service will adopt the National Intelligence Model which allows the Joint Committee to set priorities that will filter through the management structure to inform the allocation of work. This ensures that resources are targeted on priority areas and those of greatest impact and risk. This provides a greater amount of flexibility to respond to changing needs and priorities such as changes legislation or circumstances on the ground.

This report recommends that the Executive authorises establishing the Shared Service and delegates its functions to the Joint Committee. It is also necessary for Full Council to agree the following subject to the Executive authorising the Shared Service:-

- to authorise the creation of a Joint Committee with West Berkshire Council (host) and Bracknell Forest Council through the Public Protection Partnership (PPP) to determine policy, strategy and oversee the performance monitoring and management of the new PPP.
- To delegate to the Joint Committee WBC Council (non-Executive) functions in respect of public protection to enable the Joint Committee to further delegate the operational functions to the managers of the shared service.
- To authorise the appointment of two members and one substitute member onto the Joint Committee (to include the Executive Member with responsibility for the relevant functions).

Analysis of Issues

Background

In June 2010, WBC entered into a 5 year agreement with West Berkshire Council for the delivery of the Trading Standards Service, and this was then followed by further five year agreement for Environmental Health and Licensing Services in January 2012. The Trading Standards agreement has been extended and both agreements come to an end in January 2017.

Under the current shared service arrangements, all WBC Environmental Health, Licensing and Trading Standards functions are delegated to and delivered by West Berkshire Council. WBC still retains its own Licensing Committee and sub Committees / Panels as required. When the shared service was set up, all WBC staff were TUPE Transferred to the host authority West Berkshire Council.

There were several drivers for setting up the existing shared service. One of the main drivers was finance and the merger enabled WBC to realise £180k per annum mainly through reduced management costs and reduced overheads. In addition, as the Council had been finding it difficult attract staff, establishing the shared service enabled greater resilience, allowing it to recruit and retain staff, to develop specialisms, and to gain additional resource by attracting alternative funding. The quality of the service has improved significantly and performance levels have been consistently met.

The shared service has generally been effective and has met the objectives of reducing costs and improving operational performance. While there has been an Executive Member Joint Strategic Review Panel in place and a Client Officer within the Council to oversee the shared service, the Council's statutory obligations have been delegated to another authority under the current arrangement. In order to ensure that the Council has the maximum level of control over the shared service going forward, a different arrangement has been adopted (see Governance section below)

Under the current arrangement, the cost of the shared service to WBC was agreed through the legal agreement. This amount has been constant for the whole 5 year term of the agreement (with only CPI applied). West Berkshire Council had control over the shared service budgets and the fees and charges set for the shared service (on a cost recovery basis).

The new shared service model

Bracknell Forest Council approached the shared service to investigate joining the arrangement. Given the expiry date of January 2017, there was an opportunity to expand of the shared service to include them as a partner to form a three-way shared service (Bracknell Forest, West Berkshire and Wokingham Borough Councils). This service will provide the Environmental Health, Licensing and Trading Standards Services under the new heading of the Public Protection Partnership.

In order to ensure that WBC members have a greater level of influence over the shared service, in negotiating the new arrangement an alternative approach has been taken in respect of the governance arrangements. The service also differs from the current one

in respect of the operating model.

Governance arrangements

The proposed Governance arrangements are set out in Appendix 1 of this report and further explained in Appendix 2. This fundamentally differs to the current arrangement because the responsibility for the shared service will no longer be delegated directly to the host, but to a Joint Committee which will set the strategic direction, policies and oversee the financial arrangements of the shared service.

The Joint Committee will be made up of 6 members (2 from each partner authority). As a result of this new arrangement, the Executive Member, their deputy and/or substitute will sit on the board and have the influence over the service. Under the proposed arrangements, the budget and financial arrangements (including fees and charges) will be considered by the Joint Committee which will make recommendations to WBC to set the budget through the annual budget setting process. As a result, for the commencement of the shared service agreement, this report asks the Council's Executive to agree the fees and charges set out in Appendix 3.

The new arrangement will ensure that WBC has a greater level of control over the priorities and policies of the shared service, and over budget setting and other financial matters.

Operational issues

In order to enable the new shared service to make savings, operational changes to how the shared service is currently delivered are required. Environmental Health and Licencing Services will be brought into line with the existing model for Trading Standards which is based on the National Intelligence Model. In practice, this approach sets key priorities which will be agreed through the Joint Committee and filtered through the management structure identified above. Information is collected and measured against these priorities, also risk is considered and then work is allocated on this basis. The result is that resources are focussed on those cases where there is greatest level of risk and where there is the greatest potential impact. This allows the service to manage it resources more effectively and to become proactive rather than being reactive. (See Appendix 2).

Finance

There are several drivers for seeking change within all three partner councils, not least the need to contribute to the savings targets. As mentioned above, the existing shared service arrangements allowed the Council to save £180k per annum in operational costs. The new arrangements will provide an additional saving. (See Appendix 2)

Opportunities for the future

The new service would be able to seek new sources of income. This could include undertaking work on behalf of other local authorities. These decisions will be taken by the Joint Committee but if the proposal is to have another full partner join the shared service, this would be considered by each partner Council's Executive. Where efficiencies give rise to savings, the legal agreement provides a mechanism for equitable sharing of any future savings based on the original cost basis.

Contract term and time table

The initial agreement is for a ten year term. However, after 3 years, any party can give 12 months' notice of their intention to leave the shared service arrangement.

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)	£1,132,275 total budget	Yes	Revenue
Next Financial Year (Year 2)	£1,132,275 total budget	Yes	Revenue
Following Financial Year (Year 3)	1,082,000 total budget	Yes	Revenue

Other financial information relevant to the Recommendation/Decision

There will be a reduction of £50k in year 3 as a result of the additional partner and an alternative operating model

Cross-Council Implications

Future opportunities for co-locating the shared service in one location will be considered releasing office space at Shute End

List of Background Papers

None

Contact Clare Lawrence	Service Development Management and Regulatory Services
Telephone No 01189 746444	Email clare.lawrence@wokingham.gov.uk
Date 4 November 2016	Version No. 1

This page is intentionally left blank

APPENDIX 1- RESPONSIBILITIES

Joint Committee	Joint Management Board	Joint Management Team
Purpose: To provide strategic direction and make key decisions that enable this	Purpose: Advisory	Purpose: Delivery & Operational Decisions
Meeting frequency: Twice each year, or more frequently if deemed necessary.	Meeting frequency: Quarterly	Meeting frequency: Monthly
Led by: Executive Members	Led by: Senior Officers	Led by: Two Joint Service Managers
Comprises: JC Members: Executive Member from each Council plus one further Non-Executive Member from each Council One Substitute Executive/Non-Executive Members from each Council The Chair to have a casting vote unless otherwise stated in the Agreement.	Comprises: All members of the Joint Committee plus a senior client officer identified by each of the Councils and the two Joint Service Managers	Comprises: Two Joint Service Managers and Operational Team Managers
Responsibilities assigned:		
To provide strategic direction for the service and monitor delivery of the Service.	To act as an informal sounding board for the Joint Service. The Board shall be a forum for consultation, discussion, resolution of issues and recommendation to the Joint Committee on all aspects of delivery of the service.	Day to day management of the Service, including providing statutory returns: monitoring day to day performance of the Service and teams: responding to information needs identified by the Joint Committee or Joint Management Board.
To ensure effective performance of the Service: Agreeing key performance indicators at a strategic level for the Service by the end of February in the preceding financial year: Formally by considering performance against agreed measures.	To review reports from the Joint Management Team to work collaboratively with the Service to improve overall performance, helping ensure links are made to other Council Services and helping to break down barriers that inhibit performance. (Capitalising on the Board's networks)	Production of reports to be considered by the Joint Committee or Joint Management Board including: An annual report on delivery of the Business Plan: Proposed charges: Performance against key measures (which may include statutory returns); HR issues and Resource issues where relevant.
To set the overall strategic direction of the service through developing and agreeing the business plan.	To be consulted on the draft Business Plan, including priorities and measures.	Production of a draft Business Plan for the coming financial year, including service priorities and anticipated performance measures.
To set key policy for the service taking into account relevant information.	To be consulted on proposed key policy changes – where relevant / necessary.	To develop reports on proposed key policy changes e.g. Enforcement Policy.
To consider and agree key policy documents	To be aware of the joint service policy in respect to prosecutions and other disposals.	To make prosecution and other disposal decisions.
To maintain financial oversight of the Service to ensure sound financial management. To agree any variations from the budget from the Inter Authority Agreement.	To quarterly review the budget monitoring information	Monitor the budget, approve spend in accordance with Standing Orders for financial processes. Provide budget monitoring reports to the JMB and JC.
To monitor delivery of the Business Case including delivery of savings and	To provide support and guidance to the Joint Management Team to	To provide annual reports to the JMB/JC on delivery of the business

additional income.	assist achievement of delivering the Business Case.	case.
--------------------	--	-------

Additional information – Public Protection Shared Service

Governance arrangements

The proposed Governance arrangements are set out in Appendix 1.

The Joint Committee – The Joint Committee will set the strategic direction of the shared service and hold it to account. It will comprise of two members from each partner authority and there will be one substitute. Legislation requires one of the nominees to be an Executive Member and it is suggested that this should be the Executive Member within whose remit the services fall.

The Joint Committee will be hosted by West Berkshire Council and the Chair will rotate annually with the initial Chair from Wokingham Borough Council. It is expected that this Joint Committee would need to meet at least biannually and the timing of this would need to tie in with the Council's budget setting process as it would be responsible to make recommendations to inform the next year's budget, fees and charges

The Joint Committee will not have the responsibility that already falls to the Licencing Committee of the Council as each Council will retain its own licensing functions, associated legal processes and appeal panels.

Joint Management Board- WBC would nominate a Senior Client Officer which would sit on this operational board. This board would be made up of the client officers from each partner authority and the heads of the new combined service. This group will be responsible for driving core business and ensuring the respective needs of the three partner councils are properly considered at an operational level.

Joint Management Team- Overall daily management will be a function of the operational management team lead by the host authority through the Joint Service Managers and the operational team managers. The Group would manage the overall operational needs and ensure the progress against targets is reported to the Joint Committee through a number of pre-determined key performance indicators and financial information.

Service Delivery Model

The Environmental Health and Licencing Services will be brought into line with the existing model for Trading Standards which is based on the National Intelligence Model. This model sets priorities and identifies and responds to those matters which

are considered to be of high risk or that have the greatest impact, whilst allowing for the development of an understanding of emerging issues.

Finance

As part of negotiating the new arrangement, the shared service has estimated the total budget required to allow it to deliver a three way shared service. This has been based on existing budgets although posts have been removed through conjoining services and through the new operating model. The shared service has then modelled activity levels across the three partner authorities to identify the cost to each.

For Wokingham, the fee charged for the first 15 months of the service (remaining 2016/17 budget and the 2017/18 financial year) is 33% of the total shared service budget reflecting the 33% of total activity that has been identified through the activity model. This cost/activity comparison indicates that the cost of the service in its first year will be proportionate to the total amount of work that is expected to be undertaken by the shared service on behalf of the Council.

After 2017/18, the financial arrangements of the shared service will be considered by the Joint Committee which will make recommendations to the Council about the financial payment to the shared service. This will be set through the Council's annual budget setting process. Financial activity will be monitored by the shared service for consideration by the board and if there are any changes in legislation, priorities or activity levels, this can be reflected in the next financial year budget. Further, there is a redistribution clause contained within the legal agreement that would enable additional costs and savings to be allocated proportionally and appropriately at the end of each financial year.

APPENDIX 3 – Public Protection Partnership Fees and Charges 2017/18

Description		2016/17 Fee	2017/18 Proposed Fee	Notes (hrs of activity)	RBWM fees for Comparison
Prevention of Damage by Pests: Applies across both LA's			£ 53.00		Set by external provider
Pest site survey		£ -	£ 69	1.30	Set by external provider
Rat treatment		£ 60	£ 69	1.30	Set by external provider
Any other pest treatment	Visit		£ 69	1.30	Set by external provider
	per additional visit	£ 41	£ 53	1.00	Set by external provider
Animal Warden: Applies across both LA's		£ 53.00			N/A
Stray dog - not taken to kennel	Seizure Fee	£ 60.00	£ 60.00	External contract	N/A
Stray dog - taken to kennel	Seizure Fee	£ 85.00	£ 85.00	External contract	N/A
Kennel costs/vets fees	cost recovery			re-charge based on care of animal	N/A
Emergency/miscellaneous animal recovery activity	min 1hr			cost recovery model	N/A
Public Health (Control of Disease) Act 1984: applies across both authorities			£ 53.00		
Arrangements made for the disposal of bodies	cost recovery				

APPENDIX 3 – Public Protection Partnership Fees and Charges 2017/18

Food and Nutrition: Applies across both LA's					
Level 2 Award in Nutrition		£ 74.00	£ 74.00	no change	
CIEH Level 1		£ 38.00	£ 38.00	no change	
CIEH Level 2		£ 75.00	£ 75.00	no change	
CIEH Level 3		£ 322.00	£ 322.00	no change	
Online Accredited Training - NEW				cost recovery model	
Food Export Certificates - NEW	min 1hr			cost recovery model	
Licencing					
Premises Licence – “one off” fees set by statute based upon rateable value (RV) of premises (Class B – Statutory Fee)					
Band A – RV up to 4300		£ 100.00	£ 100.00	Statutory -no increase.	Statutory
Band B – RV 4300 to 33000		£ 190.00	£ 190.00	Statutory -no increase.	Statutory
Band C – RV 33001 to 87000		£ 315.00	£ 315.00	Statutory -no increase.	Statutory
Band D – RV 87001 to 125000		£ 450.00	£ 450.00	Statutory -no increase.	Statutory
Band E – RV 125001 and above		£ 635.00	£ 635.00	Statutory -no increase.	Statutory
Pre-Application Advice, hrly charge	Min 1Hr		£ 50.00	NEW	
Band A		£ 70.00	£ 70.00	Statutory -no increase.	Statutory
Band B		£ 180.00	£ 180.00	Statutory -no increase.	Statutory
Band C		£	£	Statutory -no increase.	Statutory

APPENDIX 3 – Public Protection Partnership Fees and Charges 2017/18

		295.00	295.00		
Band D		£ 320.00	£ 320.00	Statutory -no increase.	Statutory
Band E		£ 350.00	£ 350.00	Statutory -no increase.	Statutory
Personal Licence - (Class B – Statutory Fee)		£ 37.00	£ 37.00	Statutory -no increase.	Statutory
Temporary Event Notices (TEN's) - (Class B – Statutory Fee)		£ 21.00	£ 21.00	Statutory -no increase.	Statutory
Pre-Application Advice, hrly charge	Min 1Hr		£ 50.00	NEW	
Casinos (small)	New Application	£ 7,500.00	£ 7,500.00	no increase	£3000
	Annual Fee	£ 3,750.00	£ 3,750.00	no increase	£600
Bingo Clubs	New Application	£ 2,625.00	£ 2,625.00	no increase	£3000
	Annual Fee	£ 750.00	£ 750.00	no increase	£600
Betting Premises	New Application	£ 2,250.00	£ 2,250.00	no increase	£3000
	Annual Fee	£ 450.00	£ 450.00	no increase	£600
Tracks	New Application	£ 1,875.00	£ 1,875.00	no increase	£2500
	Annual Fee	£ 750.00	£ 750.00	no increase	£1000
Family Entertainment Centres	New Application	£ 1,500.00	£ 1,500.00	no increase	
	Annual Fee	£ 562.00	£ 562.00	no increase	
Adult Gaming Centres	New Application	£	£	no increase	£2000

APPENDIX 3 – Public Protection Partnership Fees and Charges 2017/18

		1,500.00	1,500.00		
	Annual Fee	£ 750.00	£ 750.00	no increase	£1000
Lotteries and Amusements	New Application	£ 40.00	£ 40.00	Statutory -no increase.	Statutory
	Annual Fee	£ 20.00	£ 20.00	Statutory -no increase.	Statutory
Pre-Application Advice, hrly charge	Min 1Hr		£ 50.00	NEW	
	Cinema	min £3,000 to max £5,000	min £3,000 to max £5,000	no change - cost recovery model	
	Shop	min £3,000 to max £5,000	min £3,000 to max £5,000	no change - cost recovery model	
	Entertainment Venue	min £3,000 to max £5,000	min £3,000 to max £5,000	no change - cost recovery model	
Pre-Application Advice, hrly charge	Min 1Hr		£ 50.00	NEW	
Street Trading Consents – (Class A – Fee Discretionary) Hrly rate applies to both LA's				£ 53.00	
	Annual Fee	£ 1,200	£ 1,272	24.00	£3000
	6mth	£ 600.00	£ 742	14.00	N/A
	Mthly rate	£ 100.00	£ 212	4.00	N/A

APPENDIX 3 – Public Protection Partnership Fees and Charges 2017/18

Refunds for Street Traders	If an application is withdrawn	£ 96.00	£ 106	2.00	N/A
Pre-Application Advice, hrly charge	Min 1Hr		53.00	NEW	
Skin Piercing Registrations – (Class A – Fee Discretionary) Hrly rate applies to both LA's				£ 53.00	
Individual		£ 122	£ 170	3.20	£190
Premises		£ 240.00	£ 265	5.00	
Joint Application		£ 384.00	£ 424	8.00	
Pre-Application Advice, hrly charge	Min 1Hr		£ 53.00	NEW cost recovery model - refer to officer guidance	
Animal Licences – (Class A – Fee Discretionary) Hrly rate applies to both LA's				£ 53.00	
Dog Breeding Establishments		£ 320.00	£ 371.00	7.00	£310
Animal Boarding Establishments		£ 352.00	£ 424.00	8.00	£310
Home Boarding		£ 352.00	£ 371.00	7.00	£310
Pet Shops		£ 352.00	£ 424.00	8.00	£310
Dangerous Animal Consent - 2yr licence	West Berks	£ 384.00	£ 424.00	8.00	£245
Zoo Licenses (new and renewals)	up to 6yrs	£ 1,892.00	£ 1,908.00	36.00	£393 + vet fees and officer time
Riding Establishments	1 to 5 Horses	£ 636.00	£ 530.00	10.00	£382
	Each additional 10	£	£	2.50	£109

APPENDIX 3 – Public Protection Partnership Fees and Charges 2017/18

	Horses	188	132.50		
Performing Animals Registration		£ 83.00	£ 106.00	2.00	£109
Scrap Metal Dealers	3 years	£ 102.00	£ 169.60	3.20	£300
Pre-Application Advice, hrly charge	Min 1Hr		53.00	NEW	
Private Water Supplies (Statutory Maximums stated) Hrly Rate applies to both LA's				£ 53.00	
Risk Assessment		£ 500.00	£ 500.00	Minimum charge 1Hr, simple risk assessment and report typically 5 hours	Same methodology to PPP to cover cost
Sampling		£ 100.00	£ 100.00	Charge for a visit, taking a sample and delivering it to the laboratory. Typically 2.5 hours of officer time	Same methodology to PPP to cover cost
Investigation		£ 100.00	£ 100.00	Carried out in the event of a test failure, can be substituted by the risk assessment - this does not include any required analysis costs.	Same methodology to PPP to cover cost
Analysis - Regulation 10		£ 25.00	£ 25.00	Where a supply provides <10m ³ /day or serves <50 people and is used for domestic purposes - hrly rate applies	Same methodology to PPP to cover cost
Check Monitoring - Commercial and Public Supplies		£ 100.00	£ 100.00	Check monitoring is carried out to ensure the water complies with the standards - hrly rate applies	Same methodology to PPP to cover cost

APPENDIX 3 – Public Protection Partnership Fees and Charges 2017/18

Audit Monitoring - Commercial and Public		£ 500.00	£ 500.00	Additional parameters sampled less often to ensure the water complies with all safety standards - Hrly rate applies	Same methodology to PPP to cover cost
Environmental Protection Act 1991b			£ -	Statutory - no increase	Statutory
Scheduled Processes - (Class B – Statutory Fee)			£ -	Statutory - no increase	Statutory
Private Sector Housing Hrly rate applies to both LA's				£53.00	
Inspection of Housing Premises for Immigration purposes (Class A – Fee Discretionary)		£ 306.00	£ 371	7.00	
Enforcement Notices served under Housing Act 2004	min 2hrs hrly rate applies thereafter		£ 106	NEW cost recovery model - refer to officer guidance	Same methodology to PPP to cover cost plus £15% admin
HMO Licence		£ 850.00	£ 1,113	21.00	£700 plus £25 each additional room over 5 rooms
HMO Licence RENEWAL		£ 462.00	£ 742	14.00	£357
Caravan Site Licence Annual Licence (Option 2 of DCLG Guide for Charging)	1-5 pitches	£ 116.00	£ 225	4.25	DCLG Guide for Charging)
	6-24 pitches	£ 174.00	£ 225	4.25	DCLG Guide for Charging)
	25-99 pitches	£ 232.00	£ 318	6.00	DCLG Guide for Charging)
	100-199 pitches	£ 290.00	£ 371	7.00	DCLG Guide for Charging)

APPENDIX 3 – Public Protection Partnership Fees and Charges 2017/18

	200+	£ 348.00	£ 477	9.00	DCLG Guide for Charging)
Variation or Transfer		£ 58.00	£ 106	2.00	
Environmental Info Individual, Non Commercial		£ 64.00	£ 106	cost recovery model	
Commercial and Government		£ 64.00	£ 106	cost recovery model	
Civil Actions (Class A – Fee Discretionary)		£ 64.00	£ 106	cost recovery model	
Safety Certification and administration		£ 64.00	£ 106	cost recovery model	
General Business Advice (non-primary authority)	free for first 2 hrs			NEW cost recovery model - refer to officer guidance	
Requests for Advice				NEW cost recovery model - refer to officer guidance	
Primary Authority Advice				NEW cost recovery model - refer to officer guidance	
Taxi Licenses – (Class A – Fee Discretionary) - Hourly rate applies on cost recovery			£53		
Vehicle – New		£ 157.00	£ 185.50	3.50	£265
Vehicle – Renewal of Licence		£ 157.00	£ 185.50	3.50	£100
Replacement Plate		£ 38.00	£ 26.50	0.50	£10
Backing Plate		£ 23.00	£ 26.50	0.50	
Transfer of Ownership		£ 105.00	£ 106.00	2.00	£160
Temporary Vehicle		£ 157.00	£ 159.00	3.00	

APPENDIX 3 – Public Protection Partnership Fees and Charges 2017/18

Driver	West Berks 3Yrs	£ 251.00	£ 318.00	6.00	
Replacement Badge		£ 38.00	£ 53.00	1.00	£37
Replacement Licence		£ 38.00	£ 53.00	1.00	
HC Knowledge Test (per test)		£ 69.00	£ 106.00	2.00	£16
Legal test		£ 16.00	£ 26.50	0.50	£16
Dual Driver Street		£ 35.00	£ 53.00	1.00	£16
Highway Code		£ 16.00	£ 26.50	0.50	£16
Missed Appointments		£ 34.00	£ 53.00	1.00	
Disclosure and Barring Service Check (DBS)		£ 60.00	£ 79.50	1.50	
<i>Change of Address (PH & HC)</i>		£ 13.00	£ 26.50	0.50	£37
Pre-Application Advice, hrly charge	min 1 hr		£ 53.00	NEW - refer to officer guidance	
Private Hire Vehicles including School Community Services for Wokingham – (Class A – Fee Discretionary)					
Operator – New and renewal	1-4 vehicles (NEW 5Yr)	£ 528.00	£ 583.00	11.00	£265
	5-9 vehicles (NEW 5yr)	£ 846.00	£ 901.00	17.00	£420
	9+ vehicles (NEW 5yr)	£ 1,317.00	£ 1,219.00	23.00	£790-£1420
Vehicle – New		£ 148.00	£ 159.00	3.00	£255

APPENDIX 3 – Public Protection Partnership Fees and Charges 2017/18

Temporary Vehicle monthly issue up to 3 months maximum		£ 148.00	£ 159.00	3.00	
Vehicle – Renewal		£ 148.00	£ 159.00	3.00	
Replacement Plate		£ 38.00	£ 26.50	0.50	£37
Transfer of Ownership		£ 105.00	£ 106.00	2.00	£160
Driver – 3 year Licence (NEW)		£ 251.00	£ 265.00	5.00	
Driver - 3 Yr Licence Renewal (NEW)		£ 251.00	£ 265.00	5.00	£100 per year
Replacement Badge		£ 38.00	£ 53.00	1.00	£37
Replacement Licence		£ 38.00	£ 53.00	1.00	£10
Replacement Vehicle Plate		£ 28.00	£ 53.00	1.00	£37
Replacement Backing Plate		£ 23.00	£ 53.00	1.00	£37
PH Knowledge Test (per test)		£ 69.00	£ 106.00	2.00	£16
WOK only- Legal test		£ 16.00	£ 26.50	0.50	
WOK only - PH Street		£ 23.00	£ 26.50	0.50	£16
WOK only - Highway Code		£ 23.00	£ 26.50	0.50	£16
Missed Appointments		£ 34.00	£ 53.00	1.00	
Disclosure and Barring Service (DBS)		£ 60.00	£ 79.50	1.50	

APPENDIX 3 – Public Protection Partnership Fees and Charges 2017/18

Pre-Application Advice, hrly charge	min 1 hr		£ 50.00	NEW for all - policy to follow	
-------------------------------------	----------	--	------------	--------------------------------	--

*Note – The RBWM comparisons are based on the categories in the annual fees and charges that differ from the PPP categories and are based on the best match identified.

This page is intentionally left blank