



WOKINGHAM BOROUGH COUNCIL

A Meeting of the **EXECUTIVE** will be held at the Civic Offices, Shute End, Wokingham on **THURSDAY 23 FEBRUARY 2017 AT 7.00 PM**

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

Andy Couldrick
Chief Executive
Published on 15 February 2017

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

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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.
107.		APOLOGIES To receive any apologies for absence	
108.		MINUTES OF PREVIOUS MEETING To confirm the Minutes of the Meeting held on 26 January 2017.	9 - 30
109.		DECLARATION OF INTEREST To receive any declarations of interest	
110.		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	
110.1	None Specific	Laura Titchiner has asked the Executive Member for Environment the following question: Question What measures are being put in place to minimise noise and air pollution from the M4 specifically the elevated carriageway to the west of Junction 10? I am a resident of Winnersh and, since having my baby, have become increasingly concerned with the air and noise pollution coming from the M4 and A329. The M4	

around here is on an elevated carriageway with no noise or pollution barriers in place. I believe this is very detrimental to the health and wellbeing of local residents. I would like to petition the council and highways agency to implement acoustic barriers along the raised section of the M4. I'd like to propose that these barriers be coated in photocatalytic paint or concrete to assist in reduction of pollution. In my opinion this work should be carried out in a joint effort to manage the impact of the M4 Smart motorways scheme and the Air quality management plan that Wokingham is required to undertake.

110.2 Maiden Erlegh

David Nader has asked the Executive Member for Children's Services the following question:

Question

My question relates to traffic safety around Aldrynton Primary School and the proposal to expand the school by 105 places.

As you will be aware, the area immediately outside of the school is already extremely congested at pick-up and drop-off times. There are over 2,000 children from two schools (Aldrynton Primary School and Maiden Erlegh School), parents, siblings, shoppers, visitors to the library and community centre all converging on a small site at these times.

A new Tesco Express is due to open within 50 metres of the school very soon. When the proposal to build a Tesco Express was discussed at the Planning Committee, two local Councillors, Ken Miall and David Chopping expressed concerns about the impact on congestion and traffic safety.

Both schools share a narrow access road between the Silverdale Parade shops. You will be aware that two primary school children were seriously injured on 17 January on the pavement of this narrow access road. One of the children needed to be airlifted to the John Radcliffe Hospital in Oxford.

In a feasibility report commissioned by WBC it is noted "the local highway network is very constrained during the start and end of the school day," it is further noted that pupil drop-off and pick up is a "key issue" which requires mitigation. It is strange that this report does not feature in the formal Planning Application to expand Aldrynton. In a Council meeting on the 21st of July 2016, this report was discussed and Judith Ramsden noted, "credible measures to manage school run traffic are required."

Respondents to the Planning Application are concerned that the Transport Statement that was published with the application is not based on the Council's own projection for surplus school places in Earley if Aldryngton is expanded and assumes that only 26 more children will be driven to school as a result of the expansion. The Council itself projects an 11% surplus of places in Earley with the expansion of Aldryngton and Loddon from 2018. The Transport Statement also fails to take into account the opening of Tesco.

The councillors of the Earley Town Council Planning Committee, who are residents of the local area themselves and have first hand experiences of how bad the existing situation outside of the school is, have voted unanimously to refuse the planning application of Aldrynton expansion as they found it extremely difficult to mitigate the impact of the expansion on local traffic situation.

To summarise, there is a commonly held view by local Councillors that even without expansion congestion and traffic safety are a concern around the school. This point is re-enforced by a WBC feasibility report and the report's findings were highlighted by Judith Ramsden. WBC's own projections predict that with expansion many more pupils would travel from out of catchment.

Given these facts, how do you justify the statement you made on BBC Berkshire that congestion would be reduced by expanding Aldryngton?

110.3 Maiden Erlegh

Toshiko Tani has asked the Executive Member for Children's Services the following question:

Question

The Council is proposing to expand Aldryngton Primary School by 33% from 315 pupils to 410 pupils. Parents, local residents as well as the school itself have raised a number of questions and concerns, many of these have not yet been addressed by the Council.

For example, we continue to find it difficult to understand why a £4.8 million expansion is necessary despite the Council's own projection of 11% surplus school places from 2018 to 2021 in Earley if the expansion goes ahead.

No concrete measures have been presented by the Council to mitigate the impact of expansion on the already worrying congestion in the area surrounding the school. Furthermore, the Executive appears to have been misled by erroneous information at the time of approving Aldryngton Primary as a candidate for expansion in January 2016. For example, the findings of a WBC commissioned spatial study that found that Aldryngton is “the least attractive campus for investment” was misrepresented to the Executive.

We have been told by Children's Services that they are planning to have the Executive Meeting in February delegate their final decision making authority on the Aldryngton expansion to the Director of People Services, Judith Ramsden.

Considering how controversial the expansion proposal is, we do not see it as appropriate that the final decision is made in a forum not open to the public. We have serious concerns about whether our voices will be reflected at all in the decision making process and find it absolutely necessary to monitor reasoning applied for the council to reach a decision.

Please confirm that you will not allow such delegation to happen and that the final decision on the expansion will be made in a forum open to the public such as at the Executive Meeting, for the sake of transparency and to allow proper democratic participation.

111.

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

111.1 Finchampstead
North;
Finchampstead
South

Charles Margetts has asked the Executive Member for Economic Development and Finance the following question:

Question

Some parts of Finchampstead have internet speeds only marginally faster than dial up. This lack of internet speed is a major constraint on the ability to work / shop from home and should not be accepted or tolerated. Can the Executive Member tell me what is being done to address the remaining internet blackspots in Finchampstead and across the Borough?

111.2 Arborfield;
Barkham

Gary Cowan has asked the Executive Member for Highways and Transport the following question:

Question

Deteriorating bus shelters in Arborfield and Barkham has been a big problem for residents for some years now but just going back to the 1st June 2015 as a start date for a series of emails referred to in this question the Head of Highways stated that “we are very keen to make sure that the bus shelters in Arborfield are attractive and well used. To this end replacing the existing “life expired” shelters would be a great idea and really worthwhile”.

He continued “however there are a number of issues in the offing at the moment that mean I would recommend we put this idea on hold – for no more than 6 months and if in 6 months we are no closer to knowing the outcome of any of these issues then at which point we will go ahead and replace the shelters anyway”.

A more recent email from the head of highways stated that the Borough has no money available to carry out these works in the next financial year yet I read in the Wokingham Paper that WBC were going to replace an old bus shelter in Woodley and also erect a second new one. Why does Woodley appear to get star treatment and Arborfield and Barkham do not?

Might residents of Wokingham Borough be forgiven if they thought it might have anything to do with the fact that the Leader of Wokingham Borough Council is also at the time of writing the Leader of Woodley Town Council.

111.3 Maiden Erlegh

Clive Jones has asked the Executive Member for Children's Services the following question:

Question

Many residents living in Earley and parents of children who attend Aldryngton primary school have expressed concerns about the Council’s expansion plans for Aldryngton. Will you confirm that the Council’s Executive and Officers are taking their concerns seriously?

Matters for Consideration

112.	None Specific	HOUSING REVENUE ACCOUNT BUDGET 2017/18	31 - 44
113.	None Specific	CAPITAL PROGRAMME AND STRATEGY 2017/20	45 - 62

114.	None Specific	TREASURY MANAGEMENT STRATEGY 2017/18	63 - 106
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118.	None Specific	ONE PUBLIC ESTATE - AUTHORITY AND GOVERNANCE FOR PARTICIPATION IN THE BERKSHIRE PROPERTY PARTNERSHIP	227 - 236
119.	Bulmershe and Whitegates; Loddon; South Lake	WOODLEY CAR PARKING TRIAL EXTENSION	237 - 240

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

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**MINUTES OF A MEETING OF
THE EXECUTIVE
HELD ON 26 JANUARY 2017 FROM 7.30 PM TO 9.00 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

Chris Bowring
Prue Bray
Richard Dolinski
Lindsay Ferris
Michael Firmager
Clive Jones
Rachelle Shepherd-DuBey
David Sleight
Rob Stanton

85. APOLOGIES

There were no apologies for absence received.

86. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Executive held on 24 November 2017 were confirmed as a correct record and signed by the Chairman.

87. DECLARATION OF INTEREST

Councillor Pauline Jorgensen declared a personal interest in Agenda Item 90, 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 90, 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 Anthony Pollock declared a personal and prejudicial interest in Agenda Item 91, Optalis Ltd: Update on the Business Case for Merger with the Royal Borough of Windsor and Maidenhead 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.

88. PUBLIC QUESTION TIME

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

88.1 Lloyd Watkins asked the Executive Member for Highways and Transport the following question:

Question

In February 2014 Council Officers were shown all the likely walking or cycling routes to the now Bohunt School in Wokingham. They were asked to ensure that all the routes were improved in order that the students could safely walk or cycle to school. On 1 September 2016 an Extraordinary Executive Meeting had to occur in order that some of the requested speed reductions would be in place for the school opening only 3 days later. Despite early engagement with the Council by concerned parents, not all the routes requested for safety improvements were addressed at the September Executive meeting. This leaves some routes untouched, in particular we have been repeatedly told that the route along Nine Mile Ride will be in place for September 2017 but there has been no local consultation on changes nor have any plans been published. When will the Council's plans for improvement along Nine Mile Ride be published in order that safe routes are provided by September 2017?

Answer

Development work for improvements along the Nine Mile Ride are programmed to be delivered by September 2017 and public engagement is planned for February and March of 2017.

Supplementary Question

The plans have long declared that the cycle path would extend along Nine Mile Ride extension into the new development. It is evident to most residents that there is no chance whatsoever of Nine Mile Ride extension being present for September 2017. Therefore the road will end there; at which point the road becomes a 60 mph narrow road with no passing places plus an increase in traffic. Can you assure residents that there will be provision for a safe route across what is currently a thoroughly dangerous 60 mph road, which will probably include a reduction in speed limits for that part of the road, where Nine Mile Road becomes Park Lane?

Supplementary Answer

There are a lot of points. At this point I do not have all the information to give you this evening but I will make a point of ensuring that when we have this information it will be passed on to you.

88.2 Jason Sutton asked the Executive Member for Children's Services the following question:

Question

There is a proposal to expand Aldryngton Primary School. Aldryngton is the smallest Primary School site in Earley. Spatial availability is a key consideration when determining which schools to expand. WBC commissioned a spatial study by ERM Architecture dated 7/9/2015 to compare Loddon, Radstock and Aldryngton Primary. The study's conclusions were very clear: "Aldryngton's Primary Campus is the least attractive campus for investment - there is a substantial deficit in campus area." With a recommendation Loddon and Radstock be taken forwards to a "Stage 1 Feasibility".

On 28 January 2016, the WBC Executive met and one of the items discussed was which Primary Schools to expand. This 'Spatial Study' was not provided to the Executive. Rather 'spatial analysis' was a category presented in Annex 2 of the document "Primary Strategy Implementation Plan Phase 1" contained on page 142 of the Report to the Executive. The stated conclusion in relation to Aldryngton was however described to the Executive as, "Sufficiency of space - space for 0.5FE expansion which would be relatively

straightforward." The strategy also suggested that an activity of consultation had been performed with "parents, residents, schools and other stakeholders" with the next step being a detailed feasibility study on the selected schools. Why was the information supplied to the Council within the report not reflective of the findings of the original spatial report commissioned, was this information provided in error?

Answer

The ERMC report conclusions were on the basis of the size of the site alone, while the "Primary Strategy Implementation Plan Phase 1" recommendations were informed by a number of factors. The most important factor was the assessment of the number of places required to meet the need in Earley. The best fit with projected need was the expansion of Loddon and Aldryngton Primary Schools to provide 45 additional places per year.

The ERMC conclusions were made against the Department for Education recommended space standard for school premises (known as Building Bulletin number 103), a space standard that is not met at many outstanding and good schools, or in many new and expanded school projects in towns and cities across the country.

The Executive report noted "the site is one of the more constrained" and this was why the recommendation was "that further work should be carried out with the school to determine the feasibility of expansion with a target of September 2017". All work to date indicates that the challenges presented by the constraints identified in the ERMC report can be addressed and that expansion is feasible.

Supplementary Question

When a decision is made by the Executive based on information presented, which can be shown to be inaccurate, erroneous, misleading and not supportable through evidence, will such a decision approval made by the Executive remain valid or be re-examined?

Supplementary Answer

Evidence was produced in order to make that decision and, as I said in my first answer, the recommendation was to do some further analysis and that was done, and therefore the recommendation that went to the Executive therefore stands. So it does not change the recommendation which subsequently went forward. If, subsequently, information then changed what the original recommendation should be, ie it showed that it was completely impossible to build an extra number of classrooms etc because spatially it was completely impossible, for example, in this situation, then another recommendation could, in fact, be effective. But in this case it did not say that, it said completely the contrary. So, therefore, it showed that the expansion was feasible, so, therefore, the recommendation still stands.

88.3 David Nadar asked the Executive Member for Children's Services the following question:

Question

There is a proposal to expand Aldryngton Primary School by increasing the intake by 15 as soon as this year. Your Committee approved the Primary School Planning Strategy 2016-2018 proposed by Children's Services on the 28th of January 2016. The Strategy included projections for the number of school places required in Earley for each year between 2015/2016 to 2021/2022 and it has been shown that the demand for both 2015/2016 and 2016/2017 intakes were overestimated in the Strategy report.

The Strategy report also shows that there will be 0.8% surplus school places in Earley this year and a 7 to 8% surplus school places in Earley for 2018/2019 to 2021/2022 without Aldryngton being expanded. Children's Services have said that the Council will make the final decision on whether to expand Aldryngton in the light of actual information on the demand for school places in 2017. However, the decision for expansion should be based on the mid-term to long term projections. Shouldn't the Committee review the decision to expand Aldryngton Primary School, which your data and projections suggests is not actually needed, based on more up-to-date data and projections before allowing a £4.8 million expansion project to go ahead?

Answer

While the information in the question concerning the roll projection data is correct, this can only form part of the picture when developing a strategy for ensuring sufficient school places. As an illustration of this, the roll projection for 15/16 appeared to demonstrate that adequate school places in Earley would be available. In reality, 30 Earley children, whose parents were hoping for a local school place, were diverted out of the area in order to obtain one.

Roll projections are very much led by numbers of live births in the area. This needs to be balanced against other less predictable factors such as housing churn where we have been seeing older families being replaced by families with younger children, the impact of which increases demand for local school places. Therefore, the Council needs to review actual demand for Earley school places in March in order to have as much contextual information as possible as the basis for the decision on whether or not to expand the school.

This decision will be taken by the end of March 2017. If the evidence does not support expansion, and subject to the granting of planning permission for the expansion, the Council will be able to implement the proposal in the next three years without incurring further design costs - if demand rises in that time, for example. Therefore there is no good case for pausing the process at this point as this could lead to hardship for Earley families if there are too few places available to meet need in September 2017 and, just an example of statistics which might be useful for you, in reception at the moment (just at Aldryngton) there are 59 students on the waiting list.

Supplementary Question

It is notable that Aldryngton Primary School has accommodated all foundation applicants from within catchment from at least 1988 with the exception of the last two years. You spoke about the housing churn; which in your report you stated was the key driver to demand. In the report a rather startling assumption is made on this point. The Council has data on the number of people aged 50-69 who moved out of Wokingham in the year prior to the report being published. 460 people left Wokingham in this age group. In your report you assumed that every single person in Wokingham in this age group that has moved lived in Earley. You further assumed that these 460 people were replaced with 230 couples each with 2 children aged 0-16, again, solely in Earley. Earley constitutes a tiny area of Wokingham and it seems plainly erroneous to assume that the area has a monopoly on this age group moving out of the Local Authority area. These inconsistencies, amongst others, raise concerns that the plans and underlying assumptions associated with the proposed expansion have not been subject to the correct degree of scrutiny. To this end residents and parents are keen to ensure that the final decision to expand the school is taken in a public forum. Please can you confirm that this will be the case?

Supplementary Answer

You may have been at the consultation event in Maiden Erlegh the other night, but as we said there and I will say it again, school place planning is not a fine art but we try and take in as much information as possible. But when you take live-birth data and project it forward, and including some of the other factors which you have mentioned (particularly in Earley), it is very difficult because as I have said a lot of older families have moved out with young families moving in; more so than in any other areas in the Borough. We have seen that we have needed many more school places there than in the other areas in a different type of context so I am saying it is not a perfect art which is why, in this particular context (which is Aldryngton), we have said that we will review this again in March when we have got the final figures that have come in and that is our promise to you.

88.4 Keith Malvern asked the Executive Member for Highways and Transport the following question:

Question

The December 2016 revenue monitoring report indicates that there has been an over achievement of £40,000 in the income from car parking. Bearing in mind the introduction of Sunday and evening charges was controversial will you consider reducing those charges particularly in Wokingham town whilst it is undergoing disruption due to regeneration work?

Answer

Parking is part of the Highways and Transport portfolio and, as such, its income is used to maintain and improve highways related services – including pothole repairs. I am sure you would agree with me that using any additional income to fix more potholes is better than adjusting a few parking fees. We will continue to provide good parking and to use its extra income to do more pothole repairs.

With regard to disruption during regeneration we will, of course, monitor its impact and take any appropriate action if necessary.

Supplementary Question

My question revolves specifically around the regeneration and the link with car parking. Obviously as regeneration plans are developing, and we have heard this week that Aldi are coming to Wokingham and they will have 89 free car parking spaces available, and as we know the multi-storey car park on the Carnival Pool site is rising, even better I think it is well in-line for an architectural award. These are obviously changing the parameters to do with car parking income. You probably certainly had representations from Wokingham Town Council about this very subject and the impact that regeneration would have and I am wondering whether the opportunity that is presented by this over achievement would provide you with the opportunity, rather than deal with potholes, to make a positive gesture to the town of Wokingham – get in there early and do something. If you are short of ideas about how to deal with the income may I suggest you could re-instate free car parking at Shute End; which was a way of encouraging shopping in the centre, or no Sunday charges altogether? Will you consider any of those options?

Supplementary Answer

We are, of course, aware of all the options that could exist and we monitor things regularly. That would include looking at any disruption that may occur and what may be appropriate

to do. But pothole repairs and road surface repairs are an important part and the money is used effectively in the areas that are most appropriate.

88.5 Imogen Shepherd-DuBey asked the Executive Member for Children's Services the following question:

Question

Within the Chief Finance Officer's Report on Page 126 he refers to the Schools Funding situation in Wokingham.

Would the Exec Member comment on why Wokingham Borough's schools have been treated so poorly by the Conservative Government, so much so that it remains the lowest funded level of all local Authorities?

Answer

I am sure that you all know my views by now; that the schools funding formula is totally inequitable, unfit for purpose and long overdue its planned overhaul by this Conservative Government. We need a new system that does not just tinker around the edges. We need a new formula that will radically re-think how schools are funded, taking into account schools' autonomy, local staffing costs and recognition of differing pupil cohorts, including those with Special Education Needs and deprivation factors. How can it be equitable when one school receives £8,587 per pupil on role and ours here in Wokingham just £4,166.51 per pupil on role.

I am pleased that it is a Conservative Government that is heralding a change and has recognised that this practice of historical inequality in schools funding which has been applied over successive governments, including Labour and the Lib Dem Coalition, cannot continue. We have been in dialogue with Ministers about this, taking the opportunity of a national funding change to ensure our voice of Wokingham is heard in Westminster.

Supplementary Question

What is it that we can do to mitigate the loss of income to our schools and the effect on the staffing levels particularly, especially as the housing levels and the demand for school places are increasing? So what can we do as it stands?

Supplementary Answer

As it stands we need to continue having that conversation with Westminster whilst they are consulting about the formula because it is a huge problem for our schools. I have highlighted the differential between the City of London and here and how long does it take to get us to the City of London and our house prices and how far our staff can travel. We really need to make that strong case and continue to do so until the battle lines are drawn about where that funding will be. Everyone needs to get on the band wagon and shout about it and continue to do so.

88.6 Liz McDaniel asked the Executive Member for Children's Services the following question:

Question

Agenda Item 104 Disabled Children's Family Support and Short Breaks

Providers were audited in June last year and therefore the accounts information provided is now out of date. Has the Council taken into account that the present financial outlook for some small charities is currently very different than 8 months ago?

Answer

The information gathered last year was part of an assessment of individual providers offering short breaks. It was used as part of the information gathering on the range, scope and quality of providers.

It does not, however, have a direct bearing on the proposals set out in the report. These proposals focus on how providers are commissioned and deliver their services.

Supplementary Question

Can you please confirm what notice we, so that is the Me Too Club and other small charities like us, will get if our short-break funding is to be removed or changed.

Supplementary Answer

The proposal is to change the model of funding and there will be a consultation starting, I believe, in March and I hope that you will all take part in that. It is about changing how people with families access services like your own. Rather than doing block contracts we are talking about supplying families with pre-paid cards so they will still be able to access your services, but in a much more flexible way. It is just about changing the way that it is paid for. I hope that it will be easy for families to do that and it will mean that they will be able to have access more easily and, actually, services overall will be much better for families because some of the things we have heard in some of the surveys; and Reach did a really great survey. Actually a lot of families were not accessing services which were out there and we recognise that we need to improve advertising clubs like your own.

In terms of notice you already know about the changes that we are proposing, but I hope that you will engage with us going through these proposals and tell us what you think would work and what you think won't work because that is how we start to make things much better for all our families accessing clubs like yours. You are doing a great job.

88.7 Sandra Stubbs asked the Executive Member for Children's Services the following question:**Question****Agenda Item 104 Disabled Children's Family Support and Short Breaks**

How are Wokingham Borough Council going to ensure that the views of all parents of Children with SEND, including those who currently do not access short breaks, are considered before any changes are made to the current system of short breaks?

Answer

The views of current and potential future users of short breaks are a core part of the proposals going forward.

During the reviews of individual providers during 2016 Officers met with parents and carers to discuss short breaks with a focus on their satisfaction with the services provided.

Officers also canvassed providers to seek out parents who would be willing to talk to the Council with their views on short breaks and separate discussions were had with them too.

Going forward, Reach has also presented us with a survey of parents, many of whom do not use short breaks. This will be a useful piece of evidence in determining future priorities

for short breaks provision including the provision of information on the range of services available to eligible users.

The Council will meet with parents in March to consult and build upon these proposals in the report. Further events will be arranged depending on demand.

Officers will also use the SEND network and the CAN network to communicate and consult with parents on the proposals for short breaks.

88.8 Catherine McLeod asked the Executive Member for Children's Services the following question:

Question

Agenda Item 104 Disabled Children's Family Support and Short Breaks

Families of children with SEND in the early years often struggle to cope with all the demands on them. Our families have told us that they do not want direct payments to replace short breaks funding, as they feel this would put undue extra pressure on them to manage payments. They also fear it would change the nature of their relationship with local voluntary sector providers - making it a financial transaction rather than about their children. How is the Council going to manage these concerns and the extra pressures on families and providers if there is a full shift to direct payments?

Answer

The majority of short breaks are already commissioned via a direct payment used by parents in Wokingham so we are simply looking to extend this.

It is part of a national direction of travel to move away from council commissioned block contracts and move to a more flexible arrangement offering choice and control for service users and a more personalised approach to commissioning.

However, the Council will be open to the views of parents on their preferences for how they access the short break services that are available and there is no pressure upon parents to move to direct payments. I believe that many people will prefer to take a direct payment as they will see the benefits of more choice and more control. Any arrangements adopted by the Council will enable both the Council and service users to purchase services from providers; in the event that people would prefer not to take a direct payment.

As the report outlines, the Council will be exploring the use of pre-paid cards (already a feature within adult social care, as Julian knows) to reduce any additional burdens upon parents wishing to take a direct payment. Pre-paid cards offer a simple transaction that can be expanded to the number of people willing to look at direct payments but we will of course discuss this directly with parents and gauge all of their views.

Supplementary Question

A very quick supplementary around what you said about choice. Choice is absolutely vital, of course, and I think the big concern is if the money is given directly to families, and providers do not then have the stability of income, there is the chance that those providers may not provide the same services. So we want the parents to have more choice but it could be that if the services actually stop, because they do not have the security, parents actually end up with less choice.

Supplementary Answer

I think what we have seen so far is that there are some parents who probably would be eligible but are not actually accessing our services as well, and we want more choice because a lot of services have been telling us that there are some times of the day, for example in the morning, pre-school etc, that they cannot access services, and hopefully this will bring about some parity where services actually start to meet the needs of service users a little bit better and hopefully it will start to work. But it is not a case of doing everything all at once. This will be phased over two years and hopefully it will work for both the providers and the families who are accessing the services and it will not be a shock on day one and I think it will work. We have chosen to use Involve and they are a great resource and they should make everything, the transition, work really well. So please put in your views and they will very much inform how we go forward.

88.9 Catherine McLeod asked the Executive Member for Children's Services the following question on behalf of Jane Holmes who was unable to attend the meeting:

Question

Agenda Item 104 Disabled Children's Family Support and Short Breaks

Regarding the proposed withdrawal of funding to service providers for disabled children and replacing it with Direct Payments to families. What support is WBC going to put in place in order to help families navigate their way through the service provision available and to enable them to make the best decision for themselves? Without some sort of gateway support, families are at risk of being isolated, unaware and of making the wrong decision - ie accessing a service provision out of area because they're not aware it exists closer to home. This as well as being overwhelmed by the paperwork, responsibility and stress that managing Direct Payments brings. This, of course, could have the effect of increasing pressure on the statutory authorities over time.

Answer

Direct payments are already the vehicle for the majority of Wokingham's provision of short breaks.

No one will be forced to adopt direct payments and the Council can continue to spot purchase for parents if they wish.

In terms of support already available to parents to navigate the short breaks market:

- The CAN network coordinator works with families to signpost to service provision and answer questions and concerns about services to help with the choice
- The Council's Special Educational Needs and Disability Information Advice and Support Service is a statutory service which is run at 'arm's length' from the Council and it offers advice, information and assistance to parents.
- Within the Executive Report tonight you will see that we are proposing to develop a preferred provider list which would be quality assured by the Council, with information on the range of services available on the Council's normal information sources. As part of the consultation we will discuss with parents how this should work and other actions we need to undertake to ensure parents are informed.
- Pre-paid cards offer the benefit of reducing the requirements of parents wishing to take out direct payments. We will also discuss this directly with parents.

89. MEMBER QUESTION TIME

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

89.1 Gary Cowan had asked the Executive Member for Planning and Regeneration the following question and due to his inability to attend the meeting the following written answer was provided to him:

Question

With reference to the Judgment in the case of Gladman Vs WBC case number Case No: CO/1455/2014 heard in July 2014 what were the implications of the judgement for Wokingham Borough Council both the pros and the cons.

Answer

Gladman Development Ltd (GDL) was seeking, through the High Court, to quash the Managing Development Delivery Local Plan (MDD) on the basis that the Inspector who examined the MDD Local Plan did not take into account the National Planning Policy Framework, in respect of whether the housing target for the Borough was appropriate.

The implications of the judgement for Wokingham Borough Council all fall under your pros heading. The judgement agreed with the Council that:

- while the MDD did not assess housing need, it did not have to do this or to set a new housing target;
- the MDD did not have to determine whether the number of dwellings to be provided under the Core Strategy would be sufficient to meet an Objectively Assessed Need (OAN);
- The MDD should not be quashed (in whole or in part) because it only had to allocate the right amount of land to meet the Core Strategy requirements and to do this in the most appropriate sites. It only had to allocate sites for the provision with which it was dealing and did this adequately;
- the authority has a 5 year housing supply;
- the Council has a duty to review matters including Development Plan Documents and housing numbers. At the time of the decision, the Council was in the process of preparing a Strategic Housing Market Assessment (SHMA) which could lead to a review of the housing need. This is the appropriate mechanism to review housing requirements;
- WBC had adopted the right version of the plan.

The judgment did not have any negative implications for Wokingham Borough Council. I therefore have nothing to list under your cons heading.

The only thing I can think of is that the MDD challenge has now been superseded by an Objectively Assessed Need (OAN) of our housing numbers – this was reflected in the judgement. This is a technical assessment and evidence base. The Council has not signed up to providing this estimated need. This will be a process addressed through the Local Plan review.

89.2 Michael Firmager asked the Executive Member for Highways and Transport the following question:

Question

Could the Executive Member for Highways and Transport explain what enhancement of services is expected this year (2017) following the platform extension at Wokingham Station?

Answer:

The platform extension at Wokingham Station is part of the £800m Wessex Capacity Upgrade programme that will make the South West franchise into a 10 car railway on the suburban lines into Waterloo and that includes the services from Reading through Wokingham. The Wessex Capacity Upgrade includes the rebuilding of the former International Station at Waterloo for domestic services, and that is for completion by December next year as well as traction power supply upgrades and platform extensions to allow trains to be extended from 8 to 10 cars and we expect the first 10 car trains to be introduced on the Reading services later this summer.

This will give us a 25% increase in carriages and something like a 35% increase in capacity but please note that capacity is measured as the number of standard class seats on a train plus the room for standing. The 10 car trains will have no more seats than an 8 car train will have as the 2+3 seating arrangement is replaced by a 2+2 seating arrangement; where they remove the bench of three that was not a popular layout. These are not new trains but they are the trains we had on the Reading services until a couple of years ago prior to their rebuilding and extension using former Gatwick Express carriages and they are now painted a new shiny blue colour.

Therefore we will get more capacity on the trains but will have to wait until December next year before the planned increase in train frequency will deliver more seats. One side effect of having longer trains will be that passengers will have to walk slightly further down the platform because it is a longer train at the station. Basically that is the information we have.

Supplementary Question:

There is a lot of mention about Wokingham here and I just wondered what about the other railway stations at Earley, Winnersh Triangle and Winnersh?

Supplementary Answer:

Those stations you named are not having their platforms extended at this time but the trains that stop there will be fitted with an automatic selective door opening so that the doors on the two rear cars of the train will obviously not open when they stop at the platform and also the passenger information system in these carriages will inform passengers that they have to move forward if they want to get off at that station. Passengers for these stations will also have an extended walk when travelling from Reading as all three of those station exits are at the London end of the platforms so you will get a bit of exercise walking further down the platform but the capacity is there.

89.3 Lindsay Ferris asked the Executive Member for Planning and Regeneration the following question:**Question**

Who within WBC (Senior/Middle Officers and Councillors (by name/role)) knew about the Application for the Grazeley Garden Settlement at the time of the submission to the DCLG in July 2016?

Answer

Just to clarify we were given four weeks to pull together an initial draft expression of interest for the Department of Communities and Local Government (DCLG) and it was not an application it was a confidential expression of interest.

Councillors David Sleight, Chris Singleton, Keith Baker, Chris Bowring, Malcolm Richards and myself were alerted as Conservative members of the Local Plan Update Steering Group.

For the avoidance of doubt we need to point out that there was, and there should be, no assumption that being alerted infers that support for the expression of interest was either sought of, or given by, the Conservative members at this time. Since then Members, especially those whose wards would be affected, have been participating in the ongoing debate.

The Officers who were aware of the expression of interest were the Chief Executive (Andy Couldrick), Director of Environment (Heather Thwaites), Heads of Services within Environment (Mark Cupit, Josie Wragg, Alex Deans, Sarah Hollamby and Clare Lawrence) and relevant staff within the directorates as well. In addition a small number of staff from other Council directorates were also aware.

Supplementary Question

Who outside of Wokingham Borough Council (Senior/Middle Officers and Councillors (by name/role) and including MPs) knew about the expression of interest for the Grazeley Garden settlement at the time of the submission in July 2016? I am happy for you to give me a written reply.

Supplementary Answer

There were others outside and if you want me to give you a succinct list I will come back to you with a written reply.

Councillor Baker responded as follows: I can give you one name, because it is in the public domain, which was Tim Smith the Chief Executive of the Local Enterprise Partnership as you know because it was in the document.

89.4 Richard Dolinski asked the Executive Member for Planning and Regeneration the following question:

Question

In their latest newsletter in Emmbrook, the Liberal Democrats are claiming that there will be 17,000 more houses in Wokingham, quote "on top of approximately 13,000 currently being built". Could the Executive Member tell me whether this figure is correct?

Answer

It is not correct and it is a gross misrepresentation of the actual situation. They claim that the identified need is for 17,000 homes on top of the 13,000 homes already planned for within the Local Plan. I can only see this as a blatant and scurrilous attempt to scaremonger just before an election.

Comparing the Objectively Assessed Need, the OAN study with the existing Local Plan, the study identified a need for approximately 200 more homes per year from 2016 on top

of the 13,000 homes currently planned for. This is a total of approximately 4,000 more homes, not 17,000, up to 2036 on top of the 13,000 already planned for.

Hopefully the electorate will hold them to task for this gross misrepresentation.

89.5 Clive Jones asked the Executive Member for Planning and Regeneration the following question:

Question

Recently three teams of professional people have been seen working and taking measurements around the land known as Area DD in Lower Earley. No doubt they are preparing reports for developers, Wokingham Borough Council or both. Can you explain what these people have been doing?

Answer

Area DD was always zoned for some form of development right from the start of the formation of Lower Earley. There are no proposals as to what might be put there yet and it needs to be appropriate to the site so as not to cause problems to the existing residents. The survey currently being undertaken is to look at one option which is the suitability for housing or sheltered housing for the elderly. The land is quite high and held in place by retaining walls, as you probably know, and therefore any development on the site needs to be carefully considered from structural terms, hence the surveying.

Supplementary Question

This part of Chalfont Park has been left undeveloped for 40 years. It is an important piece of green space in our community. Section 40 of the National Environment and Rural Communities Act 2006 states that every public body must have regard for conserving biodiversity. How is any development at Chalfont Park consistent with that statement?

Supplementary Answer

Area DD is a Council asset and like numerous others classified as surplus land and it is incumbent on the Council to ensure that they make the best possible use, or get the best possible return, on such land. So I think what you describe could be described as best possible use and it is something we would look into.

If conserving biodiversity is the best use for Area DD then we would look into it.

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

Question

When the Revenue Monitoring report appeared in the agenda for October's Executive meeting, there was a projected overspend of £494,000. The Executive Member for Finance is recorded in the minutes as saying that "it was hoped that some of this overspend would be clawed back by the end of the year." In January's agenda, the Revenue Monitoring report shows the projected overspend has reached £812,000, 65% higher than in October. What has the Executive Member for Finance done about the overspend, other than just hoping for the best?

Answer

The reason for the increase in forecast overspend to £812k is explained by the fact we are now clearer that the Department of Health do not intend to pay us the income we were led

to believe we would receive. In October's Executive monitoring report we were still hopeful that we would receive the £722k from the Department of Health that we had applied for and we had good grounds for considering that they would give us and it was therefore included in our income projections. We did however note that there was a risk that it may not be forthcoming and this is what has happened. If this figure was treated in the same way in both reports the £812k reported in January would be reduced to £90k; which is actually an 82% reduction in the overspend reported in October.

Supplementary Question

The actual projected overspend in Health and Wellbeing isn't £722k it is £1.663m which is more than twice as much so why should we have any confidence in the figures in next year's budget when this meeting is admitting defeat on controlling this year's spending and you are adding another £722k of spending which you haven't got?

Supplementary Answer

You asked me about the overall position and as I said the overall position is reduced significantly from what we reported in October. Within that there are obviously swings in different budgets and we have pressures in adult social care that are significant as you are well aware and we will continue to monitor that but there are people who need our services and we will deliver services to those people who need them. We will make savings elsewhere if we have to in order to fund the services that we have to provide to people in need in that particular area.

As I said the main issue has been the Department of Health funding but we do have significant pressures. It is a demand led budget and therefore there are aspects of that budget that we cannot control because there are people who need our services and we are here to provide them.

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

Question

Does WBC plan to require all new SUDS systems given to WBC to be provided with the necessary funding, or require the operator to pay for yearly inspections by WBC?

Answer

Wokingham Borough Council requires a developer to pay a commuted sum to the Council on the adoption of the Sustainable Drainage Systems (SuDS) feature to cover its future maintenance requirements. Commuted sums are financial contributions made by third parties to the Local Authority as compensation for taking on the future maintenance responsibility for newly created highways and drainage improvements. They are usually secured through legal agreements made with the developers and landowners under sections 38 or 278 of the Highways Act 1980 and is a single payment that is invested over an agreed period of time.

For SuDS features that are not adopted by the Council, arrangements need to be made with other Risk Management Authorities (such as Thames Water or town and parish councils) for the adoption of the SuDS or the developer will be required to make arrangements for a management company to conduct regular inspections and maintenance.

The SuDS Strategy requires developers to submit information to the Council clearly defining the maintenance of the SuDS for the entire lifetime of the development, as well as the agreements demonstrated to be in place to ensure these arrangements do not lapse.

An example of where this strategy has recently been implemented is the proposed system of attenuation ponds which make up part of the drainage for the Nine Mile Ride extension. Wokingham Borough Council will be adopting these features and an appropriate commuted sum has been agreed to cover the cost of future maintenance.

Supplementary Question

Since all of us don't necessarily wish to tread water in these places if they do flood and depending on the number of houses, depending on how the maths goes, whether they are the same numbers or not the same numbers how are we going to make sure that they are actually cleaned as well if during these inspections we find they are not being done how can we make sure that they are being cleaned?

Supplementary Answer

That is a very good question and all SuDS owners, including the Council, risk management authorities including Thames Water, private landowner or management companies have a duty to inspect and maintain their SuDS systems in perpetuity. For further assurance we as a lead local flood authority, something that was given to us under the Flood and Water Management Act 2010, will place SuDS that are in private ownership on the Council's asset register to ensure they are inspected and maintained as necessary.

90. 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 ending 30 November 2016 and an operational update for the period to 31 December 2016.

RESOLVED That:

- 1) the budget monitoring position for the month ending 30 November 2016 be noted;
- 2) the operational update for the period to 31 December 2016 be noted.

91. OPTALIS LTD: UPDATE ON THE BUSINESS CASE FOR MERGER WITH THE ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

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

The Executive considered a report setting out the progress of the work to effect the merger of Optalis Ltd with the Royal Borough of Windsor and Maidenhead (RBWM) whereby Optalis would deliver RBWM's adult social care services and RBWM would acquire a 45% shareholding in the company.

The Executive Member for Health and Wellbeing advised the meeting that one of the intentions when setting up Optalis was to widen it to include other partners and working with RBWM was the first step towards this aim.

RESOLVED That:

- 1) the progress of the work to effect the merger be noted;
- 2) the business case enabling the implementation work to continue be approved;

- 3) a further update be provided at its March meeting on the progress of implementation;
- 4) the virement of £40k from the Royal Borough of Windsor and Maidenhead shareholder payment be approved and an increased debt of £55k for the Holding Company, to fund the costs of implementation, be agreed.

92. REVENUE MONITORING 2016/17 - DECEMBER 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 Council's investment portfolio.

The Executive Member for Economic Development and Finance highlighted the £812k overspend in Health and Wellbeing; which was as a result of the Department of Health renegeing on their promise to provide additional funding of £722k to offset the additional costs as a result of the change in eligibility criteria. The Executive Member for Health and Wellbeing went through the background to the issue and advised that despite all the Council's best efforts the Department of Health had finally responded before Christmas to say that they would not be providing any additional fund. The Council, in association with West Berkshire Council who was similarly affected, were currently looking at other options that might be available to pursue this matter.

In addition Councillor Pollock went through the report and highlighted a number of areas including: pressures in demand led services, including Health and Wellbeing and Children's Services, and underspends in a number of areas including Environment and Finance and Resources. Councillor Pollock was pleased to advise the meeting that there was still £9m in reserves and the investment portfolio was healthy.

In relation to the Children's Services budget Councillor Haitham Taylor commented that a reduction in costs should be forthcoming as a result of the new Special Educational Needs resource at St Crispins and also that an innovation bid had been put forward to the Department of Education which if successful would assist with the Council's new recruitment and retention strategy within children's social care.

Councillor Pollock paid tribute to Officers for the work they had undertaken on the budget in what was a difficult financial climate.

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 to the report, be noted;
- 3) a supplementary estimate for Health and Wellbeing in the sum of £722k be approved.

93. CAPITAL MONITORING 2016/17 - END OF DECEMBER 2016

The Executive considered a report setting out the position of the Capital budget as at the end of December 2016; which showed a £164k underspend variance forecast against budget.

RESOLVED That:

- 1) the Capital Monitoring report for 3rd quarter of 2016/17, as set out in Appendix A to the report, be noted;
- 2) the release of £1,600k originally profiled in the Medium Term Financial Plan for 2017/18 into 2016/17, due to acceleration in the build of Arborfield Secondary School, be approved.

94. CHIEF FINANCE OFFICER'S (CFO) REPORT

The Executive considered the Chief Finance Officer's report which set out the major financial issues facing the Council for consideration during the budget setting process. The Local Government Act 2003 requires the Chief Finance Officer to report to Members, when setting the Council Tax, on the robustness of the budget presented and adequacy of reserves.

RESOLVED: That the Chief Finance Officer's (CFO) report and the issues contained within, including the local government finance settlement and the sections on key risks, be noted when setting the council tax for 2017/18 and agreeing the Council's Medium Term Financial Plan (MTFP).

95. TREASURY MANAGEMENT MID-YEAR REPORT 2016/17

The Executive considered the Treasury Management mid-year report which summarised the treasury management operations during the first six months of 2016/17.

The Executive Member for Economic Development and Finance went through the report and explained that the document connected the capital programme to investments and borrowings. Councillor Pollock highlighted the low level of external borrowing, the investment in fixed assets i.e. the building of new schools and the regeneration of Wokingham town centre.

RESOLVED That:

- 1) the mid-year Treasury Management report for 2016/17 be noted;
- 2) the actual 2016/17 prudential indicators within the report be noted;
- 3) the report be recommended to Council for approval.

96. 21ST CENTURY COUNCIL - UPDATE

The Executive considered a report relating to the implementation progress of the 21st Century Council Programme.

The Leader of Council highlighted a number of the elements within Phase 1 of the programme which included establishment of the reconfigured senior leadership team, Strategy and Commissioning and Support Services and the implementation of the key IT improvements and integration. It was noted that there had been significant Member engagement in the programme including the Member/Officer Group which was supporting the implementation and the Sustainable Finance Group which was monitoring the associated finances.

Members were informed by the Executive Member for Resident Services that one of the key things in integrating all the IT was to make sure that it was focussed on the provision

of services. Councillor Jorgensen thanked the group of Members who had been assisting with the IT element of the programme.

RESOLVED: That the progress in implementing the 21st Century Council programme be noted.

97. LEISURE STRATEGY

The Executive considered a report relating to responses received to the consultation on the Leisure Strategy.

The Executive Member for Environment confirmed that the Strategy would help inform the upcoming leisure contract specifications and the playing pitches strategy. An eight week consultation had been carried out on the Strategy and 139 responses had been received. It was noted that although all the responses were valuable and useful a number related to the facilities and activities provided by the Council and were not actually relevant to the Strategy. These responses would however be taken into account when any future provision was considered.

RESOLVED: That the Leisure Strategy, which has now been supported by feedback from an eight week period of public consultation, be ratified and endorsed.

98. SUDS STRATEGY

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

The Executive Member for Environment confirmed that the Strategy would enable developers and planning officers to find the most appropriate SuDS for a particular development at the earliest stage of a planning application. The 13 responses received to the consultation had led to some small improvements being made to the Strategy. Councillor Ross thanked all those who had responded to the consultation and gave particular thanks for the work undertaken by Fran Hobson who had produced the Strategy.

RESOLVED That:

- 1) the SuDS Strategy Public Consultation Summary be noted and the approach and amendments detailed in Appendix 1 be agreed;
- 2) the amended SuDS Strategy provided in Appendix 2 be approved.

99. COMMUNITY INFRASTRUCTURE LEVY REGULATION 123 LIST CLARIFICATION

The Executive considered a report summarising the representations received to the consultation exercise on the Draft Regulation 123 List and the Officer responses to these.

RESOLVED That:

- 1) the consultation responses to the Draft Regulation 123 List Consultation Document (attached at Appendix A to the report) be noted; and
- 2) the updated Regulation 123 List Document as amended (attached at Appendix B to the report) be adopted.

100. REQUEST FOR THE TEMPORARY CLOSURE OF FOOTPATH 4 REMENHAM (PART)

The Executive considered a report relating to the temporary closure of part of Footpath 4 Remenham to allow the Henley Festival to be organised and run in a safe manner whilst enabling residents and visitors to continue to use the footpath via a short detour. It was noted that only one objection had been received to the application this year.

RESOLVED That:

- 1) the making of an Order for the closure of Footpath Remenham No 4, for a closure of an 80m section of the footpath for the set up and de rig of the Festival stage from Monday 3rd July to Wednesday 5th July 2017 inclusive and from Monday 10th July to Tuesday 11th July 2017 inclusive be approved;
- 2) to include within the closure a 488m section for evening performances from Wednesday 5th July to Sunday 9th July 2017 inclusive and an afternoon performance on Sunday 9th July, under Section 16A of the Road Traffic Regulation Act 1984, subject to the receipt of the requisite consent of the Secretary of State for Transport.

101. RISK MANAGEMENT POLICIES AND GUIDANCE

The Executive considered a report relating to a proposed Enterprise Risk Management Policy and supporting guidance which would provide the framework for sustaining effective management of risk at the Council.

Members were informed by the Executive Member for Resident Services that under the Council's Constitution there was an obligation to take the Enterprise Risk Management Policy and Guidance to Executive every year whether or not changes were proposed. It was therefore proposed, in according with the Audit Committee's wishes, to ask the Constitution Review Working Group to consider amending the Constitution in order that the document only needed to be reviewed by the Executive if changes were put forward.

RESOLVED That:

- 1) the Enterprise Risk Management Policy and Guidance be noted; and
- 2) the Constitution Review Working Group be recommended to consider amending the Terms of Reference of the Audit Committee as set out in the report.

102. SHINFIELD PARISH NEIGHBOURHOOD PLAN

The Executive considered a report relating to the outcome of the referendum on the Shinfield Parish Neighbourhood Plan which took place on 8 December 2016.

The Leader of Council advised the meeting that this was the first neighbourhood plan within the Borough and congratulated the team in Shinfield who had worked extremely hard to produce the plan.

Members were informed by the Executive Member for Planning and Regeneration that of those who voted 87% voted yes to the question of whether they wished the plan to be used to help determine planning applications within the Shinfield Parish area. As a result of the referendum result the Council was now under a legal duty to bring the plan into force.

Members paid tribute to members and officers of Shinfield Parish Council for their commitment and dedication over a long period of time to produce the neighbourhood plan; particularly when taking account of all the challenges they had to face.

RESOLVED That:

- 1) the Shinfield Parish Neighbourhood Plan be “made” (brought into legal force) to form part of the statutory Wokingham Borough Development Plan pursuant to Section 38A(4) of The Planning and Compulsory Purchase Act 2004; and
- 2) the form, content and publication of the Decision Statement (set out in supporting document (Appendix A) pursuant to Regulation 19 of The Neighbourhood Planning (General) Regulations 2012 (as amended) (“the Regulations”) be agreed to give effect to the above recommendation.

103. THAMES VALLEY ADOPTION

The Executive considered a report relating to plans to set up a Regional Adoption Agency (RAA) across the Thames Valley Region.

The Executive Member for Children’s Services advised the meeting that Wokingham was already part of Adopt Berkshire, which had been set up in 2014 and consisted of Bracknell Forest, the Royal Borough of Windsor and Maidenhead and West Berkshire Councils. Following new legislation the Government had stated that they expected every local authority to be part of a Regional Adoption Agency (RAA) by 2020. The proposal therefore contained in the report was for Wokingham to move into a RAA with Oxford County, Swindon and Reading Councils as well as with those authorities currently part of Adopt Berkshire and two voluntary adoption agencies Barnardos and PACT.

Councillor Haitham Taylor emphasised that the proposal would improve services for children, particularly those that were hard to place, and adopters as there would be a larger pool of adopter families to choose from. The proposal would be cost neutral and a grant of £200k, shared between all the authorities, had been provided to set up the new shared service. It was also envisaged that the shared service would assist with post-adoption services as there would be an opportunity to share services. Oxford County Council was the only authority to express an interest in hosting the shared service and it was noted that there was an intention to have a base for Berkshire in Wokingham.

RESOLVED That:

- 1) Wokingham’s shared service arrangements being extended to become Adopt Thames Valley Regional Adoption Agency be supported. The new shared service is to be hosted by Oxfordshire County Council, with a base for Berkshire in Wokingham;
- 2) the final decision on details be delegated to the Director of People Services and Lead Member for Children’s Services;
- 3) the Lead Member for Children’s Services being a member of the new governance board be supported.

104. DISABLED CHILDREN'S FAMILY SUPPORT AND SHORT BREAKS

The Executive considered a report relating to proposals for a new commissioning infrastructure for the provision of disabled children's family support and short breaks.

The Executive Member for Children's Services advised the meeting that the Disabled Children's Family Team currently supported approximately 200 children and families and within the Borough the CAN network supported about 928 families and as demonstrated in the recently carried out Reach survey it was understood that many of those families did not actually access all of the services offered.

As a result of parents identifying gaps in services eg more weekend breaks, overnight stays and early morning term time support the proposals therefore were to move towards a new commissioning model which would mean that families would have a personalised budget and pre-paid cards. This proposal would provide families with much more control about how they spent their funds, provide broader choice, help to address some of the gaps in service and be more efficient. It would also increase the opportunities for the market to develop to meet the needs of families leading to increased choice and innovation.

Members were informed by Councillor Haitham Taylor that the intention was for the transition to the new arrangements to be phased over 2 years and it for INVOLVE to provide support to providers.

An opportunities fund was planned within the proposal in order to try and mitigate issues for providers; particularly for smaller groups trying to transform into a commissioned service with a pre-paid payment system.

Councillor Haitham Taylor advised that the intention was to go out to consultation in March and it was hoped that as many families and providers as possible would respond to the consultation.

Councillor McGhee-Sumner advised that Adult Social Care had been through a comparable exercise 18 months ago when similar concerns were expressed about direct payments and pre-paid cards and he felt that these concerns had been ironed out and it had been found that this system had led to more control and more choice.

RESOLVED That:

- 1) the development of a new short breaks preferred provider list leading to more effective quality assurance and market management be approved;
- 2) the 2-year period of phased transition from the existing arrangements to the new model, to enable change whilst not impacting service delivery, be supported;
- 3) the phased introduction of pre-paid cards to enable families to take control of the purchasing of short breaks care for their children be approved;
- 4) full and detailed consultation, with parents, young people and providers, on the proposed changes be supported.

105. RUSCOMBE BURIAL GROUND

The Executive considered a report relating to proposals for additional burial space and the development of a memorial garden in Ruscombe.

The Executive Member for Environment emphasised that although cemeteries existed at St Sebastian's, Wokingham Without and in Shinfield more capacity was required and there was no facility in the north of the Borough. The proposal was therefore to purchase land from the Diocese of Oxford using S106 money and subject to planning permission develop the land to increase burial and memorial opportunities within the Borough.

Councillor Ross also advised the meeting that the Muslim community, who currently had to utilise provision in Reading and pay out of area fees, have been working with the Council to see if a service could be provided within the Borough to meet their needs.

RESOLVED That:

- 1) approval be given to proceed with the acquisition of the freehold title from the Diocese of Oxford consisting of 0.51 acres of land subject to planning permission (as detailed in Part 2 of the report);
- 2) planning permission be sought and the land be developed to increase burial and memorial opportunities within the Borough.

106. SUPPORTED HOUSING DEVELOPMENT AT 52 READING ROAD, WOKINGHAM

The Executive considered a report relating to proposals to select Wokingham Housing Limited (WHL) as the development partner for the construction of a supported housing scheme at 52 Reading Road.

The Executive Member for Health and Wellbeing reported that the intention was to transfer the council owned property to Wokingham Housing Ltd for redevelopment as supported housing for vulnerable young persons.

RESOLVED That:

- 1) Wokingham Housing Limited, the Council Owned Local Housing Company, (or a subsidiary of WHL), be selected as the development partner for the vulnerable young persons supported housing scheme at 52 Reading Road;
- 2) the 52 Reading Road, Wokingham site be transferred to Wokingham Housing Limited (WHL), or a subsidiary of WHL, on terms to be agreed by the Director of Corporate Services in consultation with the Leader of the Council;
- 3) the site, subject to Recommendation 1 above, is appropriated for planning purposes under Section 227 of the Town and Country Planning Act 1990 and Section 122 of the Local Government Act 1972;
- 4) the proposed funding model, including the allocation of up to £950,000 Section 106 receipts for the provision of supported housing on this site be approved;
- 5) the development brief for the 52 Reading Road site be approved;
- 6) the transfer of land and funding for 52 Reading Road will be subject to WHL securing a planning consent for the scheme.

TITLE	Housing Revenue Account Budget 2017/18
FOR CONSIDERATION BY	The Executive on 23 February 2017
WARD	None specific
STRATEGIC DIRECTOR	Graham Ebers, Director of Corporate Services
LEAD MEMBER	Julian McGhee Sumner, Executive Member for Health and Wellbeing

OUTCOME / BENEFITS TO THE COMMUNITY
--

Sound finances and value for money in providing housing services for council tenants.

RECOMMENDATION

That the Executive approve and recommend to Council :

- | |
|--|
| <ol style="list-style-type: none"> 1) The Housing Revenue Account budget; 2) Council house dwelling rents be reduced by 1% effective from April 2017 in line with the Welfare Reform and Work Bill 2015; 3) Garage rents be increased by 1.9% effective from April 2017 in line with council fees and charges; 4) Shared Equity Rents will be increased by 2% based on September RPI, effective from April 2017; 5) Tenant Service Charges are set in line with estimated costs; 6) The Housing Major Repairs (capital) programme for 2017/18 as set out in Appendix C; 7) Sheltered room guest charges increase from £8.20 per night to £9.00 effective from April 2017. |
|--|

SUMMARY OF REPORT

<p>The proposed Housing Revenue Account budget for 2017/18 is set out for consideration and recommendation to Council. An indication of the budget for 2018/19 and 2019/20 is provided for information. Proposed 2017/18 rent levels for council housing and council-owned garages are also set out for recommendation to Council. The budget takes account of forecast economic changes and movements in interest rates using relevant available information from various sources, including the Council's treasury advisors.</p>
--

<p>The national housing landscape is set for further change from 2018/19 onwards that will have implications for the HRA over the longer term. These include the introduction of a high value asset levy from 2018/19; current thinking is that the HRA will dispose of assets to fund the levy. Clearly any disposals will affect business plan income and our</p>

ability to house those in housing need at a time when our duties are increasing.

The HRA has also seen an increase in right to buy completions, 8 were sold in 2013/14, 13 in 2014/15 and 14 to December 2016 in the current financial year. Any loss of stock has income implications over the life of the business plan.

Wokingham Borough Councils ability to utilise retained right to buy receipts will also diminish over time, the HRA will be unable to fund its 70% share of spend from revenue from 2020/21 based on current projections.

Background

HOUSING REVENUE ACCOUNT 2017/18

Housing Ring Fence

1. The Housing Revenue Account (HRA) is a ring-fenced fund. This means that the HRA must be self-financing and expenditure must be paid for by Council tenants through rent and service charges. HRA expenditure cannot be funded by council tax and similarly HRA income should not be used to pay for general fund services.

Rent Restructuring, Convergence, Housing Self Financing and the 2017/18 Rental Reduction

2. For four years, commencing in 2016/17 the Government introduced a compulsory 1% reduction in Social and Affordable rents. There is no discretion in making this change and it applies to all council tenants. The 1% reduction was implemented in April 2016 and will be followed by a further 1% cumulative reduction from April each year for the three years to 2019/20. The rent restructuring and convergence initiative to create a fair rental system for social rents can therefore no longer be implemented, although the Council will continue increasing rents to target rent when properties are re-let whilst still maintaining the compulsory 1% reduction. Initially the 30 year model included year on year rent increases so the real reduction in income compared to the model will therefore be more than 1%.

3. At 28 March 2012 the self-financing system was introduced for the HRA. The self-financing system allocated a debt cap of £102m to the Council, and a loan portfolio of thirty one loans totalling £96.5m was created to ensure the best interest rates were achieved for the HRA at an average of 2.55% as opposed to the forecast average headline rate of 4.2%. As part of the change to the self-financing system, the Council has prepared a 30-year business plan for the HRA. The allocated debt is based on an up-to-date valuation of the Council's housing stock and a 30 year notional business plan of income and expenditure. The HRA will incur an annual interest charge and principal debt repayment over the first twenty three years of the plan. As of 1st April 2017 the HRA would have repaid debt of £6.2m. Over the next three years a further £6.8m of debt is to be repaid. The estimated debt as at the 31st March 2020 is £86.1m, budget provision is included under the HRA principal repayments line in Appendix D for these loans.

4. The council's 30 year business plan is being reviewed and updated to reflect known changes including the rent policy issues highlighted above. The business plan includes the following:-
- a. As at the 31st March 2013 the HRA had a capital financing requirement of £96.5m, this has now reduced to £90.4m thus giving the HRA borrowing headroom of £11.6m.
 - b. The Council set its HRA Authorised Debt Limit at £102m and the HRA Operational Boundary for Borrowing as £100m as set out in the Treasury Management Strategy.
 - c. The HRA Capital Programme for 2017/18 will be £7.3m plus any carry forward, followed by £5.9m in 2018/19 and £8.1m in 2019/20. The programme now includes the requirements to utilise the retained right to buy receipts. Note: We are waiting for the detail of the disposal of high

value voids which may impact on the level of programme which can be delivered.

- d. Rental income will be based on government requirements for a 1% reduction each year to 2019/20.

Garage Rents

6. It is proposed to increase garage rents by 1.9% for 2017/18 in line with the council wide increase to fees and charges.

Shared Equity Rents

7. Shared Equity rents are paid monthly in advance. Annual increases in shared equity rents were thought to be limited to a rate equivalent to RPI on the month before the lease commenced however review of these properties during the development of the 30-year business plan for the self financing system has determined that the annual increase should have been based on the increase in RPI since the leases were signed. Rents are now to be increased annually by inflation.

2017/18 Budget Assumptions & Risks

8. The 2017/18 budget includes expenditure of £2.7m for repairs and maintenance and a contribution of £1.8m revenue contribution to capital to help fund the capital investment programme.

Housing Major Repairs (Capital Programme)

9. The Council is required to fund major repairs from the rental income. The intention over the 30 year business plan is to generate additional resource to help the Council meet the decent homes standard and also to invest further in the redevelopment and regeneration of the council's housing stock.

The breakdown of the funding of the £7.3m capital expenditure in 2017/18 is:

- 1) Revenue contributions £1.8m,
- 2) Major Repairs Reserve £4.1m
- 3) Right to buy receipts £1m
- 4) Other receipts/grants £0.4m.

The proposed Housing Capital Programme is shown at Appendix C.

Consultation

10. The draft budget submission has been considered by Health & Wellbeing Leadership Team on the 12th January 2017, the Affordable Housing Implementation Group on 16th January 2017 and the Tenants & Landlord Improvement Panel which meet on 26th January 2017.

Analysis of Issues

The Housing Revenue Account budget for 2017/18 is shown at Appendix D. The budget has been drawn up on a self-financing basis and reflects:

- Interest charge of £2.9m, depreciation of £3.3m and revenue contributions to capital of £1.8m as determined by the Council's 30-year business plan under the self-financing system.
- Management and repairs costs have increased from £4.9m to £5.2m to meet regulatory commitments and fund staffing cost base increases. The projected HRA balance (see Appendix A) at 31 March 2017 will be £5.1m.

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 attached reports	Yes	Revenue & capital
Next Financial Year (Year 2)	See attached reports	Yes	Revenue & capital
Following Financial Year (Year 3)	See attached reports	Yes	Revenue & capital

Other financial information relevant to the Recommendation/Decision

None

Cross-Council Implications

None

List of Background Papers

Housing Revenue Account working papers

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Date 14 February 2017	Version No. 1

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HOUSING REVENUE ACCOUNT RESERVES

APPENDIX A

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Reserve	Policy	Estimated Level at 31 March	Benefits	Opportunity Costs
Housing Revenue Account	<p>Local Government and Housing Act 1989 section 76 (3) forbids a year end deficit on the HRA</p> <ul style="list-style-type: none"> Balance is determined by level of risk associated with the budget Minimum 5% of gross spend <p>Current recommended minimum level of reserves is: £0.9m - minimum level</p>	<p>2017 £5.1m 2018 £4.2m 2019 £4.2m 2020 £2.1m</p>	<ul style="list-style-type: none"> Provides general contingency for unavoidable and unseen expenditure or fall in income Stability for longer term planning and for meeting the decent homes standards Interest on Balances helps to reduce costs: Interest on Balances @ 0.5% = £8k 	<ul style="list-style-type: none"> Could be used to fund HRA Capital expenditure to help meet decent homes standard which would result in loss of interest £5k per £1m Could be used to fund HRA debt repayment
Major Repairs Reserve	<ul style="list-style-type: none"> Use of Capital to meet Decent Homes Standard Redevelopment and regeneration of the Council's housing stock 	<p>2017 £1.8m 2018 £0.9m 2019 £0.0m 2020 £0.0m</p>	<ul style="list-style-type: none"> Provides capital to invest in stock to meet the government's Decent Homes Standard policy Provides general contingency for unavoidable or unseen expenditure 	<ul style="list-style-type: none"> Will be used to fund HRA capital expenditure to help meet decent homes standard

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PROPOSED RENT 2017/18 – Sample Rents, Service Charges & Fees

APPENDIX B

Address	Date Built	Weekly Rent 2015/16	Weekly Rent 2016/17	% Increase/Decrease	Weekly Rent 2017/18	% Increase/Decrease
Bed-sit Flat, Longs Way	1959	£ 78.40	£ 77.62	-1.0%	£ 76.84	-1.0%
Bed-sit Bungalow, Finch Road	1954	£ 87.73	£ 86.85	-1.0%	£ 85.98	-1.0%
1 Bed Flat, Cobham House	1964	£ 94.67	£ 93.72	-1.0%	£ 92.78	-1.0%
1 Bed Bungalow, Firs Close	1974	£ 91.38	£ 90.47	-1.0%	£ 89.57	-1.0%
2 Bed Flat, Field End	1984	£ 110.52	£ 109.41	-1.0%	£ 108.32	-1.0%
2 Bed Maisonette, Clements Close	1977	£ 104.37	£ 103.33	-1.0%	£ 102.30	-1.0%
2 Bed Bungalow, Emblen Crescent	1951	£ 106.21	£ 105.15	-1.0%	£ 104.10	-1.0%
2 Bed House, Mole Road	<1945	£ 120.94	£ 119.73	-1.0%	£ 118.53	-1.0%
3 Bed Maisonette, Patten Ash Drive	1965	£ 121.82	£ 120.60	-1.0%	£ 119.39	-1.0%
3 Bed Bungalow, Harman Court	1969	£ 129.89	£ 128.59	-1.0%	£ 127.30	-1.0%
3 Bed House, Hurst Road	<1945	£ 135.30	£ 133.95	-1.0%	£ 132.61	-1.0%
4 Bed Maisonette, Patten Ash Drive	1969	£ 133.60	£ 132.26	-1.0%	£ 130.94	-1.0%
4 Bed House, Chestnut Crescent	1969	£ 138.84	£ 137.45	-1.0%	£ 136.08	-1.0%
5 Bed House, Bayley Court	1969	£ 143.83	£ 142.39	-1.0%	£ 140.97	-1.0%

Note: It should be noted that construction of the dwellings does vary between traditional, non-traditional, PRC (pre-reinforced concrete) and timber framed homes.

Communal Area Address	Service Charge per property per week 2017/18*		
	Electricity	Grounds Maintenance	Cleaning
Arnett Avenue	£1.57	£0.18	£3.22
Ashridge Road	£1.77	£0.26	£0.00
Barker Court	£0.00	£0.36	£0.00
Budges Road	£0.99	£0.08	£0.00
Chatsworth Avenue	£0.00	£0.03	£0.00
Chestnut Crescent	£0.87	£0.02	£0.00
Cheviot Drive	£0.80	£0.45	£2.46
Chiltern Drive	£0.52	£0.45	£0.00
Cobham House	£0.99	£0.18	£4.21
Ditchfield Lane	£0.94	£0.05	£1.69
Dowding Court	£0.00	£0.49	£0.00
Field End	£0.00	£0.24	£0.00
Finch Road	£0.00	£0.05	£0.00
Frensham Green	£0.00	£0.09	£0.00
Halpin House	£9.04	£0.49	£0.00
Hunters Court	£0.53	£0.19	£3.16
Kingsbridge Cottages	£0.00	£0.45	£5.25
Loddon View	£0.00	£0.36	£0.00
Martineau Lane	£0.00	£0.09	£0.00
Middlefields Court	£0.00	£0.18	£0.00
Norreys Avenue	£0.00	£0.00	£2.02
Ormonde Road	£0.47	£0.07	£0.00

APPENDIX B

Patten Ash Drive	£1.83	£0.04	£0.00
Pennfields	£0.23	£0.13	£0.00
Queen Victoria House	£0.70	£0.05	£2.42
Recreation Road	£0.82	£1.69	£5.10
Roycroft Lane	£0.00	£0.10	£0.00
Stephanie Chase Court	£0.28	£0.57	£0.00
Toutley Road	£1.15	£0.46	£0.00

* The service charge may include any, or all of the following: Grounds Maintenance, Cleaning, and Electricity where applicable. There may be small differences between properties within the same road reflecting different service charge requirements e.g. communal areas.

Sheltered Accommodation Address	Service Charge per property per week 2017/18*
Arnett Avenue	£2.52
Dickens Court	£32.78
Glebe Gardens	£17.68
Harman Court	£26.55
Meachen Court	£35.42
Palmer Court	£38.25
Polehampton Court	£27.93
Sale Gardens	£27.31
Spring Gardens	£36.06
Treacher Court	£21.03
Cockayne Court	£30.55

* The service charge may include any of the following Grounds Maintenance, Cleaner, Cleaning, Communal Water, Water, Communal Electric, Electric, Communal Gas, Gas, Warden, Scheme Telephone, Alarm Phones, Window Cleaning, Common Room Cooker & Refrigerator, Heating Plant & Equipment, Lift Servicing, Ventilation System, Fire Fighting Equipment, Sewerage Pumps, Warden Call System/Entry Phones/Emergency Lighting, Forest Care, Malibu Bath, CCTV, Business Rates, where applicable.

Sheltered Accommodation Guest Charges	Guest Charge Per Night 2017/18
Dickens Court	£9.00
Cockayne Court	£9.00
Harman Court	£9.00
Meachen Court	£9.00
Palmer Court	£9.00
Polehampton Court	£9.00
Sale Garden Cottages	£9.00
Spring Gardens	£9.00

Garages	Weekly Rent 2017/18
Council Tenants (Non vatable)	£7.80
Non Tenants (vatable)	£11.10 (Includes VAT @ 20.0%)

Leaseholder Charges	Per Annum 2017/18
Ground Rent	£10.00
Management	£90.00

HOUSING REVENUE ACCOUNT CAPITAL BUDGET 2017/18

APPENDIX C

	2017/18 £'000 Budget	2018/19 £'000 Budget	2019/20 £'000 Budget
EXPENDITURE			
Estate Improvements	25	25	25
Capitalised Staffing Costs	490	490	495
Adaptations for the Disabled	150	150	150
Voids	400	400	400
Housing Purchase	3,200	1,800	4,000
Planned & Cyclical Works	1,495	1,495	1,495
Improvements & Projects including Decent Homes	1,540	1,540	1,540
Total Expenditure	7,300	5,900	8,105
FUNDED BY			
Major Repairs Reserve	(4,148)	(4,102)	(3,464)
Right to Buy Receipts	(960)	(540)	(1,200)
Other Receipts/Grants	(359)	(350)	(350)
Revenue Contributions	(1,833)	(908)	(3,091)
Total Capital Funding	(7,300)	(5,900)	(8,105)
Balances at Year End	0	0	0

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HOUSING REVENUE ACCOUNT BUDGET 2017/18

Appendix D

	2017/18 £'000 Budget	2018/19 £'000 Budget	2019/20 £'000 Budget
INCOME			
Rents			
Dwelling Rents	(14,813)	(14,685)	(14,561)
Garage Rents	(220)	(221)	(222)
Commercial Rents	(2)	(2)	(2)
Total Rents	(15,035)	(14,908)	(14,785)
Fees & Charges			
Service Charges	(482)	(484)	(486)
Leasehold Charges	(58)	(58)	(58)
Other Charges for Services & Facilities	(48)	(48)	(49)
Interest on Balances	(36)	(28)	(22)
Total Income	(15,658)	(15,526)	(15,399)
EXPENDITURE			
Housing Repairs	2,711	2,738	2,765
General Management	2,483	2,507	2,533
Sheltered Accommodation	647	653	660
Other Special Expenses	150	152	154
Depreciation (Note 1)	3,257	3,384	3,464
Revenue Contribution to Capital (Note 2)	1,833	908	3,091
Capital Finance Interest Charge	2,901	2,846	2,840
HRA Principle Repayments	2,548	2,284	1,998
Total Expenditure	16,530	15,473	17,505
Net Expenditure / (Income)	872	(53)	2,105
REVENUE ACCOUNT			
Balance at Beginning of Year	(5,052)	(4,181)	(4,234)
Forecast Outturn for Year	872	(53)	2,105
Balance at End of Year	(4,181)	(4,234)	(2,129)

Note 1. The contribution from HRA to Major Repairs Reserve

Note 2. Variation is largely driven by the need to match fund (at 70%) right to buy receipts

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TITLE	Capital Programme and Strategy 2017/20
FOR CONSIDERATION BY	The Executive on 23 February 2017
WARD	None specific
DIRECTOR	Graham Ebers, Director of Corporate Services
LEAD MEMBER	Anthony Pollock, Executive Member for Economic Development and Finance

OUTCOME / BENEFITS TO THE COMMUNITY

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

RECOMMENDATION

The Executive is asked to recommend to Council the following:

- 1) that they approve the Capital Programme and Strategy for 2017/20, as set out in Appendix A to the report;
- 2) note the draft vision for capital investment over the next 10 years, as set out in Appendix B to the report; and
- 3) approve the developer contribution S106 and CIL as set out in Appendix C to the report noting that the S106 and CIL values are estimated and approval is sought up to the scheme budget.

SUMMARY OF REPORT

The overarching aim of the Wokingham Borough Council capital strategy is to provide a framework within which the Council's capital investment plans will be delivered and has been prepared to cover a 10 year time frame from 2017/2018 to 2026/27. However recognising that there is some uncertainty, especially in relation to needs and funding in later years, the strategy therefore focuses on 2017/18 to 2019/20.

Background

An officer led capital prioritisation group created to score, review and evaluate the current 10 year capital vision (including estimated carry-forwards) and any new capital scheme bids. This group sought to allocate scarce capital resources in line with the Council's Vision, priorities and underpinning principles.

Based on these evaluations the attached capital programme has been prepared. Members are presented with the proposed capital budget submission 2017/20 for recommendation to Council (Appendix A). This includes a summary of the sources of funding the programme (Appendix B).

Analysis of Issues

The proposed capital programme helps deliver the key priorities set over the next three years in the following key areas:

Improve educational attainment and focus on every child achieving their potential

£57.8m – this includes building to enable new school places and improvements to school buildings

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

£96.4m – this includes investment in Wokingham Town Centre regeneration and investment in affordable housing.

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

£128.4m – This includes maintenance/improvements in housing revenue account properties, Wokingham cycle network, the continuation of the street lighting replacement scheme, maintenance / improvement of highways infrastructure and sports and leisure provision in the borough.

Tackle traffic congestion in specific areas

£72.0m – This includes construction of 6 new relief roads in Wokingham Borough

Improve the customer experience when accessing services

£19.5m – This includes implementation/purchase of new IT systems and investment in council properties.

Summary of the capital programme

A breakdown of the capital programme and resources available by year is found below:

	Year 1 2017/18 £'000	Year 2 2018/19 £'000	Year 3 2019/20 £'000	Total
Capital Expenditure	152,849	92,293	128,971	374,113
Capital Resources	(154,241)	(93,600)	(126,350)	(374,191)
In-year (Surplus)/deficit	(1,392)	(1,307)	2,621	(78)
Cumulative (Surplus)/deficit	(1,392)	(2,699)	(78)	
*2017/18 Includes re-profiled schemes from 2016/17 of £54.6m				

The total value of the programme over the three years is £374.1m

The capital resources available to fund the capital programme over the next three years are broken down below:

Section 106/ Community infrastructure levy	- £114.1m
Grants & Contributions	- £37.2m
Reserves & Capital Receipts	- £32.1m
Borrowing	- £190.8m
Total funding	- £374.1m

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)	£152.8m in 17/18	Yes	Capital Revenue
Next Financial Year (Year 2)	£92.3m in 18/19	Yes	Capital Revenue
Following Financial Year (Year 3)	£129.0m in 19/20	Yes	

Other financial information relevant to the Recommendation/Decision

None

Cross-Council Implications

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

List of Background Papers

Appendix A - 3 year Capital Programme Appendix B - 3 year Capital Resources Appendix C - Developers Contributions funded schemes Appendix D - 10 Year Capital Vision

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Date 13 March 2017	Version No. 2

CAPITAL SERVICE BUDGETS

	Statutory Capital Programme			Service Development Capital Programme			Total		
	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
	2017/18 £'000	2018/19 £'000	2019/20 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000
Chief Executive									
Strategic acquisition sites									
Strategic purchase of sites in relation to town centre regeneration	0	0	0	3,000	0	0	3,000	0	0
Town centre development including Peach Place and Carnival Pool area									
The schemes will support existing and new businesses, increase employment, secure ongoing investment into the town centre (including surrounding areas) and improve the quality of the open space within the town centre	0	0	0	32,572	18,952	27,493	32,572	18,952	27,493
Total Chief Executive	0	0	0	35,572	18,952	27,493	35,572	18,952	27,493
Children's Services									
Basic needs primary - additional places									
Extension/new build projects to provide additional places throughout the Borough to meet need	13,895	9,247	11,006	0	0	0	13,895	9,247	11,006
Basic needs secondary - additional places									
Extension/new build projects to provide additional places throughout the Borough to meet need	4,160	372	372	0	0	0	4,160	372	372
Enhancing provision for children and young people with disabilities									
Adaptations to properties to enable disabled children to be cared for in their home/respice care environment	152	71	71	0	0	0	152	71	71
ICT equipment for children in care									
To purchase/replace equipment that is provided to children in care in line with our children in care pledge	19	19	19	0	0	0	19	19	19
Schools access									
To improve school facilities to enable full integration of pupils and adults with disabilities	45	45	43	0	0	0	45	45	43
School kitchens									
To improve various school meals kitchens throughout the Borough including delivery of the universal free school meal programme	95	95	95	0	0	0	95	95	95
Schools led enhancement									
Specific government grant to carry out capital works, controlled by schools	468	371	371	0	0	0	468	371	371
Schools urgent maintenance									
Urgent capital planned improvements and suitability issues	599	599	599	0	0	0	599	599	599
Secondary improvement programme									
To improve standards of learning in Secondary provision	1,318	0	0	0	0	0	1,318	0	0
Special education needs									
Capital investment required to reconfigure Primary and Secondary special education needs provision to best meet needs	3,179	356	500	0	0	0	3,179	356	500
Total Children's Services	23,930	11,175	13,076	0	0	0	23,930	11,175	13,076

CAPITAL SERVICE BUDGETS

	Statutory Capital Programme			Service Development Capital Programme			Total		
	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
	2017/18 £'000	2018/19 £'000	2019/20 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000
Environment									
Barkham Bridge									
Improvement to Barkham Bridge & road alignment	0	0	0	197	198	1,332	197	198	1,332
Bridge strengthening									
To maintain Wokingham Borough Council's bridges in such condition that they remain safe for highway users and available for use by traffic permitted to use them	0	0	0	475	475	475	475	475	475
Byways									
To bring a number of rural routes up to a minimum standard of repair to make them suitable for vehicular use for the Borough's residents	95	95	95	0	0	0	95	95	95
Country park capital investment programme									
Investment in the Borough's country parks	2,232	0	0	0	0	0	2,232	0	0
Future road building/Enhancements across the Borough									
Investment in future road building/enhancement across WBC road network (including new relief roads)	0	0	0	17,591	20,114	33,544	17,591	20,114	33,544
Greenways									
A network of quiet commuting and leisure routes for pedestrians and cyclists	0	0	0	1,000	1,000	1,000	1,000	1,000	1,000
Highway drainage schemes									
To arrest the overall degradation of the highway drainage network which suffers from 'silting up', breakages, tree root damage, inadequate size and increased loading	190	190	190	0	0	0	190	190	190
Highway infrastructure flood alleviation schemes									
To raise the level of various roads on the highway network to reduce the need for their closure during times of flooding	1,085	1,900	0	0	0	0	1,085	1,900	0
Highways carriageways structural maintenance									
Resurfacing of carriageways to improve highway safety	2,280	2,280	2,280	0	0	0	2,280	2,280	2,280
Highways footway structural maintenance programme									
Resurfacing of footways to improve their condition and increase surface water run-off thereby improving pedestrian safety	95	95	95	0	0	0	95	95	95
Integrated transport schemes									
Providing facilities to ensure that the public are safe on the Borough's roads	464	380	380	0	0	0	464	380	380
Land acquisition for major road schemes									
Opportunity to purchase land for strategic purposes	0	0	0	2,215	0	0	2,215	0	0

CAPITAL SERVICE BUDGETS

	Statutory Capital Programme			Service Development Capital Programme			Total		
	Year 1 2017/18	Year 2 2018/19	Year 3 2019/20	Year 1 2017/18	Year 2 2018/19	Year 3 2019/20	Year 1 2017/18	Year 2 2018/19	Year 3 2019/20
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Environment continued									
LED streetlight replacement programme Investment in new street lighting equipment that will reduce the council's energy bill, improve street lighting quality and lower the risk of column failure	2,699	90	0	0	0	0	2,699	90	0
Improvements Library service Continuation of the implementation of the Library Offer including the implementation of self-service. In implementing the Offer and driving improvements, the Library Service in Wokingham Borough will be on track to further embed itself as a central community facility fit to deliver broad 21st Century services, whilst offering exceptional value for money for Wokingham Council Tax payers.	450	0	0	0	0	0	450	0	0
Matthews Green School/Community Centre The construction of a new community centre within the new Matthews Green School	566	157	0	0	0	0	566	157	0
Park and ride schemes Investment in park and ride schemes across the Borough	0	0	0	700	0	0	700	0	0
Provision and Installation of air quality monitoring equipment To provide air quality management areas (AQMA) with a greater level of detailed monitoring to ensure full data capture	10	0	0	0	0	0	10	0	0
Public rights of way network Investment in all public rights of way and other non-motorised routes to support the needs of all types of users	50	250	50	0	0	0	50	250	50
Public transport network Investment in an integrated and inclusive public transport network that provides a convenient, acceptable, reliable and affordable alternative to car travel	0	942	1,200	0	0	0	0	942	1,200
Ryeish Green sports hub Enhancement and additional facilities at the site	0	0	0	2,247	0	0	2,247	0	0
Safe route to Arborfield school To progress the design and construction, and to include all feasibility work	0	0	0	214	0	0	214	0	0
Safety/crash barriers Improving safety/crash barriers on the highway to reduce the risk of injury to road users	404	713	713	0	0	0	404	713	713
Southlake dam crest repairation To mitigate the risk of a breach to the dam	10	10	0	0	0	0	10	10	0
Sports provision across the borough - (excludes Bulmershe leisure centre) Investment in the Borough's sport provision	0	0	0	0	0	40	0	0	40
Street lighting column structural testing Annual testing to determine rate of deterioration of column structural stability	38	38	38	0	0	0	38	38	38
Strengthening approach embankments to bridges To repair major damage caused by deterioration, vehicle impact and where appropriate to meet the changing demands of users	19	19	1,425	0	0	0	19	19	1,425
Super fast broadband Provision of 100% coverage of 25mb broadband for Berkshire by 2017. The scheme is in partnership with the other Berkshire unitary councils	0	0	0	301	0	0	301	0	0

CAPITAL SERVICE BUDGETS

	Statutory Capital Programme			Service Development Capital Programme			Total		
	Year 1 2017/18 £'000	Year 2 2018/19 £'000	Year 3 2019/20 £'000	Year 1 2017/18 £'000	Year 2 2018/19 £'000	Year 3 2019/20 £'000	Year 1 2017/18 £'000	Year 2 2018/19 £'000	Year 3 2019/20 £'000
	Environment continued								
Town centre improvements									
Improving the Wokingham town centre including a partnership scheme for market place with Wokingham town council	0	0	0	2,005	0	0	2,005	0	0
Traffic signal upgrade programme									
To carry out urgent upgrades on old and obsolete equipment, also giving the opportunity of installing low energy equipment	238	238	238	0	0	0	238	238	238
Waste schemes - purchase of brown bins, paper sacks and recycling boxes									
The purchase of brown bins, paper sacks and recycling boxes to enable the Borough to continue their waste/recycling scheme	85	85	85	0	0	0	85	85	85
Wokingham borough cycle network									
Investment in current/future cycle networks in the Borough	1,787	950	950	0	0	0	1,787	950	950
Total Environment	12,797	8,432	7,739	26,945	21,787	36,391	39,742	30,219	44,130
Finance & Resources									
Affordable housing future schemes									
	0	0	0	13,335	4,557	11,087	13,335	4,557	11,087
Central contingency reserve									
For allocation to Wokingham Borough Council schemes as required	0	0	0	2,039	2,012	3,154	2,039	2,012	3,154
Commercial portfolio - improvement to industrial units									
To ensure commercial properties are suitable for letting	0	0	0	143	143	143	143	143	143
ICT Technical Refresh									
The Council's owned server hardware and network estate requires a rolling refresh programme to ensure a good and reliable service can be delivered. This budget has been reduced from previous years as the bulk of our server estate moves to a cloud based solution.	0	0	0	0	0	95	0	0	95
Property maintenance and compliance									
The ongoing maintenance of the operational property estate to retain the function and value of the asset, while ensuring compliance with legislative and regulatory requirements e.g. asbestos and legionella	333	333	333	0	0	0	333	333	333
Repayment of forward funded schemes loans									
Allocation of developers contributions to completed schemes which were forward funded	0	0	0	0	1,946	4,189	0	1,946	4,189
Support services energy reduction schemes									
Investment in energy reduction schemes through various mechanisms e.g. lighting, insulation and improvements; which is envisaged to deliver demonstrable energy bill savings	0	0	0	85	213	255	85	213	255
The 21st Century Council									
Implementation of the key IT improvements to contribute towards the 21st Century Council programme	0	0	0	1,577	0	0	1,577	0	0
Total Finance & Resources	0	0	0	17,179	8,871	18,923	17,512	9,204	19,256

CAPITAL SERVICE BUDGETS

	Statutory Capital Programme			Service Development Capital Programme			Total		
	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
	2017/18 £'000	2018/19 £'000	2019/20 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000
Health & Wellbeing									
Aborfield Leisure To provide leisure facilities in the area	0	0	0	1,500	0	0	1,500	0	0
Bulmershe sports centre The redevelopment of Bulmershe Leisure centre	0	0	0	5,336	4,664	0	5,336	4,664	0
Bungalows for people with profound multiple disabilities To provide suitable housing for this group of people	0	0	0	10	760	0	10	760	0
Carnival pool. The redevelopment of Carnival pool	0	0	0	0	0	5,336	0	0	5,336
Connected care Integration of health and social care ICT systems	95	95	95	0	0	0	95	95	95
Day services for adults with physical disability Feasibility into the provision of day services for adults with physical disability	0	1,129	0	0	0	0	0	1,129	0
H&W urgent maintenance & refurbishment The urgent maintenance/refurbishment of the Health and Wellbeing estate to retain the function and value of the asset and to meet and health and safety issues	0	0	0	95	95	95	95	95	95
HRA - Tape Lane Year 2 of redevelopment of the site with new properties for the HRA housing stock	0	0	0	1,774	0	0	1,774	0	0
Investment in the council's housing stock (inc. adaptations/estate improvements) Investment programme in the council housing stock, which meets the government's decent homes standard	4,100	4,100	4,100	0	0	0	4,100	4,100	4,100
Investment in Wokingham Housing - Loan to provide capital	0	0	0	17,640	6,000	7,590	17,640	6,000	7,590
Mandatory disabled facility grants Mandatory means tested grants for adapting the homes of people with disabilities to enable them to live independently at home	732	600	600	0	0	0	732	600	600
Nursing home A joint Nursing Home project between WBC and Optalis. To provide good quality in the local nursing care market as well as providing much needed places at favourable rates	0	0	0	1,500	3,500	3,200	1,500	3,500	3,200
Purchase of council houses HRA A programme to replace HRA housing stock using the 1 for 1 Right to Buy receipts	0	0	0	3,200	1,800	4,000	3,200	1,800	4,000
Suffolk Lodge upgrade To upgrade the current residential care home to better focus on the needs of the dementia clients it now supports and to replace outdated fire alarm systems and wiring	0	0	0	111	0	0	111	0	0
Total Health & Wellbeing	4,927	5,924	4,795	31,166	16,819	20,221	36,093	22,743	25,016
Total council services	41,654	25,531	25,610	110,862	66,429	103,028	152,849	92,293	128,971

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ESTIMATED CAPITAL FUNDING STATEMENT

	Note	Ring Fenced Funding			Non - Ring fenced Funding			Total		
		2017/18 £'000	2018/19 £'000	2019/20 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000
Proposed Capital Programme - including reprofiled 16/17 schemes		133,613	82,332	115,141	19,236	9,961	13,830	152,849	92,293	128,971
Basic Need Grant		0	0	0	8,786	2,855	2,855	8,786	2,855	2,855
Better Care Fund Grant		1,205	733	733	0	0	0	1,205	733	733
Borrowing (forward funding)		14,279	7,690	25,358	0	0	0	14,279	7,690	25,358
Borrowing (standard allocation)		0	0	0	4,850	3,400	3,700	4,850	3,400	3,700
Borrowing (Wokingham Housing)		17,640	6,000	7,590	0	0	0	17,640	6,000	7,590
Borrowing (Wokingham town centre regeneration)		35,572	15,152	23,493	0	0	0	35,572	15,152	23,493
Borrowing (Invest to Save)		10,186	8,369	7,507	0	0	0	10,186	8,369	7,507
Capital Maintenance Grant		0	0	0	2,431	1,561	1,202	2,431	1,561	1,202
Capital receipts (non Wokingham town centre regeneration)	1	0	0	0	945	150	150	945	150	150
Capital receipts - Peach Place redevelopment	2	0	3,800	4,000	0	0	0	0	3,800	4,000
Developers contributions (community infrastructure levy)		3,436	11,629	9,041	0	0	0	3,436	11,629	9,041
Developers contributions (section 106)		41,012	20,517	28,427	0	0	0	41,012	20,517	28,427
55 Devolved formula capital	3	860	392	392	0	0	0	860	392	392
Integrated Transport Maintenance Block Grant		0	0	0	143	0	0	143	0	0
Local transport plan direct grant - capital maintenance grant		0	0	0	3,302	3,302	3,302	3,302	3,302	3,302
Major repairs reserve		4,100	4,100	4,100	0	0	0	4,100	4,100	4,100
Local Enterprise Partnership Grant (Park and Ride)		349	2,150	500	0	0	0	349	2,150	500
Right to buy receipts	1	4,974	1,800	4,000	0	0	0	4,974	1,800	4,000
Thames Valley Berkshire Growth Deal 2014 Grant		0	0	0	171	0	0	171		0
Total Capital Reserves		133,613	82,332	115,141	20,628	11,268	11,209	154,241	93,600	126,350
					In Year Surplus (-) / Deficit(+)			(1,392)	(1,307)	2,621
					Cumulative Surplus (-) / Deficit(+)			(1,392)	(2,699)	(78)

The table below are schemes which have been identified to be part/fully funded by Developers contributions

Section 106 (S106)

The executive are asked to approve the allocation of Section 106 funding up to the value of the budget of each scheme.

	2017/18 £,000	2018/19 £,000	2019/20 £,000	Total £,000	2017/18 £,000	2018/19 £,000	2019/20 £,000	Total £,000
	Current Estimated S106 Funding				Total Budget			
Aborfield Leisure				-				0
Affordable housing future schemes (to be approved)	(13,335)	(4,557)	(11,087)	(28,980)	13,335	4,557	11,087	28,980
Barkham Bridge	-	(198)	-	(198)	197	198	1,332	1,727
Basic needs primary - additional places	(6,166)	(1,864)	(4,352)	(12,381)	13,662	9,203	10,962	33,826
Basic needs secondary - additional places	-	-	-	-	4,160	372	372	4,904
Bulmershe sports centre	(749)	(140)	-	(889)	5,336	4,664	0	10,000
Carnival pool.	(625)	-	(1,029)	(1,654)	0	0	5,336	5,336
Country Park Capital Investment Programme	(591)	-	-	(591)	2,233	0	0	2,233
Future road building/Enhancements across the Borough	(12,976)	(11,726)	(10,666)	(35,368)	17,591	20,114	33,544	71,249
Greenways	(269)	(980)	(839)	(2,088)	1,000	1,000	1,000	3,000
Integrated Transport Schemes	-	-	-	-	464	380	380	1,224
Library Offer	(450)	-	-	(450)	450	0	0	450
Matthews Green Sch/Community Centre feasibility	(566)	(157)	-	(723)	566	157	0	723
Park and Ride Schemes	(351)	-	-	(351)	351	0	0	351
Public Rights of Way Network	(50)	(250)	(50)	(350)	50	250	50	350
Public Transport Network	-	-	-	-	0	942	1,200	2,142
Repayment of Forward Funding for New Secondary School	-	-	-	-	0	1,946	4,189	6,135
Ryeish Green Sports Hub	(1,305)	-	-	(1,305)	2,247	0	0	2,247
Schools Access	(45)	(45)	-	(90)	45	45	43	133
Special education needs	(1,804)	-	-	(1,804)	1,804	0	500	2,304
Sports Provision Across the Borough	-	-	(40)	(40)	0	0	40	40
Super Fast Broadband	(115)	-	-	(115)	301	0	0	301
Town Centre Improvements	-	-	-	-	625	0	0	625
Wokingham Borough Cycle Network	(1,616)	(600)	(364)	(2,580)	1,616	950	950	3,516

Total	(41,012)	(20,517)	(28,427)	(89,955)	66,031	44,778	70,985	181,794
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Community Infrastructure Levy (CIL).

The executive are asked to approve the allocation of Community Infrastructure Levy (CIL) funding up to the value of the budget of each scheme.

	2017/18	2018/19	2019/20	Total	2017/18	2018/19	2019/20	Total
	Current Estimated CIL Funding				Total Budget			
Basic needs primary - additional places	-	(747)	(209)	(956)	13,662	9,203	10,962	33,826
Basic Needs Primary Programme	-	(3,122)	(282)	(3,404)	2,080	2,966	1,557	6,603
Basic needs secondary - additional places	-	(372)	(144)	(516)	4,160	372	372	4,904
Future road building/Enhancements across the Borough	(2,407)	(5,442)	(4,217)	(12,066)	17,591	20,114	33,544	69,649
Greenways	-	-	-	-	1,000	1,000	1,000	3,000
Repayment of Forward Funding for New Secondary School	-	(1,946)	(4,189)	(6,135)	0	1,946	4,189	6,135
Ryeish Green Sports Hub	(49)	-	-	(49)	2,247	0	0	2,247
Safe route to Arborfield School	-	-	-	-	214	0	0	214
Sports Provision Across the Borough	-	-	-	-	0	0	40	40
Town centre improvements	(980)	-	-	(980)	980	0	0	980
Total	(3,436)	(11,630)	(9,041)	(24,106)	41,933	35,601	51,664	127,598
Total	(44,448)	(32,146)	(37,468)	(114,062)	177,006	141,764	216,209	531,780

10-YEAR CAPITAL VISION

SCHEME

The schemes below include 16/17 schemes re-profiled

	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 to 2026/27 £'000	Total £'000
Anticipated Capital Schemes							
Strategic acquisition sites	3,000	0	0	0	0	0	3,000
Town centre development including Peach Place, Elms Field and Carnival Pool area	32,572	18,952	27,493	0	0	0	79,017
Total Chief Executive	35,572	18,952	27,493	0	0	0	82,017
Children's Services							
Basic needs primary - additional places	13,895	9,247	11,006	13,656	1,216	7,077	56,097
Basic needs secondary - additional places	4,160	372	372	740	920	4,598	11,162
Enhancing provision for children and young people with disabilities	152	71	71	71	71	356	792
ICT equipment for children in care	19	19	19	19	19	95	190
Schools access	45	45	43	43	43	214	433
School kitchens	95	95	95	95	95	475	950
Schools led enhancement	468	371	371	371	371	1,854	3,806
Schools urgent maintenance	599	599	599	599	599	2,993	5,988
Secondary improvement programme	1,318	0	0	0	0	0	1,318
Special education needs	3,179	356	500	4,750	0	0	8,785
Total Children's Services	23,930	11,175	13,076	20,344	3,336	17,662	89,521

10-YEAR CAPITAL VISION

SCHEME

The schemes below include 16/17 schemes re-profiled

	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 to 2026/27 £'000	Total £'000
Environment							
Barkham Bridge	197	198	1,332	282	0	0	2,009
Bridge strengthening	475	475	475	475	475	2,375	4,750
Byways	95	95	95	95	95	0	475
Country park capital investment programme	2,232	0	0	0	0	0	2,232
Future road building/Enhancements across the Borough	17,591	20,114	33,544	24,836	22,715	1,019	119,819
Greenways	1,000	1,000	1,000	950	950	4,750	9,650
Highway drainage schemes	190	190	190	190	190	950	1,900
Highway infrastructure flood alleviation schemes	1,085	1,900	0	0	0	0	2,985
Highways carriageways structural maintenance	2,280	2,280	2,280	2,280	2,280	11,400	22,800
Highways footway structural maintenance/investment programme	95	95	95	95	95	6,175	6,650
Improvements Library service	450	0	0	0	0	0	450
Integrated transport schemes	464	380	380	380	380	1,900	3,884
Land acquisition for major road schemes	2,215	0	0	0	0	0	2,215
LED streetlight replacement programme	2,699	90	0	0	0	0	2,789
Matthews Green School/Community Centre	566	157	0	0	0	0	723
Park and ride schemes	700	0	0	1,154	0	0	1,854
Provision and installation of air quality monitoring equipment	10	0	0	0	0	0	10
Public rights of way network	50	250	50	250	48	333	981
Public transport network	0	942	1,200	952	808	3,573	7,475
Ryeish Green sports hub	2,247	0	0	0	0	0	2,247
Safe route to Arborfield school	214	0	0	0	0	0	214
Safety/crash barriers	404	713	713	713	713	2,850	6,106
Southlake dam crest repair	10	10	0	0	0	0	20
Sports provision across the borough - (excludes Bulmershe leisure centre)	0	0	40	3,445	2,978	0	6,463
Street lighting column structural testing	38	38	38	38	38	190	380
Strengthening approach embankments to bridges	19	19	1,425	903	903	95	3,364
Super fast broadband	301	0	0	0	0	0	301
Town centre improvements	2,005	0	0	0	0	0	2,005
Traffic signal upgrade programme	238	238	238	238	238	1,188	2,378
Waste schemes - purchase of brown bins, paper sacks and recycling boxes	85	85	85	85	85	423	848
Wokingham borough cycle network	1,787	950	950	950	950	4,750	10,337
Total Environment	39,742	30,219	44,130	38,311	33,941	41,971	228,314

10-YEAR CAPITAL VISION

SCHEME

The schemes below include 16/17 schemes re-profiled

	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 to 2026/27 £'000	Total £'000
Finance & Resources							
Affordable housing future schemes	13,335	4,557	11,087	20,175	0	0	49,154
Central contingency reserve	2,039	2,012	3,154	3,597	3,082	8,292	22,176
Commercial portfolio - improvement to industrial units	143	143	143	143	143	713	1,428
Laptop refresh	0	0	0	333	0	0	333
Network hardware replacement	0	0	95	95	95	475	760
Property maintenance and compliance	333	333	333	333	333	1,663	3,328
Repayment of forward funded schemes loans	0	1,946	4,189	597	3,594	29,672	39,998
Support services energy reduction schemes	85	213	255	255	255	1,275	2,338
The 21st Century Council	1,577	0	0	0	0	0	1,577
Total Finance & Resources	17,512	9,204	19,256	25,526	7,501	42,089	121,092
Health & Wellbeing incl Housing							
Aborfield Leisure	1,500	0	0	0	0	0	1,500
Bulmershe sports centre	5,336	4,664	0	0	0	0	10,000
Bungalows for people with profound multiple disabilities	10	760	0	0	0	0	770
Carnival pool.	0	0	5,336	4,664	0	0	10,000
Connected care	95	95	95	95	95	380	855
Day services for adults with physical disability	0	1,129	0	0	0	0	1,129
H&W urgent maintenance & refurbishment	95	95	95	95	95	475	950
HRA - Tape Lane	1,774	0	0	0	0	0	1,774
Investment in the council's housing stock (inc. adaptations/estate improvements)	4,100	4,100	4,100	4,100	4,100	20,500	41,000
Investment in Wokingham Housing Loan	17,640	6,000	7,590	6,000	6,000	30,000	73,230
Mandatory disabled facility grants	732	600	600	600	600	3,000	6,132
Nursing home	1,500	3,500	3,200	0	0	0	8,200
Provision of new swimming pool in Arborfield	0	0	0	3,800	2,850	0	6,650
Purchase of council houses HRA	3,200	1,800	4,000	3,200	2,500	12,500	27,200
Suffolk Lodge upgrade	111	0	0	0	0	0	111
Total Health & Wellbeing incl Housing	36,093	22,743	25,016	22,554	16,240	66,855	189,502
Total council services budget	152,849	92,293	128,971	106,735	61,018	168,577	710,445

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TITLE	Treasury Management Strategy 2017/18
FOR CONSIDERATION BY	The Executive on 23 February 2017
WARD	None specific
DIRECTOR	Graham Ebers, Director of Corporate Services
LEAD MEMBER	Anthony Pollock, Executive Member for Economic Development and Finance

OUTCOME / BENEFITS TO THE COMMUNITY

Effective and safe use of our resources to deliver service improvements and service continuity through the management of the council's cash flow and investments while funding the capital programme.

RECOMMENDATION

The Executive is asked to recommend to the Council for approval the following:

- 1) Capital Prudential indicators, 2017/18;
- 2) Borrowing strategy 2017/18;
- 3) Annual Investment Strategy 2017/18;
- 4) Flexible use of capital receipts strategy;
- 5) Minimum Revenue Provision Policy; and
- 6) Treasury Indicators: limits to borrowing activity 2017/18.

SUMMARY OF REPORT

This report outlines the expected treasury activity for the forthcoming year and includes prudential indicators relating specifically to Treasury Management for the next three years. Further reports are produced; a mid-year monitoring report and an outturn report after the year-end on actual activity. A key requirement of this report is to explain both the risks and the management of the risks associated with the treasury service. This strategy covers:

- The Council's debt and investment projections;
- The expected movement in interest rates;
- The Council's borrowing strategy;
- The Council's investment strategy;
- Treasury Management prudential indicators and limits on activity;
- Local Treasury issues
- A minimum revenue provision (MRP) policy. This represents the principal element of outstanding loans which must be charged to revenue each year.
- Flexible use of capital receipts strategy – As part of the Local government settlement 2016/17 the use of capital receipts on revenue items was relaxed for savings generating projects. This comprises which if any the revenue projects will

use to capital receipts as funding.
The report also gives an overview of the UK and world economic outlook

Background

The Council operates a balanced budget, which broadly means cash raised during the year will meet its cash expenditure. Part of the treasury management operations ensure this cash flow is adequately planned, with surplus monies being invested in low risk counterparties, providing adequate liquidity initially before considering maximising investment return.

The second main function of the treasury management service is the funding of the Council's capital plans. These capital plans provide a guide to the borrowing need of the Council, essentially the longer term cash flow planning to ensure the Council can meet its capital spending operations. This management of longer term cash may involve arranging long or short term loans or using longer term cash flow surpluses. On occasion, debt previously drawn may be restructured to meet Council risk or cost objectives.

Analysis of Issues

External Debt

For 2017/18 external debt is estimated to increase by £53mk to £159.6m.

	2017/18 Budget £'000	2018/19 Budget £'000	2019/20 Budget £'000
General Fund	76,350*	132,448	164,436
Housing Revenue Account (HRA)	83,250	80,152	78,164
Total	159,600	212,600	242,600

Note* This includes private finance initiative debt

Although borrowing (internal & external) for the general fund is to increase by the following:

General fund borrowing	2017/18 Budget £'000	2018/19 Budget £'000	2019/20 Budget £'000	Total
External borrowing				
Borrowing - In line with MRP	4,850	3,400	3,700	11,950
Borrowing - Forward Funded	13,901	7,145	25,358	46,404
Borrowing - Invest to Save	10,564	8,914	7,507	26,985
Borrowing – Wokingham Housing Limited (WHL)	17,640	6,000	7,590	31,230
Borrowing – Wokingham Town Regeneration (WTCR)	35,572	15,152	23,493	74,217
Total	82,527	40,611	67,648	190,786

This will be fully funded by the following resources :

	Total
Minimum Revenue Provision (MRP) Annual prescribed minimum repayment	(11,950)
Invest to save targets top sliced to fund borrowing	(26,985)
Developer contributions (CIL & S106)	(46,404)
WHL (Interest charge to Company)	(31,230)
WTCR (Income from Schemes)	(74,217)
Total	(190,786)

Capital Expenditure

For 2017/18 capital expenditure is estimated to increase by £54m from the 2016/17 estimated outturn to £152.8m

	2017/18 Budget £'000	2018/19 Budget £'000	2019/20 Budget £'000
Chief Executive	35,572	18,952	27,493
Children's Services	23,930	11,175	13,076
Environment	39,742	30,219	44,130
Finance & Resources	17,512	9,204	19,256
Health & Wellbeing	27,019	16,843	16,916
Sub Total	143,775	86,393	120,871
Housing Revenue Account (HRA)	9,074	5,900	8,100
Total	152,849	92,293	128,971

Investment forecast year end outturn

For 2017/18 the estimated returns on investments (external and internal companies) to increase from 2016/17 estimated outturn by £0.2m to £1.9m

	2017/18 Budget £'000	2018/19 Budget £'000	2019/20 Budget £'000
Investments	425	425	425
Internal companies	1,449	1,449	1,449
Total	1,874	1,874	1,874

Appendices

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- Interest rate forecasts 2017 – 2020 Appendix C
- Treasury Management Practice (TMP1)
Credit and Counterparty Risk Management Appendix D
- Approved Counter parties Appendix E
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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)	£152m Capital Expenditure £1.9m Return on Investments	Yes	Capital Revenue
Next Financial Year (Year 2)	£92.3m Capital Expenditure £1.9m Return on investments. Year 2 figures are Provisional and will be updated in future years.	Yes	Capital Revenue
Following Financial Year (Year 3)	£129m Capital Expenditure £1.9m Return on investments. Year 3 figures are Provisional and will be updated in future years.	Yes	

Other financial information relevant to the Recommendation/Decision

None

Cross-Council Implications

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

List of Background Papers

Appendix A – H

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Date 13 February 2017	Version No. 2

WOKINGHAM BOROUGH COUNCIL



WOKINGHAM BOROUGH COUNCIL

Treasury Management

Treasury Management Strategy Report 2017-18

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1. Introduction

This report presents the Council treasury strategy for 2017-18 in accordance with the Council's treasury management practices.

The Council is required to receive and approve three main reports each year, which incorporate a variety of policies, estimates and actuals. These are the Treasury Management Strategy (this report), the Treasury Management mid-year report and finally the Annual outturn Treasury report:

Treasury management strategy:

The first and most important report covers:

- The Treasury management strategy ***-How the investments and borrowings are to be organised*** including Treasury indicators
- An investment strategy ***-The criteria on how investments are to be managed and the limitations***
- The capital plans (including Prudential Indicators)
- A minimum revenue provision (MRP) policy ***-How outstanding borrowing in respect of capital expenditure is repaid by charges to revenue over time***

Treasury management mid-year report

This Report updates members with the progress of the capital position, amending prudential indicators as necessary, and confirming whether the Treasury strategy is being complied with or whether any policies require revision.

Annual Treasury report

This report, which is produced following the year-end provides details of a selection of actual Prudential and Treasury indicators and actual Treasury operations compared with the estimates within the strategy.

2. The Economy and Interest Rates forecast

The Monetary Policy Committee, (MPC), cut Bank Rate from 0.50% to 0.25% on 4th August in order to counteract what it forecast was going to be a sharp slowdown in growth in the second half of 2016. It also gave a strong steer that it was likely to cut Bank Rate again by the end of the year. However, economic data since August has indicated much stronger growth in the second half 2016 than that forecast; also, inflation forecasts have risen substantially as a result of a continuation of the sharp fall in the value of sterling since early August. Consequently, Bank Rate was not cut again in November or December and, on current trends, it now appears unlikely that there will be another cut in the near future, although that cannot be completely ruled out if there was a significant dip downwards in economic growth. During the two-year period 2017 – 2019, when the UK is negotiating the terms for withdrawal from the EU, it is likely that the MPC will do nothing to dampen growth prospects, (i.e. by raising Bank Rate), which will already be adversely impacted by the uncertainties of what form Brexit will eventually take. Accordingly, a first increase to 0.50% is not

tentatively pencilled in, until quarter 2 2019, after those negotiations have been concluded, (though the period for negotiations could be extended). However, if strong domestically generated inflation, (e.g. from wage increases within the UK), were to emerge, then the pace and timing of increases in Bank Rate could be brought forward.

Economic and interest rate forecasting remains difficult with so many external influences weighing on the UK. The forecasts, (and MPC decisions), will be liable to further amendment depending on how economic data and developments in financial markets transpire over the next year. Geopolitical developments, especially in the EU, could also have a major impact. Forecasts for average investment earnings beyond the three-year time horizon will be heavily dependent on economic and political developments.

PWLB rates and gilt yields have been experiencing exceptional levels of volatility that have been highly correlated to geo-political, sovereign debt crisis and emerging market developments. It is likely that these exceptional levels of volatility could continue to occur for the foreseeable future.

The overall balance of risks to economic recovery in the UK is to the downside, particularly in view of the current uncertainty over the final terms of Brexit and the timetable for its implementation.

Apart from the above uncertainties, **downside risks to current forecasts** for UK gilt yields and PWLB rates currently include:

- Monetary policy action by the central banks of major economies reaching its limit of effectiveness and failing to stimulate significant sustainable growth, combat the threat of deflation and reduce high levels of debt in some countries, combined with a lack of adequate action from national governments to promote growth through structural reforms, fiscal policy and investment expenditure.
- Major national polls:
 - Italian constitutional referendum 4.12.16 resulted in a 'No' vote which led to the resignation of Prime Minister Renzi. This means that Italy needs to appoint a new government.
 - Spain has a minority government with only 137 seats out of 350 after already having had two inconclusive general elections in 2015 and 2016. This is potentially highly unstable.
 - Dutch general election 15.3.17;
 - French presidential election April/May 2017;
 - French National Assembly election June 2017;
 - German Federal election August – October 2017.
- A resurgence of the Eurozone sovereign debt crisis, with Greece being a particular problem, and stress arising from disagreement between EU

countries on free movement of people and how to handle a huge influx of immigrants and terrorist threats

- Weak capitalisation of some European banks, especially Italian.
- Geopolitical risks in Europe, the Middle East and Asia, causing a significant increase in safe haven flows.
- UK economic growth and increases in inflation are weaker than we currently anticipate.
- Weak growth or recession in the UK's main trading partners - the EU and US.

The potential for **upside risks to current forecasts** for UK gilt yields and PWLB rates, especially for longer term PWLB rates, include: -

- UK inflation rising to significantly higher levels than in the wider EU and in the US, causing an increase in the inflation premium in gilt yields.
- A rise in US Treasury yields as a result of Fed. funds rate increases and rising inflation expectations in the USA, dragging UK gilt yields upwards.
- The pace and timing of increases in the Fed. funds rate causing a fundamental reassessment by investors of the relative risks of holding bonds as opposed to equities and leading to a major flight from bonds to equities.
- A downward revision to the UK's sovereign credit rating undermining investor confidence in holding sovereign debt (gilts).

3. The Council's Capital Expenditure and Financing 2017/18

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

- financed in year, immediately through the application of capital or revenue resources (capital receipts, capital grants, revenue contributions etc.), which has no resultant impact on the Council's borrowing need or;
- funded by borrowing (internal or external).

Capital Expenditure and funding

Table 1: Capital financing requirement: General Fund	2016/17 Estimated Outturn £'000	2017/18 Budget £'000	2018/19 Budget £'000	2019/20 Budget £'000
Opening balance (estimated)	118,580	119,013	197,975	235,021
Capital expenditure funded by Borrowing	3,672	82,527	40,611	67,648
Sub Total	122,252	201,540	238,586	302,669
Less Minimum Revenue Provision				
MRP Charge	(3,024)	(3,350)	(3,350)	(3,350)
PFI Principal Charge	(215)	(215)	(215)	(215)
Sub Total	(3,239)	(3,565)	(3,565)	(3,565)
Closing Balance	119,013	197,975	235,021	299,104
Movement	433	78,962	37,046	64,083

Table 2: Capital financing requirement: HRA	2016/17 Estimated Outturn £'000	2017/18 Budget £'000	2018/19 Budget £'000	2019/20 Budget £'000
Opening balance (estimated)	93,876	90,400	88,650	85,552
Capital expenditure funded by Borrowing	0	0	0	0
Sub Total	93,876	90,400	88,650	85,552
Less Minimum Revenue Provision				
MRP Charge/ Principle repayment	(3,476)	(1,750)	(3,098)	(1,988)
PFI Principal Charge	-	-	-	-
Sub Total	(3,476)	(1,750)	(3,098)	(1,988)
Closing Balance	90,400	88,650	85,552	83,564
Movement	(3,476)	(1,750)	(3,098)	(1,988)

The table above shows the Housing Revenue account (HRA) with no capital expenditure funded by borrowing. The capital expenditure of £9,074k is funded by the major repairs reserve and HRA revenue contribution.

Table 3: Capital financing requirement: General fund & HRA	2016/17 Estimated Outturn £'000	2017/18 Budget £'000	2018/19 Budget £'000	2019/20 Budget £'000
---	--	-------------------------------------	-------------------------------------	-------------------------------------

£'000

Opening balance (estimated)	212,456	209,413	286,625	320,573
Capital expenditure funded by Borrowing	3,672	82,527	40,611	67,648
Sub Total	216,128	291,940	327,236	388,221
Less Minimum Revenue Provision				
MRP Charge/ Principle repayment	(6,500)	(5,100)	(6,448)	(5,338)
PFI Principal Charge	(215)	(215)	(215)	(215)
Sub Total	(6,715)	(5,315)	(6,663)	(5,553)
Closing Balance	209,413	286,625	320,573	382,668
Movement	(3,043)	77,212	33,948	62,095

The in-year increase in the borrowing requirement is due to a large increase in the capital programme for schemes such as the town centre regeneration and loans to group companies and will reduce again when capital receipts are recovered or loans repaid. It has also increased as a result of the forward funded schemes. These will decrease again as developer contributions are received.

Part of the Council's treasury activities is to address the funding requirements for this borrowing need. Depending on the capital expenditure programme, the treasury service organises the Council's cash position to ensure that sufficient cash is available to meet the capital plans and cash flow requirements. The Council does not borrow all of this money externally but uses some of its internal cash reserves to fund this expenditure. This is referred to as "internal borrowing". This means that the Council's capital financing requirement is higher than its external borrowing figures. External borrowing may be sourced from bodies such as the Public Works Loan Board [PWLb] or the money markets.

4. Minimum revenue provision (MRP) policy statement

The Council is required to pay off an element of the accumulated General Fund capital spend each year (the Capital Financing Requirement (CFR) through a revenue charge (the minimum revenue provision - MRP), and it is also allowed to undertake additional voluntary payments (voluntary revenue provision - VRP). Department for Communities and Local Government (DCLG) regulations have been issued which require the full Council to approve a MRP Statement in advance of each financial year. A variety of options are provided to councils, so long as there is a prudent provision. The Council is recommended to approve the following MRP Statement:

For capital expenditure incurred before 1 April 2008, the MRP policy will be:

- MRP will be based on the CFR (option 2);
- These options provide for an approximate 4% reduction in the borrowing need (CFR) each year.

From 1 April 2008 for all borrowing (including PFI and finance leases) the MRP policy will be based on the estimated life of the assets, in accordance with the regulations (this option must be applied for any expenditure capitalised under a Capitalisation Direction).

This option provides for a reduction in the borrowing need over approximately the asset's life. There is no requirement on the HRA to make a minimum revenue provision but there is a requirement for a charge for depreciation to be made (although there are transitional arrangements in place).

Repayments included in annual PFI or finance leases are applied as MRP

5. External borrowing and compliance with treasury limits and Prudential Indicators for debt

The previous sections cover the overall capital and control of borrowing prudential indicators, but within this framework prudential indicators are required to assess the affordability of the capital investment plans. These provide an indication of the impact of the capital investment plans on the Council's overall finances. The Council is asked to approve the following indicators found in table 4. Further detail on each of these indicators is included in Appendix B.

Table 4: Prudential Indicator – Debt	2016/17 Estimated Outturn	2017/18 Budget	2018/19 Budget	2019/20 Budget
Authorised limit £,000	243,238	358,400	400,800	478,400
Gross external borrowing £,000	158,712	211,800	234,800	279,800
HRA debt limit £,000	90,400	102,000	102,000	102,000
HRA debt per dwelling £	35	35	34	33
Incremental impact of capital investment decisions on council tax £*	39.80	(3.44)	(3.95)	(4.80)
% of internal borrowing to CFR	24.21%	26.11%	26.76%	26.88%
Maturity structure of borrowing	See Appendix B			
Operational boundary for external debt £'000	205,200	301,000	336,700	401,900
Ratio of financing costs to net revenue stream*	2.90%	3.38%	3.43%	3.53%
Upper limits on interest rate exposure£,000	100	172	214	294

*Note: The large decrease from 16/17 to 17/18 is due to investments and savings created from the capital programme which are now being achieved in these years.

**Note: The increase from 2.9% in 2016/17 to 3.38% in 2017/18 is a full year effect of an £18,000k loan estimated to be taken out in March 2017.

6. External borrowing and compliance with treasury limits

Table 5, below, demonstrates the current and forecast for 2017/18 external borrowing.

Table 5: External Borrowing	2016/17 Estimated Outturn £'000	2017/18 Budget £'000	2018/19 Budget £'000	2019/20 Budget £'000
Market	24,000	24,000	24,000	24,000
PWLB	125,482	178,570	202,200	247,200
Local Enterprise Partnership	630	630	0	0
Total borrowing	150,112	203,200	226,200	271,200

Included in the total borrowing is an estimated £18m loan to be taken out prior to 31 March 2018. This will be at a special rate of 40 bases points lower than the PWLB rate. (Local Enterprise Partnership Agreement).

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

7. Compliance with treasury limits and prudential indicators for investments

The treasury management team ensure the cash flow is adequately planned, with surplus monies being invested in low risk counterparties, providing adequate liquidity initially before considering maximising investment return. The return on investments contributes to the Council's budget for both the general fund and housing revenue account.

Table 6, below, shows the counterparties where estimated cash deposits are for 2017/18 to 2019/20.

Table 6: Investment Type	2016/17 Estimated Outturn £'000	2017/18 Estimated Outturn £'000	2018/19 Estimated Outturn £'000	2019/20 Estimated Outturn £'000
Local Authorities	37,000	22,341	31,192	18,796
Fund Mangers	18,000	10,880	15,200	9,160
Internal Companies investments	15,150	13,150	14,300	16,550
Total	70,150	46,371	60,692	44,506

8.1 Investment policy

The Council's investment policy has regard to the DCLG's Guidance on Local Government Investments ("the Guidance") and the revised CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes ("the CIPFA TM Code"). The Council's investment priorities will be security first, liquidity second, and then return.

In accordance with the above guidance from the CLG and CIPFA, and in order to minimise the risk to investments, the Council applies minimum acceptable credit criteria in order to generate a list of highly creditworthy counterparties which also enables diversification and thus avoidance of concentration risk.

Continuing regulatory changes in the banking sector are designed to see greater stability, lower risk and the removal of expectations of Government financial support should an institution fail. This withdrawal of implied sovereign support is anticipated to have an effect on ratings applied to institutions. This will result in the key ratings used to monitor counterparties being the Short Term and Long Term ratings only.

As with previous practice, ratings will not be the sole determinant of the quality of an institution and it is important to continually assess and monitor the financial sector on both a micro and macro basis and in relation to the economic and political environments in which institutions operate. The assessment will also take account of information that reflects the opinion of the markets. To this end the Council will engage with its advisors to maintain a monitor on market pricing such as "credit default swaps" and overlay that information on top of the credit ratings.

Other information sources used will include the financial press, share price and other such information pertaining to the banking sector in order to establish the most robust scrutiny process on the suitability of potential investment counterparties.

The aim of the strategy is to generate a list of highly creditworthy counterparties which will also enable diversification and thus avoidance of concentrated risk.

The intention of the strategy is to provide security of investment and minimisation of risk.

Investment instruments identified for use in the financial year are listed in appendix D under the 'specified' and 'non-specified' investments categories. Counterparty limits will be as set through the Council's treasury management practices.

8.2 Creditworthiness policy

The primary principle governing the Council's investment criteria is the security of its investments, although the yield or return on the investment is also a key consideration. After this main principle, the Council will ensure that:

- It maintains a policy covering both the categories of investment types it will invest in, criteria for choosing investment counterparties with adequate security, and monitoring their security. This is set out in the specified and non-specified investment sections ; and
- It has sufficient liquidity in its investments. For this purpose it will set out procedures for determining the maximum periods for which funds may prudently be committed. These procedures also apply to the Council's prudential indicators covering the maximum principal sums invested.

The Director of Finance and Resources will maintain a counterparty list in compliance with the following criteria and will revise the criteria and submit them to Council for approval as necessary. These criteria are separate to those which determine which types of investment instrument are either specified or non-specified as it provides an overall pool of counterparties considered high quality which the Council may use, rather than defining what types of investment instruments are to be used.

The minimum rating criteria uses the lowest common denominator method of selecting counterparties and applying limits. This means that the application of the Council's minimum criteria will apply to the lowest available rating for any institution. For instance, if an institution is rated by two agencies, one meets the Council's criteria, the other does not, and then the institution will fall outside the lending criteria. Credit rating information is supplied by Capita Asset Services, our treasury advisors, on all active counterparties that comply with the criteria below. Any counterparty failing to meet the criteria would be omitted from the counterparty (dealing) list. Any rating changes, rating watches (notification of a likely change), rating outlooks (notification of a possible longer term change) are provided to officers almost immediately after they occur and this information is considered before dealing. For instance, a negative rating watch applying to a counterparty at the minimum Council criteria will be suspended from use, with all others being reviewed in light of market conditions. The criteria for providing a pool of high quality investment counterparties (both specified and non-specified investments) is:

- Banks 1 - good credit quality – the Council will only use banks which:
 - i. are UK banks; and/or
 - ii. are non-UK and domiciled in a country which has a minimum sovereign long term rating of AAA (in house team only)
 - iii and have, as a minimum, the following Fitch, Moody's and Standard and Poors credit ratings (where rated):
 - I. Short term – F1+ (Fitch), P-1 (Moody's), A-1+ (Standard and Poor's)
 - ii. Long term – AA (Fitch), Aa2 (Moody's) , AA (Standard and Poor's)

- Banks 2 – Part nationalised UK banks – . This bank can be included if it continues to be part nationalised or they meet the ratings in Banks 1 above.
- Banks 3 – The Council's own banker (Nat West) for transactional purposes if the bank falls below the above criteria, although in this case balances will be minimised in both monetary size and time.
- Building societies. Subject to a minimum asset size of £5bn and meeting a minimum credit rating of A-.
- UK Government: including Money market funds – the Council and its Fund Managers will use AAA rated funds. The Director of Finance and Resources will keep under review the Money Market Funds used and will amend as necessary.
- Gilts and the Debt Management Account Deposit Facility (DMADF)
- Local authorities, parish councils etc.
- Supranational institutions – multilateral investment organisations such as the World Bank or European Investment Bank (sometimes used by the Fund Managers)
- In the event of an emergency, to allow an unlimited amount to be invested in the RBS Money Market Fund. This would be done in the event of an extreme IT failure of the Council's computer systems. This fund is an AAA rated investment and would be a less risky option than leaving the funds in the NatWest accounts.
- Group Limits – For each banking group the following limits will apply, dependent on the rating of the Parent Bank
 - i. AAA : £7m with a maximum average duration of 1 year
 - ii. AA- :£5m with a maximum average duration of 6 months

Use of additional information other than credit ratings. Additional requirements under the Code require the Council to supplement credit rating information. Whilst above criteria relies primarily on the application of credit ratings to provide a pool of appropriate counterparties for officers to use, additional operational market information will be applied before making any specific investment decision from the agreed pool of counterparties. This additional market information (for example Credit Default Swaps, negative rating watches/outlooks) will be applied to compare the relative security of differing investment counterparties.

8.3 Time and monetary limits applying to investments

The time and monetary limits for institutions on the Council's counterparty list are as follows (these will cover both specified and non-specified investments):

	Fitch Long term Rating	Moody's	Standard & Poors	Money Limit	Time Limit
Banks 1 higher quality	<i>F1+/AAA</i>	<i>P-1Aaa</i>	<i>A-1+/AA-</i>	£5m	364 days
Banks 1 medium quality	<i>F1+/AA-</i>	<i>P-1Aa3</i>	<i>A-1+/AA-</i>	£3m	364 days
Building Societies				£2m	6 Months
Debt Management Office Account (DMADF)	-	-	-	£20m	3 Months
Guaranteed Organisations	-	-	-	£2m	3 Months
Other Institution Limits (other local authorities, Money Market Funds, Gilts and Supranational investments)	-	-	-	£5m	364 days

8.4 Country limits

The Council has determined that it will only use approve counterparties from countries with a minimum sovereign credit rating of AAA. The exception will be the UK, which currently has an AA+ sovereign rating.

A Non UK counterparty will need to meet all above mentioned criteria in 4.2 & 4.3 and have a sovereign rating AAA as a minimum. Countries with a sovereign rating of AAA (based on lowest available rating @ Jan 2017) are shown in the table below:

	S&P	Moody's	Fitch
Australia	AAA	Aaa	AAA
Canada	AAA	Aaa	AAA
Denmark	AAA	Aaa	AAA
Germany	AAA	Aaa	AAA
Luxembourg	AAA	Aaa	AAA
Netherlands	AAA	Aaa	AAA
Norway	AAA	Aaa	AAA
Singapore	AAA	Aaa	AAA
Sweden	AAA	Aaa	AAA
Switzerland	AAA	Aaa	AAA

8.5 Investment strategy

Investment returns expectations. The Bank Rate is forecast to remain unchanged at 0.25% before starting to rise from quarter 4 of 2019/20. Bank Rate forecasts for financial year ends (March) are:

- 2016/17 0.25%
- 2017/18 0.25%
- 2018/19 0.25%
- 2019/20 0.50% (forecast rise from Q)

There are downside risks to these forecasts (i.e. start of increases in Bank Rate occurs later) if economic growth weakens. However, should the pace of growth quicken, there could be an upside risk.

The suggested budgeted investment earnings rates for returns on investments placed for periods up to 100 days during each financial year for the next eight years are as follows:

- 2016/17 0.25%
- 2017/18 0.25%
- 2018/19 0.25%
- 2019/20 0.50%
- 2020/21 0.75%
- 2021/22 1.00%
- 2022/23 1.50%
- 2023/24 1.75%
- Later years 2.75%

Investment treasury indicator and limit

This is the amount invested for greater than 364 days. These limits are set with regard to the Council's liquidity requirements and to reduce the need for early sale of an investment, and are based on the availability of funds after each year-end.

The Council is asked to approve the treasury indicator and limit: -

Principal sums invested > 364 Days	2016/17 Estimated £'000	2017/18 Budget £'000	2018/19 Budget £'000	2019/20 Budget £'000
In house	0	0	0	0
Fund managers	10,000	10,000	10,000	10,000

Review of investment strategy

As part of continued improvement the treasury function will review the latest information and tools that are available to ensure the strength of the council's investment strategy. The council has adapted a risk adverse approach to investment following the collapse of Icelandic banks. This has resulted in a low level of investment returns. In general the safer the investment the lower the interest rate paid.

A review of the economic situation and the council approach to risk and returns is being undertaken to enable executive to consider it counterparty parameters.

8.6 Investment risk benchmarking

These benchmarks are simple guides to maximum risk, so they may be breached on occasion, depending on movements in interest rates and counterparty criteria. The purpose of the benchmark is that officers will monitor the current and trend position and amend the operational strategy to manage risk as conditions change. Any breach of the benchmarks will be reported, with supporting reasons in the mid-year or Annual Report.

Security - The Council's maximum security risk benchmark for the current portfolio, when compared to these historic default tables, is:

- 0.01% historic risk of default when compared to the whole portfolio.

Liquidity – in respect of this area the Council seeks to maintain:

- Bank overdraft - £0.5m
- Liquid short term deposits of at least £5m available with a week's notice.
- Weighted average life benchmark is expected to be 0.25 years, with a maximum of 0.5 years.

Yield - local measures of yield benchmarks is:

- Investments – internal returns above the 7 day LIBID rate

8.7 External fund managers

It is the Council's policy to use external fund managers for part of its investment portfolio. The fund managers will use both specified and non-specified investment categories and are contractually committed to keep to the Council's investment strategy. The performance of each manager is reviewed at least quarterly by the Director of Finance and Resources.

9. Flexible use of Capital Receipts

Since December 2015, the Government has provided local authorities with the flexibility of utilising Capital Receipts for qualifying expenditure. This is to enable authorities to fund transformation and cost reduction programmes from capital receipts rather than revenue expenditure.

The guidance recommends that a strategy should be prepared that includes separate disclosure of the individual projects that will be funded or part funded through capital receipts flexibility and that the strategy is approved by full council.

10. Conclusion

The Director of Finance and Resources confirms that the treasury team will abide by the strategy set out within this document and will report to the Audit Committee December 2017 as part of the mid-year report, any breaches to limits and prudential indicators.

Prudential and treasury indicators forecast 2017-2020

General Fund

Table 1: Capital Expenditure and funding

	Year 1 2017/18 £'000	Year 2 2018/19 £'000	Year 3 2019/20 £'000
WBC Capital budget	152,849	92,293	128,971
Funded by			
Section 106/ Community infrastructure levy	44,448	32,146	37,468
Grants & Contributions	19,784	13,786	15,705
Reserves & Capital Receipts	6,090	5,750	8,150
Borrowing	82,527	40,611	67,648
Total	152,849	92,293	128,971

Table 2: Capital financing requirement: General Fund

	2016/17 Estimated Outturn £'000	2017/18 Budget £'000	2018/19 Budget £'000	2019/20 Budget £'000
Opening balance (estimated)	118,580	119,013	197,975	235,021
Capital expenditure funded by Borrowing	3,672	82,527	40,611	67,648
Sub Total	122,252	201,540	238,586	302,669
Less Minimum Revenue Provision				
MRP Charge	(3,024)	(3,350)	(3,350)	(3,350)
PFI Principal Charge	(215)	(215)	(215)	(215)
Sub Total	(3,239)	(3,565)	(3,565)	(3,565)
Closing Balance	119,013	197,975	235,021	299,104
Movement	433	78,962	37,046	64,083

Table 3: % Ratio of financing costs to net revenue stream

	2017/18 Budget £'000	2018/19 Budget £'000	2019/20 Budget £'000
Financing Costs (including MRP & interest costs)	4,365	4,387	4,431
Divide By			
Net Revenue Stream	129,176	127,833	125,490
Ratio of Financing Costs to Net Revenue Stream	3.38%	3.43%	3.53%

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

Table 4: Incremental impact of capital investment decisions on council tax	2016/17 Estimated Outturn £'000	2017/18 Budget £'000	2018/19 Budget £'000	2019/20 Budget £'000
Council tax - band D	N/A	(3.44)	(3.95)	(4.80)

HRA

Table 5: Capital financing requirement: HRA	2016/17 Estimated Outturn £'000	2017/18 Budget £'000	2018/19 Budget £'000	2019/20 Budget £'000
Opening balance (estimated)	93,876	90,400	88,650	85,552
Capital expenditure funded by Borrowing	0	0	0	0
Sub Total	93,876	90,400	88,650	85,552
Less Minimum Revenue Provision				
MRP Charge/ Principle repayment	(3,476)	(1,750)	(3,098)	(1,988)
PFI Principal Charge	-	-	-	-
Sub Total	(3,476)	(1,750)	(3,098)	(1,988)
Closing Balance	90,400	88,650	85,552	83,564
Movement	(3,476)	(1,750)	(3,098)	(1,988)

Table 6: % Ratio of financing costs to net revenue stream	2017/18 Budget £'000	2018/19 Budget £'000	2019/20 Budget £'000
Financing Costs (including MRP & interest costs)	2,851	2,840	2,840
Divide By			
Net Revenue Stream	15,658	14,908	15,399
Ratio of Financing Costs to Net Revenue Stream	18.21%	19.05%	18.44%

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

Table 7: HRA debt per dwelling	2016/17 Estimated Outturn £'000	2017/18 Budget £'000	2018/19 Budget £'000	2019/20 Budget £'000
HRA Debt	90,400	88,650	85,552	83,564
Number of dwellings	2,565	2,553	2,541	2,529
Debt per dwellings	35	35	34	33

General Fund & HRA

Table 8: Capital financing requirement: General fund & HRA	2016/17 Estimated Outturn £'000	2017/18 Budget £'000	2018/19 Budget £'000	2019/20 Budget £'000
Opening balance (estimated)	212,456	209,413	286,625	320,573
Capital expenditure funded by Borrowing	3,672	82,527	40,611	67,648
Sub Total	216,128	291,940	327,236	388,221
Less Minimum Revenue Provision				
MRP Charge/ Principle repayment	(6,500)	(5,100)	(6,448)	(5,338)
PFI Principal Charge	(215)	(215)	(215)	(215)
Sub Total	(6,715)	(5,315)	(6,663)	(5,553)
Closing Balance	209,413	286,625	320,573	382,668
Movement	(3,043)	77,212	33,948	62,095

Table 9: Internal Borrowing	2016/17 Estimated Outturn £'000	2017/18 Budget £'000	2018/19 Budget £'000	2019/20 Budget £'000
CFR (Year end position)	209,413	286,625	320,573	382,668
Less External borrowing	150,112	203,200	226,200	271,200
Less other long term liabilities	8,600	8,600	8,600	8,600
Internal borrowing	50,701	74,825	85,773	102,868
Movement	(19,901)	24,124	10,948	17,095
% of internal borrowing to CFR	24.21%	26.11%	25.83%	26.88%

Note:* This will be reviewed on a regular basis to make sure we are getting best value for money. The Council is currently using its own cash flow (as rates of return are low), if rates start to increase a new external loan may need to be taken out.

Table: 10 Limits on interest rate exposure

	2016/17 Estimated Outturn £'000	2017/18 Budget £'000	2018/19 Budget £'000	2019/20 Budget £'000
Fixed Rates				
Principal sums outstanding in respect of borrowing at fixed rates	125,842	251,500	293,800	373,900
Principal sums outstanding in respect of investments that are fixed rate investments	(58,150)	(80,000)	(80,000)	(80,000)
Upper Limit	67,692	171,500	213,800	293,900
Variable Rate				
Principal sums outstanding in respect of borrowing at variable rates	24,000	40,000	40,000	40,000
Principal sums outstanding in respect of investments that are variable rate investments	(12,000)	(40,000)	(40,000)	(40,000)
Upper Limit	12,000	0	0	0

Table 11 : Investment Type

	2016/17 Estimated Year end Balances £'000	2017/18 Estimated Year end Balances £'000	2018/19 Estimated Year end Balances £'000	2019/20 Estimated Year end Balances £'000
Local Authorities	37,000	22,341	31,192	18,796
Fund Mangers	18,000	10,880	15,200	9,160
Internal Companies investments	15,150	13,150	14,300	16,550
Total	70,150	46,371	60,692	44,506

Table: 12 Interest Received from investments

	2016/17 Estimated Outturn £'000	2017/18 Budget £'000	2018/19 Budget £'000	2019/20 Budget £'000
HRA Internal loan from The General fund	(399)	(399)	(399)	(399)
Wokingham Housing	(933)	(1,050)	(1,050)	(1,050)
External investments	(295)	(425)	(425)	(425)
	(1,627)	(1,874)	(1,874)	(1,874)

Table 13: Maturity structure of fixed interest rate borrowing 2016/17 as at 31-03-2017

Under 12 months	4%
1 to 2 years	3%
3 to 5 years	17%
6 to 10 years	10%
10 years and above	66%

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Capita Services Interest rate review

Capita Asset Services Interest Rate View													
	Mar-17	Jun-17	Sep-17	Dec-17	Mar-18	Jun-18	Sep-18	Dec-18	Mar-19	Jun-19	Sep-19	Dec-19	Mar-20
Bank Rate View	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.50%	0.50%	0.75%	0.75%
3 Month LIBID	0.30%	0.30%	0.30%	0.30%	0.30%	0.30%	0.30%	0.40%	0.50%	0.60%	0.70%	0.80%	0.90%
6 Month LIBID	0.40%	0.40%	0.40%	0.40%	0.40%	0.40%	0.40%	0.50%	0.60%	0.70%	0.80%	0.90%	1.00%
12 Month LIBID	0.70%	0.70%	0.70%	0.70%	0.70%	0.80%	0.80%	0.90%	1.00%	1.10%	1.20%	1.30%	1.40%
5yr PWLB Rate	1.60%	1.60%	1.60%	1.60%	1.70%	1.70%	1.70%	1.80%	1.80%	1.90%	1.90%	2.00%	2.00%
10yr PWLB Rate	2.30%	2.30%	2.30%	2.30%	2.30%	2.40%	2.40%	2.40%	2.50%	2.50%	2.60%	2.60%	2.70%
25yr PWLB Rate	2.90%	2.90%	2.90%	3.00%	3.00%	3.00%	3.10%	3.10%	3.20%	3.20%	3.30%	3.30%	3.40%
50yr PWLB Rate	2.70%	2.70%	2.70%	2.80%	2.80%	2.80%	2.90%	2.90%	3.00%	3.00%	3.10%	3.10%	3.20%
Bank Rate													
Capita Asset Services	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.50%	0.50%	0.75%	0.75%
Capital Economics	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.50%	0.50%	0.50%
5yr PWLB Rate													
Capita Asset Services	1.60%	1.60%	1.60%	1.60%	1.70%	1.70%	1.70%	1.80%	1.80%	1.90%	1.90%	2.00%	2.00%
Capital Economics	1.60%	1.70%	1.90%	2.00%	2.10%	2.20%	2.30%	2.40%	2.50%	2.70%	2.80%	2.90%	3.00%
10yr PWLB Rate													
Capita Asset Services	2.30%	2.30%	2.30%	2.30%	2.30%	2.40%	2.40%	2.40%	2.50%	2.50%	2.60%	2.60%	2.70%
Capital Economics	2.40%	2.40%	2.50%	2.60%	2.60%	2.70%	2.70%	2.80%	2.90%	3.10%	3.20%	3.30%	3.40%
25yr PWLB Rate													
Capita Asset Services	2.90%	2.90%	2.90%	3.00%	3.00%	3.00%	3.10%	3.10%	3.20%	3.20%	3.30%	3.30%	3.40%
Capital Economics	2.95%	3.05%	3.05%	3.15%	3.25%	3.25%	3.35%	3.45%	3.55%	3.65%	3.75%	3.95%	4.05%
50yr PWLB Rate													
Capita Asset Services	2.70%	2.70%	2.70%	2.80%	2.80%	2.80%	2.90%	2.90%	3.00%	3.00%	3.10%	3.10%	3.20%
Capital Economics	2.80%	2.90%	3.00%	3.10%	3.10%	3.20%	3.20%	3.30%	3.40%	3.60%	3.70%	3.80%	3.90%

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Treasury Management Practice (TMP1) – Credit and Counterparty Risk Management

SPECIFIED INVESTMENTS:

These investments are sterling investments of not more than one-year maturity, or those which could be for a longer period but where the Council has the right to be repaid within 12 months if it wishes. These are low risk assets where the possibility of loss of principal or investment income is very low. These would include sterling investments with:

- The UK Government (such as the Debt Management Office, UK Treasury Bills or a gilt with less than one year to maturity).
- Supranational bonds with less than one year to maturity.
- A local authority, parish council or community council.
- Pooled investment vehicles (such as money market funds) that have been awarded a high credit rating by a credit rating agency. This covers a money market fund rated AAA by Standard and Poor's, Moody's or Fitch rating agencies
- A body that has been awarded a high credit rating by a credit rating agency (such as a bank or building society) this covers bodies with a minimum short term rating of F1+ (or equivalent) as rated by Standard and Poor's, Moody's or Fitch rating agencies.

NON-SPECIFIED INVESTMENTS:

Non-specified investments are any other type of investment (i.e. not defined as specified above). The identification and rationale supporting the selection of these other investments and the maximum limits to be applied are set out below. Non specified investments would include any sterling investments with:

a.	Supranational Bonds greater than 1 year to maturity (a) Multilateral development bank bonds - These are bonds defined as an international financial institution having as one of its objects economic development, either generally or in any region of the world (e.g. European Investment Bank etc.). (b) A financial institution that is guaranteed by the United Kingdom Government (e.g. The Guaranteed Export Finance Company {GEFCO}) The security of interest and principal on maturity is on a par with the Government and so very secure, and these bonds usually provide returns above equivalent gilt edged securities. However the value of the bond may rise or fall before maturity and losses may accrue if the bond is sold before maturity.
b.	Gilt edged securities with a maturity of greater than one year. These are Government bonds and so provide the highest security of interest and the repayment of principal on maturity. Similar to category (a) above, the value of the bond may rise or fall before maturity and losses may accrue if the bond is sold before maturity.
c.	Building societies which are eligible to use the Bank of England's Credit

	Guarantee Scheme, subject to a minimum asset size of £5billion and meeting a minimum credit rating of A- (where rated). These investments will be restricted to a maximum period of 6 months and £2m per institution.
d.	NatWest Bank for the provision of Banking Services. The Council is limited to daylight exposure only (i.e. the flow of funds in and out during the day), with a maximum limit of 1 working day.
e.	A body which has been provided with a government issued guarantee for wholesale deposits within specific timeframes. Where these guarantees are in place and the government has a AAA sovereign long term rating these institutions will be included within the Council's criteria, temporarily until such time as the ratings improve or the guarantees are withdrawn. Monies will only be deposited within the timeframe of the guarantee. In addition to this, a maximum limit of £2m with a maximum duration of 3 months is also set.
f.	Eligible Institutions for the HM Treasury Credit Guarantee Scheme initially announced on 13 October 2008, with the necessary ratings required. These institutions have been subject to suitability checks before inclusion and have access to HM Treasury liquidity if needed.

A variety of investment instruments will be used, subject to the credit quality of the institution, and depending on the type of investment made it will fall into one of the above categories.

The criteria, time limits and monetary limits applying to institutions or investment vehicles are:

	* Minimum credit criteria / colour band	Money Limit	Max. maturity period
DMADF – UK Government	N/A	£20M	3 months
UK Government gilts	UK sovereign rating	£5m	1 year
UK Government Treasury bills	UK sovereign rating	£5m	1 year
Money market funds	AAA	£5m	Liquid
Local authorities	N/A	£5m	1 year

Term deposits with banks and building societies	AA	£5m	Liquid
CDs or corporate bonds with banks and building societies	AA	£5m	Liquid
Corporate bond funds	AA	£5m	3 Years

Accounting treatment of investments.

The accounting treatment may differ from the underlying cash transactions arising from investment decisions made by this Council. To ensure that the Council is protected from any adverse revenue impact, which may arise from these differences, we will review the accounting implications of new transactions before they are undertaken

The monitoring of investment counterparties

The credit rating of counterparties will be monitored regularly. The Council receives credit rating information (changes, rating watches and rating outlooks) from Capita as and when ratings change, and counterparties are checked promptly. On occasion ratings may be downgraded after an investment has already been made. The criteria used are such that a minor downgrading should not affect the full receipt of the principal and interest. Any counterparty failing to meet the criteria will be removed from the list immediately by the Director of Corporate Services, and if required new counterparties which meet the criteria will be added to the list.

Use of external fund managers

It is the Council's policy to use external fund managers for part of its investment portfolio. The fund managers will use both specified and non-specified investment categories and are contractually committed to keep to the Council's investment strategy, which will be defined in an updated Treasury Management Strategy post fund manager's appointment. The performance of each manager is reviewed at least quarterly by the Director of Finance & Resources.

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Wokingham Borough Council's approved counter parties

Banks and Building Societys

Counterparties	Counter party type	Country	Individual Limit £'000
Australia and New Zealand Banking Group	Bank	Australia	3,000,000
Bank Nederlandse Gemeenten N.V.	Bank	Netherlands	3,000,000
Bank of Scotland	Bank	United Kingdom	3,000,000
Barclays Bank	Bank	United Kingdom	3,000,000
Commonwealth bank of Australia	Bank	Australia	3,000,000
DBS Bank Ltd	Bank	Singapore	3,000,000
DZ BANK AG Deutsche Zentral-Genossenschaftsbank S	Bank	Germany	3,000,000
European Investment bank	Bank	Luxxemborg	5,000,000
HSBC Bank PLC	Bank	United Kingdom	3,000,000
Landesbank Berlin AG	Bank	Germany	5,000,000
Landwirtschaftliche Rentenbank	Bank	Germany	3,000,000
Lloyds banking group	Bank	United Kingdom	3,000,000
National Australia Bank Limited	Bank	Australia	3,000,000
Nederlandse Waterschapsbank N.V.	Bank	Netherlands	5,000,000
Nordea Bank AB	Bank	Sweden	3,000,000
NRW Bank	Bank	Germany	3,000,000
Oversea-Chinese Banking Group	Bank	Singapore	3,000,000
Royal Bank of Canada	Bank	Canada	5,000,000
Svenska Handelsbanken	Bank	Sweden	3,000,000
Toronto-Dominon Bank	Bank	Canada	5,000,000
United Overseas Bank limited	Bank	Singapore	3,000,000
Westpac Banking Corporation	Bank	Australia	3,000,000
Coventry BS	Building Society	United Kingdom	2,000,000
Leeds BS	Building Society	United Kingdom	2,000,000
Nationwide BS	Building Society	United Kingdom	2,000,000
Yorkshire BS	Building Society	United Kingdom	2,000,000

Monkey Market

Counterparties	Counter party type	Country	Individual Limit £'000
Deutsche Global (Henderson)	Money Market Fund	Ireland	5,000,000
Goldman Sachs	Money Market Fund	United Kingdom	5,000,000
Goldman Sachs Govt	Money Market Fund	United Kingdom	5,000,000
Invesco	Money Market Fund	United Kingdom	5,000,000

Government Bodies & Local Authorities

Counterparties	Counter party type	Country	Individual Limit £'000
Debt Management Office (DMO)	Government	United Kingdom	20,000,000
Barnsley BC	Local Authority	United Kingdom	5,000,000
Birmingham CC	Local Authority	United Kingdom	5,000,000
Blackpool BC	Local Authority	United Kingdom	5,000,000
Blaenau Gwent County Borough Council	Local Authority	United Kingdom	5,000,000
Conwy County Borough Council	Local Authority	United Kingdom	5,000,000
Corby Borough Council	Local Authority	United Kingdom	5,000,000
Dudley MBC	Local Authority	United Kingdom	5,000,000
Dundee	Local Authority	United Kingdom	5,000,000
Eastleigh BC	Local Authority	United Kingdom	5,000,000
Edinburgh City Council	Local Authority	United Kingdom	5,000,000
Fife Council	Local Authority	United Kingdom	5,000,000
Glasgow City Council	Local Authority	United Kingdom	5,000,000
Greater Manchester Combined Authority	Local Authority	United Kingdom	5,000,000
Gwynedd Council	Local Authority	United Kingdom	5,000,000
Lancashire CC	Local Authority	United Kingdom	5,000,000
Leeds CC	Local Authority	United Kingdom	5,000,000
Lincolnshire County Council	Local Authority	United Kingdom	5,000,000
London Borough of Enfield	Local Authority	United Kingdom	5,000,000
Manchester City Council	Local Authority	United Kingdom	5,000,000
Middlesbrough BC	Local Authority	United Kingdom	5,000,000
Monmouthshire Council	Local Authority	United Kingdom	5,000,000
Newcastle CC	Local Authority	United Kingdom	5,000,000
North Ayrshire Council	Local Authority	United Kingdom	5,000,000
Rhondda Taff Council	Local Authority	United Kingdom	5,000,000
Royal Borough of Kensington	Local Authority	United Kingdom	5,000,000
Salford CC	Local Authority	United Kingdom	5,000,000
South Lanarkshire Council	Local Authority	United Kingdom	5,000,000
Stirling Council	Local Authority	United Kingdom	5,000,000
Suffolk County Council	Local Authority	United Kingdom	5,000,000
Wakefield Council	Local Authority	United Kingdom	5,000,000
West Dunbartonshire Council	Local Authority	United Kingdom	5,000,000
West Lothian Council	Local Authority	United Kingdom	5,000,000
Woking Borough Council	Local Authority	United Kingdom	5,000,000
Wolverhampton Council	Local Authority	United Kingdom	5,000,000

Note: The above list is off local authorities we have used in the past all the United Kingdom local authorities are available to use.

TREASURY MANAGEMENT SCHEME OF DELEGATION

- Audit and Executive recommend approval of treasury management strategy and policies to Council.
- Executive consider Budget and recommends its approval to Council
- Audit monitors treasury management decisions to ensure compliance with approved Treasury Management Strategy

THE TREASURY MANAGEMENT ROLE OF THE SECTION 151 OFFICER**The S151 (responsible) officer**

- recommending clauses, treasury management policy/practices for approval, reviewing the same regularly, and monitoring compliance;
- submitting regular treasury management policy reports;
- submitting budgets and budget variations;
- receiving and reviewing management information reports;
- reviewing the performance of the treasury management function;
- ensuring the adequacy of treasury management resources and skills, and the effective division of responsibilities within the treasury management function;
- ensuring the adequacy of internal audit, and liaising with external audit;
- recommending the appointment of external service providers

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Glossary of terms

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

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

Capitalisation direction – This permits local authorities to fund expenditure by borrowing or capital receipts, which would under normal accounting rules, need to be funded from revenue resources.

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

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

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

Cost of carry - Costs incurred as a result of an investment position. These costs can include financial costs, such as the interest costs on borrowing in advance of the expenditure.

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

ECB - European Central Bank.

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

Fair value - Is defined as the amount for which an asset could be exchanged or a liability settled, assuming that the transaction was negotiated between parties knowledgeable about the market in which they are dealing and willing to buy/sell at

an appropriate price, with no other motive in their negotiations other than to secure a fair price

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

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

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

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

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

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

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

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

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

PWLB - Public Works Loan Board

- is a statutory body operating within the Debt Management Office, an Executive Agency of HM Treasury.

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

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

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

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Reconciliation of the Treasury strategy to capital strategy

Total Borrowing as per appendix B of the capital strategy	Total £'000	Year 1 2017/18 £'000	Year 2 2018/19 £'000	Year 3 2019/20 £'000
Borrowing (forward funding)	47,327	14,279	7,690	25,358
Borrowing (standard allocation)	11,950	4,850	3,400	3,700
Borrowing (Wokingham Housing)	31,230	17,640	6,000	7,590
Borrowing (Wokingham town centre regeneration)	74,217	35,572	15,152	23,493
Borrowing (Invest to Save)	26,062	10,186	8,369	7,507
Total	190,786	82,527	40,611	67,648

Break down of borrowing	Total £'000	Year 1 2017/18 £'000	Year 2 2018/19 £'000	Year 3 2019/20 £'000
Total Borrowing as per appendix B of the capital strategy	190,786	82,527	40,611	67,648
Funded by				
External borrowing (TMS 2017/18)	121,088	53,088	23,000	45,000
internal borrowing (TMS 2017/18)	52,167	24,124	10,948	17,095
Minimum Revenue Provision (TMS 2017/18)	17,531	5,315	6,663	5,553
Total	173,255	82,527	40,611	67,648

Repayment of additional borrowing (2017/18 onwards)

The additional borrowing of £190.8m over next three years is broken-down below:

Forward funding	25%
Standard allocation	6%
Wokingham Housing	16%
Wokingham town centre regeneration	39%
Invest to Save (including Leisure)	14%
Total	100%

This borrowing is to be funded by the following:

Minimum Revenue Provision (MRP) Annual prescribed minimum repayment	15%
Invest to save targets top sliced to fund borrowing	2%
Developer contributions (CIL & S106)	25%
WHL (Interest charge to Company & repayment of loans)	18%
WTCR (Income from Schemes & residential receipts)	39%
Leisure facilities increased income	1%
Total	100%

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TITLE	Medium Term Financial Plan 2017/20 – Revenue Budget Submission 2017/18
FOR CONSIDERATION BY	The Executive on 23 February 2017
WARD	None specific
DIRECTOR	Graham Ebers, Director of Corporate Services
LEAD MEMBER	Anthony Pollock, Executive Member for Economic Development and Finance

OUTCOME/BENEFITS TO THE COMMUNITY

Sound Finances and Value for Money.
Service enhancement and maintaining services to the community through allocating budgets to Council priorities.

RECOMMENDATION

That the Executive recommend to Council that the Medium Term Financial Plan (MTFP) 2017/20, including the budget submission for 2017/18, be approved.

SUMMARY OF REPORT

Members are presented with the Medium Term Financial Plan for 2017/20 including the proposed revenue budget submission for 2017/18 for recommendation to Council. *(Due to the size of this document a copy has been circulated separately to all Members. A copy can also be obtained from the Council's website or on request from Democratic Services).*

Members are also requested to recommend the following key Revenue budget extract of the MTFP to Council

- Summary of Budget Movements 2017/18 (Appendix A)

Background

The Medium Term Financial Plan (MTFP) 2017/18 will be presented to Council for approval on 23 February 2017. Executive are asked to recommend the following key Revenue budget extract of the MTFP to Council

- Summary of Budget Movements 2017/18 (Appendix A)

The Local Government Act 2003 requires the Chief Finance Officer (Director of Finance and Resources) to report to Members as part of the Budget Setting Process. The report will highlight the key financial and service risks contained in the 2017/18 budget proposals. This will be presented to Council on the 23 February 2017 as part of the MTFP.

Analysis of Issues

The Chief Financial Officer's report contains issues, risks and strategic considerations in respect of Revenue and Capital.

Corporate Implications

The Medium Term Financial Plan covers both the revenue and capital budgets required to deliver the priorities of the Council over the next three years.

The net revenue budget for 2017/18 is approximately £113m. The Council needs to set a balanced budget in the context of this. The budget requirements for 2018/19 and 2019/20 are also shown in the plan as indicative figures only.

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 MTFP		
Next Financial Year (Year 2)			
Following Financial Year (Year 3)			

Other financial information relevant to the Recommendation/Decision

Included in MTFP

Cross-Council Implications

The budget affects all services

List of Background Papers
Medium Term Financial Plan 2017/18

Contact Jonathan Ross	Service Finance and Resources
Telephone No 0118 974 6560	Email Jonathan.Ross@wokingham.gov.uk
Date 14 February 2017	Version No. 0.2

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Summary of Budget Movements 2017/2018

	Chief Executive £'000	Children's Services £'000	Environment £'000	Finance & Resources £'000	Health & Wellbeing £'000	Total £'000
2016/2017 Restructured Service Budget (excluding Capital & Internal recharges)	2,693	20,512	26,007	22,767	40,920	112,899
Adjustments/Additions						
Exclusive one off revenue items in 2016/2017 (Special Items)	(843)	(306)	(735)	(2,553)	(921)	(5,358)
Inflation for non-pay activities	0	77	417	6	300	800
Pay award	14	117	84	111	43	369
Superannuation - increase in employers' contribution across Council	7	60	42	85	22	216
Adjustments between services (e.g. budget reallocations inc.)	596	57	(84)	(544)	(24)	0
Total	(226)	5	(276)	(2,896)	(580)	(3,973)
Funding to Maintain / Improve Services						
Apprenticeship levy	190	0	0	0	0	190
Sponsorship and advertising - resource to support project	10	0	0	0	0	10
Traded services- resource to support	80	0	0	0	0	80
Development in Children's service disability strategy	0	74	0	0	0	74
Increase in independent fostering agencies	0	164	0	0	0	164
Increase in inhouse fostering	0	119	0	0	0	119
Increase in looked after children	0	325	0	0	0	325
Increase in residential care	0	268	0	0	0	268
Increase in unaccompanied asylum seeking children	0	202	0	0	0	202
Highway drainage increased maintenance costs due to additional network length	0	0	15	0	0	15
Highway structures -major refurbishments/strengthening	0	0	10	0	0	10
Highways maintenance - carriageways and footways	0	0	39	0	0	39
Neighbourhood Plan	0	0	30	0	0	30
Revenue implications of integrated transport capital scheme	0	0	21	0	0	21
Waste and recycling - increase in property numbers and contract renewal	0	0	36	0	0	36
Winter service - increased maintenance costs due to additional network length	0	0	10	0	0	10
Concessionary fares – increase in numbers of users	0	0	0	100	0	100
Local Land Charges – reduction in income	0	0	0	60	0	60
Capacity to deliver Continued Health Claims	0	0	0	0	80	80
Care Act - increased demand for services due to government changes	0	0	0	0	375	375
Care packages - increases in volumes and rates	0	0	0	0	725	725
Increased homelessness within the borough	0	0	0	0	50	50
Increased housing support payments due to changes in the benefit cap	0	0	0	0	20	20
Loss of payment assumed from the Department of Health	0	0	0	0	700	700
Transitional children - children entering adult social care - increase in demand	0	0	0	0	441	441
Total	280	1,152	161	160	2,391	4,144

Summary of Budget Movements 2017/2018

	Chief Executive £'000	Children's Services £'000	Environment £'000	Finance & Resources £'000	Health & Wellbeing £'000	Total £'000
Special Items 2017/2018						
21st century council implementation	998	0	0	0	0	998
Increase in residential care	0	342	0	0	0	342
Minerals & Waste local plan preparation	0	0	100	0	0	100
School crossing patrols	0	0	85	0	0	85
Town centre parking - reduced spaces during Regeneration construction	0	0	70	0	0	70
Concessionary Travel – replacement of expired bus passes	0	0	0	65	0	65
Estimated resource requirement to deliver future savings	0	0	0	400	0	400
Forward funding (infrastructure bridging loan)	0	0	0	1,850	0	1,850
Adult social care contract	0	0	0	0	276	276
Capacity to deliver value for money on high cost packages	0	0	0	0	80	80
Deprivation of Liberty Safeguarding pressures - increase in demand due to the Supreme Court judgement of enhanced client assessment	0	0	0	0	300	300
Increased homelessness within the borough	0	0	0	0	255	255
Total	998	342	255	2,315	911	4,821

Funded by the following Service Efficiencies

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21st century council - staff saving	(2,000)	0	0	0	0	(2,000)
Review insurance premiums and alternative covers	(70)	0	0	0	0	(70)
Sponsorship and advertising	(30)	0	0	0	0	(30)
Traded services	(100)	0	0	0	0	(100)
Capitalisation of posts	0	(30)	0	0	0	(30)
Continued Health Claims	0	(102)	0	0	0	(102)
Early intervention changes achieving better unit costs than within existing provider contract	0	(120)	0	0	0	(120)
Early Years & Childcare cease subsidised bursaries in line with Other Local Authorities	0	(10)	0	0	0	(10)
Schools ICT to be fully funded by schools	0	(26)	0	0	0	(26)
Service efficiencies and increased contribution from Schools Block following changes to Education Services Grant	0	(1,082)	0	0	0	(1,082)
Therapeutic services contribution from other local authorities	0	(47)	0	0	0	(47)
Highways and transport – service efficiencies	0	0	(50)	0	0	(50)
Implementing self-service within libraries	0	0	(45)	0	0	(45)
Street lighting energy and maintenance saving	0	0	(150)	0	0	(150)
Business rates - increased base	0	0	0	(350)	0	(350)
Concessionary fares - changes to scheme	0	0	0	(30)	0	(30)
Council tax discount - empty homes	0	0	0	(400)	0	(400)
Grants to Town/Parishes phased out over 5 years	0	0	0	(20)	0	(20)
Interest on balances	0	0	0	(450)	0	(450)
Minimum Revenue Provision	0	0	0	(250)	0	(250)
Revised Council Tax Reduction Scheme	0	0	0	(150)	0	(150)
Benchmarking of Carers personal budgets in line with neighbouring authorities	0	0	0	0	(25)	(25)

Summary of Budget Movements 2017/2018

	Chief Executive £'000	Children's Services £'000	Environment £'000	Finance & Resources £'000	Health & Wellbeing £'000	Total £'000
Domiciliary Care and opportunities from Better Care Fund	0	0	0	0	(50)	(50)
Further review and application for Continued Health Claims	0	0	0	0	(200)	(200)
Health and social care integration	0	0	0	0	(524)	(524)
Review and redesign of non statutory services	0	0	0	0	(50)	(50)
Review value for money on high cost packages	0	0	0	0	(200)	(200)
Use of extra care facilities to aid rehabilitation	0	0	0	0	(102)	(102)
Total	(2,200)	(1,417)	(245)	(1,650)	(1,151)	(6,663)
Council Tax Collection Fund adjustments						
Council Tax Discount - empty homes	0	0	0	400	0	400
Council tax reduction scheme	0	0	0	367	0	367
Penalties for non-compliance	0	0	0	40	0	40
Total	0	0	0	807	0	807
Service Budget 2017/2018 (excluding Capital & Internal recharges)	1,545	20,594	25,902	21,503	42,491	112,035
<i>Internal Recharges & Depreciation Charges</i>	2,104	12,587	10,851	(11,158)	3,052	17,436
Service Budget 2017/2018 (including Capital & Internal recharges)	3,648	33,181	36,753	10,346	45,543	129,471

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TITLE	Council Owned Companies Business
FOR CONSIDERATION BY	The Executive on 23 February 2017
WARD	None specific
DIRECTOR	Graham Ebers, Director of 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 31 December 2016;
- 2) the operational update for the period to 31 January 2017.

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 January 2017.

Financial Report

A budget monitoring report is provided for each of the companies for December 2016; the position for each of the companies is explained in paragraphs 1.1, 2.1 and 3.1 below.

Operational Update

An operational update is provided from each of the companies as at 31 January 2017 in paragraphs 1.2, 2.2 and 3.2.

Changes to Directors

Directors' resignations, appointments and other changes to the Companies' Boards as at 31st January 2017 are reported in paragraphs 1.3, 2.3 and 3.3.

BACKGROUND

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

1.1. Financial Report

At the operational level, the net profit for the consolidated Group for December was £26k. The net deficit after interest and tax was £25k.

An overall budget for the Group is not available at this point so it is not possible to comment on the results versus budget.

WBC (Holdings) Ltd: A year-to-date deficit of £227k after interest and tax is reported for December.

1.2. Operational Report

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

1.3. Changes to Directors

There have been no changes to the Directorship of WBC (Holdings) Ltd since the last report to Executive.

2. **Optalis Group** (i.e. comprising Optalis Ltd, Optalis Wokingham Ltd and Optalis Holdings Ltd.)

2.1. Financial Report

2016/17 December results: The Company is reporting a £115k profit for December and projecting a balanced budget at year end.

Overview of Actual and Forecast Outturn:

<u>Total Optalis</u>	Actual Dec-16 Current Mth (£000)	Forecast Mar-17 YTD Full Year (£000)
Turnover	1,136	12,503
Costs	(1,021)	(12,503)
YTD Profit/(Loss)	115	0

Risk/Mitigation:

- There has been a resignation in the finance team (credit controller) and the person is due to leave at the end of February. This presents an element of risk during the RBWM transition which we will seek to manage. Recruitment is underway.
- Agency spend remains high and weekly management reviews chaired by the managing director continue; progress is being made and the four weekly average continues to reduce. Some success in recruitment lately will start to flow through in the next couple of months in certain services.
- Recruitment continues to be challenging and remains Optalis' greatest corporate risk as previously reported. Regular recruitment events are taking place with the addition of targeted use of social media and there is no let-up on the effort. Several recruitment events have been taking place in January and February.

2.2. Operational Report

2.2.1. General:

- CQC compliance – there are no outstanding CQC compliance matters. An inspection of the START service is expected imminently.
- Care Governance: Suffolk Lodge remains on WBC's Care Governance Framework on an 'Amber' rating. The next quality assurance visit is to take place on 22 February and the action plan is being updated weekly. Optalis expects the review to remove the Care Governance rating.
- The cessation of the private home care function has successfully completed.
- Due to recent staff turnover, the START service is facing a number of challenges at present which the new manager is beginning to address. The service presents a risk against contractual performance requirements which is being addressed by targeted intervention.
- The Elevate contract has now commenced and is progressing to plan.
- The Optalis Care Governance Committee met on 26 January focusing specifically on policy around falls and addressing risk around medication errors. The top three risks recorded were: 1) Recruitment//Retention; 2) Medication Practice, and 3) Training Compliance. Action is being taken across all identified risks.
- The Customer Experience Champion has led specific projects over the past month, including: supporting the cessation of private home care providing person centred support to individuals; bringing on board the customer experience assistant, a person with learning disabilities and an expert by experience; working with HealthWatch on a programme to seek customer experience of living in Extra Care; rolling out a customer experience survey in LD accommodation services, as well as working with services on including customers in recruitment.

2.2.2. Progress on Major Corporate Projects:

- The second payroll on our in-house payroll system has been delivered and the transition towards RBWM providing payroll services for the company is underway to be completed for the February payroll.

- The transition project toward the RBWM merger is underway with most work streams set up and progressing well. The planned go-live date is 3 April 2016. A separate highlight report is provided which highlights a fundamental issue related to VAT/company structure yet to be resolved.

2.2.3. Business Development:

Wokingham Borough Council

Preparations for two new Extra Care Housing Schemes, Birches and Fosters, are progressing to plan in partnership with the commissioner and housing providers.

Supported Employment

We are currently exploring partnership opportunities with prime providers PLUSS and Prospects who are on an Umbrella Agreement for the provision of Employment and Health Related Services (UAEHRS) through which DWP will procure the Work and Health Programme. The next stage is for those providers to make decisions on whom they would like their partners to be within their bids.

Nottingham Rehab Services (NRS)

The contract for OT assessments of double handed care calls is progressing to plan. A contract review has been held and the NRS are content with the programme of delivery so far.

RBWM

The authority has approached Optalis with a view to exploring the possibility of the company providing their Sensory Needs Services. An open book design workshop is to be set up during March to explore how the service can be delivered alongside the SNS provided for WBC which would enable a concentration of specialist skills.

2.3. Changes to Directors

There have been no changes to the Directorship of the Optalis Group companies since the last report to Executive.

3. Wokingham Housing Group (i.e. comprising Wokingham Housing Ltd and Loddon Homes Ltd)

3.1. Financial Report

Income & Expense: Income for December 2016 is £4.3k (with year to date income at £183.0k). Income in the month is from Rental income in Loddon Homes and is behind budget due to income recognition profile not being in line with budget (This impact is negated over the full year). In January, billing for works at Vauxhall Drive was made against which some direct costs have already been included. The Group remains £101.8k better than budget in year to date terms.

Operating expenditure is overspent from budget by £25.1k in month and £122.4k year to date. The variance in month relates to early recognition of costs equivalent to Vauxhall drive works being billed in January. In Year to date terms the overspend variance is predominantly due to the expenditure related to the billing made in November for clearance costs at Phoenix and transferred costs for Tape Lane. Other areas of overspend are in salary costs (under accrual of pensions for previous quarter) and in professional fees which is a catch up on underspend against budget for the previous 8 months. Interest costs are higher due to the operational loan drawn down being sooner than expected at start of financial year.

The net loss of £73k in month is £29.8k under budget while the year to date net loss of £421.1k is £20.1k under budget.

Overview of Year to Date Income & Expenditure compared to Budget:

Wokingham Housing Limited (Consolidated)			
P09: December / Year To Date			
Profit and Loss Account for the period to 31st December 2016	Actual	Budget	Variance
	£	£	£
Income	182,967	81,248	+101,719
Operating Expenditure	(595,669)	(473,242)	(122,427)
Operating Loss	<u>(412,702)</u>	<u>(391,994)</u>	<u>(20,708)</u>

Overview of December Income & Expenditure compared to Budget:

Total Sub Group DECEMBER	Dec	Dec	Budget	Prior Mth	
	Actual	Budget	Variance	Actual	Variance
	(£000)	(£000)	(£000)	(£000)	(£000)
Income	4.27	8.90	(4.63)	128.14	(123.87)
Costs	<u>(76.12)</u>	<u>(50.99)</u>	<u>(25.14)</u>	<u>(166.22)</u>	<u>90.10</u>
Operating Loss	(71.86)	(42.09)	(29.76)	(38.08)	(33.77)
Non Trading costs	-	-	-	-	-
Depreciation	<u>(2.13)</u>	<u>(2.13)</u>	<u>(0.00)</u>	<u>(2.13)</u>	<u>-</u>
Loss before Tax	(73.98)	(44.22)	(29.76)	(40.21)	(33.77)
Taxation	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Loss	<u><u>(73.98)</u></u>	<u><u>(44.22)</u></u>	<u><u>(29.76)</u></u>	<u><u>(40.21)</u></u>	<u><u>(33.77)</u></u>

Balance Sheet: Capital expenditure at the end of December was £10,148.8k. During this financial year Capital Expenditure was £7,546k which included construction contractor payments for Phoenix of £5,107k and for Fosters of £1,882k. Payments to these contractors' in December were £nil as the Christmas break meant they were deferred until the first week of January.

Net Assets for the Wokingham Housing Group were + £43k at the end of December. The investment of £1,900,000 of £1 ordinary share capital invested in Wokingham Housing Limited remains unchanged.

3.2. Operational Report

3.2.1. WHL Completed Schemes:

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

3.2.2. WHL Schemes In Progress/Under Development:

Phoenix Avenue:

Hill's extension of time (EOT) letter for nine weeks has been responded to by our Employers Agent, Ridge, who have indicated that only 2 to 3 weeks may be an allowable EOT claim under the contract. Ridge have requested more evidence to substantiate the potential allowable claim of 2 to 3 weeks.

While discussion about the nine weeks delay have been ongoing, Hill have put in a further EOT request; this time for poor weather in January 2017 through both rain and frost conditions. There will be some merit to Hills claim, although they will need to evidence the quantum of their request. This will affect phases 3, 4 and 5, but not phases 1 and 2 which are no longer weather dependent for completion. We will provide an update to the delivery programme for the final three phases as soon as we have fully assessed both the earlier and more recent EOT requests with Ridge and Hill, including any contractual financial claim WHL may have associated with the project delays.

Fosters Extra Care Home: Progress at Fosters Independent Living Scheme is on time and to budget.

Other schemes: We continue to quantify issues around an unexpected electrical cable at Grovelands and its impact on the programme and additional costs. We have agreed that the four units still on track can be delivered as planned and let safely to residents.

Norton Road work and testing is progressing as planned, with a view to letting the contract for the building of these nine additional houses and apartments.

3.2.3. Pipeline Sites: Anson Walk is due to be on site during March 2017 with the successful contractor Francis Construction.

Planning was secured on 1st February for 52 Reading Road and the build

contract is currently being tendered to achieve the start on-site deadline of end March 2017 to secure the significant HCA grant funding of over £300k that has been awarded to the project.

Elizabeth Road and Barrett Crescent are being tendered shortly, with an estimated start on site date of June 2017, although this is later than originally planned as a result of the delivery timeframes for Reading Road, which has set back the tendering of contracts for our small sites through the Small Contractors Framework.

WBC have asked WHL to act as development agent for Tape Lane (HRA scheme). We are looking at build approaches and have been specifically asked to look into adopting an off-site construction approach to compare against traditional construction.

We continue to progress Gorrick Square with WBC colleagues to meet the Commissioner's requirements.

The joint venture on Finch Road with Burwood Developments has been submitted for planning approval. London Road has been submitted for pre-app discussions.

The fully worked up business cases for Wellington Road (private rented scheme), Woodley Age Concern site and Area DD, are all due to be presented to the Asset Review Programme Board from February to April for support to move to Executive approval for WHL development.

3.3. Changes to Directors

3.3.1. Loddon Homes is in the process of recruiting two independent Non-Executive Directors (NED) for its Board working with Altair, specialist housing consultants, with expertise in Board recruitment. One will be to replace Robin Fielder who is stepping down and the other is to Loddon Homes commitment to recruit an additional independent NED following successful registration as a For-Profit Registered Provider with the Homes and Communities Agency.

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

Cross-Council Implications

No Cross-Council Implications

List of Background Papers

None

Contact Emma Lyons	Service Resources
Telephone No 07769957900	Email Emma.Lyons@wokingham.gov.uk
Date 13 February 2017	Version No. 2

TITLE	School Admission Arrangements 2018/19
FOR CONSIDERATION BY	The Executive on 23 February 2017
WARD	None specific
DIRECTOR	Judith Ramsden, Director of People Services
LEAD MEMBER	Charlotte Haitham Taylor, Executive Member for Children's Services

OUTCOME / BENEFITS TO THE COMMUNITY

The school admission arrangements address the local authority's statutory duty to ensure that all school places for maintained schools and Academies (excluding special schools) are allocated and offered in an open and fair way and comply with the School Admissions Code and relevant regulations and legislation and support the council's key priorities.

The School Admissions Code (14) requires that in drawing up admission arrangements, admission authorities must ensure that the practices and the criteria used to decide the allocation of school places are fair, clear and objective. Parents should be able to look at a set of arrangements and understand easily how places will be allocated.

RECOMMENDATION

That the Executive determines the 2018/19 admission arrangements for community and controlled schools and co-ordinated admission schemes as set out in the annexes to this report.

SUMMARY OF REPORT

The main co-ordinated admission schemes apply to all state funded schools within the Borough (including free schools and academies), and include the admission arrangements for community and voluntary controlled schools. These schemes deal with applications for entry to primary (F2 reception), junior (year 3) and secondary (year 7) schools. It also allows for co-ordination for middle schools within the primary scheme and upper school entry specifically to year 9 and year 10 (e.g. university technology colleges, The Forest School and selective schools) within the secondary scheme.

There is no longer a legal requirement to co-ordinate in-year admissions except to community and voluntary controlled schools. The local authority has prepared an in-year co-ordinated admissions scheme, which if adopted would apply to all community and voluntary controlled schools; the participation of voluntary aided schools, free schools and academies is subject to agreement by the individual trust/governing body.

Admission matters are reviewed and determined annually, subject to consultation unless no changes are proposed.

A number of changes are proposed which required consultation and are detailed later in this report.

Consultation on the proposed changes opened on December 19, 2016 and closed on January 31, 2017. The consultation was available to view on the council's website and notified to neighbouring local authorities; The Dioceses of Oxford and Portsmouth; all schools and early years settings with a request to notify parents of the consultation.

Seventeen responses to the consultation were received, with only two disagreements to proposals (set out in more detail in an appendix). These are not considered to require amended proposals and therefore no changes will be considered to the original proposed arrangements prior to determination.

The proposals contained in the report do not have any direct implications for the Council's capital or revenue budgets.

Background

Under the Education and Skills Act 2008 (as amended) and the statutory School Admissions Code, admission authorities must consult annually on their admission arrangements (or at least every seven years where no changes are proposed). The Council is responsible for setting the admission arrangements for community and voluntary controlled schools. Individual governing bodies are responsible for setting the admission arrangements for the nine voluntary aided schools and nine academy/free schools in the Borough. Wokingham consulted between December 19, 2016 and January 31, 2017.

In addition to their duties as admissions authorities local authorities must also agree co-ordinated schemes for school admissions in their area. These provide that parents can apply to their home authority for admission to any state-funded schools, including schools in other authorities, and receive a single offer of a place. This applies to the main admission rounds for entry to primary; transfer from infant to junior, and transfer from primary to secondary education. Applications are also co-ordinated for middle and upper schools within the primary and secondary co-ordinated schemes. In addition the Council operates a co-ordinated scheme for in-year applications for school places within its area. Whilst this scheme is no longer a statutory requirement; clarification has been received from the Department for Education that local authorities are required to co-ordinate for community and voluntary controlled schools, and to those voluntary aided and academy/free schools which agree to participate in the scheme. Currently all but one own admission authority schools in the borough are included within the in-year co-ordinated scheme; the exception is Earley St Peter's CE Aided Primary School. This school is still required to notify the local authority when an application is received and the outcome of that application.

The value of the in-year co-ordinated scheme is that it ensures that children who arrive in the borough or whose parents wish to change school mid-year are swiftly allocated school places, where possible in line with parental preference. Where a place cannot be offered in line with parental preference, parents are notified of their statutory right to appeal and allocated the most accessible school with places available. It further ensures that multiple place offers are not held for one child, so maximising the potential supply of places for all children. Without the in-year co-ordinated scheme alternative arrangements would be required to monitor outcomes and to consider applications for places at those schools where the Council administers admissions on behalf of the school.

Admission arrangements for each school year must be decided by March 15 in the previous year. Therefore the 2018/2019 arrangements must be decided by March 15, 2017. Once decided, there is a statutory duty to administer admissions strictly in accordance with the determined arrangements, without variation except in prescribed circumstances to meet a change in school organisation; a change in law, or to comply with a decision by the Office of the Schools Adjudicator.

Determination of the co-ordinated admission schemes must be notified to the Secretary of State for Education by March 15 in the previous year, failure to do so can mean that a scheme is imposed on the local authority.

All determined admission arrangements for schools within its area must be sent to the local authority to enable it to publish the details on its website and notify how objections can be made by 15 March of the determination year.

Analysis of Issues

The changes proposed are:

- That the designated area of Loddon Primary School be extended to include that of Aldryngton Primary School.
- That the designated area of Whiteknights Primary School be extended to include that of Radstock Primary School
- That the community are invited to consider wording to make it more difficult for owner occupiers to game the admissions arrangements of popular schools by moving temporarily to their designated areas.
- That where processes are referred to these are made fully electronic (removing any formal reliance on paper systems) in accordance with the Lean principles underpinning the transfer of admissions arrangements to Customer Services.

Background

The admissions arrangements for 2017/18 have proved generally robust and there have been no changes in national guidance over this period, so it is not proposed to make further changes (other than those listed) to the arrangements.

Historically the Council has been unable to offer places at Radstock and Aldryngton Primary Schools to some children living in the designated areas of those schools. Amending the designated areas as proposed would give families living in the current Radstock and Aldryngton designated areas additional priority for another school. Although there is a proposal for the expansion of Aldryngton Primary School this will not be determined by the date at which the admissions arrangements must be determined. The arrangements for Radstock and Aldryngton schools would remain unchanged.

A number of families “game” the admissions process by moving temporarily to addresses close to popular schools (such as Aldryngton and Radstock), intending to move back to their permanent homes outside the designated areas once their child has started school. Note that this is not fraud (such as a claim to live at an address while actually living elsewhere) and fraud is already dealt with under existing arrangements. The admissions arrangements need to be updated to reflect the move to on-line systems as the only route to make applications. Where families cannot use the online systems they will be supported by the WBC customer services team who will manage the on-line process on their behalf. As part of the lean review waiting lists will operate for one year only (parents will need to re-apply to remain on waiting lists).

Analysis of Issues

Admissions arrangements 2018/19: temporary and short term address restrictions

Executive summary

After a review of practise in neighbouring authorities (Appendix H) it is proposed to modify Wokingham’s arrangements using principles underpinning those adopted by Surrey County Council. This has a well-developed “address of convenience” definition that has provided a model for the development of the proposed Wokingham arrangements.

There is a known issue whereby parents make temporary arrangements to live near popular schools that they do not intend to maintain once a child has started at that school. This may be considered to be distinct from fraud (e.g. where a parents declares a false address, such as a business address), which is dealt with separately.

Wokingham has a number of statements in its determined arrangements for 2017/18 that work to counter this practise. They do however leave determined parents with avenues to pursue that will enable them to secure a school place through a longer term but still temporary arrangement. In particular they allow parents that own a property to rent out their nearby home, with the expectation that they will re-enter their home once their child has secured a place at a popular school.

Note though that whatever bar is set sufficiently determined parents can secure school places through (relatively) short term arrangements. Parents are free to choose a permanent home because they hope that their child will be admitted to a particular school because of the advantage that location gives them. If they are successful and subsequently move to a new permanent home their child cannot be excluded because of the move. All that can be done is to tighten up on the definition of permanent home. One other solution that is not recommended for further development is to introduce a length of residence criterion into admissions criteria. Admissions authorities have used these in previous years and they have been struck out by the Schools Adjudicator for breach of Equalities legislation and the Military Compact. Some groups of people with protected characteristics are likely to be more mobile than groups that do not have these characteristics and so would be less likely to secure places at popular schools under such criteria. For example there is an over representation of minority groups in insecure private rented accommodation, and due to the relative lack of security lengths of occupancy will often be less than for non-minority residents who are better represented in the owner occupied sector.

<http://www.ethnicity.ac.uk/medialibrary/briefingsupdated/how-has-the-rise-in-private-renting-disproportionately-affected-some-ethnic-groups.pdf>)

Current Wokingham wording (2017/18 admissions arrangements):

“A temporary address cannot be used to obtain a school place. Temporary addresses will only be considered where evidence is provided of a genuine reason for the move e.g. flooding or subsidence.”

Residency Requirements

Home address

Applications are processed on the basis of the child’s single permanent home address living with parent(s) or a carer/legal guardian at the closing date for applications. An address will not be accepted where the child was resident other than with a parent or carer unless this was part of a private fostering or formal care arrangement.

.....If there are two or more homes, evidence will be required as to which is the main home showing that the other property is either let out on a long term rental (6 months plus), that the property is uninhabitable, or that the address is in the process of being sold and the family live permanently in the declared property. This evidence is required to prove where an applicant was living at the time of making the application.
.....

Applicants will be asked to declare that the address used is expected to be their place

of residence beyond the date of the pupil starting school. Applicants are required to advise of any change of circumstance at any time prior to the child starting school. If you do not declare such arrangements, or a different address is used on the application where the child does not usually live; it will be considered that a false declaration has been made and it may be decided to decline to offer a place at a particular school, or to withdraw the offer of a place.”

Comment

Although the arrangements make it clear that temporary addresses cannot be used, they do allow for relatively short term occupancy of an address near a school, provided the main home is let out for at least six months.

Proposed Wokingham arrangements (2018/19):

Shaded/yellow highlighted section above has been amended to read:

“..... Some residential arrangements will be considered to be temporary arrangements. The Council will consider the available evidence to determine if, on the balance of probability, the declared home address is the child’s permanent home. Where the applicant, or their partner or spouse reasonably considered to be living with them as a single family unit own another property, have previously lived in it and chose not live in it (including where a home is rented out to a third party) the owned property will ordinarily be considered to be the permanent home. Special circumstances that might lead to the declared address being considered as a permanent home despite another home being owned or otherwise available for occupation will need to be declared at the point of application by parents. Without being exhaustive these might include:

- an owned property being a considerable distance from the preferred school, indicating that the family had permanently relocated to the new home, or
- that the owned property is uninhabitable and cannot reasonably be made habitable in the period leading up to admission to the school or
- that the owned property is in the process of being sold and the family live permanently in the declared property or
- that following divorce or separation the family home cannot be occupied by the applicant or otherwise treated as the child’s permanent home

Where the declared address is rented and the applicant has no claim on any other property the declared address may be considered to be a temporary address if there is evidence the applicant has chosen to rent the property solely for the period necessary for a child to be admitted to a particular school.

Applicants should note that should any evidence arise after a child has been offered a place or admitted to a school that indicates that the declared home was not a permanent home, the place may be withdrawn, even when a child has started school..”

Further background information
School admissions code requirements

The local authority (as admissions authority) can withdraw places where it has established that “it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.” (2.12)

A place can be withdrawn, but only in prescribed circumstances:

“A school **must not** withdraw a place once a child has started at the school, except where that place was fraudulently obtained. In deciding whether to withdraw the place, the length of time that the child has been at the school **must** be taken into account. For example, it might be considered appropriate to withdraw the place if the child has been at the school for less than one term” (2.13)

Investigation of fraud

Following Paton v Poole DC 29.7.10, (a decision of the Investigatory Powers Tribunal under the Regulation of Investigatory Powers Act 2000) local authorities are unable to use covert surveillance, so must rely on a range of documentary evidence to make decisions.

PROPOSED TIMETABLE CO-ORDINATED ADMISSION SCHEMES 2018/2019	
Date	Action
July 9, 2017	State-funded schools to provide school information to enable composite prospectus to be compiled
By September 11, 2017	Application packs for secondary transfer to be distributed via primary schools and on request
By September 12, 2017	Composite prospectus published on council's website
September 11, 2017	Online admissions open for applications for transfer to secondary school
October 31, 2017*	National closing date for secondary transfer applications
November 24, 2017	Secondary transfer applications to be forwarded to Wokingham Borough own admission authority schools for consideration
November 2017	Application packs to be posted for entry to primary to parents who are either attending Wokingham borough early years' settings or who have registered with the school admissions team or who are transferring to junior school to be distributed via infant schools or on request,
November 10, 2017	Online admissions open for applications for entry to primary and transfer to junior school
January 15, 2018*	National closing date for evidence to be provided to meet Wokingham Borough Council criteria for those transferring to secondary school; transferring to junior school; or starting school.
January 15, 2018	Ranked lists to be submitted to the local authority by own admission authority schools for secondary transfer
February 10, 2018	Entry to primary and junior transfer applications to be forwarded to Wokingham Borough own admission authority schools for consideration
February 16, 2018	SEN Team to inform parents of pupils transferring to secondary

	school or to junior school with statements of special education need of their allocated school
By February 28, 2018	Appeals timetable published to website (own admission authority schools will publish details on the school's website)
March 1, 2018	National secondary offer day – letters posted by first class post
March 15, 2018	Secondary transfer: Deadline for accepting the offer of a place Late applications to be processed Waiting list information available
March 15, 2018	Ranked lists to be submitted to the local authority by own admission authority schools for the entry to primary and junior transfer
March 30, 2018	Closing date for notification of a secondary appeal to be heard together
March 31, 2018	Final co-ordination with other local authorities for entry to primary and junior school transfer
April 18, 2018 (next working day)	National offer day for primary applications for those starting school and transfer to junior school offer day – letters posted by first class post
May 3, 2018	Entry to primary and junior transfer: Deadline for accepting the offer of a place Late applications to be processed Waiting list information available
May 18, 2018	Closing date for notification of an entry to primary or junior transfer appeal to be heard together
End May/early June 2018	Local authority to advise schools of final allocation details
May/June 2018	Secondary appeals to be heard in accordance with published timetable
June/July 2018	Starting school and junior transfer appeals to be heard in accordance with published timetable

Appendices

Appendix A - WBC Draft Coordinated admissions scheme and WBC admission policy 2018 19

Appendix B – WBC proposed F1 policy 2018 19

Appendix C – WBC proposed local in year co-ordinated scheme 2018 19

Appendix D – WBC proposed sixth form policy 2018 19

Appendix E – Consultation Response Form

Appendix F – Consultation responses

Appendix G – Proposal to amend the Designated areas of Aldryngton and Loddon Primary Schools and Whiteknights and Radstock Primary Schools

Appendix H - Brief summary of neighbouring local authority arrangements regarding temporary addresses.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

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

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

Other financial information relevant to the Recommendation/Decision

The proposals contained in the report do not have any direct implications for the Council's capital or revenue budgets.

Cross-Council Implications

The School Admissions Code expects admission arrangements to promote sustainable travel and equal access to educational opportunities, in providing a fair system of school admissions that allows families to express school preferences and to access places at local schools.

Robust and fair admission arrangements mitigate the risk of unforeseen additional revenue and capital costs to the local authority and individual schools arising as a consequence of successful admission appeals.

List of Background Papers

Proposed admission arrangements
School Admissions Code 2014 and School Admissions Appeals Codes (2012) and associated School Admissions Regulations.

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Date 10 February 2017	Version No. 2

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**WOKINGHAM
BOROUGH COUNCIL**

Children's Services

**DRAFT Co-ordinated Schemes for Admission to
Primary and Secondary Schools**

**Incorporating Wokingham Borough Council's
proposed Admission Policies for community and
voluntary controlled schools**

For entry to schools in

2018/2019

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A) DETERMINED CO-ORDINATED ARRANGEMENTS FOR SCHOOL ADMISSIONS FOR ENTRY FROM SEPTEMBER 2018 TO AUGUST 2019

INTRODUCTION

1 Purpose of the co-ordinated schemes

All local authorities are required by law to draw up schemes for co-ordinating admission arrangements in the normal admission rounds for all state-funded (excluding special schools) primary and secondary schools, including academies (but not special schools) in their area.

The purpose of a co-ordinated scheme is to ensure that every parent of a child who applies for a school place does so through their home authority and has an opportunity to state their preferred school(s). Parents will receive a single offer of a school place and parents will receive this offer on the day specified in their home authority's scheme. The aim is also to ensure that parents are treated fairly and consistently regardless of the status of the school for which they make an application. Information will be exchanged with other authorities if an application is received from an applicant living in that authority or where parents living in the Wokingham Borough express a preference for schools in another authority. So far as possible, this will enable parents to be given a single offer of a school place even where their preferred schools are located in more than one local authority area.

When drawing up admissions arrangements, the council and other admissions authorities must ensure that their admissions criteria are clear, fair and objective, for the benefit of all children, including those with special educational needs, disabilities or in public care.

2 Timetable for consultation and decision

Wokingham Borough Council is consulting on some minor changes to its admission arrangements from December 19, 2016 to January 31, 2017 which meets the requirement prescribed in the School Admissions Code to consult for at least six weeks between October 1, 2016 and January 31, 2017. Included in the consultation is the form for the co-ordinated scheme for state funded schools which include the proposed dates for co-ordination.

The final admission arrangements will be considered and determined by the Council's Executive at its meeting on February 23, 2017.

The table below summarises this process:

October 1, 2016 to January 31, 2017	If changes are proposed or at least every seven years; a minimum six week consultation between 1 October and 31 January of the year before those arrangements are to apply. Applicable to the council as admission authority for community and voluntary controlled schools, and the Governing Bodies of Academy, Aided and Foundation Schools
January 31, 2017	Statutory date by which consultation must be completed
January 27, 2017	Further consideration by the Admissions Forum of the proposed changes together with the outcome of the consultation, if applicable
February 23, 2017	Admissions arrangements considered and determined by Council's Executive
February 28, 2017	Statutory deadline for co-ordinated schemes to be determined and notified to the Secretary of State

3 Admission Numbers

Children’s Services carries out a Net Capacity Assessment of all maintained schools in Wokingham Borough (excluding Academies unless commissioned to do so) to determine the Indicated Admission Number for individual schools. Admission authorities must have regard to this number when identifying published intakes within their admission arrangements. Wokingham Borough publishes the admission number (either the **Indicated Admission Number** or, where a different intake is agreed in consultation with the school’s governing body, the resulting **Planned Admission Number**) for all community and voluntary controlled schools. Together with the admission numbers determined by governing bodies for voluntary aided, academy and foundation schools, these are published in the Parent’s Guide’s to Admissions which forms the authority’s composite prospectus. The admission numbers proposed to apply for entry from September 2018 are set out within the Primary and Secondary Co-ordinated Schemes (pages 18 and 29).

4 Timetable for Co-ordinated Admissions Schemes 2018/2019

TIMETABLE CO-ORDINATED ADMISSION SCHEMES 2018/2019	
Date	Action
July 9, 2017	State-funded schools to provide school information to enable composite prospectus to be compiled
By September 11, 2017	Composite prospectus published on council’s website with statement directing parents to on-line application process.
September 11, 2017	Online admissions open for applications for transfer to secondary school
October 31, 2017*	National closing date for secondary transfer applications
November 26, 2017	Secondary transfer applications to be forwarded to Wokingham Borough own admission authority schools for consideration
November 2017	Information sheets alerting parents to online application process for entry to primary to be distributed to parents who are either attending Wokingham borough early years’ settings or who have registered with the school admissions team or who are transferring to junior school to be distributed via infant schools or on request,
November 13, 2017	Online admissions open for applications for entry to primary and transfer to junior school
January 15, 2018*	National closing date for evidence to be provided to meet Wokingham Borough Council criteria for those transferring to secondary school; transferring to junior school; or starting school.
January 15, 2018	Ranked lists to be submitted to the local authority by own admission authority schools for secondary transfer
February 09, 2018	Entry to primary and junior transfer applications to be forwarded to Wokingham Borough own admission authority schools for

	consideration
February 16, 2018	SEN Team to inform parents of pupils transferring to secondary school or to junior school with statements of special education need of their allocated school
By February 28, 2018	Appeals timetable published to website (own admission authority schools will publish details on the school's website)
March 1, 2018	National secondary offer day – offers can be viewed on-line
March 15, 2018	Secondary transfer: Deadline for accepting the offer of a place Late applications to be processed Waiting list information available
March 15, 2018	Ranked lists to be submitted to the local authority by own admission authority schools for the entry to primary and junior transfer
March 30, 2018	Closing date for notification of a secondary appeal to be heard together
March 31, 2018	Final co-ordination with other local authorities for entry to primary and junior school transfer
April 18, 2018 (next working day)	National offer day for primary applications for those starting school and transfer to junior school offer day – offers to be posted on-line.
May 3, 2018	Entry to primary and junior transfer: Deadline for accepting the offer of a place Late applications to be processed Waiting list information available
May 18, 2018	Closing date for notification of an entry to primary or junior transfer appeal to be heard together
End May/early June 2018	Local authority to advise schools of final allocation details
May/June 2018	Secondary appeals to be heard in accordance with published timetable
June/July 2018	Starting school and junior transfer appeals to be heard in accordance with published timetable

* Dates may change to the next working day if the School Admissions Code is revised permitting national closing dates to be adjusted if the date falls on a weekend.

B) CO-ORDINATED ARRANGEMENTS FOR PRIMARY ADMISSIONS

1 Overview of the scheme

The primary admission arrangements (including applications for Foundation 2 (F2) reception and children transferring to year 3 in a junior school) will operate on the basis of the Government's recommended model of an equal preference scheme. This

arrangement allows each preference to be considered individually, taking account of the admissions criteria. Where a child can potentially be offered a place at more than one of the preferred schools the single offer is for the school ranked highest by the parent. Information may be exchanged with other authorities if an application is received from an applicant living in that authority or where a Wokingham borough resident expressed a preference for schools outside the borough. In all cases, parents applying to Wokingham Borough council will be able to view the offer on line of a school place on the offer date prescribed in the council's timetable. If a place cannot be offered at any of the preferred schools, a place will be offered at:

- a) the designated area school (if there are places available) or
- b) the most accessible school with places.

Children's Services will create a pupil database of pupils (born 1 September 2013 to 31 August 2014) living in the Wokingham borough for the distribution of information sheets by email, comprised largely of information provided by requests for school application process details and information provided from the Council's early years' provider records. Parents who live in other local authority areas, but who wish to express a preference for a Wokingham borough school, should contact their home authority for details on how to register for an application pack from their authority.

Schools may take pupil details if a school visit takes place for their records but this is not part of the application procedure. Parents can register their child's details with the school admissions team to be notified of the on-line admissions process, which will include a common electronic application form allowing parents to rank up to **four** schools in their order of preference. This includes preferences for own admissions authority schools e.g. academies, voluntary aided and foundation schools. Where reference is made in this scheme to academies, this includes free schools.

Preferences may also be expressed for new academies where there is agreement by the sponsor to do so; a proposed scheme is included in Appendix D.

Borough residents can make applications online, via the Council's website. Online forms will be submitted and processed by Children's Services, and verification will where possible be done by electronic means (for example, using other data held by the Council). Where more than one application is received the LA will accept the application with the latest date.

Parents will be asked to express up to **four** preferences in ranked order and to give reasons for these preferences if they wish to do so.

Parents will complete the common application form on line by the agreed deadline. Children's Services will validate the application (checking proof of address by reference to Council Tax records). Validation where possible will be electronic, for example by reference to other data held by the Council.

Children's Services will forward all preferences for own admission authority schools within the borough for consideration by their governing body or academy trust board, in accordance with their admissions criteria. School admission authorities apply their admission criteria and these schools will then forward their ranked lists to Children's Services within an agreed timescale.

Children's Services will send other local authorities details of applications for their schools in February 2018. Own admission authority schools apply their admission criteria and send their own local authority a list indicating the order in which all children applying have priority by reference to oversubscription criteria.

Children's Services will draw up similar lists for the community schools in the area, applying all preferences on an equal basis. Children's Services will compare the lists for all schools in the area. Where a child qualifies for one of the available places at more than one school Children's Services will provisionally allocate a place at the school ranked highest by the parent in their application.

The lists will be adjusted for any other school for which a preference was expressed, moving another child who was previously not eligible for a place up the list to the provisional place that has been vacated.

By end-March Children's Services will have received notifications from other local authorities of places that can be offered by schools in their areas in response to preferences expressed by one of their residents.

If a place at a preferred school cannot be offered by Children's Services to cross-border applicants, an alternative place will not be considered as the home local authority will be making an offer.

If Wokingham local authority and another local authority can both offer places, the authorities will determine the place to be allocated on the basis of the ranked preferences. Children's Services will send final lists of pupils to be allocated places to schools in the area.

On April 18, 2018, Children's Services will ensure that, the results may be viewed on-line. Where a preference cannot be offered, parents will be informed of the reason why and offered the right to appeal the decision.

Those children not offered places at schools ranked higher than the school offered will be placed on a waiting list for the relevant school(s).

A facility to accept offers online will be available. Parents will be advised that if they fail to accept an offer of a place by May 3, 2018, the offer will be withdrawn after one further written reminder being issued. This part of the scheme is important in allowing early identification of spare places at oversubscribed schools, which can then be allocated to from waiting lists.

The scheme will not affect the duty of governors of academy, foundation and voluntary aided schools to set and apply their own admission arrangements. Schemes are an administrative process to make school admissions easier, more transparent and less stressful for parents. They are not designed to require all admission authorities in an area to operate the same oversubscription criteria and each local authority (or school governing body where relevant) will determine their own criteria and consult upon them accordingly.

Wokingham Borough Council's scheme for primary co-ordination will reflect the mandatory requirements of the School Admissions Code.

2 Nursery and Foundation One (F1) Admissions

Admissions to state-funded nursery schools and classes are not part of the co-ordinated admissions scheme for primary schools, and are administered locally by the school concerned.

Wokingham Borough Council has, as part of its admission arrangements for community and voluntary controlled primary and infant schools schools, proposed a policy for

admission to F1 nursery classes or foundation stage units. Individual schools managing such admissions locally are to do so in accordance with the model policy.

Admission to F1 nursery classes at state-funded schools, or other early years' providers at, or linked to particular schools, including co-located children's centres, does not guarantee or give any priority for admission to primary education at that school. An application for F2 Reception must be made by completing the common application form.

3 Timing of entry to Primary Education

The local authority will offer all children a full time school place from the September following their fourth birthday. For 2018/2019, applications will be considered for children born between 1 September 2013 and 31 August 2014.

Parents may request that their child attends part-time until the child reaches compulsory school age, the start of the first school term after their fifth birthday. Parents may defer their child's admission to the school until later in the school year or until the child reaches compulsory school age in that school year. Where parents choose to defer their child's admission, or take up the place part-time but later wish to increase it to full-time, before their child has reached statutory school age, this must be discussed with the Headteacher to agree the effective date.

Where parents do not wish to take up the allocated place until the next school year, the place will not be held. A fresh application would have to be made and there would be no guarantee that a place would be available at the school.

Children are normally allocated to their chronological year group. Where a parent considers that their summer-born child (with birthdays between 1 April to 31 August) will not be ready to start school in their chronological year group and would like their child to work a year behind; each admissions authority would consider such requests in accordance with their policy relating to admission outside the normal age group. (The council's is shown on page 8).

4. Applications for Academy, Foundation or Voluntary Aided Schools (own admission authority schools)

The co-ordinated admissions scheme does not affect the duty of the governors of academy, foundation or aided schools to set and apply their own admissions arrangements. These schools continue to be able to operate their own admissions criteria, which are required to be clear, fair and objective.

The Parent's Guide for primary school admissions will include the agreed admissions policies of all own admission authority schools within the Wokingham borough. Parents will be provided with a single source of information setting out the admissions criteria for all schools in the borough for which applications can be made under the scheme.

Own admission authority schools can, if they need to prepare an additional supplementary form to be completed with the common application form if they require further information in order for them to allocate places at their school against their own admissions criteria. Own admission authority schools will make these additional forms available to Children's Services at a time agreed within the co-ordinated scheme and on their websites.

It is the responsibility of the parent to ensure that any supplementary forms are completed and returned to the school in accordance with its policy when expressing a preference for an academy, aided or foundation school. The forms will be available on the council's and school websites or on request. The common application form must be returned to Children Services.

The governing bodies or admissions committees of own admission authority schools will need to meet within the timescales defined in the scheme in order to process the applications they have received. If oversubscribed, Children's Services will require the governors to produce a brief statement which will explain to applicants (and future appellants) how and why places have been allocated. Children's Services will send this statement out with all refusal letters.

Publicity / Information

Details of the agreed scheme for entry to primary education will be publicised in advance and full details of the arrangements will be published in the Parent's Guide to Primary School Admissions. This guide will be published on the council's website by September 12, 2017. It is the responsibility of parents to ensure that they register their child's details with the school admissions team either on paper or online in order to receive an application pack. The school admissions team will liaise with early years' settings in publicising the admissions round.

The common application form is the sole application method for parents resident in the Borough seeking a place in an infant/primary school. Applicants for own admission authority schools will need to complete the common application form, but these schools will be able to request additional documents to support applications in order to comply with their admissions arrangements.

6 Detailed arrangements of the scheme

Admission outside normal age group

Children are normally allocated to their chronological year group. Requests from parents for school places outside a normal age group will be considered carefully whether for gifted and talented pupils or for those who have experienced problems, e.g. having missed education due to ill health, etc.

Each case will be considered on its own merits and circumstances and will only be agreed by a panel of officers from Children's Services where there is consensus between the parents, schools concerned (both current and preferred) and any relevant professionals asked for their opinion by the panel, that to do so would be in the pupil's interests. Parents will be informed of their statutory right to appeal. This right does not apply if they are offered a place in another year group at the school.

Requests for summer born children to be admitted outside normal age group

Where a parent considers that their summer-born child (with birthdays between 1 April to 31 August) will not be ready to start school in their chronological year group and would like their child to work a year behind; each admissions authority would consider such requests in accordance with their policy relating to admission outside the normal age group.

In order that such requests (supported by evidence from relevant professionals) can be fully considered, the parent will be asked to submit their request together with an application for the normal age group by the deadline. This ensures that if the request is

refused, the child's application for preferred schools will not be disadvantaged and the request can be considered appropriately including the views of the preferred schools either prior to the offer date or after. The parent will be informed of the implications of making such a request.

If the request is agreed, their application for the normal age group may be withdrawn before a place is offered. If their request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in-year application for admission to year one for the September following the child's fifth birthday. Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year. Requests to continue working out of normal age group would need to be made whenever the child moves schools.

An admissions panel will make decisions for community and voluntary controlled schools based on the circumstances of each case and in the best interests of the child concerned. (Where preferences are expressed for own admission authority schools, the parent must submit information to each school for consideration.) Consideration will include taking account of the parents' views; information about the child's academic, social and emotional development; where relevant, the child's medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The views of the head teacher of the school concerned and the child's early years setting will also be taken into account. When informing a parent of the decision on the year group to which the child should be admitted, the parent will be notified of the reasons for the decision and where possible, the decision will be made prior to the offer date for the child's chronological year group.

Where it is agreed that a child will be admitted out of the normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and admission authority must process the application as part of the main admissions round on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable.

The parent has a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Pupils with a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan

Admissions arrangements for pupils with a statement of special educational need or EHC plan will continue to be managed by the Special Educational Needs Team. Parents are invited to complete the common application form and where identified, preferences will be shared with the Special Educational Needs Team.

Non Wokingham residents wishing to apply for WBC schools

These applicants must use the common application form for their home authority (the authority to whom they pay council tax).

Wokingham residents wishing to apply for non-Wokingham schools

Conversely, application must be made to Wokingham Borough Council in accordance with their timetable and application deadline.

Multiple offers

Multiple offers are eliminated under these arrangements but parents remain free to make applications to the independent sector. There is one exception where a proposed new academy is included in the scheme to enable parents to express a preference for the school. The school will be removed for allocation and offer purposes from the scheme where the Department for Education has not given final approval for the school to open by a date to be agreed with the proposer but by the date specified. In such cases, the applications for the proposed new school will be considered outside the scheme in accordance with Appendix D.

Co-ordination will take place with other local authorities who will be asked to share information on their residents who apply for schools in the Borough and conversely Wokingham will share information on parents living in the Borough applying for schools outside the Borough, in order to ensure where possible, that only one offer will be issued.

Appeals

All applicants who were not allocated a preferred school will be informed of their right of appeal. Appeals against the decision not to admit a child should be sent on the appropriate appeal form within 20 school days from the date of the on-line notification refusing a place. Children's Services will ensure that appeals are arranged for the Borough's community and voluntary controlled schools. The governing bodies of own admission authority schools must determine their own appeal arrangements, although they may choose to do so via the local authority. Applicants will be informed where the admission of additional children would breach the infant class size limit.

The local authority will not consider any further application for admission, nor is there any automatic right to a further appeal for admission within the same academic year (September 1 to August 31) unless there is an **exceptional** situation resulting in a significant change of circumstances relevant to the application.

Appeals are normally heard for the year group applied for, to start in that year group; if a parent wishes to appeal for the next year group (applicable after the May half-term prior to a September start), a parent will be asked to submit a new application form for that year group. The later application will supersede the previous application. Children's Services can then ensure that there are no new circumstances to take into consideration prior to the issuing of a letter refusing the school place.

Waiting lists

Waiting lists will be maintained by the local authority for its schools where necessary for children not offered a school place at a preferred school until the end of the Reception year to fill places that may become available during the school year. No account is taken of the length of time spent on a waiting list.

Positions on waiting lists may go up or down due to pupil withdrawals or new or revised applications received; therefore waiting lists will be reviewed and revised:

- Each time a child is added to, or removed from, the waiting list
- When a child's changed circumstances will affect their priority
- When parents respond to periodic requests to see if they wish to remain on the waiting list
- At the end of a school year; should there be a change in the determined oversubscription criteria

Children who are the subject of a direction by the local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol will take precedence over those on a waiting list.

Parents will be able to apply on line to Children's Services for each year if they wish to be placed on the waiting list for that year. It is the responsibility of parents to ensure that the school admissions team is informed in writing if they want their child's name to be removed from the waiting list or if their circumstances have changed from the original application.

When the normal round of admissions closes (August 31) for F2 Reception and transfer to year 3 in a junior school, the waiting list will transfer to own admission authority schools on 31 December 2018, unless the governing body indicates that they want the local authority to hold their lists and there is agreement to this.

Waiting list information will be available in accordance with the published timeline.

Applications made after the closing date but before offer date

The closing date for applications for school places in the normal admission round will be January 15, 2018. Children's Services will, as far as possible, accept applications that are received 'late' for a good reason, e.g. when a single parent has been ill for some time, or a family has just moved into the area or is returning from abroad, provided they are received before January 15, 2018. Changes to existing applications received after January 15, 2018 will be considered as 'late' and considered after the allocation.

If no evidence is provided it will be reasonably assumed that an application could have been made by the closing date and the application will not be processed until after the offer date and main allocation of places.

These late applications will be processed by the date given in the scheme.

Applications made after the offer date but before August 31, 2018

All late applications will be processed by the application of the admissions criteria where necessary. Where possible a place will be offered at a preferred school with places available. If this cannot be achieved a place will be allocated at the designated area school (if there are places available) or the most accessible school to the home address with vacancies if they live in the Wokingham borough. No offer will be made to those children living in outside of the borough as it is the responsibility of the home authority to provide a school place. Parents retain the right of appeal.

Change of preference

Parents who wish to amend their application **before** the closing date will be allowed to do so as long as they put their request in writing to the school admissions team or amend their online application by the closing date.

Parents who wish to amend their application **after** the closing date should put their request in writing to the school admissions team. No consideration will be given to their request until after the offer date.

It should be noted that if an alternative school place has been allocated by the local authority as no parental preference received by the closing date could be met, that any changes of preference can adversely affect access to assistance with school transport.

Admission to Junior Schools

These arrangements will be managed centrally by Children's Services. Parents of all Year 2 pupils, living in the Wokingham borough, will be able to apply on-line from November 15. At that time information on schools, timeline and process map and the Parent's Guide to transferring into year 3 of a junior school in Wokingham borough will be available on the Council's website.

Consideration will only be given to any preference expressed for a primary school after the May half-term 2018 in accordance with the in-year co-ordinated scheme.

Parents of children living outside the borough may apply for a Wokingham borough school using the application provided by their home authority.

Parents will apply for a place at a junior school by the same deadline as for first admission to infant and primary schools. Children's Services will issue all offer and refusal electronic notifications as detailed in the authority's timetable. Parents will be offered the right of appeal if necessary.

All other details relating to late applications; waiting lists, oversubscription criteria etc. are as detailed in the infant/primary scheme.

Admission to middle schools in other local authorities

These arrangements will be managed centrally by Children's Services. A separate application will be available for parents wishing to apply for a place for a middle school in another local authority. Each local authority will accept applications in the same way as it would for its own normal admissions round. Co-ordination will be held with the maintaining local authority who will apply their co-ordinated scheme. The maintaining local authority will inform Wokingham Borough Council if a place is to be offered in one of its schools and Wokingham Borough Council will inform the parent of the outcome of the application.

Oversubscription Criteria

Children with statements of special educational needs or an Education Health and Care Plan that name a school in the statement or plan are required to be admitted to the school that is named. The governing body does not have the right to refuse admission.

The following oversubscription criteria in order of priority will be applied when a **community** or **voluntary controlled** school receives more preferences than places available. All preferences will be treated on an equal basis.

- A** 'Looked after children and children who were looked after, but ceased to be so because they were adopted or became the subject of a child arrangements order or special guardianship order' (previously looked after children) (see note 1).

- B** Families who have exceptional medical or social needs as the grounds for their child's admission to a particular school (see note 2).
- C** For junior school applications to transfer to year 3; children who are attending the infant school with close links with the junior school by the deadline for applications.

Junior school	Linked infant school
Emmbrook Junior School	Emmbrook Infant School
Gorse Ride Junior School	Gorse Ride Infant School
Oaklands Junior School	Oaklands Infant School
Polehampton CE Junior School	Polehampton CE Infant School
Robert Piggott CE Junior School	Robert Piggott CE Infant School
St Pauls CE Junior School	Walter Infant School
Shinfield St Mary's CE Aided Junior School*	Shinfield Infant School
Westende Junior School	Wescott Infant School
Willow Bank Junior School	Willow Bank Infant School

*Voluntary aided junior school included for completeness - the school's governing body's admissions policy will apply.

- D** Children whose permanent home address is **inside** the schools' designated area and who has a sibling at the school at the time of application; who is expected to be attending the school when the child will enter the school. (See notes 3, 4 and 5)
- E** Children whose permanent home address is inside the schools' designated area. (See note 3)
- F** Children whose permanent home address is **outside** the schools' designated area and who has a sibling at the school at the time of application; who is expected to be attending the school when the child will enter the school. (See notes 4 and 5)
- G** Other children

Note 1

A "looked after child" is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (see definition in section 22(1) of the Children Act 1989).

A previously looked after child is a child who was looked after by a local authority but ceased to be so because they were adopted, or became the subject of a child arrangements order or special guardianship order. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders). It also includes children who have been provided with child arrangement orders (previously known as residence orders) under the provisions of section 14 of the Children & Families Act 2014 which amends section 8 of the Children Act 1989 and children with a special guardianship order appointing one or more individuals to be a child's special guardian under section 14A of the Children Act 1989.

Applications received under the Criterion A must be made by the person with parental responsibility for the child (e.g. the child's social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable:

- confirmation by the home local authority that the child is looked after or
- confirmation by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the orders detailed above.

Note 2

When submitting applications under criterion B (exceptional medical or social needs as grounds for a child's admittance to a particular school), this must be supported by written evidence from an independent professional aware of the case relating to the child, parent/carer or other children living at the same address (e.g. doctor, hospital consultant or psychologist for medical grounds or registered social or care worker, housing officer, the police or probation officer for social needs). This evidence must be specific to the school in question; it must show why that school is the most suitable; what facilities will benefit the child, and why no other school can offer the same support.

Your application cannot be considered if you do not declare that you are applying under this criterion and you do not provide written independent professional evidence. All supporting documentation must be received by 15 January 2018 for consideration prior to the main allocation of places. An admissions panel will consider the supporting evidence provided and will advise the applicant of its decision; the panel's decision is final. Any evidence received by the school admissions team after 15 January will not be taken into account in the main allocation of places but will if agreed by panel; affect the applicant's position on a school's waiting list after offer day.

It should be noted that all schools have the resources to work with special educational needs and common childhood complaints such as asthma or allergies.

Note 3

The designated area for The Coombes CE Primary School has been revised to include a second priority designated area (currently the single designated area for Farley Hill Primary School). Applicants from the first priority designated area and the shared area will be allocated places before those living in the second priority designated area. The tiebreaker will be applied to each area to determine who is allocated a place should there be more applicants than places in either priority areas or the shared area.

Note 4

A sibling is a brother or sister (that is, another child of the same parents, whether living at the same address or not), or a half-brother or half-sister, step-brother or step-sister, or adopted or foster children living at the same address.

F1 siblings attending a school nursery or foundation stage unit cannot be considered under this criterion.

It includes children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending.

In the case of linked infant and junior schools, the application will be treated as meeting criteria D or F if the child's sibling is expected to be at either of the two schools at the time the child would enter the school. At the initial allocation, when a parent is applying for a Reception place at an infant school that has both a feeder and a sibling link to a junior school and that child has a sibling currently attending Year 2 of the infant school but who will have left by the time the younger child starts, the Reception applicant will be considered under the sibling criterion as part of the initial allocation. This is because, due to the feeder link, they will be expected to still have a sibling at the linked junior school at the time of admission and the parent would have made an application expressing their preference to do so.

Note 5

Occasionally a parent with more than one child can express a preference for their designated area school(s) for the older child, but the local authority is unable to meet this preference. The local authority will then allocate a place at a lower ranked preferred school or the closest available school with places. In this case, the parent may then prefer to send younger sibling(s) to the same school as the older child attends. In such instances, the allocated school may be regarded as if it were the designated area school for subsequent siblings and would be treated as meeting criterion C (sibling resident inside the designated area). Parents must notify the school admissions team at the time of application that they consider this exception applies. Where there is an application for the actual designated area school(s), designated area status would still be applied.

The authority has sought to make the above criteria as objective as possible. However for category B and any other cases where judgement is needed as to which criteria the application meets, a panel of at least two officers will consider the application and supporting evidence. The panel's decision and reasons will be recorded, for the purposes of informing the parent and any subsequent appeal.

Tie Breaker

Priority will be given within criterion **C** (linked infant and junior schools) to children living within the designated area, then siblings, before applying the tie breaker below (For tie breaker purposes within criterion C, designated area and siblings are defined as in criteria E and F).

Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home address is nearest to the preferred school in terms of radial (straight line) distance. Distances will be measured consistently and will be measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point. These are then used to calculate the distance, to three decimal points, between the two address points using a 'direct distance mathematical routine' within the Capita ONE system used by the council's School Admissions Team into which the LLPG address points are imported. This calculates the distance from the values created through this process using Pythagoras' Theorem by measuring the distance in metres between the Easting and Northing for each end address point then multiplied by 0.000621317 to convert to miles. It should be noted that this calculation may not be exactly the same as that created by a Geographical Information System (GIS) product

as the GIS product may build in a formula to allow for the curvature of the earth. This curvature does not begin to affect distance values until the distance is least 10 miles.

In the unlikely event that two or more children live at the same distance (measured as stated above) from school (including for example, flats within the same building) and there are fewer places available, random allocation will be used to decide which child will be allocated the remaining place(s). This will be by supervised drawing of lots, carried out by at least two Children's Services staff members.

Designated Area

The designated area for each community and voluntary controlled school is held electronically and can be viewed through the council's website. These electronic maps have been adopted as the definitive descriptions of primary school designated areas for the purposes of admission arrangements and oversubscription criteria.

Living in the designated area does not guarantee a school place, as there may be more applications from parents living in the designated area than places available.

Residency Requirements

Home address

Applications are processed on the basis of the child's single permanent home address living with parent(s) or a carer/legal guardian at the closing date for applications. An address will not be accepted where the child was resident other than with a parent or carer unless this was part of a private fostering or formal care arrangement.

Checks will be made to determine whether an address declared on the application form is that of a second home with the main home being elsewhere. Some residential arrangements will be considered to be temporary arrangements. The Council will consider the available evidence to determine if, on the balance of probability, the declared home address is the child's permanent home. Where the applicant, or their partner or spouse reasonably considered to be living with them as a single family unit own another property, have previously lived in it and chose not live in it (including where a home is rented out to a third party) the owned property will ordinarily be considered to be the permanent home. Special circumstances that might lead to the declared address being considered as a permanent home despite another home being owned or otherwise available for occupation will need to be declared at the point of application by parents. Without being exhaustive these might include:

- an owned property being a considerable distance from the preferred school, indicating that the family had permanently relocated to the new home, or
- that the owned property is uninhabitable and cannot reasonably be made habitable in the period leading up to admission to the school or
- that the owned property is in the process of being sold and the family live permanently in the declared property or
- that following divorce or separation the family home cannot be occupied by the applicant or otherwise treated as the child's permanent home

Where the declared address is rented and the applicant has no claim on any other property the declared address may be considered to be a temporary address if there is evidence the applicant has chosen to rent the property solely for the period necessary for a child to be admitted to a particular school.

Applicants should note that should any evidence arise after a child has been offered a place or admitted to a school that indicates that the declared home was not a permanent home, the place may be withdrawn, even when a child has started school.”

Reference to council tax records will be made to determine a single address for consideration of a place under criteria C or D. It is for the applicant to satisfy the local authority that they live at the address stated.

After allocation, if an applicant moves from the property they have used in their application to another property which is within or nearer to the designated area of the preferred school; the address of the property they originally owned and declared on application will be the address used for determining their designated area, unless this house has been sold or rented out for 12 months prior to the closing date for applications.

Applicants will be asked to declare that the address used is expected to be their place of residence beyond the date of the pupil starting school. Applicants are required to advise of any change of circumstance at any time prior to the child starting school. If you do not declare such arrangements, or a different address is used on the application where the child does not usually live; it will be considered that a false declaration has been made and it may be decided to decline to offer a place at a particular school, or to withdraw the offer of a place. In deciding whether a place was allocated on the basis of a misleading or fraudulent application, an admissions panel will consider any supporting evidence giving reasons why the move was necessary prior to the child starting school.

It is important to declare if there is to be a change of address prior to the child starting school. If the applicant already own a property which is in the process of being sold, we are able to accept the address of the new property only on submission of the appropriate evidence in support e.g. exchange of contracts letter on both the new property and, where possible, disposal of their current property. The deadline for submission of evidence to support a move is January 15, 2018. If the move takes place later or evidence is submitted later, the local authority will only be able to consider this information after the initial allocation of places has taken place and treat the new address for waiting list purposes.

A temporary address cannot be used to obtain a school place. Temporary addresses will only be considered where evidence is provided of a genuine reason for the move e.g. flooding or subsidence.

The local authority reserves its right to carry out further investigation and require additional evidence and to reject applications or withdraw offers of places, if it believes it has the grounds to do so. In such cases, the applicant will have recourse to putting their application through the independent appeals process.

Split living arrangements

Where a family claims to be resident at more than one address, justification and evidence of the family's circumstances will be required e.g. formal residence order, child arrangements order or legal separation documentation. The application must be completed by the parent, at an address which is owned, leased or rented, where the child lives for the majority of the school week. This is based on the number of school nights a child spends at the home (Sunday night 1800hrs to Friday 0900hrs).

Where there is an equal split or there is any doubt about residence, the School Admissions Team will assess and make a judgment about which address to use for the

purpose of the allocation of a school place where necessary requesting further information e.g.

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school or early years setting of the contact details and home address supplied to it by the parents
- the address where child benefit or other benefit (if applicable) is paid
- where the child is registered with the GP
- any other evidence the parents may supply to verify the position

It is recommended that consensus is reached by both parents and child on the school preferences to be expressed and it should be noted that only one offer letter will be sent to the main applicant unless otherwise requested and agreed by both parents.

The information provided to determine the home address to be used will be considered by an admissions panel of at least two officers and their decision is final.

Applicants from abroad

An application for a school place can be made from applicants applying for a school place for their child from abroad, provided that they can provide evidence of their right of abode. The address used will be the address where the child is living at the closing date for applications unless evidence is provided that the family is returning to a property that they own in the borough by January 15, 2018. Third party written evidence confirming the details and timing of the relocation will be required. Adjustments will be made to any waiting lists, if the family returns later, prior to the start of school. Further advice on the documentation required can be obtained from the School Admissions Team.

Service Families

Families of UK service personnel who are not yet living in the area will be able to make an application if it is accompanied by an assignment order declaring a relocation date and intended address. In the absence of a new home postal address, the authority will use the former Hazebrouck Barracks (co-ordinates: Easting 476869 and Northing 166249) as the postal address to determine distance to a preferred school. A letter from the Commanding Officer or garrison headquarters will be required confirming the living arrangements for families who are being housed at the army quarters at Arborfield but are assigned to another base.

Returning Crown Servants

Families of crown servants returning from overseas to live in the Wokingham borough may apply for a place in advance of their move provided the application is accompanied by an official letter confirming the posting to the UK and the expected relocation date.

Where a parent is unable to provide confirmation of a relocation address, an indication of the area may be provided, narrowed down as far as possible, to which the family intend to return. Preferences will be considered but applications will be considered under criterion G (other children) until the parent is able to provide confirmation of the new address such as proof of exchange of contracts or a signed rental agreement. If a place cannot be offered at a preferred school; no alternative school will be offered until confirmation of the relocation address within the borough is received but the right of appeal will be advised.

It is the responsibility of parents to keep the school admissions team informed of any changes to their planned address during the application process.

Multiple births or children with birth dates in the same academic year

Where the application of oversubscription criteria results in splitting twins or other siblings from a multiple birth in the same school year; places will be offered even if this will result in the school going above admission number.

Where the application of oversubscription criteria results in children with dates of birth in the same school year in the same family, places will be offered even if this will result in the school going above the admission number with one exception; where to do so will result in the school breaching infant class size legislation at Key Stage 1 (e.g. class size must not break 30 children to 1 qualified teacher). In this instance, the places will be allocated by the drawing of lots carried out by at least two Children's Services staff members. In such instances, parents will be offered the place and will need to decide whether they wish their children to be split or consider placement together at an alternative school after allocation.

9 Applications after the normal admissions rounds (In-Year applications)

A separate scheme has been proposed to co-ordinate admissions outside of the normal admissions rounds.

10 Admission Numbers for 2018/2019

PRIMARY SCHOOLS	PUBLISHED ADMISSION NUMBER	Admission No. indicated by Net Capacity Assessment***
Aldryngton Primary School	45	45
All Saints CE Primary School (Aided)**	45	45
Bearwood Primary School	40	36
Beechwood Primary School	45	45
Charvil Piggott Primary School (part of The Piggott School)**	30****	-
Colleton Primary School, The	60	37*
Coombes CE School, The	75	75
Crazies Hill CE Primary School	15	15
Earley St Peter's CE Primary School (Aided)**	70	70
Emmbrook Infant School	60	60
Emmbrook Junior School	64	60
Evendons Primary School**	50	-
Farley Hill Primary School	30	26
Finchampstead CE Primary School (Aided)**	17	17
Floreat Montague Park Primary School	60	-
Gorse Ride Infant & Nursery School	60	58
Gorse Ride Junior School	64	60
Grazeley Parochial CE Primary School (Aided)**	30	12
Hatch Ride Primary School	30	30
Hawkedon Primary School	90	70*
Hawthorns Primary School, The	60	61
Highwood Primary School	30	30
Hillside Primary School	60	60
Keep Hatch Primary School	60	60
Lamb's Lane Primary School	30	34
Loddon Primary School, The	60	60
Nine Mile Ride Primary School	50	50
Oaklands Infant School	60	60
Oaklands Junior School	62	60
Polehampton CE Infant School	60	52
Polehampton CE Junior School	60	60
Radstock Primary School	60	60
Rivermead Primary School	60	53
Robert Piggott CE Infant School	45	40
Robert Piggott CE Junior School	49	40
Shinfield Infant & Nursery School	90	60*
Shinfield St Mary's CE Junior School (Aided)**	63	43
Sonning CE Primary School (Aided)***	30	30
South Lake Primary School	60	60
St Dominic Savio Catholic Primary School (Aided)**	60	60
St Nicholas CE Primary School	20	20
St Paul's CE Junior School	96	96
St Sebastian's CE Primary School (Aided)**	24	24
St Teresa's Catholic Primary School (Aided)**	45	34
Walter Infant School	90	86
Wescott Infant School	56	50
Westende Junior School	60	60
Wheatfield Primary School**	30	-
Whiteknights Primary School	60	60
Willow Bank Infant School	60	60
Willow Bank Junior School	60	60

Windmill Primary School**	30	-
Winnersh Primary School	60	60
Woodley CE Primary School	45	44

There is no longer a requirement to consult on an increase in admission numbers for individual schools. This table may be amended when admission arrangements are determined, including any school net capacity assessments reviewed during 2015-2016. In some cases, there may be proposals associated with schemes for school expansion which require separate statutory determination. These expansions are subject to separate consultation in parallel with consultation on school admission arrangements. If the school expansions are not approved prior to the determination of the local authority's admission arrangements; the original admission number as stated in this table will be determined, but this may be varied at a later stage (as a permitted variation) to implement the school expansion proposals, if approved. Admission numbers may also be increased by the admission authority after determination where there is due to an unforeseen major change in circumstances.

*These net capacities were carried out prior to the school expansions.

**Own admission authority schools included for completeness but admission numbers will determined by the school's governing body.

***Net capacity assessments are regularly reviewed with schools but include revised numbers were agreed. Net capacity assessments are not included for academies, as the number of places to be provided is determined by the Secretary of State in each academy's Funding Agreement.

****Charvil Piggott Primary School is part of The Piggott School (age range 4-18). The admission number shown reflects the number in the primary phase of the school.

C) CO-ORDINATED ARRANGEMENTS FOR SECONDARY ADMISSIONS FOR ENTRY FROM SEPTEMBER 2018 TO AUGUST 2019

1 Overview of the co-ordinated scheme

The secondary admission arrangements will operate on the basis of the Government's recommended model of an equal preference scheme. This arrangement allows each preference to be considered individually, taking account of the admissions criteria. Where a child can potentially be offered a place at more than one of the preferred schools the single offer is for the school ranked highest by the parent. Information may be exchanged with other authorities if an application is received from an applicant living in that authority or where a Wokingham borough resident expressed a preference for schools outside the borough. In all cases, parents applying to Wokingham Borough Council will receive the offer of a school place on the offer date prescribed in the Council's timetable. If a place cannot be offered at any of the preferred schools, a place will be offered at:

- b) the designated area school (if there are places available) or
- b) the most accessible school with places.

The electronic common application forms and information will be available on line on the Council's website and documentation will be provided by the relevant local authority for their home address.

Borough residents can make applications online, via the Council's website. Online forms will be submitted and processed by Children's Services, and verification will where possible be done by electronic means (for example, using other data held by the Council). Except where stated otherwise, references to the common application form in this scheme should be taken to refer to the electronic version. Where more than one application is received the LA will accept the application with the latest date.

Parents will be asked to express up to **four** preferences in ranked order and to give reasons for these preferences if they wish to do so.

Parents will complete the electronic common application form by the agreed deadline. Children's Services will record receipt of the form and validate the application (checking proof of address by reference to Council Tax records) with reference to other electronic data held by the Council.

Children's Services will forward all preferences for own admission authority schools within the borough for allocation by their governing bodies, in accordance with their admissions criteria. School admission authorities apply their admission criteria, including any selection tests and these schools will then forward their ranked lists to Children's Services within an agreed timescale.

Children's Services will send other local authorities details of applications for their schools in November 2017. Own admission authority schools apply their admission criteria, including any selection tests, and send their own local authority a list indicating the order in which all children applying have priority by reference to oversubscription criteria.

Children's Services will draw up similar lists for the community schools in the area, applying all preferences on an equal basis. Children's Services will compare the lists for all schools in the area. Where a child qualifies for one of the available places at more than one school Children's Services will provisionally allocate a place at the school ranked highest by the parent in their application.

The lists will be adjusted for any other school for which a preference was expressed, moving another child who was previously not eligible for a place up the list to the provisional place that has been vacated.

By mid-February Children's Services will have received notifications from other local authorities of places that can be offered by schools in their areas in response to preferences expressed by one of their residents.

If a place at a preferred school cannot be offered by Children's Services to cross-border applicants, an alternative place will not be considered as the home local authority will be making an offer.

If Wokingham local authority and another local authority can both offer places, the authorities will determine the place to be allocated on the basis of the ranked preferences. Children's Services will send final lists of pupils to be allocated places to schools in the area.

On March 1, 2018, all parents resident in Wokingham Borough who completed an electronic application will be able to view their child's allocated school place on-line through the Council's website. It will be stated if the offer is being made on behalf of a school that is its own admission authority. Where a preference cannot be offered, parents will be informed of the reason why and offered the right to appeal the decision.

Those children not offered places at schools ranked higher than the school offered will be placed on a waiting list for the relevant school(s).

A facility to accept offers online will be available. Parents will be advised that if they fail to accept an offer of a place by March 15, 2018, the offer will be withdrawn after one further reminder being issued by email where an email address has been supplied. This part of the scheme is important in allowing early identification of spare places at oversubscribed schools, which can then be allocated to from waiting lists.

The scheme will not affect the duty of governors of academy, foundation and voluntary aided schools to set and apply their own admission arrangements. Schemes are an administrative process to make school admissions easier, more transparent and less stressful for parents. They are not designed to require all admission authorities in an area to operate the same oversubscription criteria and each local authority (or school governing body where relevant) will determine their own criteria and consult upon them accordingly.

Wokingham Borough Council's scheme for secondary co-ordination will reflect the mandatory requirements of the School Admissions Code.

2 Detailed arrangements of the scheme

Admission outside the normal age group

Children are normally allocated to their chronological year group. Requests from parents for school places outside a normal age group will be considered carefully whether for gifted and talented pupils or for those who have experienced problems, e.g. having missed education due to ill health, etc.

Each case will be considered on its own merits and circumstances and will only be agreed by a panel of officers from Children's Services where there is consensus between the parents, schools concerned (both current and preferred) and any relevant professionals asked for their opinion by the panel, that to do so would be in the pupil's

interests. Parents will be informed of their statutory right to appeal. This right does not apply if they are offered a place in another year group at the school.

Pupils with a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan

Admissions arrangements for pupils with a statement of special educational need or EHC plan will continue to be managed by the Special Educational Needs Team. Parents are invited to complete the common application form and where identified, preferences will be shared with the Special Educational Needs Team.

Appeals

Parents may appeal for any school where their application has been unsuccessful. All unsuccessful applicants will be informed of their right of appeal. Appeals against the decision not to admit a child should be sent on the appropriate appeal form within 20 school days from the date of the letter refusing a place. Children's Services will ensure appeals are arranged for community schools in the Borough. Own admission authority schools must determine appeal arrangements for their school.

The local authority will not consider any further application for admission, nor is there any automatic right to a further appeal for admission within the same academic year (September 1 to August 31) unless there is an **exceptional** situation resulting in a significant change of circumstances relevant to the application.

Appeals are normally heard for the year group applied for, to start in that year group; if a parent wishes to appeal for the next year group (applicable after the May half-term prior to a September start), a parent will be asked to submit a new application on-line for that year group. The later application will supersede the previous application. Children's Services can then ensure that there are no new circumstances to take into consideration prior to refusing the school place.

Waiting lists

Waiting lists will be maintained by the local authority for all schools where necessary for children not offered a school place at their preferred school until the end of year 7. Parents will need to re-apply for each year they wish their child to remain on the waiting list. No account is taken of the length of time spent on a waiting list.

Positions on waiting lists may go up or down due to pupil withdrawals or new or revised applications received; therefore waiting lists will be reviewed and revised:

- Each time a child is added to, or removed from, the waiting list
- When a child's changed circumstances will affect their priority
- When parents respond to periodic requests to see if they wish to remain on the waiting list
- At the end of a school year; should there be a change in the determined oversubscription criteria
- Children who are the subject of a direction by the local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol will take precedence over those on a waiting list.

It is the responsibility of parents to ensure that the school admissions team is informed in writing if they want their child's name to be removed from the waiting list or if their circumstances have changed from the original application.

If own admission authority schools have stated that they operate waiting lists in their policies, the waiting list will transfer to the school on 31 December 2018, unless the governing body indicates that they want the local authority to hold their lists and the local authority agrees to this.

Waiting list information will be available in accordance with the published timeline.

Applications made after the closing date but before offer date

The closing date for applications for school places in the normal admission round will be October 31, 2017 for secondary schools. Children's Services will, as far as possible, accept applications that are received 'late' for a good reason, e.g. when a single parent has been ill for some time, or a family has just moved into the area or is returning from abroad, provided they are received before January 15, 2018. Changes to existing applications received after January 15, 2018 will be considered as 'late' and considered after the allocation.

If no evidence is provided it will be reasonably assumed that an application could have been made by the closing date and the application will not be processed until after the offer date and main allocation of places.

These late applications will be processed by the date given in the scheme.

Applications made after the offer date but before August 31, 2018

All late applications will be processed by the application of the oversubscription criteria where necessary. Where possible a place will be offered at a preferred school with places available. If this cannot be achieved a place will be allocated at the designated area or most accessible school to the home address with vacancies. Parents retain their right of appeal.

Co-ordination with other local authorities will continue until August 31, 2018 in order to eliminate multiple offers.

Change of preference

Parents who wish to amend their application **before** the closing date will be allowed to do so as long as they amend their online application by the closing date.

Parents who wish to amend their application **after** the closing date should put their request in writing to the School Admissions Team. No consideration will be given to their request until after the offer date.

It should be noted that if an alternative school place has been allocated by the local authority as no parental preference, received by the closing date, could be met, changes of preference can adversely affect access to assistance with school transport.

Admission to upper schools (with an entry age after 11) e.g. year 9 or year 10 transfer

These arrangements will be managed centrally by Children's Services. A separate application will be available for parents wishing to apply for a place for schools which have a separate admissions number in year 9 or year 10. Applications will be accepted in the same way as it would for the normal admissions round. Co-ordination will be held with other local authorities where preferences are expressed for schools in their area or for preferences expressed for The Forest School, year 10. The maintaining local

authority will inform Wokingham Borough Council if a place is to be offered in one of its schools and Wokingham Borough Council will do likewise if a place can be offered at The Forest School. Wokingham Borough Council will inform its parents of the outcome of their application.

Sixth Form Admissions

As with admissions at statutory school age, parental preference will be met where possible. Admissions are managed by each school locally, but must comply with the School Admissions Code. Wokingham Borough Council has proposed admissions arrangements for community and voluntary controlled schools that include a model sixth form admissions policy. Each school may modify that policy to set out course requirements and criteria i.e. minimum entry qualifications, responsibility for which is currently delegated to schools, together with any additional school-specific information. Policies will be published in individual school prospectuses. Admission numbers are published for sixth form admissions at community schools. The proposed model policy is included as an annex to the co-ordinated scheme (**annexe 3**)

All applicants refused admission to school sixth forms are entitled to appeal to an independent appeal panel.

Oversubscription Criteria (applicable to community secondary schools)

Children with statements of special educational needs or an Education, Health and Care Plan that name a school in the statement or plan are required to be admitted to the school that is named. The admissions authority does not have the right to refuse admission.

The following oversubscription criteria in order of priority have been agreed for applications when a community secondary school (The Bulmershe, The Emmbrook or St Crispin's Schools) receives more preferences than places available. All preferences will be treated on an equal basis.

- A** 'Looked after children and children who were looked after, but ceased to be so because they were adopted or became the subject of a child arrangements order or special guardianship order' (previously looked after children) (see note 1).
- B** Families who have exceptional medical or social needs as the grounds for their child's admission to a particular school (see note 2)
- C** Children whose permanent home address is **inside** the schools' designated area and who has a sibling at the school at the time of application; who is expected to be attending the school when the child will enter the school (see notes 3 and 4)
- D** Children whose permanent home address is inside the schools' designated area
- E** Children whose permanent home address is **outside** the schools' designated area and who has a sibling at the school at the time of application; who is expected to be attending the school when the child will enter the school (see notes 3 and 4)
- F** Other children

Note 1

A “looked after child” is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (see definition in section 22(1) of the Children Act 1989).

A previously looked after child is a child who was looked after by a local authority but ceased to be so because they were adopted, or became the subject of a child arrangements order or special guardianship order. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders). It also includes children who have been provided with child arrangement orders (previously known as residence orders) under the provisions of section 14 of the Children & Families Act 2014 which amends section 8 of the Children Act 1989 and children with a special guardianship order appointing one or more individuals to be a child’s special guardian under section 14A of the Children Act 1989.

Applications received under the Criterion A must be made by the person with parental responsibility for the child (e.g. the child’s social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable:

- confirmation by the home local authority that the child is looked after or
- confirmation by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the orders detailed above.

Note 2

When submitting applications under criterion B (exceptional medical or social needs as grounds for a child’s admittance to a particular school), this must be supported by written evidence from an independent professional aware of the case relating to the child, parent/carer or other children living at the same address (e.g. doctor, hospital consultant or psychologist for medical grounds or registered social or care worker, housing officer, the police or probation officer for social needs). This evidence must be specific to the school in question; it must show why that school is the most suitable; what facilities will benefit the child, and why no other school can offer the same support.

Your application cannot be considered if you do not declare that you are applying under this criterion and you do not provide written independent professional evidence. All supporting documentation must be received by 15 January 2018 for consideration prior to the main allocation of places. An admissions panel will consider the supporting evidence provided and will advise the applicant of its decision; the panel’s decision is final. Any evidence received by the school admissions team after 15 January will not be taken into account in the main allocation of places but may if agreed by panel; affect the applicant’s position on a school’s waiting list after offer day.

It should be noted that all schools have the resources to work with special educational needs and common childhood complaints such as asthma or allergies.

Note 3

A sibling is a brother or sister (that is, another child of the same parents, whether living at the same address or not), or a half-brother or half-sister, step-brother or step-sister, or adopted or foster children living at the same address.

It includes children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending.

Parents may indicate a sibling in year 11 at the school provided it is the intention of the family that the child is due to continue their studies in the sixth form at the school.

Note 4

Occasionally a parent with more than one child can express a preference for their designated area school(s) for the older child, but the local authority is unable to meet this preference. The local authority will then allocate a place at a lower ranked preferred school or the closest available school with places. In this case, the parent may then prefer to send younger sibling(s) to the same school as the older child attends. In such instances, the allocated school may be regarded as if it were the designated area school for subsequent siblings and would be treated as meeting criterion C (sibling resident inside the designated area). Parents must notify the school admissions team at the time of application that they consider this exception applies. Where there is an application for the actual designated area school(s), designated area status would still be applied.

The authority has sought to make the above criteria as objective as possible. However for category B and any other cases where judgement is needed as to which criterion the application meets, a panel of at least two officers will consider the application and supporting evidence. The panel's decision and reasons will be recorded, for the purposes of informing the parent and any subsequent appeal.

Tie Breakers

Living in the designated area does not guarantee a school place as there may be more applications from parents living in the designated area than places available. Where this is the case, the relevant tiebreaker, as explained above, will be applied to decide which of the applicants can be offered places, and waiting list order.

Priority will be given within any of the oversubscription criteria to the applicant whose permanent home address is nearest to the preferred school in terms of radial distance.

Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home address is nearest to the preferred school in terms of radial (straight line) distance. Distances will be measured consistently and will be measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point. These are then used to calculate the distance between the two address points using a 'direct distance mathematical routine' within the Capita ONE system used by the council's School Admissions Team into which the LLPG address points are imported. This calculates the distance from the values created through this process using Pythagoras' Theorem by measuring the distance in metres between the Easting and Northing for each end address point then multiplied by 0.000621317 to convert to

miles. It should be noted that this calculation may not be exactly the same as that created by a Geographical Information System (GIS) product as the GIS product may build in a formula to allow for the curvature of the earth. This curvature does not begin to affect distance values until the distance is least 10 miles.

In the unlikely event that two or more children live at the same distance or additional distance (measured as stated above) from school (including, for example, flats within the same building), and there are fewer places available, random allocation will be used to decide which child will be allocated the remaining place(s). This will be by supervised drawing of lots, carried out by at least two Children's Services staff.

Designated Areas

The designated area for each school is now held electronically and can be viewed through the Council's website. These electronic maps represent the definitive descriptions of community secondary school designated areas for the purposes of admission arrangements and oversubscription criteria.

Residency Requirements

Home address

Applications are processed on the basis of the child's single permanent home address living with parent(s) or a carer/legal guardian at the closing date for applications. An address will not be accepted where the child was resident other than with a parent or carer unless this was part of a private fostering or formal care arrangement.

Checks will be made to determine whether an address declared on the application form is that of a second home with the main home being elsewhere. Some residential arrangements will be considered to be temporary arrangements. The Council will consider the available evidence to determine if, on the balance of probability, the declared home address is the child's permanent home. Where the applicant, or their partner or spouse reasonably considered to be living with them as a single family unit own another property, have previously lived in it and chose not live in it (including where a home is rented out to a third party) the owned property will ordinarily be considered to be the permanent home. Special circumstances that might lead to the declared address being considered as a permanent home despite another home being owned or otherwise available for occupation will need to be declared at the point of application by parents. Without being exhaustive these might include:

- an owned property being a considerable distance from the preferred school, indicating that the family had permanently relocated to the new home, or
- that the owned property is uninhabitable and cannot reasonably be made habitable in the period leading up to admission to the school or
- that the owned property is in the process of being sold and the family live permanently in the declared property or
- that following divorce or separation the family home cannot be occupied by the applicant or otherwise treated as the child's permanent home

Where the declared address is rented and the applicant has no claim on any other property the declared address may be considered to be a temporary address if there is evidence the applicant has chosen to rent the property solely for the period necessary for a child to be admitted to a particular school.

Applicants should note that should any evidence arise after a child has been offered a place or admitted to a school that indicates that the declared home was not a permanent home, the place may be withdrawn, even when a child has started school.

Reference to council tax records will be made to determine a single address for consideration of a place under criteria C or D. It is for the applicant to satisfy the local authority that they live at the address stated.

After allocation, if an applicant moves from the property they have used in their application to another property which is within or nearer to the designated area of the preferred school; the address of the property they originally owned and declared on application will be the address used for determining their designated area, unless this house has been sold or rented out for 12 months prior to the closing date for applications.

Applicants will be asked to declare that the address used is expected to be their place of residence beyond the date of the pupil starting school. Applicants are required to advise of any change of circumstance at any time prior to the child starting school. If you do not declare such arrangements, or a different address is used on the application where the child does not usually live; it will be considered that a false declaration has been made and it may be decided to decline to offer a place at a particular school, or to withdraw the offer of a place. In deciding whether a place was allocated on the basis of a misleading or fraudulent application, an admissions panel will consider any supporting evidence giving reasons why the move was necessary prior to the child starting school.

It is important to declare if there is to be a change of address prior to the child starting school. If the applicant already own a property which is in the process of being sold, we are able to accept the address of the new property only on submission of the appropriate evidence in support e.g. exchange of contracts letter on both the new property and, where possible, disposal of their current property. The deadline for submission of evidence to support a move is January 15, 2018. If the move takes place later or evidence is submitted later, the local authority will only be able to consider this information after the initial allocation of places has taken place and treat the new address for waiting list purposes.

A temporary address cannot be used to obtain a school place. Temporary addresses will only be considered where evidence is provided of a genuine reason for the move e.g. flooding or subsidence.

The local authority reserves its right to carry out further investigation and require additional evidence and to reject applications or withdraw offers of places, if it believes it has the grounds to do so. In such cases, the applicant will have recourse to putting their application through the independent appeals process.

Split living arrangements

Where a family claims to be resident at more than one address, justification and evidence of the family's circumstances will be required e.g. formal residence order, child arrangements order or legal separation documentation. The application must be completed by the parent, at an address which is owned, leased or rented, where the child lives for the majority of the school week. This is based on the number of school nights a child spends at the home (Sunday night 1800hrs to Friday 0900hrs).

Where there is an equal split or there is any doubt about residence, the School Admissions Team will assess and make a judgment about which address to use for the

purpose of the allocation of a school place where necessary requesting further information e.g.

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school or early years setting of the contact details and home address supplied to it by the parents
- the address where child benefit (if applicable) is paid
- where the child is registered with the GP
- any other evidence the parents may supply to verify the position

It is recommended that consensus is reached by both parents and child on the school preferences to be expressed and it should be noted that only one offer letter will be sent to the main applicant unless otherwise requested and agreed by both parents.

The information provided to determine the home address to be used will be considered by an admissions panel of at least two officers and their decision is final.

Applicants from abroad

An application for a school place can be made from applicants applying for a school place for their child from abroad, provided that they can provide evidence of their right of abode. The address used will be the address where the child is living at the closing date for applications unless evidence is provided that the family is returning to a property that they own in the borough by January 15, 2018. Third party written evidence confirming the details and timing of the relocation will be required. Adjustments will be made to any waiting lists, if the family returns later, prior to the start of school. Further advice on the documentation required can be obtained from the School Admissions Team.

Service Families

Families of UK service personnel who are not yet living in the area will be able to make an application if it is accompanied by an assignment order (to be posted to the School's Admissions team with a covering letter with sufficient information to enable the order to be linked to the on-line application) declaring a relocation date and intended address. In the absence of a new home postal address, the authority will use the former Hazebrouck Barracks (co-ordinates: Easting 476869 and Northing 166249) as the postal address to determine distance to a preferred school. A letter from the Commanding Officer or garrison headquarters will be required confirming the living arrangements for families who are being housed at the army quarters at Arborfield but are assigned to another base.

Returning Crown Servants

Families of crown servants returning from overseas to live in the Wokingham borough may apply for a place in advance of their move provided the application is accompanied by an official letter (to be posted to the School's Admissions team with a covering letter with sufficient information to enable the order to be linked to the on-line application) confirming the posting to the UK and the expected relocation date.

Where a parent is unable to provide confirmation of a relocation address, an indication of the area may be provided, narrowed down as far as possible, to which the family intend to return. Preferences will be considered but applications will be considered under criterion G (other children) until the parent is able to provide confirmation of the new address such as proof of exchange of contracts or a signed rental agreement. If a

place cannot be offered at a preferred school; no alternative school will be offered until confirmation of the relocation address within the borough is received but the right of appeal will be advised.

It is the responsibility of parents to keep the school admissions team informed of any changes to their planned address during the application process.

Multiple births or children with birth dates in the same academic year

Where the application of oversubscription criteria results in splitting twins, other siblings from a multiple birth or siblings born in the same school year; places will be offered, even if this will result in the school going above the admission number.

3 Applications after the normal admissions rounds (In-Year applications)

A separate scheme has been proposed to co-ordinate admissions outside of the normal admissions rounds.

4 Admission numbers for 2018/2019

SECONDARY SCHOOLS	PUBLISHED ADMISSION NUMBER	Admission No. indicated by Net Capacity Assessment**
Bohunt School Wokingham	240	
The Bulmershe	240	231
The Emmbrook	210	201
The Forest*	200	-
The Holt*	210	-
Maiden Erlegh*	278	-
Oakbank School*	112	-
The Piggott CE*	203*	-
St Crispin's	189	189
Waingels College*	240	220

There is no longer a requirement to consult on an increase in admission numbers for individual schools. This table may be amended when admission arrangements are determined.

In some cases, there may be proposals associated with schemes for school expansion which require separate statutory determination. These expansions are subject to separate consultation in parallel with consultation on school admission arrangements. If the school expansions are not approved prior to the determination of the local authority's admission arrangements; the original admission number as stated in this table will be determined, but this may be varied at a later stage (as a permitted variation) to implement the school expansion proposals, if approved. Admission numbers may also be increased by the admission authority after determination where there is due to an unforeseen major change in circumstances.

*Own admission authority schools included for completeness, this is subject to determination by the individual school governing body / academy trust.

**Net capacity assessments are not included for academies, as the number of places to be provided is determined by the Secretary of State in each academy's Funding Agreement.

D) SCHEME FOR NEW SCHOOL INCLUSION IN CO-ORDINATED SCHEMES

New schools may be included as part of the co-ordinated scheme where requested by the sponsor and with the agreement of the local authority. Parents will have the opportunity of applying for new schools as part of the co-ordinated admissions scheme where initial approval is given by the Secretary of State for Education prior to the production and publication of the Parent's Guide (publication required by 12 September in the year prior to entry).

Parents must apply to Wokingham Borough Council, by including the school(s) as a preference on the application form as part of the co-ordinated admissions scheme. The application must be returned, or submitted online, to Wokingham Borough Council by the national closing dates: January 15, 2018 (primary) or October 31, 2017 (secondary).

Parents living in the Wokingham borough applying online will be able to select the school(s) from the list of names. It will not be possible to select the school by the school number as this is only issued after the signing of the Funding Agreement.

Parents applying for the school living outside the borough, will be able to do so outside the co-ordinated admissions scheme by completing a paper application (which will be made available by the school) and only listing the school as a preference. Preferences for other state-funded (excluding special schools) Wokingham borough schools must be included on the application form available from the home authority.

Applications will be forwarded to the sponsor for ranking purposes in line with the dates within the scheme.

When final approval to open has been given by the Secretary of State for Education made by the issuing of the Funding Agreement prior to March 24, 2018 (primary) or January 29, 2018 (secondary); offers for the schools will be made by Wokingham Borough Council on behalf of the academy trust board of each school on national offer day and parents will be asked to confirm acceptance within 14 days.

If the Funding Agreement is not signed by the above date, the application for any proposed school will then be considered outside the co-ordinated admissions scheme. Preferences expressed for the proposed new schools will not impact on the application to existing schools as part of the application process, other than by using a preference. Parents will receive an offer of an existing established school on the national offer day, taking into account the other school preferences listed on the application form, and parents will be notified separately regarding their application for the proposed new school(s) on the same date. As a result, parents may receive at least two school place offers and parents will be asked to accept or decline the offer for the existing established school place within 14 days. Letters will also be written by Wokingham Borough Council on behalf of the schools to those parents who applied living outside the borough.

Two school place offers may be held until final approval has been given to open. The school admissions team will notify parents holding a provisional place when a final offer can be made and it is at that point that parents will be asked to confirm which school place will be accepted; whether the child is to remain on any other preferred school waiting lists or what alternative arrangements are being made for the child's education. If accepting a place at a new school, the original school allocation will be cancelled and the waiting list will be used to allocate to the vacancy.

Parents living outside the borough will be notified when a final school place offer can be made and if accepted, the local authority will then notify the home local authority of the acceptance.

If unsuccessful, parents will be notified of their right of appeal and given details on how to do so.

E) RELEVANT AREA

There is a statutory requirement for the local authority to set a 'relevant area' for consultation on school admissions matters, and to review this every two years. The relevant area may be either the local authority area, or may be a lesser or greater area, provided that every part of the local authority's area must be covered by one or more such areas.

The local authority has previously decided that the relevant area should be co-terminus with the Wokingham Borough boundary. This is in line with decisions taken by neighbouring unitary authorities. This existing arrangement has worked well and cross border issues have been addressed through reciprocal consultation and in some cases by attending each other's school admissions forums.

Consultation arrangements on the basis of the Relevant Area, taking account of amendments to other legal requirements (introduced under the Education and Skills Act 2008), will be as follows:

Where Wokingham is the admissions authority, the authority will consult on its admission arrangements with:

- Wokingham School Admissions Forum (or alternative body if adopted)
- All Wokingham Borough maintained community and voluntary controlled primary and secondary schools
- All own admission authorities schools within the Wokingham Borough
- All neighbouring Local Education Authorities
- Diocesan Authorities
- Relevant parents
- Other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed arrangements

In turn, where the governing body of a school in the borough is the admissions authority, consultation on admissions arrangements should take place with:

- The local authority
- Wokingham School Admissions Forum (or alternative body if adopted)
- All primary or secondary schools within the borough (except that primary schools need not consult secondary schools)
- Any other local authority whose area comes either within Wokingham's relevant area, or within 8 kilometres of the school if secondary, or 3.2 kilometres if primary
- Diocesan Authorities
- Other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed arrangements
- Relevant parents

**DRAFT FOUNDATION
ONE (F1) ADMISSION
POLICY**



**WOKINGHAM
BOROUGH COUNCIL**

**FOR NURSERY SCHOOLS
AND NURSERY CLASSES
IN COMMUNITY AND
VOLUNTARY
CONTROLLED SCHOOLS
INCLUDING FOUNDATION
STAGE UNITS OR
PARTNERSHIP
FOUNDATION STAGE
UNITS**

2018/2019

Proposed - part of the admission arrangements for entry to nursery schools and community and voluntary controlled schools in 2018/2019

F1 ADMISSIONS POLICY – 2018/2019

FOUNDATION ONE (F1) ADMISSION POLICY FOR NURSERY SCHOOLS AND NURSERY CLASSES IN COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS INCLUDING DESIGNATED LINKED FOUNDATION STAGE UNITS OR PARTNERSHIP FOUNDATION STAGE UNITS

General

All eligible three and four year olds are currently entitled to 570 hours of free provision a year, over a minimum of 38 weeks of the year. This equates to 15 hours free early learning and care per week, for 38 weeks per year during term time, across a minimum of three days.

An additional 15 hours of free childcare per week (up to 570 Free Hours) is available for families where both parents are working (or the sole parent is working in a lone-parent family), and each parent earns the equivalent of 16 hours a week at the national minimum or living wage, and earns less than £100,000 a year. At the point of drafting this policy the full national entitlement is expected to be the subject of further legislation, which may affect the entitlement

The entitlement must be offered within part of the National Framework for Delivery.

Parents may choose to take up as much or as little of this entitlement as they choose using a maximum of two providers (noting that this may increase to more than two dependent on a change in legislation)

Parents using a provider who is open for less than the 38 weeks will forfeit the remaining weeks as they cannot take these with another provider as part of the free entitlement, although they can opt to pay for these as additional hours/weeks.

It is generally regarded as good early years' practice that your child attends only one setting for their free entitlement as this is believed to be in the best interests of a child, and all settings should be able to offer the 15 hours. However we are aware, that sometimes this is not possible due to individual circumstances.

Parents are under no obligation to take up extra hours or weeks, or additional services over and above the free entitlement, which some providers may offer and for which charges may be payable.

Applications should be made using the standard application form issued with this policy.

If the child is born between:	They are eligible for a free part-time place in the term following their third birthdays:
1 September and 31 December	Spring term
1 January and 31 March	Summer term
1 April and 31 August	Autumn term

PROVISION AVAILABLE AT [insert name of nursery or FSU]

The maximum number of children that can be accommodated is [insert admission number].

The admission number is split to provide [insert number] places in the morning [insert times] and [insert number] places in the afternoon [insert times].

Alternative patterns of attendance available are [insert flexibility options if applicable]. Maintained sector settings will be able to offer different degrees of flexibility and should customise this policy by inserting a summary here or providing separate information to parents.

Admission Number

An admission number is set taking into consideration the staffing levels and physical limitation of the space available at the early years setting. The admission number will be set by the local authority as follows, and can only be varied by the local authority and is published on an annual basis. This might need to be varied if nurseries offer some 30 hour places.

School	F1 Admission Number	F1 Age Range
Bearwood Primary School	52 part time places	3 – 5 years old
The Coombes CE Primary School	52 part time places	3 – 5 years old
Gorse Ride Infant School	52 part time places	3 – 5 years old
Highwood Primary School	52 part time places	3 – 5 years old
Hillside Primary School	52 part time places	3 – 5 years old
Loddon Primary School	72 part time places	3 – 5 years old
Radstock Primary School	60 part time places	3 – 5 years old
Shinfield Infant & Nursery School	52 part time places	3 – 5 years old
South Lake Primary School	104 part time places	3 – 5 years old
Walter Infant School	52 part time places	3 – 5 years old
Ambleside Centre	156 part time places	3 – 5 years old

In the case of a Partnership FSU where necessary this will be carried out in conjunction with Ofsted registration for private voluntary and independent providers.

Applications

Parents should apply direct to their chosen setting by:

- 31 May (or nearest working day) for admission in the following January – notification first week of July
- 31 October (or nearest working day) for admission in the following April – notification first week of December
- 28 February (or nearest working day) for admission in the following September – notification first week of April (or nearest school day if it falls in spring holidays)

Places allocated will be offered in accordance with the published admissions criteria. Parents should ensure that they read the admissions policy and complete the standard application form for admission to F1.

These dates allow parents to give a term's notice to other providers, if applicable. Applications will be considered by a committee of the Governing Body, or this may be delegated to the Headteacher plus at least one other member of staff nominated by the Governing Body, or in the case of partnership foundation stage units by a management body of the unit.

Parents may apply for between six and fifteen hours per week (taken as a minimum of six hours taken over two days). Parents applying for less than 15 hours will be given equal consideration as those applying for the full entitlement.

Following the allocation of a place, parents will be asked to provide the child's birth certificate or another form of identity, such as a passport. This is to verify the child's date of birth. This can be as part of either the acceptance or registration procedure.

Where the setting is oversubscribed, further information may be required to verify the home address e.g. council tax or utility bill and child benefit payment arrangements (if applicable) or medical card.

When families move to the designated area, documentary evidence of the move must be provided e.g. rental agreement or exchange of contracts. Where a family claims to be resident at more than one address, justification and evidence of a family's circumstances (e.g. legal separation) will be required.

Where sessions are being taken across the week, but a child spends part of the week with parents at different addresses, the home address will be where the child usually spends the majority of the school week (Sunday night 1800hrs to Friday 0900hrs) with a parent. Where sessions are being taken up on fewer than five days, the same principle will be applied across the relevant days to identify which address should be used for the purposes of the oversubscription criteria.

Parents will be asked to declare that the address used will be their place of residence beyond the date of the child starting at the setting, the offer of a place may be withdrawn if false or misleading information is given.

Allocation of places (oversubscription criteria)

The following criteria will be used to allocate the available places (see note 1) at those maintained sector early years' settings that receive more applications than can be accommodated:

- A** Looked after children and children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order' (previously looked after children) (see note 2)
- B** Children known by the local authority to have identified additional needs and whose needs can be best met at the preferred setting – applications made under this criterion would need to be supported by supporting evidence from an appropriate professional e.g. medical practitioner
- C** Children whose permanent home address is **inside** the designated area for the linked school (or RG5 post code area for The Ambleside Centre) and who,

at the time of application, has a sibling who is expected to be at either the linked school or the setting when the child will enter the setting (see notes 3 and 4)

D Children whose permanent home address is in the designated area for the linked school or in the RG5 post code area for The Ambleside Centre (see note 4)

E Children whose permanent home address is **outside** the designated area for the linked school (or RG5 post code area for The Ambleside Centre) and who, at the time of application, has a sibling who is expected to be at the linked school or the setting when the child will enter the setting (see notes 3 and 4)

F Any other children

Notes on the above oversubscription criteria:

Note 1

Available places are those places available having taking account of any two year olds currently on the roll at the nursery/foundation stage unit and after existing parents have indicated their preference against their entitlement for the following term.

Note 2

A “looked after child” is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (see definition in section 22(1) of the Children Act 1989).

A previously looked after child is a child who was looked after by a local authority but ceased to be so because they were adopted, or became the subject of a child arrangement order or special guardianship order. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders). It also includes children who have been provided with child arrangements orders (previously known as residence orders) under the provisions of section 14 of the Children & Families Act 2014 which amends section 8 of the Children Act 1989 and children with a special guardianship order appointing one or more individuals to be a child’s special guardian under section 14A of the Children Act 1989.

Applications received under the Criterion A must be made by the person with parental responsibility for the child (e.g. the child’s social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable:

- confirmation by the home local authority that the child is looked after or
- confirmation by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the orders detailed above.

Note 3

A sibling is a brother or sister (that is, another child of the same parents, whether living at the same address or not), or a half-brother or half-sister, step-brother or step-sister, or adopted or foster children living at the same address.

It includes children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending.

In the case of settings linked to primary or infant and junior schools, the application will be treated as meeting criteria C and E if the child's sibling will be at either of the two linked schools at the time the child would enter the schools (this includes a linked junior school)

Linked Settings and Schools (for the purposes of Criteria C to E – note 3)		
Type of Setting	Infant / Primary linked school	Junior linked school
Nursery/foundation class	Bearwood Primary	
Nursery/foundation class	Coombes CE Primary (The)	
Nursery/foundation class	Gorse Ride Infant	Gorse Ride Junior
Nursery/foundation class	Highwood Primary	
Nursery/foundation class	Hillside Primary	
Foundation Stage Unit	Loddon Primary	
Nursery/foundation class	Radstock Primary	
Nursery/foundation class	Shinfield Infant & Nursery	Shinfield St Mary's CE Aided Junior
Nursery/foundation class	South Lake Primary	
Foundation Stage Unit	Walter Infant	St Paul's CE Junior

Outside the scope of this policy and not included in the above table – Nursery/foundation provision at voluntary aided schools: St Teresa's Catholic Primary School, All Saints CE Aided Primary School and Earley St Peter's CE Aided Primary School, for which separate school admission policies will apply

Note 4

Occasionally a parent with more than one child can express a preference for their designated area school(s) for the older child, but the local authority is unable to meet this preference. The local authority will then allocate a place at a lower ranked preferred school or the closest available school with places. In this case, the parent may then prefer to send younger sibling(s) to the same school as the older child attends. In such instances, the allocated school may be regarded as if it were the designated area school for subsequent siblings and would be treated as meeting criterion D (sibling resident within designated area). Parents must notify the nursery or foundation stage unit at the time of application that they consider this exception applies.

Tie Breaker

Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home address is nearest to the preferred linked school in terms of radial distance. Distances will be measured consistently, using the local authority computerised mapping system and the distance will be measured as a straight line between the Local Land & Property Gazetteer address points for the respective home address and linked school or for applications to The Ambleside Centre, the centre's address point will be used.

Places for two year olds

Some nurseries or foundation stage units might admit children after they become two years old if they are entitled to the free extended provision. Where there are more applications than places available children who are entitled to the free extended provision will be ranked according to the following oversubscription criteria detailed under the heading “Allocation of places (oversubscription criteria)” above.

Where any criterion is oversubscribed, children will be ranked according to the straight line distance that they live from the school with priority being given to children who live closest to the school.

Once such children are placed on roll at a nursery, they will be automatically entitled to take up a three year old place and the number of places for three year olds will reduce.

Waiting Lists

A waiting list will be held of unsuccessful applicants in case spaces become available during the year. Waiting lists are constructed according to the oversubscription criteria outlined above and based on radial distance within each criterion. Late or in-year applications will be added to the waiting list in accordance with oversubscription criteria. No account is taken of the time spent on the waiting list. Parents will be asked periodically whether they wish to remain on the list. The waiting list will be retained until the end of F1.

Late Applications

If an application is received after the deadline and before the date parents are notified of places, this will be considered ‘late’. Late applications will be considered after the allocation of places and notified after the main allocation date, unless exceptional circumstances apply, e.g. hospitalisation of a parent or a family has just moved into the area. In such instances, evidence will be required.

Applications received after the normal admissions round

Applications received after the notification date will be considered as an ‘in-year’ application. Places will be offered if available or names added to the waiting list.

Multiple births or children with birth dates in the same academic year

Where the application of oversubscription criteria results in splitting children with either the same birth dates or children born in the same academic year from the same family; places will be offered even if this will result in the setting going above the admission number.

Accepting or declining the offer of a place

Parents are required to accept or decline the allocated place using the form sent with the allocation letter.

The form must be returned to the setting **within two weeks** from the date of the offer letter. If a form is not received, there will be one further written reminder issued and

failure to respond to this may result in the place being withdrawn and, in the case of oversubscribed settings, a place offered to the next on the waiting list.

Parents are requested to advise the maintained setting at any stage, if they are not accepting the place for any reason.

Offers of entitlement hours

Parents will be invited to indicate, on application, how they wish their child to access their free entitlement up to a maximum of fifteen hours. The setting will state how they offer the free entitlement along with any flexibility potential for taking up this offer, taking into account the national framework guidelines.

Charges

No charge will be made for admission, nor will any refundable deposit or administration fees be charged to secure a place. Charges may be made for additional childcare sessions over and above the full free entitlement, where parents choose to purchase these. The rates which providers charge for these privately funded hours should be in line with the rate at which free entitlement sessions are funded. Lunchtime or breakfast sessions may in addition include the cost of providing a meal or alternatively parents providing a packed lunch.

Exceeding capacity and appeals against non-admission

In exceptional circumstance, the number of children admitted to the setting may exceed the number of registered places. This is subject to Ofsted and / or Local Authority approval and is usually where there are extreme reasons, e.g. medical. Supporting evidence may be required.

Applicants may also request in writing that their unsuccessful application be re-considered by a panel of at least three local authority officers. This should be sent to the Service Manager - Early Years, Childcare & Play, at Children's Services, Wokingham Borough Council, Wescott Annexe, Wescott Road, Wokingham RG40 2EN, giving detailed reasons for the request. The purpose of the review is to ensure that the correct procedure has been followed when making the decision.

Admission to the School

ATTENDANCE AT A NURSERY/FOUNDATION CLASS OR FOUNDATION STAGE UNIT AT A LINKED SCHOOL DOES NOT GUARANTEE ADMISSION TO FOUNDATION 2 (RECEPTION) AT THE SCHOOL
--

A separate application for admission to Foundation 2 (Reception) will have to be made in accordance with the local authority co-ordinated admissions scheme. **No account is taken of whether a child has attended the nursery or not.**

Glossary

Maintained Nursery School	Defined by the Education Acts 1996 and 2002. A school which is maintained by the local authority for pupils aged between three and five, and which is not a special school.
Nursery/Foundation Class	Foundation 1 (F1) - class in any school comprising children who have their fourth birthday during the school year and any other children with whom it is appropriate to educate them. This is usually the year before children attend a reception class (Foundation 2 – F2).
Foundation Stage Unit	Integrated provision provided by a maintained school which takes part-time F1 (nursery) children allocated by the school as well as part or full-time F2 (Reception) places allocated by local authority and they will learn together as one unit. A child in F1 still receives a part-time free entitlement place of 15 hours.
Partnership Foundation Stage Unit	Where a voluntary early year's provider and a maintained school work together to provide integrated provision as a Foundation Stage Unit.
Early years setting	A generic term for providers of Early Years Foundation Stage care and learning
PVI	Private, voluntary or independent provider of early years care and learning e.g. day nursery, pre-school or independent school
Published Admission Number	The number of places that the admission authority must offer in each relevant age group of a setting for which it is admission authority.
Oversubscription	Where a setting has a higher number of applicants than the setting's published admission number each year
Designated Area	A geographical area, from which children may be given priority for admission to a setting
Application Deadline	Date by which applications must be received for initial consideration for a place
Late Application	Application received between the application deadline and the date agreed for communication of offer of places
In-year Application	Application received after the date agreed for communication of offer of places
Waiting List	A list of children held and maintained by the admission authority when the setting has allocated all its places, on which children are ranked in priority order against the published oversubscription criteria
Home Address	Where the child spends the majority of the whole school week (Sunday night 1800hrs to Friday 0900hrs) including nights, or of the relevant part of the school week.
Looked after child/previously looked after child	<p>A "looked after child" is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (see definition in section 22(1) of the Children Act 1989).</p> <p>A previously looked after child is a child who was looked after by a local authority but ceased to be so because they were adopted, or became the subject of a child arrangements order or special guardianship order. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and</p>

	<p>Childrens Act 2002 (see section 46 adoption orders). It also includes children who have been provided with child arrangement orders (previously known as residence orders) under the provisions of section 14 of the Children & Families Act 2014 which amends section 8 of the Children Act 1989 and children with a special guardianship order appointing one or more individuals to be a child's special guardian under section 14A of the Children Act 1989.</p>
Parent	<p>A parent is defined as all natural parents. Any person who, although not a natural parent, has parental responsibility (as defined in the Children Act 1989) for a child or young person; and any person who, although not a natural parent, has care of a child or young person. Having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law.</p>
Sibling	<p>A sibling is a brother or sister (that is, another child of the same parents, whether living at the same address or not), or a half-brother or half-sister, step-brother or step-sister, adopted or foster children living at the same address.</p>

LOCAL AUTHORITY GUIDANCE ON FOUNDATION STAGE ONE (F1) ADMISSION POLICY 2018/2019

FOR NURSERY CLASSES AND SCHOOLS AND DESIGNATED LINKED FOUNDATION STAGE UNITS OR PARTNERSHIP FOUNDATION STAGE UNITS IN COMMUNITY & VOLUNTARY CONTROLLED SCHOOLS OR CHILDREN'S CENTRES

1. Entitlement to early learning and care

All eligible three and four year olds are currently entitled to 570 hours of free provision a year, over a minimum of 38 weeks of the year. This equates to 15 hours free early learning and care per week, for 38 weeks per year during term time, across a minimum of three days.

An additional 15 hours of free childcare per week (up to 570 Free Hours) is available for families where both parents are working (or the sole parent is working in a lone-parent family), and each parent earns the equivalent of 16 hours a week at the national minimum or living wage, and earns less than £100,000 a year. At the point of drafting this policy the full national entitlement is expected to be the subject of further legislation, which may affect the entitlement

The entitlement must be offered within part of the National Framework for Delivery. Parents may choose to take up as much or as little of this entitlement as they choose. If the chosen setting does not offer the full entitlement of 38 weeks per year, Wokingham Borough Council will not fund the extra weeks at an alternative setting.

Parents are under no obligation to take up extra hours or weeks, or additional services over and above the free entitlement, which some providers may offer and for which charges may be payable.

If the child is born between:	They are eligible for a free part-time place in the term following their third birthdays:
1 September and 31 December	Spring term
1 January and 31 March	Summer term
1 April and 31 August	Autumn term

If a parent applies for, and chooses to take up less than their child's entitlement they must be made aware that it may not be possible to increase the pattern of attendance during the term. On a termly basis, at the time of allocating places, parents of children already on the roll and accessing less than the legal entitlement will be given the opportunity to increase the number of hours their child attends. These requests will be given priority over the waiting list. Parental requests to change the pattern of attendance should be considered at the same time.

Unless in exceptional circumstances and in the interests of continuity of experience; it is not recommended that children transfer to another setting for less than three terms. T(excepting the need for flexibility where a provider is unable to offer the specific childcare required).

2. Inclusion

Wokingham Borough Council has an inclusive education policy and children will not be discriminated against as laid down by the School Standards & Framework Act

1998 as amended, Human Rights Act 1998, and Equality Act 2010. This includes reasons such as developmental delay, e.g. a child's self-help skills are delayed affecting activities such as dressing, feeding or toilet training or additional needs such as emotional or behavioural difficulties.

3. Background

The responsibility for determining the admissions policy for community and voluntary controlled maintained early years' settings and linked foundation stage units is the responsibility of the **local authority**.

The responsibility for determining the admissions policy for foundation and voluntary aided maintained nursery classes and linked foundation stage units is the responsibility of the school **Governing Body**.

The responsibility for determining the admissions policy for partnership foundation stage units in community and voluntary controlled schools is the responsibility of the **local authority**.

Admission arrangements will be published annually in accordance with the School Admissions Code.

4. Applying for first admission to school

Attendance at an early years' setting linked to a community or voluntary controlled school **does not** guarantee admission to Foundation 2 (F2) (Reception) or continuation in the FSU at the school and no account is taken of the early year's provision attended.

A separate application for admission to F2 will have to be made in line with the local authority co-ordinated admissions scheme.

5. After allocation

Settings should ensure that checks are made of the birth certificates and home address to verify that information provided by parents is not misleading or false.

6. Consultation

The policy and guidance will be reviewed if changes are proposed and will be part of any consultation on the admission arrangements for community and voluntary controlled primary schools.

7. Start dates

All children due to start in any particular term, should be given a common starting date. Where there are large numbers of children due to start in the same term, they may be phased over no more than two weeks and may be dependent on whether or not reduced free entitlement hours are being taken up and how the full entitlement over the 38 weeks will be achieved.

8. Use of personal data

All personal information is covered by the Data Protection Act 1998 and will be held by the early years setting/school and used for the purposes of admissions. The

information will be kept secure and strictly confidential and will not be used for any other purpose.

The early year's setting/school reserves the right to verify the information given on the application form. Any offer of a place will be on the basis that the information supplied is accurate and up to date.

Please note the information will not be disclosed to any other organisation without parental consent other than other local authorities or government agencies. If you require further information about how this data will be used, please contact the early years setting.

Any place offered may be withdrawn if information provided is later proved to be false or misleading.

The local authority uses information about children for whom it provides services to carry out specific functions for which it is responsible .e.g. school admissions. It also uses the information to derive statistics to inform decisions e.g. (the funding of schools) or to assess the performance of schools and agree targets for them. The statistics are used in such a way that individual children cannot be identified from them.

**Model COMMON APPLICATION FORM FOR ALL
MAINTAINED EARLY YEARS SETTINGS**



**WOKINGHAM
BOROUGH COUNCIL**

WOKINGHAM BOROUGH COUNCIL - CHILDREN'S SERVICES

APPLICATION FOR A FOUNDATION ONE (F1) PLACE

This form must be retained by the Setting and made available to the local authority on request.

Name of Setting:

Child's name in full:.....

Child's date of birth:.....

Child's gender: MALE / FEMALE (please delete as appropriate)

Child's permanent home address:.....

.....

.....Post Code.....

Name of Parent/Carer: TitleInitials.....Surname.....

Relationship to ChildHome Telephone

Alternative Work or Mobile contact numbers

Email.....

Your address if different to that of your child:

.....

..... Post Code

Is your child resident at more than one address?

YES / NO

If yes, what percentage of time does the child spend at the declared home address?%

Personal information contained in this form is subject to the Data Protection Act 1998 and will be used by the Authority for the purpose of early years' admissions. Data may be exchanged with other local authorities, schools or governmental agencies where necessary as part of the admissions process.

To help us ensure your application is dealt with appropriately and efficiently please complete the following:

Does your child have a Statement of Special Educational Needs or an Education Health and Care Plan?

YES / NO

If yes please enclose supporting documentation from a professional person e.g. Educational Psychologist

Is your child 'looked after' or previously looked after (in the care of) a Local Authority
If yes please enclose supporting documentation such as confirmation from the authority with parental responsibility/adoption order/child arrangements order or special guardianship order

YES / NO

Does your child have any older siblings in the same family unit already attending and continuing to attend this early year's setting or linked school? If yes please give details:

Name(s).....

Date(s) of Birth.....

Setting/School

Declaration:

I certify that the information I have given on this form is correct and that I am the person with parental responsibility for the child named above. I agree that the information I provide may be shared as part of the admissions process. I confirm that, to the best of my knowledge, the declared address will continue to be the child's residence beyond admission to the setting/school. I understand that any place offered may be withdrawn if I give false or misleading information.

Signature of Parent/Carer.....Date.....

SETTING USE ONLY

Birth Certificate seen by:

Date:

INFORMATION FOR PARENTS

All eligible three and four year olds will be entitled to 15 hours free early education per week, for 38 weeks (term time) per year. In our school this is currently offered as 5 x 3 hour sessions per week. You can choose from morning or afternoon places. The morning sessions run (enter times of operation for individual provider here) The afternoon sessions run (enter times of operation for individual provider here) You may choose to take up fewer than five sessions/15 hours per week. The notes on the next page explain your child's entitlement in more detail.

Note that each setting may need to vary the statement above in line with their own practise.

Please tick the number of sessions you would like by ticking the appropriate boxes. Please note that if your preferred sessions are full, you may be offered alternative sessions.

Preferred number of sessions up to a maximum of five				
Monday	Tuesday	Wednesday	Thursday	Friday

I would like morning / afternoon sessions (please circle one)

Signed: _____ (Parent/Carer) Date: _____

YOUR CHILD'S ENTITLEMENT TO FREE EARLY LEARNING AND CARE

All eligible three and four year olds are currently entitled to 15 hours free early learning and care per week, for 38 weeks per year.

An additional 15 hours of free childcare per week (up to 570 Free Hours) is available for families where both parents are working (or the sole parent is working in a lone-parent family), and each parent earns the equivalent of 16 hours a week at the national minimum or living wage, and earns less than £100,000 a year. At the point of drafting this policy the full national entitlement is expected to be the subject of further legislation, which may affect the entitlement

1. The entitlement is to the free hours and holds no monetary value. The setting attended by your child will receive a subsidy to enable a free entitlement place to be available, if your child attends the setting for only the free entitlement of 15 hours per week, you will not pay any fees or charges of any kind.
2. If, however, your child attends for longer than 15 hours per week, then you can be charged for the extra hours of childcare or additional services., unless taking the additional 15 hours entitlement
3. If you take up extra childcare over and above your child's free entitlement, you will only ever be charged for the extra hours. You will not be asked to pay for the free entitlement within the fees and have this amount 'refunded' at a later date.
4. If your child attends for more than 38 weeks per year, the setting will charge for the extra weeks.
5. You are under no obligation to take up extra hours or weeks over and above your child's free entitlement.

It is generally regarded as good early year's practice that your child attends only one setting for their free entitlement as this is believed to be in the best interests of a child, and all settings should be able to offer the 15 hours. However we are aware, that sometimes this is not possible due to individual circumstances. For example, this could be when a parent has work or other commitments on certain days and therefore needs to access full-time childcare on those days. If you need to access the entitlement at more than one setting, please discuss with your intended providers and complete the section below which should be signed by you and the Headteacher or Foundation Stage Co-ordinator, and forward a copy to:

Wokingham Early Years & Childcare Team
Children's Services,
Wescott Annexe,
Wescott Road,
Wokingham
RG40 N.

I wish to access my free entitlement at more than one setting for the reasons given below (continue on a separate sheet if necessary), and I have discussed this with the Headteacher/Foundation Stage Co-ordinator and the other provider and they understand my reason for splitting my entitlement.

Reasons:

My child also takes up _____ (enter number) hours of the free entitlement at:

_____ (enter other provider name)

Parent/carer: _____ Date: _____

Headteacher or Foundation Stage Co-ordinator: _____

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**WOKINGHAM
BOROUGH COUNCIL**

Proposed local co-ordinated in-year admissions scheme for community and voluntary controlled primary and secondary schools and own admission authority schools (where there is agreement to do so) in the Wokingham Borough

2018/2019

Introduction

This is the proposed scheme for the local co-ordination of in-year admissions for the 2018/2019 academic year across the Wokingham Borough. Whilst there is no requirement in the School Admissions Code to co-ordinate in-year applications, a local co-ordinated scheme will be in operation for community and voluntary controlled schools for which the local authority is the admissions authority and for own admission authority (e.g. Academy or voluntary aided) schools where there is an agreement to do so.

Where own admission authority schools do not wish to be part of the Wokingham Borough Council co-ordinated scheme, a single preference common application will be produced for completion by parents for schools outside the scheme to enable parents to apply direct to the preferred school and those schools will be required to notify the School Admissions Team of both the application and its outcome, advising parents of their right of appeal against any refusal of a place.

Own admission authority schools may currently be consulting on any changes to their admission arrangements and all own admission authority schools will determine policies indicating whether they require applications direct to the school or as part of the co-ordinated scheme via the local authority.

In-year admission arrangements

This scheme applies to applications for Wokingham Borough schools included in the scheme. Parents who are moving to the Borough should provide documentary evidence of a move to the borough e.g. exchange of contracts, signed rental agreement or posting order in the case of service families or an official letter notifying relocation date for Crown servants. It applies to the admission of a child to a relevant age group where it is submitted on or after the first day of the school year of admission or for the admission of a child to an age group other than a relevant age group.

For schools within the Wokingham Borough, a relevant age group means:

- children transferring from primary to secondary school into year 7
- children transferring from infant to junior school into year 3
- children starting school in foundation two (F2) Reception

The scheme does not apply to:

- admission to school sixth forms
- admission to nursery or foundation stage units into foundation one (F1)
- middle school or years 9 or 10 transfers

Responsibility for admission to school sixth forms or admission to nursery or foundation stage units for foundation one (F1) has been delegated to community and voluntary controlled schools, although a model policy will be provided by the council for community and voluntary controlled schools' use.

Applications for middle schools (with an entry age before 11) will be treated the same way as primary school transfer. Applications for upper schools (years 9 or 10 - with an entry age after 11) are to be treated the same way as the secondary transfer. Separate application forms will be made available.

Timing of applications

Applications will be considered **half-a-term** in advance of the place being required. For entry to school at the start of term or half-term, an application will need to be received by the School Admissions Team, 15 school days in advance of the commencement date. Any applications received in advance of this will be held on file until the appropriate time, with the exception of Crown service, service families or look-after children.

It is our intention that all applications should be processed and the outcome of the application made within 20 school days from receipt of the application. This is subject to confirmation, if applying for an own admission authority school that a place can be offered, whichever is the latter. Allocation or refusal letters will be sent by second class post.

Applications

Applications must be made using the Wokingham Borough application form to apply for schools within the borough. The common application form is available on request or can be downloaded at: www.wokingham.gov.uk/admissions. An online application facility is available for parents to apply via the council's website. An application form allowing a single preference will be available for own admission authority schools outside the scheme.

Parents may express up to **four** preferences for schools within the scheme, listing those preference in ranked order and giving their reasons for those preferences.

Where a place is available for a child at more than one school, Wokingham Borough Council will offer a place at whichever of these schools is their highest preference.

The School Admissions Team will pass on applications and any supporting information provided by the parent for any own admission authority schools within the scheme to their governing bodies so that they can make a decision about the application. The governing body should make decisions regarding applications within five school days of receipt. The governing body will then inform the School Admissions Team who will advise the offer or refusal on their behalf. There may be a delay during school holiday periods as the school may not be contactable.

Where own admission authority schools within the scheme receive an application direct from a parent, the school must forward to the School Admissions Team details of any application made, together with any supporting information provided by the parent (regardless of whether the parent making the application resides in that authority's area) together with the school's decision to that application in order that the response is made on the school's behalf to the parent.

Each preference will be considered against the admissions authority's oversubscription criteria if necessary and, where more than a single school place could be offered, the place will be offered for the highest ranked preference.

Where applications are refused, parents will be advised of their right of appeal. Where a place has been refused by Wokingham Borough Council or for schools, who are their own admissions authority within the Borough, reference must be made to the Council's website for details on how to appeal.

A place will be offered at an alternative school (the designated area school or most accessible school with places available) where the parent can provide evidence of their move to or within the Wokingham borough, and parents will be advised of their right of appeal for their preferred school(s). No offer of an alternative school place will be made where no change of address is made, unless requested to do so.

Out of Borough applications

Wokingham Borough Council will not accept applications from other local authorities where their resident applies direct to them. Applications must be made direct to Wokingham Borough Council on its in-year application form. Where further information is required to support the application, liaison will take place direct with the parent. Wokingham Borough Council will respond to the parent, in writing, the outcome of their application. If the place is declined, the parent will be advised of their right of appeal.

Where parents are moving out of the borough; parents should apply direct to that local authority or to the individual school concerned depending on the arrangements in place in that area.

Additional information to support applications

Where an applicant is proposing to move to the Borough, evidence will be required to support their application e.g. signed rental agreement or exchange of contracts, families of service personnel or an official letter notifying relocation date for Crown servants, families applying from abroad or from areas of the country other than England. Evidence may also be required of the disposal of the previous property (particularly where the home address is within 20 miles of the borough).

Additional information will be required for applicants applying from abroad to verify right of abode (e.g. entry visa and passport details). It should be noted that a child moving from overseas with a right to live in the UK with parents may attend a maintained school. This does not apply where the stay is so short (e.g. less than six weeks) that it would not be practical for the child to attend school (e.g. holidays or short visits).

Supporting evidence will be required to meet some oversubscription criteria, please see the notes to each criterion for further information.

For own admission authority schools within the scheme, supplementary information forms (SIFs) may be required to support an application. SIFs are available for download at: www.wokingham.gov.uk/admissions or the school's website. Alternatively, the forms are available on request from the school. SIFs must be returned direct to the school concerned and the application made to Wokingham Borough Council. It is the responsibility of parents to determine whether a SIF is required to support an application and to complete and return in accordance with the published arrangements of that admissions authority.

To determine and support applications made under Fair Access Protocol; the current school may be requested to provide further information. Where requested, the school is asked to advise the School Admissions Team within three school days of the request for information.

Receipts for/acknowledgements of applications

The School Admissions Team will acknowledge receipt of applications, provided parents have completed **and stamped** the acknowledgement card. If you require any further receipts for information provided, please attach a stamped addressed envelope to that information.

An acknowledgement is automatically sent for applications made online and can be sent for those who apply via email.

Offers

On receipt of the application, consideration will be given to all school preferences and where potentially a place can be offered at more than one school preference, the single offer will be for the school ranked highest.

The offer of a place in a Wokingham borough school must normally be taken up within the declared half-term. Failure to take up the offer of a place during this time will mean that the offer is withdrawn and the place released. Exceptions can only be made where the parent provides documentary evidence that the delay is unavoidable, through no fault of their own, or in the case, of Crown service, service families or looked-after children.

In accordance with the School Admissions Code, admission will be deferred to the start of a term or half-term for the following categories of in-year admission:

- those that do not require a house move
- those where there is no reasonable need for an immediate move
- those allocated from waiting lists

It is envisaged that children normally would be admitted to school during a school term in the following circumstances only:

- a) those applying as a result of a house move i.e. unable to take up a place earlier due to living at a distance from the school
- b) those applying and unable to take up a place earlier due to ill health or other reasons beyond parents' control
- c) applications under the Fair Access Protocol

The benefit of moving to the admission of children to the start of term or half-term is to minimise the disruption to their own and other children's education.

Places will be offered on the basis of the child's chronological age. Where a child is in a different year group and not already attending a Wokingham Borough maintained school, supporting documentation will be required from the child's current school giving reasons for this for consideration by an admissions panel. (See page 16 - Children working out of the normal year group). Places can only be allocated to children working outside their normal year group with the consensus of the receiving school.

It is recommended that parents refer to the relevant admissions' authority's literature to understand how places are allocated and the process for handling their application prior to applying for a school place. For places in the Wokingham borough, a Parent's Guide will be issued on request and will also be available at: www.wokingham.gov.uk/admissions.

Acceptance of school place

The offer letter will inform parents that they are required to accept or decline the place offered within 14 days from the date of the letter. Failure to accept the place offered will result in one further written reminder and failure to respond within the required timescale will result in the offer being withdrawn.

Any offer of a school place will be made to start during the current half-term or during the next half-term. Failure to start within this timescale will result in the offer of a school place being withdrawn.

The letter of offer will specifically request parents to advise the School Admissions Team if the place is not being accepted for any reason. If the child is living in the Wokingham borough and the parent is not accepting the offered place they should advise what alternative arrangement has been made for the child.

Availability of school places

Parents may express a preference for up to **four** schools within the scheme and consideration will be given to each preference. It should be noted that where parents apply in-year, this means that places are being sought for year groups that have been allocated during the general transfer rounds:

- primary to secondary (moving from year 6 in a primary school to year 7 in a secondary school);
- infant to junior (moving from year 2 of an infant school to year 3 of a junior school) and
- Starting school into Foundation 2 (F2) Reception.

Each of these transfer groups have their own admissions schemes, with deadlines for the receipt of applications and a date on which offers of places will be made. Details of these transfer groups are available at: www.wokingham.gov.uk/admissions.

Wokingham Borough schools are popular so it is likely that a preferred school may be full. It is recommended that parents express more than one preference in order to maximise the extent to which preferences can be met.

Places cannot be held open for those applicants moving to a school's designated area and **there is no guarantee** that a place will be available at preferred schools.

It is advisable to contact the School Admissions Team prior to any house move to determine where there are school places and to verify the new home address' designated area, if this is important to you. It should be noted that the information given is only current on the date you contact us and is subject to change as applications are received on a daily basis or places allocated from waiting lists. Designated areas may change through the annual consultation and determination of admission arrangements.

As the local authority must, on request, provide information to a parent about the places still available in all schools within its area; all schools within the Wokingham borough are required to advise the School Admissions Team when places become available and the numbers on roll on a monthly basis.

Confirmation of school designated areas for each address in the Wokingham borough is given at: www.wokingham.gov.uk by visiting the 'find my nearest' section from the front page, keying in your address and scrolling down to the 'education and youth' section.

Admission numbers

Each school has a published admission number for each year group, which limits the places that can be offered and all admissions are subject to places being available, this will be published in the Parent's Guide to In-year School Admissions.

The limits are set on admission numbers, taking into account the school's net capacity and/or suitability of accommodation, and are designed to ensure that children receive an 'efficient and effective' education.

We are unable to allocate over a school's admissions number as too many children being admitted to a particular school could lead to overcrowding or pressure on facilities and other resources. The only exception is made where places are allocated under the Fair Access Protocol. The Fair Access Protocol includes:

- Young people at risk of or at permanent exclusion
- Managed transfers between secondary schools
- Managed transfers between primary schools
- Children at particular risk of missing education known as "vulnerable children"

The Fair Access Protocol is agreed with the majority of schools locally and any changes will be consulted on with schools within the Borough separately.

Details are available at: www.wokingham.gov.uk/admissions or copies of the protocols may be obtained on request to the School Admissions Team.

At Key Stage 1 (F2, Year 1 and Year 2), legal limits have been imposed on the size of infant class sizes, for these children the maximum class size is 30 to one qualified teacher. The Fair Access Protocol cannot apply in this instance except for the operation of waiting lists.

Oversubscription criteria (categories for admission) for community and voluntary controlled Primary Schools

Children with statements of special educational needs or an Education, Health & Care Plan that name a school in the statement or plan are required to be admitted to the school that is named. The governing body does not have the right to refuse admission.

Reference should be made to own admission school admission policies to understand the basis on which an application would be considered – these will be available on the school websites or at www.wokingham.gov.uk/admissions.

The following oversubscription criteria in order of priority will be applied when a **community** or **voluntary controlled** school receives more preferences than places available. All preferences will be treated on an equal basis.

- A** 'Looked after children and children who were looked after, but ceased to be so because they were adopted or became the subject of a child arrangements order or special guardianship order' (previously looked after children) (see note 1).
- B** Families who have exceptional medical or social needs as the grounds for their child's admission to a particular school (see note 2)
- C** For junior school applications to transfer to year 3; children who are attending the infant school with close links with the junior school by the deadline for applications

Junior school	Linked infant school
Emmbrook Junior School	Emmbrook Infant School
Gorse Ride Junior School	Gorse Ride Infant School
Oaklands Junior School	Oaklands Infant School
Polehampton CE Junior School	Polehampton CE Infant School
Robert Piggott CE Junior School	Robert Piggott CE Infant School
St Pauls CE Junior School	Walter Infant School
Shinfield St Mary's CE Aided Junior School*	Shinfield Infant School

Westende Junior School	Wescott Infant School
Willow Bank Junior School	Willow Bank Infant School

*Voluntary aided junior school included for completeness - the school's governing body's admissions policy will apply.

- D** Children whose permanent home address is **inside** the schools' designated area and who has a sibling at the school at the time of application; who is expected to be attending the school when the child will enter the school. (See notes 3, 4 and 5)
- E** Children whose permanent home address is inside the schools' designated area. (See note 3)
- F** Children whose permanent home address is **outside** the schools' designated area and who has a sibling at the school at the time of application; who is expected to be attending the school when the child will enter the school. (See notes 4 and 5)
- G** Other children

Note 1

A "looked after child" is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (see definition in section 22(1) of the Children Act 1989).

A previously looked after child is a child who was looked after by a local authority but ceased to be so because they were adopted, or became the subject of a child arrangements order or special guardianship order. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders). It also includes children who have been provided with child arrangement orders (previously known as residence orders) under the provisions of section 14 of the Children & Families Act 2014 which amends section 8 of the Children Act 1989 and children with a special guardianship order appointing one or more individuals to be a child's special guardian under section 14A of the Children Act 1989.

Applications received under the Criterion A must be made by the person with parental responsibility for the child (e.g. the child's social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable:

- confirmation by the home local authority that the child is looked after or
- confirmation by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the orders detailed above.

Note 2

When submitting applications under criterion B (exceptional medical or social needs as grounds for a child's admittance to a particular school), this must be supported by written evidence from an independent professional aware of the case relating to the child, parent/carer or other children living at the same address (e.g. doctor, hospital consultant or psychologist for medical grounds or registered social or care worker, housing officer, the police or probation officer for social needs). This evidence must be specific to the school in question; it must show why that school is the

most suitable; what facilities will benefit the child, and why no other school can offer the same support.

Your application cannot be considered if you do not declare that you are applying under this criterion and you do not provide written independent professional evidence. All supporting documentation must be received with the application for consideration prior to the allocation of a place. An admissions panel will consider the supporting evidence provided and will advise the applicant of its decision; the panel's decision is final. Any evidence received later by the school admissions team may if agreed by panel, affect the applicant's position on a school's waiting list.

It should be noted that all schools have the resources to work with special educational needs and common childhood complaints such as asthma or allergies.

Note 3

The designated area for The Coombes CE Primary School has been revised to include a second priority designated area (currently the single designated area for Farley Hill Primary School). Applicants from the first priority designated area and the shared area will be allocated places before those living in the second priority designated area. The tiebreaker will be applied to each area to determine who is allocated a place should there be more applicants than places in either priority areas or the shared area.

Note 4

A sibling is a brother or sister (that is, another child of the same parents, whether living at the same address or not), or a half-brother or half-sister, step-brother or step-sister, adopted or foster children living at the same address.

Siblings attending a school nursery cannot be considered under this criterion.

It includes children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending.

In the case of linked infant and junior schools, the application will be treated as meeting criteria D or F if the child's sibling is expected to be at either of the two schools at the time the child would enter the school. At the initial allocation, when a parent is applying for a Reception place at an infant school that has both a feeder and a sibling link to a junior school and that child has a sibling currently attending Year 2 of the infant school but who will have left by the time the younger child starts, the Reception applicant will be considered under the sibling criterion as part of the initial allocation. This is because, due to the feeder link, they will be expected to still have a sibling at the linked junior school at the time of admission and the parent would have made an application expressing their preference to do so.

Note 5

Occasionally a parent with more than one child can express a preference for their designated area school(s) for the older child, but the local authority is unable to meet this preference. The local authority will then allocate a place at a lower ranked preferred school or the closest available school with places. In this case, the parent may then prefer to send younger sibling(s) to the same school as the older child attends. In such instances, the allocated school may be regarded as if it were the

designated area school for subsequent siblings and would be treated as meeting criterion C (sibling resident inside the designated area). Parents must notify the school admissions team at the time of application that they consider this exception applies. Where there is an application for the actual designated area school(s), designated area status would still be applied.

The authority has sought to make the above criteria as objective as possible. However for category B and any other cases where judgement is needed as to which criteria the application meets, a panel of at least two officers will consider the application and supporting evidence. The panel's decision and reasons will be recorded, for the purposes of informing the parent and any subsequent appeal.

Tie Breaker

Priority will be given within criterion **C** (linked infant and junior schools) to children living within the designated area, then siblings, before applying the tie breaker below. For tie breaker purposes within criterion C only, designated area and siblings are defined as in criteria E and F.

Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home address is nearest to the preferred school in terms of radial (straight line) distance. Distances will be measured consistently and will be measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point. These are then used to calculate the distance, to three decimal points, between the two address points using a 'direct distance mathematical routine' within the Capita ONE system used by the council's School Admissions Team into which the LLPG address points are imported. This calculates the distance from the values created through this process using Pythagoras' Theorem by measuring the distance in metres between the Easting and Northing for each end address point then multiplied by 0.000621317 to convert to miles. It should be noted that this calculation may not be exactly the same as that created by a Geographical Information System (GIS) product as the GIS product may build in a formula to allow for the curvature of the earth. This curvature does not begin to affect distance values until the distance is least 10 miles.

In the unlikely event that two or more children live at the same distance (measured as stated above) from school (including for example, flats within the same building) and there are fewer places available, random allocation will be used to decide which child will be allocated the remaining place(s). This will be by supervised drawing of lots, carried out by at least two Children's Services staff members.

Oversubscription criteria (categories for admission) for community Secondary Schools

Children with statements of special educational needs or an Education, Health and Care Plan that name a school in the statement or plan are required to be admitted to the school that is named. The admissions authority does not have the right to refuse admission.

Preference should be made to own admission school admission policies to understand the basis on which an application would be considered.

The following oversubscription criteria in order of priority will be applied when a **community** or **voluntary controlled** school receives more preferences than places available. All preferences will be treated on an equal basis.

- A** 'Looked after children and children who were looked after, but ceased to be so because they were adopted or became the subject of a child arrangements order or special guardianship order' (previously looked after children) (see note 1).
- B** Families who have exceptional medical or social needs as the grounds for their admission to a particular school (see note 2)
- C** Children whose permanent home address is **inside** the schools' designated area and who has a sibling at the school; who is expected to be attending the school when the child will enter the school (see notes 3 and 4)
- D** Children whose permanent home address is inside the schools' designated area
- E** Children whose permanent home address is **outside** the schools' designated area and who has a sibling at the school; who is expected to be attending the school when the child will enter the school (see notes 3 and 4)
- F** Other children

Note 1

A "looked after child" is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (see definition in section 22(1) of the Children Act 1989).

A previously looked after child is a child who was looked after by a local authority but ceased to be so because they were adopted, or became the subject of a child arrangements order or special guardianship order. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders). It also includes children who have been provided with child arrangement orders (previously known as residence orders) under the provisions of section 14 of the Children & Families Act 2014 which amends section 8 of the Children Act 1989 and children with a special guardianship order appointing one or more individuals to be a child's special guardian under section 14A of the Children Act 1989.

Applications received under the Criterion A must be made by the person with parental responsibility for the child (e.g. the child's social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable:

- confirmation by the home local authority that the child is looked after or
- confirmation by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the orders detailed above.

Note 2

When submitting applications under criterion B (exceptional medical or social needs as grounds for a child's admittance to a particular school), this must be supported by written evidence from an independent professional aware of the case relating to the child, parent/carer or other children living at the same address (e.g. doctor, hospital consultant or psychologist for medical grounds or registered social or care worker, housing officer, the police or probation officer for social needs). This evidence

must be specific to the school in question; it must show why that school is the most suitable; what facilities will benefit the child, and why no other school can offer the same support.

Your application cannot be considered if you do not declare that you are applying under this criterion and you do not provide written independent professional evidence. All supporting documentation must be received with the application for consideration prior to the allocation of a place. An admissions panel will consider the supporting evidence provided and will advise the applicant of its decision; the panel's decision is final. Any evidence received later by the school admissions team may if agreed by panel, affect the applicant's position on a school's waiting list.

It should be noted that all schools have the resources to work with special educational needs and common childhood complaints such as asthma or allergies.

Note 3

A sibling is a brother or sister (that is, another child of the same parents, whether living at the same address or not), or a half-brother or half-sister, step-brother or step-sister, or adopted or foster children living at the same address.

It includes children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending.

Parents may indicate a sibling in year 11 at the school provided it is the intention of the family that the child is due to continue their studies in the sixth form at the school.

Note 4

Occasionally a parent with more than one child can express a preference for their designated area school(s) for the older child, but the local authority is unable to meet this preference. The local authority will then allocate a place at a lower ranked preferred school or the closest available school with places. In this case, the parent may then prefer to send younger sibling(s) to the same school as the older child attends. In such instances, the allocated school may be regarded as if it were the designated area school for subsequent siblings and would be treated as meeting criterion C (sibling resident inside the designated area). Parents must notify the school admissions team at the time of application that they consider this exception applies. Where there is an application for the actual designated area school(s), designated area status would still be applied.

The authority has sought to make the above criteria as objective as possible. However for category B and any other cases where judgement is needed as to which criterion the application meets, a criterion the application meets, a panel of at least two officers will consider the application and supporting evidence. The panel's decision and reasons will be recorded, for the purposes of informing the parent and any subsequent appeal.

Tie Breakers

Living in the designated area does not guarantee a school place as there may be more applications from parents living in the designated area than places available. Where this is the case, the relevant tiebreaker, as explained above, will be applied to decide which of the applicants can be offered places, and waiting list order.

Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home address is nearest to the preferred school in terms of radial (straight line) distance. Distances will be measured consistently and will be measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point. These are then used to calculate the distance, to three decimal points, between the two address points using a 'direct distance mathematical routine' within the Capita ONE system used by the council's School Admissions Team into which the LLPG address points are imported. This calculates the distance from the values created through this process using Pythagoras' Theorem by measuring the distance in metres between the Easting and Northing for each end address point then multiplied by 0.000621317 to convert to miles. It should be noted that this calculation may not be exactly the same as that created by a Geographical Information System (GIS) product as the GIS product may build in a formula to allow for the curvature of the earth. This curvature does not begin to affect distance values until the distance is least 10 miles.

In the unlikely event that two or more children live at the same distance or additional distance (measured as stated above) from school (including, for example, flats within the same building), and there are fewer places available, random allocation will be used to decide which child will be allocated the remaining place(s). This will be by supervised drawing of lots, carried out by at least two Children's Services staff.

Residency requirements

Home address

Applications are processed on the basis of the child's single permanent home address living with parent(s) or a carer/legal guardian at the closing date for applications. An address will not be accepted where the child was resident other than with a parent or carer unless this was part of a private fostering or formal care arrangement.

Checks will be made to determine whether an address declared on the application form is that of a second home with the main home being elsewhere. If there are two or more homes, evidence will be required as to which is the main home showing that the other property is either let out on a long term rental (6 months plus), that the property is uninhabitable, or that the address is in the process of being sold and the family live permanently in the declared property. This evidence is required to prove where an applicant was living at the time of making the application.

Reference to council tax records will be made to determine a single address for consideration of a place under criteria C or D. It is for the applicant to satisfy the local authority that they live at the address stated.

After allocation, if an applicant moves from the property they have used in their application to another property which is within or nearer to the designated area of the preferred school; the address of the property they originally owned and declared on application will be the address used for determining their designated area, unless this house has been sold or rented out for 12 months prior to the closing date for applications.

Applicants will be asked to declare that the address used is expected to be their place of residence beyond the date of the pupil starting school. Applicants are required to advise of any change of circumstance at any time prior to the child starting school. If you do not declare such arrangements, or a different address is used on the application where the child does not usually live; it will be considered that a false declaration has been made and it may be decided to decline to offer a place at a particular school, or to withdraw the offer of a

place. In deciding whether a place was allocated on the basis of a misleading or fraudulent application, an admissions panel will consider any supporting evidence giving reasons why the move was necessary prior to the child starting school.

It is important to declare if there is to be a change of address prior to the child starting school. If the applicant already own a property which is in the process of being sold, we are able to accept the address of the new property only on submission of the appropriate evidence in support e.g. exchange of contracts letter on both the new property and, where possible, disposal of their current property. The deadline for submission of evidence to support a move is January 15, 2018. If the move takes place later or evidence is submitted later, the local authority will only be able to consider this information after the initial allocation of places has taken place and treat the new address for waiting list purposes.

A temporary address cannot be used to obtain a school place. Temporary addresses will only be considered where evidence is provided of a genuine reason for the move e.g. flooding or subsidence.

The local authority reserves its right to carry out further investigation and require additional evidence and to reject applications or withdraw offers of places, if it believes it has the grounds to do so. In such cases, the applicant will have recourse to putting their application through the independent appeals process.

Split living arrangements

Where a family claims to be resident at more than one address, justification and evidence of the family's circumstances will be required e.g. formal residence order, child arrangements order or legal separation documentation. The application must be completed by the parent, at an address which is owned, leased or rented, where the child lives for the majority of the school week. This is based on the number of school nights a child spends at the home (Sunday night 1800hrs to Friday 0900hrs).

Where there is an equal split or there is any doubt about residence, the School Admissions Team will assess and make a judgment about which address to use for the purpose of the allocation of a school place where necessary requesting further information e.g.

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school or early years setting of the contact details and home address supplied to it by the parents
- the address where child benefit (if applicable) is paid
- where the child is registered with the GP
- any other evidence the parents may supply to verify the position

It is recommended that consensus is reached by both parents and child on the school preferences to be expressed and it should be noted that only one offer letter will be sent to the main applicant unless otherwise requested and agreed by both parents.

The information provided to determine the home address to be used will be considered by an admissions panel of at least two officers and their decision is final.

Applicants from abroad

An application for a school place can be made from applicants applying for a school place for their child from abroad, provided that they can provide evidence of their right of abode.

The address used will be the address where the child is living at the closing date for applications unless evidence is provided that the family is returning to a property that they own in the borough. Third party written evidence confirming the details and timing of the relocation will be required. Adjustments will be made to any waiting lists, if the family returns later, prior to the start of school. Further advice on the documentation required can be obtained from the School Admissions Team.

Service Families

Families of UK service personnel who are not yet living in the area will be able to make an application if it is accompanied by an assignment order declaring a relocation date and intended address. In the absence of a new home postal address, the authority will use the former Hazebrouck Barracks (co-ordinates: Easting 476869 and Northing 166249) as the postal address to determine distance to a preferred school. A letter from the Commanding Officer or garrison headquarters will be required confirming the living arrangements for families who are being housed at the army quarters at Arborfield but are assigned to another base.

Returning Crown Servants

Families of crown servants returning from overseas to live in the Wokingham borough may apply for a place in advance of their move provided the application is accompanied by an official letter confirming the posting to the UK and the expected relocation date.

Where a parent is unable to provide confirmation of a relocation address, an indication of the area may be provided, narrowed down as far as possible, to which the family intend to return. Preferences will be considered but applications will be considered under criterion G (other children) until the parent is able to provide confirmation of the new address such as proof of exchange of contracts or a signed rental agreement. If a place cannot be offered at a preferred school; no alternative school will be offered until confirmation of the relocation address within the borough is received but the right of appeal will be advised.

It is the responsibility of parents to keep the school admissions team informed of any changes to their planned address during the application process.

Waiting lists

Waiting lists will be maintained by the local authority for all schools where necessary for children not offered a school place at their preferred school until the end of year 2 (infant schools), year 6 (primary schools) and until September 30 of year 10 to fill places that may become available during the school year. No account is taken of the length of time spent on a waiting list.

Positions on waiting lists may go up or down due to pupil withdrawals or new or revised applications received; therefore waiting lists will be reviewed and revised:

- Each time a child is added to, or removed from, the waiting list
- When a child's changed circumstances will affect their priority
- When parents respond to periodic requests to see if they wish to remain on the waiting list
- At the end of a school year; should there be a change in the determined oversubscription criteria
- Children who are the subject of a direction by the local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol will take precedence over those on a waiting list.

Parents will be asked to inform Children's Services if they wish to remain on waiting lists and will receive requests annually to notify if they wish their child's name to remain on the waiting list for the next academic year. Where no response is received by the deadline, the child's name will be removed from the waiting list. At all other times, it is the responsibility of parents to ensure that the school admissions team is informed in writing if they want their child's name to be removed from the waiting list or if their circumstances have changed from the original application.

Waiting list information will be available in accordance with the published timeline.

Schools are required to update the School Admissions Team where they have received confirmation in writing that a place at their school is no longer required in order that a place may be filled from the waiting list.

Any places offered from waiting lists will be made by the School Admissions Team, including offers made on behalf of the governing bodies of own admission authority schools participating in the co-ordinated scheme.

Schools within the scheme are not permitted to offer places to parents, or indicate that places are available when a parent visits the school, as schools will not be aware of applications received and in the process of being allocated.

The child's name will automatically be placed on a waiting list for preferred school(s) that cannot be offered, parents must notify the school admissions team if they do not want their child's name to remain on the list.

Appeals

A parent, whose application is rejected, because the school is full in the required year group, has the right of appeal to an independent appeal panel. Information regarding appeals can be viewed at: www.wokingham.gov.uk/admissions or by contacting the council's Democratic Services team by telephoning: (0118) 974 6059.

Applications will be rejected if the admissions authority considers that admitting another child into an infant class (Key Stage 1) would result in a breach of the infant class legislation. Parents have the right of appeal against a decision to refuse a place at their preferred school on this basis. Parents should be aware that this situation could well apply in a number of primary (or infant) schools, particularly where they have an admission number of 30, 45 or 60 and are oversubscribed.

An Appeals Panel, where the admissions authority considers that to admit the child would force it to breach the infant class size, can only allow an appeal if it is satisfied that either:

- a) the child would have been offered a place if the admission arrangements had been properly implemented or if the arrangements had not been contrary to mandatory provisions in the School Admissions Code and/or

- b) the decision to refuse admission was not one which a reasonable admissions authority would have made in the circumstances of the case.

In the event of an unsuccessful appeal against non-admission to a school, the local authority will not consider any further admission, nor is there any automatic right to a further appeal for admission, within the same academic year (September 1 to August 31) unless there is an **exceptional** situation resulting in a significant change of circumstances relevant to the application.

Appeals are normally heard for the year group applied for, to start in that year group; if a parent wishes to appeal for the next year group (applicable after the May half-term prior to a September start), a parent will be asked to submit a new application form for that year group. The later application will supersede the previous application. Children's Services can then ensure that there are no new circumstances to take into consideration prior to the issuing of a letter refusing the school place.

Multiple births or children with birth dates in the same academic year

Where the application of oversubscription criteria results in splitting twins or other siblings from a multiple birth in the same school year from the same family; places will be offered even if this will result in the school going above admission number.

Where the application of oversubscription criteria results in children with dates of birth in the same school year in the same family, places will be offered even if this will result in the school going above the admission number with one exception; where to do so will result in the school breaching infant class size legislation at Key Stage 1 (e.g. class size must not break 30 children to 1 qualified teacher). In this instance, the places will be allocated by the drawing of lots carried out by at least two Children's Services staff members. In such instances, parents will be offered the place and will need to decide whether they wish their children to be split or consider placement together at an alternative school after allocation.

Children working out of the normal year group

Whilst places will normally be offered on the basis of the child's chronological age, requests from parents for school places outside a normal age group will be considered carefully, whether for gifted and talented pupils or for those who have experienced problems, e.g. having missed education due to ill health.

Each case will be considered on its own merits and circumstances but will not be agreed by Children's Services without a consensus that to do so would be in the pupil's interests. Such a consensus would be reached between the parents, schools concerned (both current and preferred) and any relevant professionals asked for their opinion on the case by Children's Services.

Admission numbers

Admission numbers for each year group will be published in the composite prospectus published by 12 September 2018.

Designated areas

Only one change to the designated area of Nine Mile Ride Primary School will be proposed for 2018/2019. No changes to designated areas were proposed for other community or voluntary controlled schools and therefore the designated areas determined in 2017/2018 will apply for 2018/2019.

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**PROPOSED SIXTH
FORM ADMISSIONS
POLICY
FOR COMMUNITY
SECONDARY SCHOOLS
2018/2019**

Proposed - part of the admission
arrangements for entry to community
schools in 2018/2019



**WOKINGHAM
BOROUGH COUNCIL**

GUIDANCE ON SIXTH FORM ADMISSION POLICY AT COMMUNITY SECONDARY SCHOOLS IN THE WOKINGHAM BOROUGH

1. Entitlement to sixth form education

Every young person has a legal duty to participate in education or training up to their 18th birthday. This may include sixth form education.

The majority of secondary schools in the Wokingham borough have sixth forms. Pupils in individual schools are entitled to be considered for entry into their school sixth form provided they meet the entry criteria for individual courses and that there are sufficient spaces to meet their requirements.

The following admission numbers for external candidates only were determined in March 2015 for Wokingham Borough community secondary schools and will apply to external admissions in 2018/2019. Places will be offered first to year 11 students within the school and then to external candidates provided an appropriate course is available for a suitably qualified student.

School	Admission number
The Bulmershe	20
The Emmbrook	20
St Crispin's	30

2. Inclusion

Wokingham Borough Council has an inclusive education policy and children will not be discriminated against as laid down by the Human Rights Act 1998, Equality Act 2010 and School Standards & Framework Act 1998 as amended.

This model policy should ensure equity and fair access ensuring that all applicants are able to understand the process and how oversubscription criteria will be applied.

3. Background

The responsibility for determining the admissions arrangements for sixth forms in community secondary schools is the responsibility of the local authority. Administration of sixth form admissions is delegated by the local authority to secondary schools, based on the adoption of this model policy.

This policy does not apply to The Forest, The Holt, Maiden Erlegh or The Piggott Schools or Waingels College as their admission arrangements are determined by each school's Academy Trust Board.

4. Applying for entry into sixth forms

External applications should be made on the school's application form and forwarded to the school's Head of Sixth Form by the required deadline. The application form to be used must be submitted to the local authority by 1 October each year to ensure that it meets the requirements of the School Admissions Code. The form must allow

for applications from both parents and prospective students themselves. The form must allow applicants to give reasons for applying.

Internal students do not have to apply formally for a place in the sixth form, although they or their parents are entitled to apply for entry to the sixth form at another school.

Interviews with student or their families must not be held to determine a place; although meetings may be arranged to provide advice on options and entry requirements for particular courses.

Entry to courses in the sixth form will not be dependent on attendance, behaviour record, or perceptions of attitude or motivation.

To ensure transparency; schools will publicise what courses are available; the entry requirements for each; any maximum places or minimum numbers to run a particular course, and provide statistics about the number of internal and external candidates accepted and refused on each course, plus the number of applications received for each course in the previous year. The course entry requirements for external candidates must be the same as those applied to internal pupils transferring to the sixth form.

Schools will provide this statistical information to the local authority in September each year in order that a report may be prepared for the Schools Admissions Forum.

5. Consultation

The policy and guidance will be reviewed on an annual basis and included in any future consultation on admissions arrangements for community schools.

Once the admission arrangements are determined by the Council's Executive, all community secondary schools are required to adopt the agreed model policy.

6. Start dates

All students are required to start on, or the first school day after, 1 September 2018.

7. Use of personal data

All personal information is covered by the Data Protection Act 1998 and will be held by the school and used for the purposes of admissions. The information will be kept secure and strictly confidential and will not be used for any other purpose.

The school and local authority reserves the right to verify the information given on the application form. Any offer of a place will be on the basis that the information supplied is accurate and up to date.

Please note the information will not be disclosed to any other organisation without parental consent other than other local authorities or government agencies, e.g. Learning Skills Council. If you require further information about how this data will be used, please contact the school.

Any place offered may be withdrawn if information provided is later proved to be false or misleading.

8. *Decisions and appeals*

Whenever a decision is made not to offer a place in the sixth form, whether the candidate is internal or external, an explanation of the decision must be provided in writing, together with advice on their right to appeal and how to do so. Please note that both the parent and the individual student have separate and joint rights of appeal. Such appeals will be heard at the same time. It is the school's responsibility to present its case at appeal and to ensure that any paperwork is provided in time to the clerk to the appeal panel.

Glossary

Published Admission Number	The number of places to that the admission authority must offer in each relevant age group for a school for which it is admission authority. The published admission number must relate only to those being admitted to the school for the first time and should be based on an estimate of the minimum number of external candidates likely to be admitted, although it would be acceptable to exceed this if demand for available courses can be met.
Oversubscription	Where a school has a higher number of applicants than the schools' published admission number each year
Designated Area	A geographical area, from which students may be given priority for admission to a setting
Application Deadline	Date by which applications must be received for initial consideration for a place
Late Application	Application received between the application deadline and the date agreed for communication of offer of places
In-year Application	Application received after the date agreed for communication of offer of places
Parent	A parent is defined in law (Education Act 1996) as including any person who has parental responsibility (as defined in the Children Act 1989) for a child or young person. Having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law.
Applicant	In this document, can mean either a parent or a child, as both have rights to apply and to appeal under these admissions arrangements.
Home Address	Where the student spends the majority of the school week (Sunday 1800hrs to Friday 0900hrs) including nights.
Looked after or previous looked after children	<p>A "looked after child" is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (see definition in section 22(1) of the Children Act 1989).</p> <p>A previously looked after child is a child who was looked after by a local authority but ceased to be so because they were adopted, or became the subject of a child arrangements order or special guardianship order. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders). It also includes children who have been provided with child arrangement orders (previously known as residence orders) under the provisions of section 14 of the Children & Families Act 2014 which amends section 8 of the Children Act 1989 and children with a special guardianship order appointing one or more individuals to be a child's special guardian under section 14A of the Children Act 1989.</p>

SIXTH FORM ADMISSION POLICY AT WOKINGHAM BOROUGH COMMUNITY SECONDARY SCHOOLS

General

The majority of secondary schools in the Wokingham Borough have sixth forms and students in their schools are entitled to be considered for entry into their school sixth form provided they meet the entry criteria for individual courses and that there are sufficient spaces to meet their requirements.

The responsibility for determining the admissions policy for sixth forms in community secondary schools is the responsibility of the local authority.

Administration of sixth form admissions at community schools is delegated by the local authority to secondary schools.

The Forest, The Holt, Maiden Erlegh and The Piggott Schools and Waingels College admissions policies are determined by the schools' governing body or Academy Trust Board.

Interviews with student or their families must not be held to determine a place; although meetings may be arranged to provide advice on options and entry requirements for particular courses.

Entry to courses in the sixth form will not be dependent on attendance, behaviour record, or perceptions of attitude or motivation. Course entry criteria for external applicants will be the same as that applied to internal students.

Under the Education & Skills Act 2008, where an application is rejected on the grounds that the student does not meet the course entry criteria, the school may offer an alternative course of study. The student also has a legal duty to remain in learning and/or training until their 18th birthday.

Admission Number

The following admission numbers for external candidates only are determined for Wokingham Borough community secondary schools. Places will be offered first to year 11 students within the school and then to external candidates provided an appropriate course is available for a suitably qualified student.

School	Admission number
The Bulmershe	20
The Emmbrook	20
St Crispin's	30

Applications

Both parents and prospective students themselves have separate rights to apply for place at a school sixth form. They must apply by the deadline given in the school prospectus and the application form to the nominated person on the application form. (The term 'applicant' is used in the rest of this policy, to mean either parents or prospective students).

Places allocated will be offered in accordance with the published admissions criteria. Applicants should ensure that they read the admissions policy and complete the standard application form for admission to the sixth form.

Offers of places to external students are subject to the school confirming date of birth or right of abode by examination of the birth certificate and/or student's passport, as appropriate. Students must have the legal right of residence in the United Kingdom at the start of their study programme. Failure to provide evidence, or providing evidence which shows the information provided at application to be incorrect, may lead to the offer being withdrawn.

Applications will be considered by a committee of the Governing Body, or this may be delegated to the Headteacher or Head of Sixth Form plus at least one other member of staff nominated by the Governing Body.

Applicants will be asked to declare that the address used will be expected to be their place of residence beyond the date of the student starting at the school. The offer of a place may be withdrawn if false or misleading information is given.

Allocation of places (oversubscription criteria)

In the case of oversubscription for a place on a particular course, places will be offered first to students within the school and then to external applicants, using, where applicable, the same course entry minimum qualification requirements.

Young people with a statement of special educational needs or an Education, Health and Care Plan that name a school in the statement or plan are required to be admitted to the school that is named and who meet the academic requirements for the course. The admissions authority does not have the right to refuse admission.

The following oversubscription criteria will be used to allocate the available places (see note one) on those courses that receive more applications meeting the course entry qualifications than can be accommodated, in descending order of priority:

- A** Priority will be given to 'looked after children and children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order' (previously looked after children) (see note 2)
- B** External students who meet the academic requirements for the level of course applied for, as published in the school prospectus.

Note 1

External admission numbers for the sixth form for each community school is shown on page 6. All pupils attending the school at the end of Year 11 will be offered places in the Sixth Form provided that they meet the minimum requirements for the relevant course. Applications from those not attending the school will also be considered. All those offered places will be offered places on the courses they wish to follow subject to their meeting the specified academic requirements for those courses and there being places available. When students are offered a place at the school but a course they wish to pursue is full, they will be offered an alternative course.

Note 2

A “looked after child” is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (see definition in section 22(1) of the Children Act 1989).

A previously looked after child is a child who was looked after by a local authority but ceased to be so because they were adopted, or became the subject of a child arrangements order or special guardianship order. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders). It also includes children who have been provided with child arrangement orders (previously known as residence orders) under the provisions of section 14 of the Children & Families Act 2014 which amends section 8 of the Children Act 1989 and children with a special guardianship order appointing one or more individuals to be a child’s special guardian under section 14A of the Children Act 1989.

Applications received under the Criterion A must be made by the person with parental responsibility for the child (e.g. the child’s social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable:

- confirmation by the home local authority that the child is looked after or
- confirmation by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the orders detailed above.

Tie Breaker

Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home address is nearest to the preferred school in terms of radial (straight line) distance. Distances will be measured consistently and will be measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point. These are then used to calculate the distance between the two address points, to three decimal points, using a ‘direct distance mathematical routine’ within the Capita ONE system used by the council’s School Admissions Team into which the LLPG address points are imported. This calculates the distance from the values created through this process using Pythagoras’ Theorem by measuring the distance in metres between the Easting and Northing for each end address point then multiplied by 0.000621317 to convert to miles. It should be noted that this calculation may not be exactly the same as that created by a Geographical Information System (GIS) product as the GIS product may build in a formula to allow for the curvature of the earth. This curvature does not begin to affect distance values until the distance is least 10 miles.

Where the school is oversubscribed, further information will be required to verify the home address e.g. council tax or utility bill. Applicants may also be required to provide other supporting evidence such as benefit payment arrangements or medical card.

When families move to the designated area, documentary evidence of the move must be provided e.g. rental agreement or exchange of contracts.

Where a family claims to be resident at more than one address, applicants will be required to provide justification and evidence of a family's circumstances (e.g. legal separation). If a student spends part of the week with parents at different addresses, the home address will be where they usually spend the majority of the school week (Sunday 1800hrs to Friday 0900hrs), including adjacent nights) with a parent.

Waiting Lists

Waiting lists will not be held for sixth form admissions.

Late Applications

If an application is received after the deadline and before the date applicants are notified of places, this will be considered 'late'. Late applications will be considered after the allocation of places and notified after the main allocation date, unless exceptional circumstances apply, e.g. hospitalisation of a parent or a family has just moved into the area. In such instances, evidence will be required.

Applications received after the normal admissions round

Applications received after the notification date will be considered as an 'in-year' application. Places will only be offered if places on requested courses are available and the student meets academic requirements of the course.

Multiple births or children with birth dates in the same academic year

Allocation of places is based on individual students meeting the requirements of their chosen course. No guarantee of a place is given to other siblings applying to the school from the same family.

Accepting or declining the offer of a place

Places are offered on the understanding that there is a commitment to meet the academic requirements of the course.

Applicants are required to accept or decline the allocated place using the form sent with the allocation letter.

The form must be returned to the school **within two weeks** from the date of the offer letter. If a form is not received, there will be one further written warning and failure to respond may result in the place being withdrawn.

Applicants are requested to advise the school at any stage, if you are not accepting the place for any reason.

Appeals

Where it is decided that an internal or external student is not offered a place because they do not meet the requirements of a particular course, the school will offer an alternative course of study.

Applications may be rejected because the applicant does not meet minimum entry standards published for entry to the sixth form, or – in the case of external applicants – because the sixth form is full. In all cases, the school will provide a letter of

explanation to the applicant of the decision to reject their application together with an explanation of how to appeal.

The student and their parent; may appeal separately or jointly appeal against non-admission to an independent panel. This will be explained in the school's decision letter. Appeals should be made to:

Clerk to the Appeals Panel
Wokingham Borough Council
Democratic Services
Shute End
Wokingham
RG40 1WQ

Tel No:0118 974 6053

Information on appeals is also available at:

<http://www.wokingham.gov.uk/schools/schoolappeals/>



CONSULTATION RESPONSE FORM

2018/2019 ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS:

[Q1] OVERSUBSCRIPTION CRITERIA

I agree with the proposed changes

I disagree with the proposed changes

Please include below any comments you wish to make on the proposed oversubscription criteria (for comments on designated areas, please respond under Q3)

Specific proposed changes include:

- That the definition of temporary and permanent address be clarified to ensure that families cannot make short term moves to the designated areas of popular schools simply to gain admission to those schools.

[Q3] DESIGNATED AREAS

I agree with the proposed changes

I disagree with the proposed changes

Please include below any comments you wish to make on the proposed changes to designated areas for primary community and voluntary controlled schools for:

Specific proposed changes include:

- That the designated area of Loddon Primary School be extended to include that of Aldryngton primary school.
- That the designated area of Whiteknights Primary School be extended to include that of Radstock Primary School

[Q4] CO-ORDINATED ADMISSIONS SCHEMES

This part of the consultation deals with technical and operational aspects of school admissions and compliance with regulatory requirements. It is primarily directed towards those bodies with a direct involvement in co-ordinating school admissions.

I agree with the proposed schemes

I disagree with the proposed schemes

Please include below any comments you wish to make on the proposed schemes.

Specific proposals include:

1. A proposal for the adoption of a local co-ordinated in-year admissions scheme for the Wokingham Borough
2. The adoption of the co-ordinated scheme for the three transfer groups

[Q5] ANY OTHER COMMENTS ON THE PROPOSED ADMISSION ARRANGEMENTS FOR ENTRY IN 2018/2019 (INCLUDING F1 OR SIXTH FORM POLICIES)

I agree with the proposed changes

I disagree with the proposed changes

The specific proposed change includes:

- That where processes are referred to these are made fully electronic (removing any formal reliance on paper systems) in accordance with the Lean principles underpinning the transfer of admissions arrangements to Customer Services.

Please comment below on any other aspects of the proposed admission arrangements for entry in 2018/2019.

It is understood that the government is expecting to consult on new Admissions Code although the timing has not yet been announced. Following consultation, once the draft becomes statute, any further statutory changes will be incorporated into our admission arrangements without consultation. Changes may also be required to the F1 Nursery policy when clarification is received on the proposed 30 hours free childcare available to working parents including resultant adjustment to the number of places available to support this change.

There will be a further opportunity to object to the admission arrangements to the Office of the Schools Adjudicator on the grounds of non compliance with the School Admissions Code, after determination.

I am responding -

- As a parent, or
- another member of the community, or
- on behalf of a school/local authority/ other organisation
(please give details)

All responses must be returned by **31 January 2017** to

School Admissions Review
Wokingham Borough Council
Children' Services
PO Box 156
Shute End
Wokingham
RG40 1WN

Or by email to: admissions.review@wokingham.gov.uk

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Consultation responses & commentary

2018/2019 ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS:

General

Seventeen responses were received. All proposals had a majority of respondents in favour, with one objection relating to the proposal on changes to designated areas, one objection to the proposals relating to greater on electronic processes and two responses that only expressed views on the first two items that were the subject of consultation.

[Q1] OVERSUBSCRIPTION CRITERIA

That the definition of temporary and permanent address be clarified to ensure that families cannot make short term moves to the designated areas of popular schools simply to gain admission to those schools.

Response	Member of the community	Parent	School	Grand Total
Agree	1	15	1	17
Grand Total	1	15	1	17

Comments made:

“Whilst I agree with the proposed changes, it does not tell parents how a rental address will be used e.g. the rental address will be used but designated area status will not be applied or if the rental address is not used, what address will be applied e.g. the council’s Shute End office for the calculation of distance to a school.”

Officer comment

In practise it is likely the proposal could only be used if the tenant had another address (for example a long term rental they intended to return to) that could be deemed to be a permanent address and this would be used as the address for admissions purposes.

[Q3] DESIGNATED AREAS

Specific proposed changes include:

- That the designated area of Loddon Primary School be extended to include that of Aldryngton primary school.
- That the designated area of Whiteknights Primary School be extended to include that of Radstock Primary School

Response	Member of the community	Parent	School	Grand Total
Agree		15	1	16
Disagree	1			1
Grand Total	1	15	1	17

Comments made:

- 1) Supported on the basis that this is not a reciprocal arrangement.
- 2) "If the council goes ahead with these proposed changes, the wording should be amended to state "that the designated area of Loddon Primary School be extended to include that of Radstock Primary School, to create a shared designated area for both schools" and likewise for Whiteknights/Radstock.

The current wording is ambiguous and will not be clear to parents. The map provided does not make this clear either. Therefore respondents to this consultation may not have a clear idea of the proposed changes to decide on its appropriateness especially as the council has not included an impact assessment on the proposed changes to identify the winners and losers in such an arrangement. I can appreciate that the intended outcome of these proposals is to encourage parents to apply for both schools.

Admittance to Radstock in particular will be fundamentally changed as a result of this proposal as it is sited to one corner of its designated area, resulting in more children currently living in the designated area of Whiteknights being offered places on the basis of radial distance than those in its current designated area. This will result in those living in the extremities of the current Radstock designated area unlikely to be offered a place at the school leading to those families being severely disadvantaged and having to travel a greater distance to school."

Officer comment

The proposal gives residents in the current designated areas of Radstock and Aldryngton Primary Schools priority for Whiteknights and Loddon Primary Schools respectively (as well as maintaining their priority for their current designated area schools). It does not give residents in the current designated areas of Whiteknights and Loddon Primary Schools priority for Radstock and Aldryngton Primary Schools, so does not impact on the priority for admissions to these schools.

[Q4] CO-ORDINATED ADMISSIONS SCHEMES

Specific proposals include:

- A proposal for the adoption of a local co-ordinated in-year admissions scheme for the Wokingham Borough
- The adoption of the co-ordinated scheme for the three transfer groups

Response	Member of the community	Parent	School	Grand Total
Agree	1	13		14
N/R		2	1	3
Grand Total	1	15	1	17

[Q5] ANY OTHER COMMENTS ON THE PROPOSED ADMISSION ARRANGEMENTS FOR ENTRY IN 2018/2019 (INCLUDING F1 OR SIXTH FORM POLICIES)

That where processes are referred to these are made fully electronic (removing any formal reliance on paper systems) in accordance with the Lean principles underpinning the transfer of admissions arrangements to Customer Services.

Response	Member of the community	Parent	School	Grand Total
Agree		12		12
Disagree	1	1		2
N/R		2	1	3
Grand Total	1	15	1	17

Comments made:

“Whilst I appreciate that the council is seeking to move to a fully electronic admissions system rather than a mixture of paper and online which currently enables parents to decide how they wish to apply, this proposal will directly impact Wokingham’s most vulnerable families. Not every family within the Wokingham borough has the facility to make online applications and this proposal is solely reliant on the customer centre staff being available to assist. Vulnerable families may not be able to visit Shute End within office hours to take advantage of such assistance and therefore their ability to apply is severely curtailed by the removal of a paper based form. No proposals are seemingly in place to use more local venues and support to enable an electronic application, such as early years’ settings, schools, children’s centres or libraries, which are far more accessible and a great deal less expensive to get to. Neither is there a proposal to use their key worker if applicable. The move to electronic offer notification and acceptance for the primary phase is again problematical for those families without electronic access as they will not hear the outcome of their application, and if schools or early years’ settings are willing to assist, the offer date will commonly fall within the school holiday when access is not available.

If this proposal proceeds, independent appeal panels may take the view that the council has been unreasonable in its arrangements to not allow paper based applications, offer notification and acceptance to such families, and therefore allow appeals on the basis of this; negatively impacting schools and class sizes.

Whilst the School Admissions Code does not explicitly preclude online admissions systems, it does in 1.51 expressly state that the composite prospectus must be made available to parents in hard copy without access to the internet. It would seem reasonable that the same natural justice must apply to applying for a school place.

It is unclear within the proposed scheme how parents apply if their application is made late: paper or online. It also does not indicate how parents notify if they wish to accept the offered place on a part-time basis or defer until later in the school year.

Is Loddon Primary School increasing its admission number to 90 with the current expansion of the school? Bohunt requires an asterisk against its name as it is an own admission authority school.”

Officer comment

The points about support for families without internet access are well made. It will be necessary to ensure that families in this position are supported. However, this support lies outside the scope of the formal admissions arrangements themselves and will be developed further before the arrangements are implemented.

It is intended to make all applications on line.

The composite prospectus will be available where necessary in hard copy.

Deferral is a statutory right and the arrangements will be clarified in on line documentation.

The Loddon school expansion is subject to a separate statutory process and it is proposed that permanent expansion will be agreed through this process.

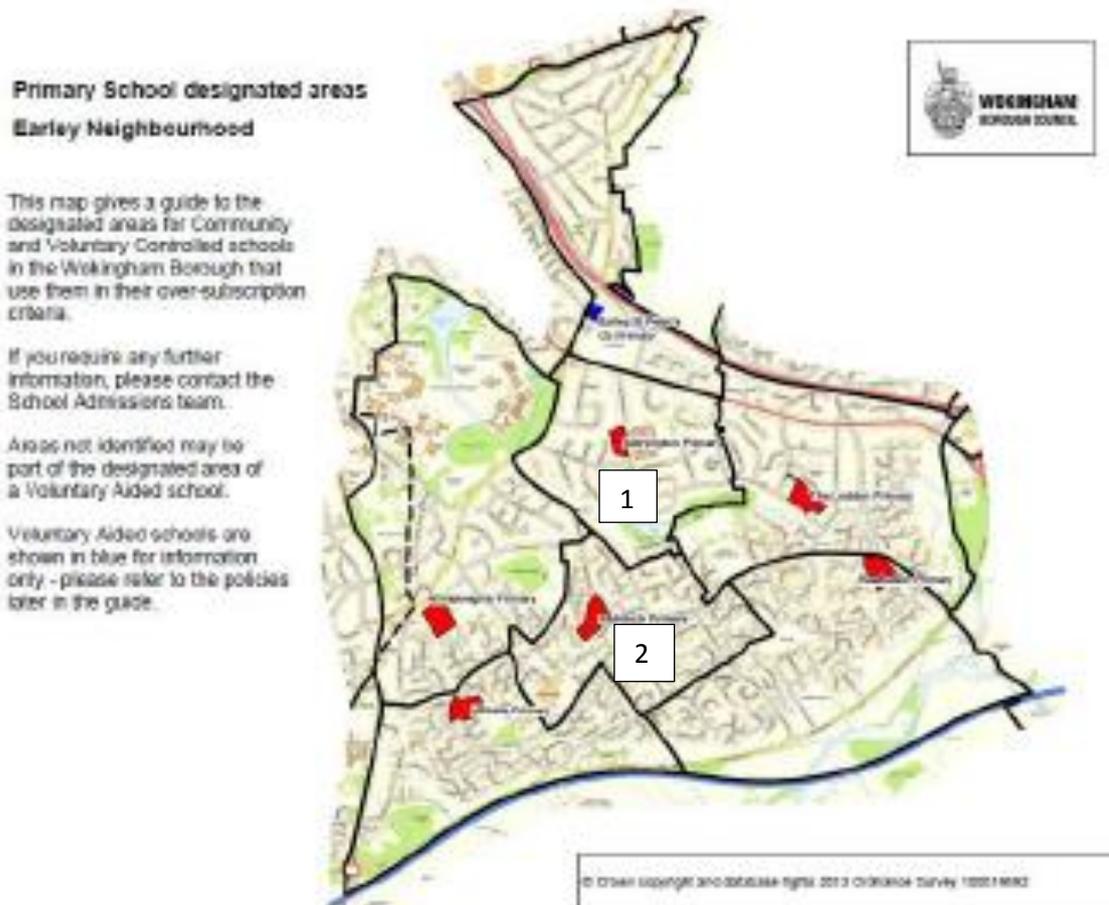
General comments

“I note that the council has indicated in its paperwork that the consultation period is from 19 December 2016 to 31 January 2017. However the consultation paperwork was not available to view on the council’s website until the week between the Christmas and New Year period. I was able to view it on 30 December 2017. The consultation is listed on the school admissions section of the website, not easily found by the general public; it does not link to the council’s ‘current consultations’ section, it has not been notified through the council’s social media and not notified via Children’s Services Education News to school staff.”

Officer comment

The proposed arrangements were published on line on 19 December 2016, at the time that notification was sent to schools and other consultees.

Proposal to amend the Designated Areas of Aldryngton and Loddon Primary Schools and Radstock and Whiteknights Primary Schools



1

Shared Designated Area for Aldryngton and Loddon Primary Schools

2

Shared Designated Area for Radstock and Whiteknights Primary Schools

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Appendix H: Brief summary of neighbouring local authority arrangements regarding temporary addresses

Surrey CC

“4. ADDRESS OF CONVENIENCE INVESTIGATIONS

4.1 It is for the admission authority to determine if, on the balance of probability, the address given on an application is a child’s habitual residence. Some examples of the use of an address of convenience are as follows:

- An applicant applies from an address where the child does not ordinarily reside, for example a relative’s address.*
- A family moves to rented accommodation or to live with relatives and uses this address in order to gain a school place, whilst continuing to own an alternative property. A property previously lived in and still owned by the family would normally be considered as the child’s habitual residence, even if the property is not currently occupied by the family.*
- Where parental responsibility is split between two parents living at alternative addresses and an application is made from the address where the child resides less frequently. A court order may be present which specifies the living arrangements. If residency is truly split equally, then parents must decide which address to apply from and only apply from one address.*

4.2 We will not generally consider an address to be a child’s habitual residence if the applicant owns an alternative property that the child previously lived in and we believe the address stated on the application is temporary and being used solely or mainly to obtain a school place. Where an applicant still owns an address in which their child previously lived, they must explain and evidence the permanence of their house move. Renting out the property would not deem it unavailable to the family.

4.3 The following are examples of why an address might be investigated :

- Targeting specific applications for oversubscribed, popular schools*
- Spot checking of applications*
- Applications where the applicant does not appear to be the child’s legal guardian*
- Applications for children whose current school is not in the area of the home address*
- Where information stored on our database indicates another family lives at the same address*
- Where the applicant’s address does not match the address provided to the child’s current or preferred school*
- Known short-term rental addresses near popular schools*

- Those who have been resident at an address for less than 18 months and who previously resided at an address further away from a popular school*
- Where a change of address is reported after an application is first submitted*
- Where any other suspicions are raised about the permanence and authenticity of an applicant's address*

.....

4.4 Any individual or organisation may refer the suspected use of an address of convenience to us using the official referral form, a copy of which is published on our website. The identity of any individual who has made a referral will be kept confidential as part of any investigation and will not be divulged to any party being investigated. Anonymous referrals will be reviewed and investigations instigated where appropriate.

4.5 Specific evidence which indicates that an applicant may be using an address of convenience does not need to be present for us to investigate an address. Any address can be investigated at any time.”

Comment

This is a lengthy and prescriptive account of how to distinguish between temporary and permanent addresses. It does though capture the notion that addresses can be separated into “addresses of convenience” and “habitual addresses” and states the key principles that will be used to determine on the balance of probability which category a declared address fits.

Reading BC

Home address

Is the permanent address of the parent/carer and their child? It must be the address where the child spends the majority of their school week in cases where the child lives at a different address for some days of the week. Temporary addresses cannot be used to obtain a school place whilst retaining a previous permanent home within Reading unless evidence is produced to show that this address is no longer available to the family i.e. the property has been rented out. Where an application has been submitted which shows a new temporary address evidence of a rental agreement of at least a year that goes beyond 1 September 2017 will have to be submitted.

Comment

Shorthold tenancies are often for 6 months (as these tenancies can be rolled over for years, but a period of 6 months protects the landlords interests) so families with legitimate reasons to rent might be discriminated against.

Again the arrangements allow owner occupiers to rent out their homes.

West Berkshire

Note 1

If you own a house or a flat and are renting and living in another property, we will consider the rental address as your permanent address if:

- 1. your owned property is rented and*
- 2. you have been living at the rented address for at least 1 year (we will require proof) and*
- 3. your rental agreement shows you will continue to live in the rented property for at least a year after the application for a school place.*

In some cases we may consider a rental address where you have lived for a period shorter than a year as your permanent address if your owned property is a considerable distance away from the rented accommodation where you are living. In these cases we will decide what evidence you should provide us and we will review it and make a decision.

If you own two or more houses we may ask for evidence of your previous and current Council Tax bills or other evidence we deem appropriate to determine which of them is the permanent home address.

Comment

Although more robust (than the current WBC policy) this could be considered to introduce a “back door” length of residence criteria. Also, the prevalence of 6 month rental agreements (which can be extended ad infinitum) means that “legitimate” renters could be discriminated against.

Bracknell

“If a parent/carer owns a property within the Borough which they do not occupy and/or rent out and then move into another property within, or nearer to the designated area of the preferred school, the address of the property they own will be the address used for determining their designated area, unless the owned house has been rented out for 12 months prior to the closing date for the return of the Common Application Form. If an applicant already owns a property within the borough which is in the process of being sold Bracknell Forest is able to accept the address of the new property on submission of the appropriate evidence in support eg. a solicitor’s letter showing exchange of contracts. The address must be a permanent address, temporary addresses are not acceptable.”

Comment

The 12 month rent out period is more of a deterrent to short term arrangements than the 6 month period used in the current WBC arrangements.

Hampshire

(ii) The child's permanent residence is where they live, normally including weekends and during school holidays as well as during the week, and should be used for the application. The permanent address of children who spend part of their week with one parent and part with the other, at different addresses, will be the address at which they spend most of their time.

Buckinghamshire

Note 6: Definition of normal home address (more detail is available in the guide)

This is the child's home address. This must be where the parent or legal carer of the child live together unless it is proved that the child is resident elsewhere with someone who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent(s) or person with legal care and control of the child.

To avoid doubt where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined by:

Comment

Neither Hampshire or Buckinghamshire arrangements are a significant improvement on Wokingham's current arrangements.

TITLE	One Public Estate - Authority and Governance for Participation in the Berkshire Property Partnership
FOR CONSIDERATION BY	The Executive on 23 February 2017
WARD	None specific
LEAD OFFICER	Andy Couldrick, Chief Executive
LEAD MEMBER	Mark Ashwell Executive Member for Planning and Regeneration

OUTCOME / BENEFITS TO THE COMMUNITY

To ensure that the correct governance arrangements are in place for the Council in the One Public Estate (OPE) programme, including the authority and terms of reference of the Partnership.

RECOMMENDATION

That the Executive:

- 1) approves the Terms of Reference for the Berkshire Property Partnership, set out in Appendix A to the report to enable the allocation of the £500,000 grant;
- 2) delegates authority to the Chief Executive to make decisions supporting the programme delivery in accordance with the Terms of Reference and;
- 3) notes that any additional budget requirements or capital commitments will not be entered into without further Executive approval.

SUMMARY OF REPORT

The Chief Executives of the Berkshire Authorities agreed for Wokingham Borough Council to take the lead on a joint pan Berkshire bid to join the fourth phase of the Cabinet Office initiative, the One Public Estate. The Group is known as the Berkshire Property Partnership (BPP).

The bid has been successful and an award of £500,000 has been made for funding to support the objectives and projects of the joint bid. This is the largest grant made in this round of the scheme.

A condition of the award is that participants match grant funding, although this can be in cash or consideration and will be within existing budgets.

Terms of Reference are now required under the OPE framework and these set out the administrative arrangements and objectives and will enable the BPP to allocate the £500,000 grant received from the Cabinet Office.

No budgetary commitments can be made by the BPP in excess of the grant. If any supplementary resources are required, a report will be brought back to Executive

seeking necessary approvals.

Authority to participate and invest in the programme is now required.
The alternative option is to not join the programme and continue to operate independently.

Background

Through its Government Property Unit, the Cabinet Office has established a programme called One Public Estate (OPE). Launched in 2013, the programme is now in its fourth round of funding applications and it was agreed that a pan Berkshire bid be established with Wokingham Borough Council's Chief Executive taking the lead role in the bidding process.

Over 150 councils working across 37 partnerships are set to join the next phase of OPE. Partnerships of councils and the wider public sector have been awarded a total of £7.5m to deliver land and property initiatives, delivering new jobs and homes as well as capital receipts and revenue savings.

Over the next 5 years, existing members of OPE are set to:

- create 36,000 jobs
- release land for 16,500 homes
- raise £138 million in capital receipts from land and property sales
- save £56 million in running cost savings

Currently the Berkshire Property Partnership comprises all the Berkshire Unitary Authorities plus representatives from local NHS agencies, Thames Valley Police, Royal Berkshire Fire and Rescue Service and Thames Valley Berkshire Local Enterprise Partnership. The Home and Communities Agency is also fully engaged with the work. The Partnership has been awarded the largest grant made in this round of the scheme namely funding of £500,000 to support the objectives and projects contained in the joint bid.

The principle core areas of work under consideration and identified in the joint bid are:

Placed Based Projects.

These generally look at a geographic area, map out all public assets and seek collaborative ways to deliver services in that locality to drive asset efficiencies, free up capital assets and create jobs and possibly housing. It is proposed that the first area to be considered under this scope is a Slough based area project. Reading, and the Bracknell-Wokingham corridor, will be the areas of focus for the subsequent reviews

Property Based Project

Under this area of work each participant has suggested sites where projects could be worked up with one or more parties for a combined gain. There were around 30 locations identified in the bid.

Shared or combined professional service unit

The group recognises that there is a serious pressure on the public sector's ability to attract, retain and incentivise professional property expertise in the South East. This is due to the opportunities offered in the private sector and the proximity to London. A pooling of resources could be a way of dealing with this challenge and provide a higher level of resilience. This will be investigated as part of the programme. This pooling could lead to the extension of the existing shared Operational Property service between Wokingham and the Royal Borough of Windsor and Maidenhead, to incorporate other local authority and public service partners across the county. A joint venture, with an established commercial Property and Facilities Management company will also be explored as part of the project. Decisions will be returned to the Executive for approval

The detailed draft Terms of Reference are attached at 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)	See below	Yes	Revenue/Capital
Next Financial Year (Year 2)	See below	Yes	Revenue/Capital
Following Financial Year (Year 3)	See below	Yes	Revenue/Capital

Other financial information relevant to the Recommendation/Decision

The project should lead to capital receipts and revenue savings, but at this stage, these cannot be quantified.

It is anticipated that 'in kind' contributions will be the means by which match-funding is provided.

Cross-Council Implications

None

List of Background Papers

None

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Date 14 February 2017	Version No. 2

BERKSHIRE PROPERTY PARTNERSHIP

TERMS OF REFERENCE

Background

An informal collaboration of public sector owners and occupiers of land and property assets in Berkshire was set up to facilitate application for One Public Estate funding (under OPE Phase 4) and to otherwise identify collaborative opportunities for achieving economic growth, more integrated and customer-focussed service delivery, capital receipts and reduced running costs.

Having been successful in the funding bid it is now necessary for the Berkshire Property Partnership's governance to be formalised, which is a pre-requisite to receipt of said funding

Structure and support

Berkshire Property Partnership ('BPP') is an Operational Partnership Board, established to oversee and implement the day-to-day roll-out of its One Public Estate ('OPE') Programme. It consists of both a Chair and also operational leads nominated by each BPP member organisation, whose role is to represent said member organisation ('the partners'), to promote BPP's aims and to work together collaboratively to both devise and implement BPP's delivery plans and other OPE-related objectives.

To support and oversee the BPP, each of the partners' Chief Officers will meet as the Berkshire Partnership Executive Group ('BPEG') every second month, in the cycle of the existing Berkshire local authorities' Chief Executives' meeting. The locations of these meetings will alternate between the partners around the County and will be formally administered and recorded.

This two-tier governance structure is intended to provide strong programme leadership, driving pace and unblocking issues where they may arise. Progress reports are to flow to the BPEG via BPP's Chair, who is to be a nominated BPEG representative. Andy Couldrick, Chief Executive of Wokingham Borough Council, is currently BPP's Chair. He also represents Wokingham Borough Council as 'Lead Authority' for OPE purposes.

A Non-Executive Board will also be consulted via BPEG, ensuring that elected members, the Office of the Police & Crime Commissioner, the NHS, Fire Authority and other agency stakeholders are involved, informed and able to influence the programme as it develops.

Frequency and notice of meetings

BPP will meet monthly, unless otherwise agreed, with meetings scheduled to last 90 minutes and to be hosted by the Lead Authority. A notice, agenda and any supporting papers will be circulated at least 5 days in advance of the meeting by the Secretary of the Meeting, who will be supplied by the Lead Authority and who will take the minutes of each meeting.

A quorum will be at least six members. Operational leads may send a substitute should they be unable to attend.

Chair

BPP's appointed Chair shall:

- Facilitate discussions in support of BPP's aims and objectives
- Seek to resolve any issues which may delay delivery of BPP's strategic objectives/plans
- Ensure that the decision-making process is informed, fair and appropriately minuted
- Report progress to both the BPEG and OPE representatives as required.

Every six months a new Vice Chair will also be appointed from amongst the BPP members to stand in for and assist the Chair in carrying out these duties if and when reasonably required.

Member responsibilities

- To develop and implement a County wide borderless common estate strategy
- To pro-actively identify opportunities for service transformation, co-location (including but not limited to multi-agency hubs) and regeneration
- To seek to identify potential strategic development sites within and outside public ownership
- To commit to and manage delivery of the Berkshire One Public Estate programme
- To seek to maximise overall grant funding and other available strategic funding, and to explore alternative or innovative funding models to drive economic regeneration and growth across the region in support of the overall strategic brief
- To explore innovative models for delivering housing and employment at pace
- To embrace BPP's suggested principles of partnership working

Principles of partnership working

Key principles shall include:

- Collaboration - adopting a constructive, co-operative and pro-active approach to delivering OPE outcomes
- Mutuality – understanding the common purpose with mutual benefit for the partners and BPP
- Commitment – committing appropriate resources in support of BPP's objectives whether in kind or financially (within reason)
- Clarity – being clear about objectives, roles and accountabilities
- Openness – being open about any difficulties in partnership working
- Benefits realisation – quantifying the added value derived from partnership working
- Fairness – partners will not seek to profit from each other
- Sovereignty – recognising that asset ownership and related decision-making remains with individual partners.

Accountability

Unless otherwise agreed by BPEG (and in accordance with each partners' normal governance arrangements), BPP does not have any statutory or delegated powers other than in relation to the application for and allocation of external funding awarded to BPP.

Its focus is on consultation and influence to achieve shared priorities and vision. It is recognised that any course of action that BPP agrees will have implications for partner organisations and these will need to be fully approved through their normal governance arrangements. It will be the responsibility of each partner to ensure compliance with their own governance procedures.

Membership and representation

Those partners engaged to date are as follows:

Partner	BPEG Representative	Operational Lead
Local Government Association		Mike Brough OPE Regional Adviser
Homes & Communities Agency		Catherine Turner Head of Public Sector Land South West
Thames Valley Local Enterprise Partnership	Tim Smith Chief Executive	
West Berkshire Council	Nick Carter Chief Executive	Richard Turner Property Services Manager
Reading Borough Council	Simon Warren Interim Managing Director	Giorgio Framaliccio Head of Planning, Development & Regulatory Services
Wokingham Borough Council (Lead Authority)	Andy Couldrick Chief Executive (also BPP Chair)	Chris Gillett Service Manager, Strategic Assets
Bracknell Forest Council	Timothy Wheadon Chief Executive	Steve Caplan Chief Officer: Property
Slough Borough Council	Roger Parkin Interim Chief Executive	Joe Carter Assistant Director - Assets, Infrastructure & Regeneration
Royal Borough of Windsor & Maidenhead	Alison Alexander Managing Director	Chris Hilton Director of Development & Regeneration
Royal Berkshire Fire & Rescue Service	Andy Fry Chief Fire Officer	Alex Brown Strategic Property Manager
Thames Valley Police	Nicola Ross Assistant Chief Constable	Peter Smith Strategy & Assets Manager
Berkshire Healthcare NHS Foundation Trust	Julian Emms Chief Executive	Greg Scott/Mark Davison Director of Estates & Facilities

NHS Property Services	Elaine Hewitt Chief Executive	
Berkshire West CCGs Federation	Cathy Winfield Chief Officer	Rebecca Clegg Acting Chief Finance Officer
Berkshire East CCGs Federation	John Lisle Accountable Officer	Nigel Foster Director of Finance & Performance
Frimley Health NHS Foundation Trust	Sir Andrew Morris Chief Executive	John Smith Project Manager

Partner representatives will need to ensure that they have delegated authority from their organisations to make decisions on behalf of that organisation.

Aims

With the support of the BPEG, the intention of the BPP is to pursue a collaborative approach to the strategic management of public sector land and property assets across the County, with a view to:

- Achieving enhanced value from the public estate for members of BPP and wider stakeholders including the community;
- Driving savings through more effective property planning, use and management and to release surplus assets for re-development;
- Aligning the public estate to future delivery requirements of the wider public sector where practical;
- Facilitating change in public service delivery through better use of less property, facilitating joined up service delivery with the development of multi-agency hubs wherever practicably possible;
- Promoting and, where practical, facilitating or enabling Place Making within local communities aligned to One Public Estate objectives, implementing a programme of Area Reviews;
- Promoting regeneration of surplus/vacant publicly owned land and property assets across Berkshire to improve provision of new housing and new employment opportunities;
- Facilitating the associated infrastructure growth in support of the overall regeneration brief;
- Exploring greater collaborative working on facilities management taking advantage of the procurement and purchasing power opportunities afforded by viewing the public estate as a borderless common estate.
- Establishing a Memorandum of Understanding initially, but also scoping the options for a single, joined up service vehicle for delivering Operational Property and Facilities Management leading to operational efficiencies, recognising that not all partners may want to participate directly or from the outset.
- Implementing identified quick wins, developing relationships, progressing more strategic/complex projects and generally identifying new opportunities in support of overall One Public Estate objectives.

Berkshire One Public Estate Programme

For the avoidance of doubt, the Berkshire OPE programme must include, but is not limited to, implementation of the detailed Services & Assets Delivery Plan submitted as part of BPP's bid for funding under OPE Phase 4. Said Delivery Plan includes the following key elements:

1. Progressing & accelerating the 14 major projects identified;
2. Area Reviews in Slough, Reading, Wokingham & Bracknell to drive delivery of co-location, asset rationalisation and integrated health & social care (it is noted that a number of potential projects have already been identified for consideration as part of these reviews);
3. Scoping for a multi-agency property vehicle, initially with an FM focus.

Engagement with new & existing stakeholders is also vitally important.

Any additional delivery plans, amendments or objectives agreed by BPP will be minuted.

Funding

Allocation of funding under OPE Phase 4 is both based on the Delivery Plan and subject to agreement with OPE representatives.

The funding breakdown may be subject to change, as agreed between OPE representatives and Berkshire Property Partnership from time to time.

Decisions concerning the proposed allocation of any new funding or in the event that a re-allocation of existing funding is required at any time will be determined by a quorum of BPP members, and by reference to a suitable scoring/prioritisation process. Any dispute or lack of decision will be referred to BPEG for determination.

Implementation timeline

A programme for Delivery Plan implementation is to be developed and updated no less than quarterly.

Appendix 1: Phase 4 Services & Assets Delivery Plan

The relevant Services & Assets Delivery Plan for Phase 4 is attached at Appendix 1 to these Terms of Reference.

Appendix 2: Funding Breakdown as at 11/01/17

The funding breakdown may be subject to change, as agreed between OPE representatives and Berkshire Property Partnership from time to time, but the latest breakdown is attached at Appendix 2 to these Terms of Reference.

TITLE	Woodley Car Parking Trial Extension
FOR CONSIDERATION BY	The Executive on 23 February 2017
WARD	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 Woodley Town Centre Management Initiative (WTCMI) proposed an alternative charging regime to the borough wide Evening and Sunday Charges during the public consultation. The WTCMI expressed concerns over the viability of the town during the hours of operation for the Evening and Sunday charges. This trial was aimed to see if the proposal was financially viable.

RECOMMENDATION

The Executive is asked to approve an extension of the current Woodley car parking trial until September 2017 including the increase of the 1 hour parking charge increase in the Woodley car parks (Crockhamwell Road, Headley Road, Lytham Road East, and Lytham Road West) from 70p to 80p which have been operating as part of the trial.

SUMMARY OF REPORT

This report requests that the trial of 1 hour daily rate parking charge increase in Woodley as proposed by the Woodley Town Centre Management Initiative is extended beyond March 2017 to allow further data to be collected.

Background

On the 17th May 2016, the council approved the implementation of Evening and Sunday Charges. In line with the Traffic Regulation Order (TRO) legal process, which established the ability for the council to implement charging in car parks and enforce the compliance with these charges, the council followed consultation on the new charging regime. During the consultation, some groups expressed concerns about the impact on their communities. These concerns were addressed in the original report to the Executive and were fully considered at the time of the decision. The Woodley Town Centre Management Initiative (WTCMI) proposed an alternative to the Evening and Sunday Charges in Woodley which was considered potentially financially viable at the time. The proposal was to increase the 1 hour parking charge in the Woodley car parks (Crockhamwell Road, Headley Road, Lytham Road East, and Lytham Road West) from 70p to 80p instead of implementing Evening and Sunday Charges in these car parks. Although other alternative charging regimes were included in the consultation response, these were not considered further as they were not considered financially viable.

Whilst the WTCMI proposal was considered to have some merit, there was a risk that the proposal from the WTCMI may not deliver its financial expectations. Due to this Executive approved a trial on 28 July 2016, with a view to the reported results being brought back to the Executive in March 2017 in order to measure the income generated in comparison with that predicted in the Evening and Sunday Charging proposals.

Issues to be Considered

The Woodley Trial and Evening and Sunday Charges have been in operation for six months. While data has been collected during this period, initial analysis shows that further data is required to form a comprehensive picture of the trial including seasonal variations. It is proposed that when sufficient data has been collected and analysed that a further report will be brought to Executive with a recommendation of whether to make the Woodley Parking Trial permanent, or whether to revert to alternative proposal.

If the Executive does not resolve to extend the trial beyond March 2017, the council would be required by the 31 March 2016 Executive resolution to revoke the Woodley trial 10p charge increase and invoke the Evening and Sunday Charging that operates across the borough outside the Woodley trial area. This process would be completed via a 21-day notice period.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

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

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year from 1 st September 2016 to 31 st March 2017	£0k	Yes	Revenue

Next Financial Year (Year 2)- is trial period is extended into 2017/18	£0k	Yes	Revenue
Following Financial Year (Year 3)- if trial period extended and continued into 2018/19	£0k	Yes	Revenue

Other financial information relevant to the Recommendation/Decision

If the trial is not extended then the Sunday and Evening Charging regime would be brought into operation which operates elsewhere across the borough. Both options are designed to bring in the same level of income to the Council; therefore there are no financial implications associated with this decision.

Cross-Council Implications

None

List of Background Papers

31 March 2016 Executive Report - Introduction of Sunday and Evening Charging
28 July 2016 Executive Report – Woodley Car Parking Trial

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Date 14 February 2017	Version No. 4

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