



WOKINGHAM BOROUGH COUNCIL

A Meeting of the **COUNCIL** will be held in Council Chamber
- Civic Offices on **THURSDAY 22 MARCH 2018 AT**
7.30 PM

A handwritten signature in black ink, appearing to read 'Manjeet Gill', is written over a light blue rectangular background.

Manjeet Gill
Interim Chief Executive
Published on 14 March 2018

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

To: The Members of Wokingham Borough Council

ITEM NO.	WARD	SUBJECT	PAGE NO.
77.		APOLOGIES To receive any apologies for absence.	
78.		MINUTES OF PREVIOUS MEETING To confirm the Minutes of the Meeting held on 22 February 2018.	15 - 26
79.		DECLARATIONS OF INTEREST To receive any declarations of interest.	
80.		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 Council 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	
80.1	Wescott	Helen Power has asked the Executive Member for Business, Economic Development and Regeneration the following question: Question: With Wokingham town centre suffering complete chaos from the regeneration shambles, why not wait until the Peach Place and Town Centre works are complete and all the retail units successfully let before continuing to destroy Elms Field?	
80.2	None Specific	Peter Humphreys has asked the Executive Member for Highways and Transport the following question: Question: By way of background I first raised this question via email with the Regeneration team on 8/2/18 who passed it to the so-called Highways Improvements team. When they failed to respond I also contacted	

the Executive Member for Highways & Transport and also the Leader of the Council. Despite several reminders none of these parties bothered to respond and as well as not being able to answer the question can't name a single individual within the apparently faceless Highways Improvement team who I could chase-up in person. A visit to Shute End proved to be equally fruitless as not a single employee could be found who was working on the Market Place project; well it was a Friday.

Anyway in early February I observed that the hole caused by road works at the entrance to Peach Plaza in Rose Street had been filled in yet part of the highway was still fenced off and the temporary traffic lights with one-way working still in use. The hoardings have moved since then but at that point in time the road could have been re-opened to two-way traffic. But wasn't. By way of an update the hoardings at the Broad Street junction have been moved forward but if the project had been properly managed the road works at this point would have been done first to free up the junction.

Clearly if the works in the square had been logically sequenced the temporary traffic lights in Rose Street could have been removed weeks ago and with this alternative westbound route opened through the town centre congestion would also have been relieved on Denmark Street, Finchampstead & Wellington Roads. Why was this not done?

80.3 None Specific

Keith Malvern has asked the Leader of the Council the following question:

Question:

Budget consultation: Can the Leader of the Council explain to me and the nearly 700 other people who made comments on the Budget consultation, why the report on the consultation was not available before the council meeting in February when the Budget was decided?

80.4 Wescott

Jacqueline Wilson has asked the Executive Member for Business, Economic Development and Regeneration the following question:

Question:

Can someone please explain to me why the decision to start work on Elms Field (a very unpopular project to most residents) was taken when our lovely old town is already in such total chaos?

- 80.5 Hawkedon David Hare has asked the Executive Member for Highways and Transport the following question:
- Question:**
Residents have complained recently about localised speeding. Would it be possible to have VAS (vehicle activated signs) in Cutbush Lane/Chatteris Way, Meldreth Way and Carshalton Way?
- 80.6 Maiden Erlegh Tahir Maher has asked the Executive Member for Environment the following question:
- Question:**
Many residents in Maiden Erlegh have signed my petition to try to save the Maiden Erlegh Public Library. What has the Council done to try to save the Library?
- 80.7 Hillside Sue Smith has asked the Executive Member for Strategic Highways and Planning the following question:
- Question:**
Can you give me an update on any proposed development of Area DD at Chalfont Park; is the Council still looking at a housing development on this space?
- 80.8 Wescott David Knee has asked the Executive Member for Business, Economic Development and Regeneration the following question:
- Question:**
There is considerable evidence that there is over-provision of restaurants, eating houses etc. throughout UK. With the imminent closure of Prezzo in Wokingham and Woodley and the future of the Café Rouge chain in doubt, how confident are WBC that new eating establishments will open in Wokingham Town centre, notably, Peach Place, and thrive?
- 80.9 Wescott Michael Smith has asked the Executive Member for Environment the following question:
- Question**
With the forthcoming development of Elms field as both residential and commercial properties, what plans are in place to mitigate the significantly increased environmental impact of the removal of the mature trees that previously would have absorbed the

increased air bourn pollution from the additional traffic, particularly as the current traffic loads constantly cause long stationary queues of polluting traffic on the nearby roads?

80.10 Emmbrook;
Ewendons;
Norreys;
Wescott

Caroline Smith has asked the Executive Member for Environment the following question:

Question

Over the years, benefactors have donated several parcels of land for the pleasure and enjoyment of the residents of Wokingham Town. What green legacy are YOU (the current Council) leaving for the future generations of residents of Wokingham Town?

80.11 Emmbrook

Rachel Bishop Firth has asked the Executive Member for Adults' Services the following question:

Question

Some of the council owned garages on Ormonde Road are in a very poor condition. Repairs have now started (and thank you for this) - however a number of them are still damp and dilapidated. The cost of renting a garage is currently £48 / month. Will the council be offering a rebate to those who are renting a garage which has not been maintained?

80.12 None Specific

Morgan Rise has asked the Executive Member for Strategic Highways and Planning the following question:

Question

You have been responsible for, or heavily involved in the planning of the many thousands of houses that Wokingham is currently in the position of having built in our area. You are now leading the latest local plan where even more houses could be coming, but the infrastructure to support these numbers of houses has not been delivered. When are we going to see plans to ensure our borough has the infrastructure it needs to support its current and new residents?

80.13 Maiden Erlegh

Guy Grandison has asked the Executive Member for Environment the following question:

Question

Give the disappointing decision of the school to ask the Library at Maiden Erlegh to leave the site can the executive member confirm what is being done to ensure that Maiden Erlegh residents have access to sufficient library service?

- 80.14 Finchampstead South David Cornish has asked the Executive Member for Environment the following question:
- Question**
California Country Park has been fine as it with just maintenance required for well-used features like the playground and the boardwalk. You've spent money clearing trees for a massive, unneeded and unfinished car park extension, but let the boardwalk fall into ruins - Why are you doing this?
81. **PETITIONS**
To receive any petitions which Members or members of the public wish to present.
82. **MAYOR'S ANNOUNCEMENTS**
To receive any announcements by the Mayor.
83. None Specific **COUNCIL PLAN** **27 - 56**
To receive a report setting out a review of the Council Plan.
- RECOMMENDATION** That Council:
- 1) endorse and approve the publication and communication of the 2014-17 Council Plan achievements as attached in Appendix 1 to the report.
 - 2) request that a Borough Plan for 2019-22 produced in partnership is presented to Council in February 2019.
84. None Specific **CHANGES TO THE CONSTITUTION** **57 - 124**
To consider a report containing revisions regarding petitions presented to Council, speaking by Members other than [Planning Committee] members, Ethics and Corporate Governance and the Procurement and Contract Rules and Procedures.
- RECOMMENDATION:** That Council agree the following changes to the Constitution as recommended by the Constitution Review Working Group:
- 1) Chapter 4 The Council Meeting
that Rule 4.2.19.2 be amended as follows:
4.2.19.2 Petitions presented to Council
*'...Members will be entitled to speak for no more than **three** minutes in support of a*

*petition. A member of the public may present a petition at any meeting of the Council and will be entitled to speak for no more than **three** minutes in support of the petition...'*

2) Chapter 8 Regulatory and Other Committees

that Rule 8.2.7 be amended as follows:

8.2.7 Speaking by Members other than [Planning] Committee Members

*'...if the Member who wishes to speak is not the relevant Ward Member they will need to provide evidence that he/she ~~(or their~~ residents) are directly affected by the proposed development. **Ward Members directly affected by the proposed development should register to speak as either a supporter or objector as appropriate. In cases of applications situated in a single member ward and the Ward Member is directly affected by the proposed development, a Ward Member from an adjoining ward may be requested to speak on others' behalf.'***

3) that Section 9 Ethics and Corporate Governance be amended as set out in Appendix 1 to the report;

4) revisions to the Procurement and Contract Rules and Procedures as highlighted in Appendix 2 to the report.

85.	None Specific	<p>ANNUAL REPORT FROM THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE AND THE OVERVIEW AND SCRUTINY COMMITTEES 2017/18</p> <p>To receive a report from the Chairman of the Overview and Scrutiny Management Committee on the work undertaken by the Overview and Scrutiny Management Committee and the Overview and Scrutiny Committees over the previous year.</p> <p>RECOMMENDATION: That the report from the Chairman of the Overview and Scrutiny Management Committee be noted.</p>	125 - 150
86.	None Specific	<p>AUDIT COMMITTEE ANNUAL REPORT 2017-18</p> <p>To receive a report from the Chairman of the Audit Committee on the work undertaken over the past year.</p>	151 - 154

RECOMMENDATION: That the report from the Chairman of the Audit Committee be noted.

87. None Specific STANDARDS COMMITTEE ANNUAL REPORT 2017-18 155 - 160

To receive a report from the Chairman of the Standards Committee on the work undertaken over the past year.

RECOMMENDATION: That the report from the Chairman of the Standards Committee be noted.

88. None Specific REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES 161 - 210

To note those reports from Members on Outside Bodies as circulated in the agenda.

RECOMMENDATION: That the reports from Members appointed to Outside Bodies be noted.

89. STATEMENTS BY THE LEADER OF THE COUNCIL, EXECUTIVE MEMBERS, AND DEPUTY EXECUTIVE MEMBERS

To receive any statements by the Leader of the Council, Executive Members, and Deputy Executive Members.

In accordance with Procedure Rule 4.2.23 the total time allocated to this item shall not exceed 20 minutes, and no Member shall speak for more than 5 minutes.

90. STATEMENTS FROM COUNCIL OWNED COMPANIES

To receive any statements from Directors of Council Owned Companies.

In accordance with Procedure Rule 4.2.24 the total time allocated to this item shall not exceed 10 minutes, and no Director, except with the consent of Council, shall speak for more than 3 minutes.

91. 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

- 91.1 None Specific Oliver Whittle has asked the Executive Member for Highways and Transport the following question:
- Question:**
The introduction of Civil Parking Enforcement (CPE) has resulted in better observation of the various parking restrictions, particularly as they relate to Residents Parking. Whilst non-residents are now being identified and discouraged from parking in Residents Parking spaces, the introduction of CPE has also identified the need to accommodate care workers, doctors, builders, and visitors who need to park near their clients and relatives, and sometimes stay for more than the maximum parking time permitted. Is the Council looking at ways to overcome this problem?
- 91.2 None Specific Angus Ross has asked the Executive Member for Children's Services the following question:
- Question:**
Could the Executive Member for Children's Services tell the Council about the Borough's competitive Primary Schools Football competitions, set up over the last four years, and their successes?
- 91.3 None Specific Ian Pittock has asked the Executive Member for Children's Services the following question:
- Question:**
Bohunt was designed and built for an intake of 180 pupils per annum, taking into consideration all planned housing developments. Over seven years this would fill the school classrooms to capacity including allowing for two years of 6th Form. Bohunt has increased their intake to 240 pupils per annum resulting in denuding other local secondary schools of pupils and associated funding and which will fill Bohunt to capacity faster, resulting in there being no room for 6th Formers who will, therefore, have to go elsewhere. WBC did not object to the increase in the annual intake, and did not involve local Members. The result is a threat to the funding of other local secondary schools and the lack of a 6th Form at Bohunt. What is WBC going to do to solve this?
- 91.4 None Specific Philip Mirfin has asked the Executive Member for Strategic Highways and Planning the following question:

Question:

I know that there are concerns that a large number of mature trees have been felled in Elms Field. To the best of my knowledge, I know that many of those trees were unsuitable for a number of reasons and for every tree felled there, it will be replaced by 25% more semi mature trees.

So my question is, across this Borough just how many new trees are being planted to ensure that our residents will continue to believe that Wokingham is the happiest place in this country and one of the best places to live?

91.5 None Specific David Chopping has asked the Executive Member for Strategic Highways and Planning the following question:

Question:

Could the Executive Member confirm this Council's Policy on encouraging affordable housing on all new developments within the Borough and this Council's record on delivering what we promise?

91.6 None Specific Lindsay Ferris has asked the Executive Member for Highways and Transport the following question:

Question:

I have been receiving an increasing number of complaints regarding the lack of parking facilities for businesses in areas with Residents Parking Permits. This is having an impact on both local businesses and others. Several have received parking tickets and many residents are having problems finding spaces for someone like a plumber, builder, cleaner or other to park.

I made a suggestion about a year ago where Wokingham Borough Council could provide a Business Parking Permit, one that allows a local business to park in these areas, but restricted to Mon - Fri 8am - 5pm with an appropriate annual charge.

Can the Executive Member responsible please advise what action is being taken to assist these businesses?

91.7 None Specific Michael Firmager has asked the Executive Member for Highways and Transport the following question:

Question:

Following the upgrade of the street lighting in the

Borough can the Executive Member give me an update including savings made?

91.8 Hawkedon

Clive Jones has asked the Executive Member for Strategic Highways and Planning the following question:

Question:

Is the Council aware of any proposals for potential housing or other development south of the M4 near Cutbush Lane? Recently engineers have been taking soil cores in University owned fields which suggests possible development that would seriously impact my residents in Hawkedon ward.

91.9 None Specific

Imogen Shepherd-Dubey has asked the Executive Member for Strategic Highways and Planning the following question:

Question

The residents of Emmbrook have seen very little progress when it comes to the new roads that WBC are expected to build. This is creating a number of questions about WBC's commitment to building the infrastructure that we need. In particular, this relates to the Western edge of the Northern Relief Road, Winnersh Bypass and the Forest Road improvements, where there is very little progress information available to both Councillors and the public. When are we going to see practical information, such as timelines and real time progress status for these projects and ideally have something publicly available on the WBC Website?

92.

MINUTES OF COMMITTEE MEETINGS AND WARD MATTERS

A period of 20 minutes will be allowed for Members to ask questions in relation to the latest circulated volume of Minutes of Meetings and Ward Matters.

93.

MOTIONS

To consider any motions.

In accordance with Procedure Rule 4.2.11.2 a maximum period of 30 minutes will be allowed for each Motion to be moved, seconded and debated, including dealing with any amendments. At the expiry of the 30-minute period debate will cease immediately, the mover of the Motion or amendment will have the right of reply before the Motion or amendment is put to the vote.

93.1 None Specific

Motion 402 submitted by Prue Bray

This Council apologises to the residents of Wokingham for felling a large number of mature trees and destroying the green space at Elms Field over the weekend of 17th and 18th February 2018. This Council further apologises to the residents of Wokingham for deciding to appropriate this land for development from being public open space, thus ignoring both the wishes of the benefactors who originally made this land available for the enjoyment of local people, and the wishes of thousands of current residents.

This Council will set up a working group to discuss all its current regeneration plans, including its plans for Elms Field. The working group would be cross party and include a small number of residents, and Wokingham town councillors. The working group will discuss and assess all the Council's plans for the regeneration of Wokingham town and make recommendations back to the council before the end of 2018.

93.2 None Specific

Motion 403 submitted by Richard Dolinski

There is a worrying and growing trend for personalised attacks against politicians, those in the public, private and voluntary sectors in the public eye, and those seeking public office. This trend has been exacerbated by the anonymity provided by social media.

As part of drawing up a new Council Plan, this Council will be seeking to work with individuals, groups and organisations, regardless of political affiliation, both within the Borough and further afield, that will allow the Council to build 'partnerships beyond politics'.

Genuine disagreements over political issues should be dealt with through civilised debate. Therefore, this Council condemns attacks on those in public life that are not based on legitimate disagreements over policy or actions. Further, this Council calls on Members to lead by example by engaging with each other and outside organisations in a positive spirit of co-operation, healthy challenge and scrutiny.

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MINUTES OF A MEETING OF THE COUNCIL

HELD ON 22 FEBRUARY 2018 FROM 8.00 PM TO 9.50 PM

Members Present

Councillors: Rob Stanton (Mayor), John Kaiser (Deputy Mayor), Mark Ashwell, Keith Baker, Laura Blumenthal, Prue Bray, UllaKarin Clark, Gary Cowan, Andy Croy, Richard Dolinski, Lindsay Ferris, Michael Firmager, Kate Haines, Mike Haines, Charlotte Haitham Taylor, John Halsall, Emma Hobbs, Tim Holton, Philip Houldsworth, John Jarvis, Clive Jones, Norman Jorgensen, Pauline Jorgensen, Dianne King, David Lee, Abdul Loyes, Julian McGhee-Sumner, Ken Miall, Philip Mirfin, Stuart Munro, Ian Pittock, Bob Pitts, Anthony Pollock, Malcolm Richards, Angus Ross, Beth Rowland, Imogen Shepherd-DuBey, Rachelle Shepherd-DuBey, David Sleight, Chris Smith, Wayne Smith, Bill Soane, Alison Swaddle, Simon Weeks, Oliver Whittle and Shahid Younis

71. MINUTE SILENCE

The Mayor announced the recent death of Norman Gould who was the elected Member for Shinfield North from 2004 to 2011. Members stood in silent tribute.

72. APOLOGIES

Apologies for absence were submitted from Alistair Auty, Parry Batth, Chris Bowring, David Chopping, Pauline Helliard-Symons, Charles Margetts and Barrie Patman.

73. MINUTES OF PREVIOUS MEETINGS

The Minutes of the meeting of the Council held on 23 November 2017 and the extraordinary meeting held on 19 January 2018 were confirmed as a correct record and signed by the Chairman.

74. DECLARATIONS OF INTEREST

There were no declarations of interest.

75. PUBLIC QUESTION TIME

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

75.1 Christopher Everett had asked the Executive Member for Environment the following question and, due to his absence at the meeting, the following written response was provided:

There is always an increased amount of litter around Woosehill the day after the recycling bins have been emptied. Does the current service level agreement with the refuse contractor require their staff to pick up litter that escapes from the bins whilst they are being emptied? If so, this needs to be enforced.

Answer

The current service level agreement with Veolia includes them clearing any litter that they drop or cause to be dropped and all vehicles are equipped with a shovel and broom to enable them to do this at the time. If however, residents witness them not picking up litter that they have caused then they should report this to Customer Service and a complaint will be issued.

In relation to litter caused by strong winds, animals or vandalism, whilst Veolia will where possible try to address this they often can't due to time constraints. In these cases we ask

them to report it to us so that we can get the waste cleared as quickly as possible.

We are aware that spread litter causes an eyesore for the respective locality and if this is caused by Veolia we apologise. If litter is being scattered by animals or high winds ahead of collection there are ways that you can mitigate against this by; ensuring your blue bags are securely tied, place loose paper in the bottom of your box, place your blue bag on top of the box and if necessary place your blue bag in a normal dustbin from where we will collect the tied bag especially if you have to place your waste out overnight.

75.2 Jean Jacques Ellis had asked the Executive Member for Environment the following question and, due to his absence at the meeting, the following written response was provided:

The access point from the Parklands estate in Woodley to the Highwood Nature Reserve is a bit of a mess. Please can you explain how it will be improved and when?

Answer

The planning permission granted for the Parklands estate in Woodley includes the provision of a new formal access point into Highwood Local Nature Reserve. The plans showed the entrance in the vicinity of the red circle on this map, however this access point is located in one of the areas still under construction and it appears that residents of the estate have in the interim constructed their own informal access to the site. The Council has not yet received detailed plans or timescales for the formal access point and is in contact with the developer to see what can be done to accelerate the delivery of the formal access point.

75.3 Jenny Cheng asked the Executive Member for Highways and Transport the following question:

The residents of Woodley deserve a better bus service - at present the 12 is not fit for purpose. Please can you explain what the Council is doing to ensure residents have a service that meets their needs?

Answer

The Council is following the European procurement process to secure a new bus service to commence in September 2018. This adds significant time to reach a conclusion as is open to the whole of the EU to submit an expression of interest in running this service.

This particular process has had unprecedented levels of consultation, both in terms of feedback and face to face meetings. For example, over 750 responses came in from the web-based consultations and the petition. The face to face meetings were held with two residents' associations, namely the Maiden Erlegh Residents' Association (MERA) and the northern Earley Residents' Association (ACER). The outcome of those meetings was captured in their submission.

At the same time Earley Town Council and Woodley Town Council set up a joint working party which included representatives from the Residents' Associations. Each individual Town Council's Planning Committee discussed the issues and provided core comments to the joint working party which combined them into an agreed joint submission.

Officers were involved extensively in these discussions. The importance of the consultation is that the criteria for the new bus service takes into account the feedback from these consultations. Bus operators who would like to operate the bus service in future will have to demonstrate how they will provide a bus service that meets the key criteria

approved at the January 2018 Executive meeting.

Supplementary Question

Please can you confirm whether the Council increased its subsidy to Reading Buses for the 12?

Supplementary Answer

Absolutely, yes we did.

75.4 David Hare asked the Executive Member for Environment the following question:

When is Wokingham Council going to start kerbside recycling of glass, and so reach their 50% recycling target by 2020?

Answer

In your recent newsletter you claim to have forced the Conservatives on Wokingham Borough Council to retain weekly waste collections. It has been the policy of the Conservative Group on this Council for many years to retain weekly waste collections. We issued a press release to that effect nearly a year ago. It appears you missed that.

In my leaflets in the 2007 election at which I was first elected to this Council I said we must retain weekly waste collections and encourage more recycling. David Chopping and Tim Holton made similar statements.

So that is another Liberal myth busted.

So what happens where Liberals are in control of a Council? Of those we checked, the vast majority have collections every two weeks rather than the weekly collections we have here in Conservative Wokingham.

So how often do they have collections in Cheltenham? Bi-weekly.

How often in Colchester? Bi-weekly.

How often in Eastleigh? Bi-weekly.

How often in Maidstone? Bi-weekly.

You get the picture.

The existing glass banks are well used so we capture most glass waste. By using bring banks we get the glass sorted into colours which improves the value for recycling. If it was collected kerbside then either it would be mixed or we would need collection vehicles with lots of compartments. Such vehicles would be expensive to buy and operate.

It offers our taxpayers better value to encourage greater use of the bring banks and to increase the number of bring banks. I would welcome your help in identifying more sites for bring banks and encouraging greater use of the bring banks.

Supplementary Question

Veolia are buying about 20 new vehicles to cope with the new collections. And, well done. We are getting food waste collected and more plastics are being recycled. Why didn't you take this wonderful opportunity when new vehicles were being purchased to also include glass being collected from the kerbside, thereby being more able to hit the recycling targets?

Supplementary Answer

I thought that I had answered that. It would be very expensive to do that. It would require a separate compartment for glass. Either you put all the glass in one compartment, in which case you wouldn't be able to recycle it and would probably use it for road ballast or you have lots of compartments on the vehicle. So we would need more vehicles or very large vehicles. We would also probably need to provide people with bins to put their bottles in before they were put out. All of that would cost a lot of money.

We have estimated that just collecting from the kerbside and throwing all the bottles in a vehicle would cost about £600k per annum. So, with the Capital costs and the running costs it doesn't seem like best value for money. We do capture most glass in the bring banks. If we can capture another 10/20% of what people put out in their blue bags then we can notch up the recycling.

76. PETITIONS

Councillor Philip Mirfin presented a petition on behalf of residents from The Terrace, Wokingham.

The Mayor's decision as to the action to be taken is set out against the petition.

Councillor Phillip Mirfin	Councillor Mirfin presented a petition with 38 signatures requesting the immediate restoration of resident parking on The Terrace to equivalent levels to the custom and practice over many years. To be referred to the Executive Member for Highways and Transport.
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77. MAYOR'S ANNOUNCEMENTS

The Mayor informed Members of the following items:

Mayor's Ball – the event, held on 17 February, had been attended by 141 people and had been a major success, raising £9,500 for good causes.

Voluntary Sector Reception – the reception, held at the Finchampstead Baptist Centre on 21 February, had been a good opportunity to recognise the excellent work carried out across the Borough by voluntary sector organisations.

78. MEDIUM TERM FINANCIAL PLAN AND ASSOCIATED REPORTS

The Council considered four reports which together comprised a single Agenda item:

- The Housing Revenue Account Budget 2018/21 as set out on Agenda pages 57-72;
- The Capital Programme and Strategy 2018/21 as set out on Agenda pages 73-102;
- The Treasury Management Strategy 2018/21 as set out on Agenda pages 103-146;
- The Medium Term Financial Plan 2018/21 – Revenue Budget Submission 2018/19 as set out on Agenda pages 147-152.

The Mayor reminded Members that a total of 90 minutes would be set aside for the debate.

Councillor Charlotte Haitham Taylor, Leader of the Council, made a statement on the 2018/19 Budget (attached as Appendix A to the Minutes).

Councillor Lindsay Ferris, Leader of the Opposition, then made a Budget statement on behalf of the Liberal Democrat Group (attached as Appendix B to the Minutes).

Following the two speeches, Members discussed the various aspects of the proposed Budget in detail.

78.1 Housing Revenue Account Budget 2018/21

It was proposed by Councillor Charlotte Haitham Taylor and seconded by Councillor Julian McGhee-Sumner that the recommendations, set out on Agenda page 57, be approved, subject to the amendment of recommendation 7 as agreed by the Executive.

Upon being put to the vote it was:

RESOLVED: That the following be approved:

- 1) The Housing Revenue Account budget;
- 2) Council house dwelling rents be reduced by 1% effective from April 2018 in line with the Welfare Reform and Work Bill 2015;
- 3) Garage rents be increased by 3.6%, effective from April 2018, in line with Council fees and charges;
- 4) Shared Equity Rents will be increased by 3.85% based on September RPI, effective from April 2018;
- 5) Tenant Service Charges are set in line with estimated costs;
- 6) The Housing Major Repairs (capital) programme for 2018/19 as set out in Appendix C;
- 7) Sheltered room guest charges to increase from £9.00 to £9.50 per night, effective from April 2018.

78.2 Capital Programme and Strategy 2018/21

It was proposed by Councillor Charlotte Haitham Taylor and seconded by Councillor Julian McGhee-Sumner that the Capital Programme and Strategy for 2018/21, as set out on Agenda pages 73 to 102, be approved.

Upon being put to the vote it was:

RESOLVED That:

- 1) the Capital Programme and Strategy for 2018/21, as set out in Appendix A to the report, be approved;
- 2) the draft vision for capital investment over the next 10 years, as set out in Appendix B to the report, be noted;

- 3) the developer contributions S106 and CIL, as set out in Appendix C to the report, be noted, also noting that the S106 and CIL values are estimated and that approval is sought up to the scheme budget.

78.3 Treasury Management Strategy 2018/21

It was proposed by Councillor Charlotte Haitham Taylor and seconded by Councillor Julian McGhee-Sumner that the recommendations, as set out on Agenda page103, be approved.

Upon being put to the vote it was:

RESOLVED That the following be approved:

- 1) Capital Prudential indicators, 2018/19;
- 2) Borrowing Strategy 2018/19;
- 3) Annual Investment Strategy 2018/19;
- 4) Flexible use of capital receipts strategy;
- 5) Minimum Revenue Provision Policy;
- 6) Treasury Indicators: limits to borrowing activity 2018/19.

78.4 Medium Term Financial Plan 2018/21 - Revenue Budget Submission 2018/19

It was proposed by Councillor Charlotte Haitham Taylor and seconded by Councillor Julian McGhee-Sumner that the Medium Term Financial Plan for 2018/21, including the Revenue Budget Submission for 2018/19 and the Statutory Resolution setting out the 2018/19 Council Tax levels, be approved.

In line with the requirements of the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, a recorded vote was taken.

FOR	AGAINST	ABSTAINED
Mark Ashwell	Prue Bray	John Kaiser
Keith Baker	Gary Cowan	Rob Stanton
Laura Blumenthal	Andy Croy	
UllaKarin Clark	Lindsay Ferris	
Richard Dolinski	Clive Jones	
Michael Firmager	Ian Pittock	
Kate Haines	Beth Rowland	
Mike Haines	Imogen Shepherd-Dubey	
Charlotte Haitham Taylor	Rachelle Shepherd-Dubey	
John Halsall		
Emma Hobbs		
Tim Holton		
Philip Houldsworth		
John Jarvis		
Norman Jorgensen		
Pauline Jorgensen		
Dianne King		
David Lee		

Abdul Loyes		
Julian McGhee-Sumner		
Ken Miall		
Philip Mirfin		
Stuart Munro		
Bob Pitts		
Anthony Pollock		
Malcolm Richards		
Angus Ross		
David Sleight		
Chris Smith		
Wayne Smith		
Bill Soane		
Alison Swaddle		
Simon Weeks		
Oliver Whittle		
Shahid Younis		

Upon being put to the vote it was:

RESOLVED That:

- 1) the Medium Term Financial Plan for 2018/21, including the Revenue Budget submission for 2018/19, be approved;
- 2) the Statutory Resolution that sets out the 2018/19 Council Tax levels be approved and it be noted that, at its meeting on 19th January 2018, the Council calculated the following amounts for the year 2018/19 in accordance with regulations made under Section 31B of the Local Government Finance Act 1992, as amended by the Localism Act 2011 and the Local Government Finance Act 2012:

(a) 68,669.10 being the amount calculated by the Council, (Item T) in accordance with regulation 31B of the Local Authorities (Calculation of Council Tax Base) Regulations 1992 (as amended by the Localism Act 2011 and the Local Government Finance Act 2012), as its council tax base for the year

(b) Part of the Council's area.

Arborfield and Newland	1,272.4
Barkham	1,594.4
Charvil	1,409.7
Earley	11,842.5
Finchampstead	5,769.5
Remenham	320.0
Ruscombe	496.8
St. Nicholas Hurst	1,058.1
Shinfield	5,371.7
Sonning	815.3
Swallowfield	1,041.4
Twyford	3,004.9
Wargrave	2,110.3
Winnersh	4,011.3
Wokingham	15,052.5

Wokingham Without	3,179.5
Woodley	10,318.8
	68,669.1

being the amounts calculated by the Council, in accordance with regulation 6 of the Regulations, as the amounts of its council tax base for the year for dwellings in those parts of its area to which a parish precept relates.

- calculate that the Council Tax requirement for the Council's own purposes for 2018/19 (excluding Parish precepts) is £98,464,106. This includes £6,713,092 in respect of the Adult Social Care precept for 2018/19; this is based on a 2.5% increase on the 2017/18 council tax.
- the following amounts be now calculated by the Council for the year 2018/2019 in accordance with Sections 32 to 36 of the Local Government Finance Act 1992, amended by the Localism Act 2011. However, the precepts shown below for the parishes of Earley, Shinfield, Winnersh, and Woodley are provisional and are subject to approval at the parishes annual precept meetings by the end of February 2018. The precept shown below for the Royal Berkshire Fire Authority is also provisional subject to approval at a meeting of the Fire Authority on 27 February 2018:

- | | | |
|-----|----------------|--|
| (a) | £289,637,310 | being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2)(a) to (f) of the Act taking into account all precepts issued to it by parish councils |
| (b) | (£187,019,070) | being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3)(a) to (d) of the Act |
| (c) | £102,618,240 | being the amount by which the aggregate at 3(a) above, exceeds the aggregate at 3(b) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its council tax requirement for the year (Item R) |
| (d) | £1,494.39 | being the amount at 3(c) above (Item R), all divided by 1(a) above (Item T), calculated by the Council, in accordance with Section 31B of the Act, as the 'basic amount of its Council Tax for the year (including Parish precepts). |
| (e) | £4,154,134 | being the aggregate amount of all special items (parish precepts) referred to in Section 34(1) of the Act (as per the table below). |

	TAX	2018/19	PARISH	2017/18	PARISH	PARISH	Council
	BASE	PARISH	PARISH	BASE	PRECEPT	BAND D	Tax
		PRECEPT	BAND D				Increase
		£	£		£	£	%
Arborfield and Newland	1,272.4	100,231	78.77	1,263.4	95,150	75.31	4.59
Barkham	1,594.4	50,318	31.56	1,526.9	46,342	30.35	3.99
Charvil	1,409.7	47,070	33.39	1,409.3	40,715	28.89	15.58
Earley	11,842.5	859,700	72.59	11,755.9	812,780	69.14	4.99
Finchampstead	5,769.5	139,638	24.20	5,725.0	126,944	22.17	9.16
Remenham	320.0	24,076	75.24	321.9	23,150	71.92	4.62
Ruscombe	496.8	35,500	71.46	501.5	10,266	20.47	249.10

St. Nicholas Hurst	1,058.1	40,000	37.80	1,053.1	30,000	28.49	32.68
Shinfield	5,371.7	356,144	66.30	5,144.0	341,047	66.30	0.00
Sonning	815.3	36,280	44.50	808.3	35,568	44.00	1.14
Swallowfield	1,041.4	19,984	19.19	1,006.0	19,308	19.19	0.00
Twyford	3,004.9	81,645	27.17	2,994.5	77,921	26.02	4.42
Wargrave	2,110.3	175,660	83.24	2,098.3	168,345	80.23	3.75
Winnersh	4,011.3	113,760	28.36	3,897.1	110,521	28.36	0.00
Wokingham	15,052.5	809,335	53.77	14,685.2	766,961	52.23	2.95
Wokingham Without	3,179.5	163,673	51.48	3,109.9	145,543	46.80	10.00
Woodley	10,318.8	1,101,119	106.71	10,133.1	1,081,303	106.71	0.00
Total / Average	68,669.1	4,154,134	60.50	67,433.4	3,931,863	58.31	3.76

- (f) £1,433.89 being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by the amount at 1(a) above, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its council tax for the year for dwellings in those parts of its area to which no special items relates.

4. it be noted that for the year 2018/2019 the Police and Crime Commissioner for the Thames Valley has issued a precept to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Council's area as indicated in the table below. The Royal Berkshire Fire and Rescue Authority is due to approve its precept on 27th February 2018, and their provisional precept has been used below.
5. the Council in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the tables below as the amounts of Council Tax for 2018/2019 for each part of its area and for each of the categories of dwellings.

SUMMARY OF COUNCIL TAX 2018/2019

Valuation Bands

	A	B	C	D	E	F	G	H
Wokingham Borough Council	955.93	1,115.25	1,274.57	1,433.89	1,752.53	2,071.17	2,389.82	2,867.78
Thames Valley Police Authority	121.52	141.77	162.03	182.28	222.79	263.29	303.80	364.56
Royal Berkshire Fire Authority	42.91	50.06	57.21	64.36	78.66	92.96	107.27	128.72

Aggregate of Council Tax Requirement for each parish and the borough for each part of the Council's area:-

Arborfield and Newland	1,008.44	1,176.52	1,344.59	1,512.66	1,848.80	2,184.95	2,521.10	3,025.32
------------------------	----------	----------	----------	----------	----------	----------	----------	----------

Barkham	976.97	1,139.80	1,302.62	1,465.45	1,791.10	2,116.76	2,442.42	2,930.90
Charvil	978.19	1,141.22	1,304.25	1,467.28	1,793.34	2,119.40	2,445.47	2,934.56
Earley	1,004.32	1,171.71	1,339.09	1,506.48	1,841.25	2,176.02	2,510.80	3,012.96
Finchampstead	972.06	1,134.07	1,296.08	1,458.09	1,782.11	2,106.13	2,430.15	2,916.18
Remenham	1,006.09	1,173.77	1,341.45	1,509.13	1,844.49	2,179.85	2,515.22	3,018.26
Ruscombe	1,003.57	1,170.83	1,338.09	1,505.35	1,839.87	2,174.39	2,508.92	3,010.70
St. Nicholas Hurst	981.13	1,144.65	1,308.17	1,471.69	1,798.73	2,125.77	2,452.82	2,943.38
Shinfield	1,000.13	1,166.82	1,333.50	1,500.19	1,833.56	2,166.94	2,500.32	3,000.38
Sonning	985.60	1,149.86	1,314.13	1,478.39	1,806.92	2,135.45	2,463.99	2,956.78
Swallowfield	968.72	1,130.18	1,291.63	1,453.08	1,775.98	2,098.89	2,421.80	2,906.16
Twyford	974.04	1,136.38	1,298.72	1,461.06	1,785.74	2,110.42	2,435.10	2,922.12
Wargrave	1,011.42	1,179.99	1,348.56	1,517.13	1,854.27	2,191.41	2,528.55	3,034.26
Winnersh	974.84	1,137.31	1,299.78	1,462.25	1,787.19	2,112.13	2,437.09	2,924.50
Wokingham	991.78	1,157.07	1,322.37	1,487.66	1,818.25	2,148.84	2,479.44	2,975.32
Wokingham Without	990.25	1,155.29	1,320.33	1,485.37	1,815.45	2,145.53	2,475.62	2,970.74
Woodley	1,027.07	1,198.25	1,369.42	1,540.60	1,882.95	2,225.31	2,567.67	3,081.20

Aggregate of Council Tax Requirements for each part of the Council's area:-

Arborfield And Newland	1,172.870	1,368.350	1,563.830	1,759.300	2,150.250	2,541.200	2,932.170	3,518.600
Barkham	1,141.400	1,331.630	1,521.860	1,712.090	2,092.550	2,473.010	2,853.490	3,424.180
Charvil	1,142.620	1,333.050	1,523.490	1,713.920	2,094.790	2,475.650	2,856.540	3,427.840
Earley	1,168.750	1,363.540	1,558.330	1,753.120	2,142.700	2,532.270	2,921.870	3,506.240
Finchampstead	1,136.490	1,325.900	1,515.320	1,704.730	2,083.560	2,462.380	2,841.220	3,409.460
Remenham	1,170.520	1,365.600	1,560.690	1,755.770	2,145.940	2,536.100	2,926.290	3,511.540
Ruscombe	1,168.000	1,362.660	1,557.330	1,751.990	2,141.320	2,530.640	2,919.990	3,503.980
St. Nicholas Hurst	1,145.560	1,336.480	1,527.410	1,718.330	2,100.180	2,482.020	2,863.890	3,436.660
Shinfield	1,164.560	1,358.650	1,552.740	1,746.830	2,135.010	2,523.190	2,911.390	3,493.660
Sonning	1,150.030	1,341.690	1,533.370	1,725.030	2,108.370	2,491.700	2,875.060	3,450.060
Swallowfield	1,133.150	1,322.010	1,510.870	1,699.720	2,077.430	2,455.140	2,832.870	3,399.440
Twyford	1,138.470	1,328.210	1,517.960	1,707.700	2,087.190	2,466.670	2,846.170	3,415.400
Wargrave	1,175.850	1,371.820	1,567.800	1,763.770	2,155.720	2,547.660	2,939.620	3,527.540
Winnersh	1,139.270	1,329.140	1,519.020	1,708.890	2,088.640	2,468.380	2,848.160	3,417.780
Wokingham	1,156.210	1,348.900	1,541.610	1,734.300	2,119.700	2,505.090	2,890.510	3,468.600
Wokingham Without	1,154.680	1,347.120	1,539.570	1,732.010	2,116.900	2,501.780	2,886.690	3,464.020
Woodley	1,191.500	1,390.080	1,588.660	1,787.240	2,184.400	2,581.560	2,978.740	3,574.480

- 3) in the event that there are any changes to the provisional precept of the Fire Authority or parishes, arising from their precept setting meetings held before the end of February, the Director of Corporate Services is delegated authority to enact all relevant changes to the MTFP, Statutory Resolution and Council Tax levels.

79. TREASURY MANAGEMENT MID-YEAR REPORT 2017/18

The Council considered the Treasury Management Mid-Year Report for 2017/18 as set out on Agenda pages 153 to 178. The report gave details of treasury management operations during the first six months of 2017/18.

It was proposed by Councillor Julian McGhee-Sumner and seconded by Councillor Charlotte Haitham Taylor that the recommendations set out on Agenda page 153 be approved.

Upon being put to the vote it was:

RESOLVED That:

- 1) the mid-year Treasury Management report for 2017/18 be approved;
- 2) the actual 2017/18 prudential indicators within the report be noted.

80. INTERIM REVIEW OF POLLING PLACES

The Council considered a report, set out on Agenda pages 179 to 182, which gave details of a review of polling places following the submission of a number of requests for change. The report recommended that no changes be made at this time.

It was proposed by Councillor Julian McGhee-Sumner and seconded by Councillor Norman Jorgensen that the recommendation set out on Agenda page 179 be approved.

Upon being put to the vote it was:

RESOLVED: That no changes be made to the Borough's designated polling places at this time.

81. TIMETABLE OF MEETINGS 2018/19

The Council considered the proposed Timetable of Meetings for the 2018/19 Municipal Year as set out on Agenda page 183.

It was proposed by Councillor Charlotte Haitham Taylor and seconded by Councillor David Lee that the 2018/19 Timetable of Meetings be approved.

Councillor Lindsay Ferris commented that consideration should be given to holding a Council meeting in January each year to enable further opportunities for debate.

Upon being put to the vote it was:

RESOLVED: That the Timetable of Meetings for 2018/19 Municipal Year, as set out in the Agenda, be approved.

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TITLE	Council Plan
FOR CONSIDERATION BY	Council on 22 March 2018
WARD	None specific
DIRECTOR	Manjeet Gill, Chief Executive
LEAD MEMBER	Charlotte Haitham-Taylor, Leader of the Council

OUTCOME / BENEFITS TO THE COMMUNITY

Enables the community to understand the progress that the Council has made in implementing its 2014/15-17/18 plan, the actions planned for 2018/19 and the process for creating a revised strategic plan for 2019/20-2024/25.

RECOMMENDATION

It is recommended that Council:

- 1) endorse and approve the publication and communication of the 2014-17 Council Plan achievements as attached in Appendix 1 to the report.
- 2) request that a Borough Plan for 2019-22 produced in partnership is presented to Council in February 2019.

SUMMARY OF REPORT

The Council's Plan for 2014/15-17/18 laid out a vision and priorities for 2014/15-17/18. The achievements of that plan and review of what is carried forward into the next plan are outlined.

The review covers the priorities that will be delivered in 2018/19 and a timetable of stakeholder engagement which will then culminate in a more grounded 2019/20-2024/25 partnership plan for the borough which will be presented to Council in February for approval as the Council and Borough Plan 2019/20-2024/25.

Background

In 2018, the Council has similar challenges to 2014, as well as new challenges, particularly provision of affordable housing, health and care ensuring that the Council continues to deliver efficient, high quality services in the face of a much reduced Revenue Support Grant.

The Council recognises that its priorities and vision are increasingly delivered in collaboration with various stakeholders, be they Town and Parish Councils, residents, and associations, the NHS or Police, as some examples.

In late 2016, the Council developed its 21st Century Council model for how it operated and residents accessed services. This model puts the customer at the heart of how it is organised; better use of technology and insight; and utilises localism in how its services are tailored to area needs in partnership with others.

Strategic planning for the new plan needs to engage all the different stakeholders and prepare a new Borough Plan that recognises and establishes key priorities and how they will be delivered by partners and the Council as opposed to a 'Council Plan' which sets the authority's priorities in isolation from our partners and stakeholders. For a partnership and corporate plan to be effective, all need clarity on how the plan will be delivered. The golden thread from vision to outcomes, to arrangements for delivery and key success measures need to be outlined.

It is envisaged that the next six months will establish a plan to achieve these aims. This will include engaging with all of our stakeholders. The review outlines the Council's approach, values and the golden thread in terms of present delivery.

Analysis of Issues

The Council Plan Review sets out the key actions that the Council has delivered in the last four years. It is an opportunity to review progress in delivering the Council Plan 2014/15-2017/18 and to look forward to the coming year.

The Council Plan Review also sets out the process to create a new Borough Plan with our Partners for 2019/20-2024/25.

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)	N/A	N/A	N/A
Next Financial Year (Year 2)	N/A	N/A	N/A

Following Financial Year (Year 3)	N/A	N/A	N/A
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Other financial information relevant to the Recommendation/Decision
None

Cross-Council Implications
These changes impact across all the Council's services.

List of Background Papers
Council Plan Review 2014/15-17/18

Contact Manjeet Gill	Service Chief Executive
Telephone No	Email Manjeet.Gill@wokingham.gov.uk
Date 13 March 2018	Version No. v1

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**WOKINGHAM
BOROUGH COUNCIL
COUNCIL PLAN REVIEW
2014/15 – 2017/18**

New Greenway connecting Finchampstead to Arborfield Green

Part of our £4.1m investment in cycle infrastructure between 2014/15 and 2017/18



**WOKINGHAM
BOROUGH COUNCIL**



Our Council Plan

FOREWORD

We wish to thank everyone who has contributed to delivering our vision and priorities over the last four years. There is much to celebrate in terms of our achievements, as there is to learn and reflect upon in terms of ongoing challenges: such as; affordable housing, growth in the number of children and adults needing our social care services, and decreasing Government grants.

Some of the achievements we are particularly proud of on behalf of the Council are:

- The number of new homes we have delivered and the increase in the amount of funding per house from developers to invest in vital infrastructure such as roads, community facilities and healthcare.
- Being one of the country's highest performing health and care services when it comes to helping people in hospital back into their homes receive suitable care.
- The borough consistently ranking as one of the top five places people choose to live. Residents know they can bring up their families with access to high performing schools, great leisure and sports facilities, and world class employment opportunities.
- Having adapted the way we work, investing in our technology and workforce, to become a 21st Century Council that is customer focused. Delivering efficient, value for money services and adopting a commercial mindset in how we collaborate with local communities and partners.

This plan sets out our achievements, our actions for 2018/19 and looks forward to how we will develop our next long term plan, which will be a 'partnership plan' for the Borough. I hope you can join us in the next chapter of our journey in shaping our future vision values and priorities.

We will carry on investing in towns, villages and communities. The Council has agreed £500 million of investment and hopes to secure more funding from developers for vital infrastructure. However these are challenging times, with reduced Government funding and complex challenges facing our residents and communities. We will be bold and ambitious in tackling these issues with you. We will help our communities to be self sufficient, live independently, support the most vulnerable and promote equality of opportunity for all.

Cllr Charlotte Haitham Taylor

Leader of the Council

Manjeet Gill

Chief Executive

INTRODUCTION

The Borough of Wokingham is one of the best places where people choose to live and are the happiest.

The Borough of Wokingham has one of the highest levels of economic growth outside of London.

In 2014, we set a vision to be a “great place to live, and an even better place to do business.” Evidence shows that we are achieving our vision and our ambition is to both maintain these standards and do more so that we have inclusive prosperity for all.

The purpose of this document is to review the previous four years and share what has been achieved over the period of the plan under the priorities we said we would work to.

These were:

- 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 above priorities were delivered in line with the following underpinning principles:

- Offer excellent value for your Council Tax;
- Provide affordable homes;
- Look after the vulnerable;
- Improve health, wellbeing and the quality of life;
- Maintain and improve waste collection, recycling and fuel efficiency;
- Deliver quality in all that we do.

In this document we have summarised what has been delivered and what our key actions will be for 2018/19.

One of the new 3G football pitches at Arborfield



This plan review also sets out the steps to transition to our next long term plan. The intention is to reflect how our vision and values have adapted to changes in community priorities, and where they may be similar to the previous plan, such as “Ensure value for money as an efficient Council”.

The last eighteen months have seen us adopt a new operating model called the 21st Century Council. Its focus is on a more streamlined council, working within the reduced funding compared to four years ago. It maintains an emphasis on being customer focused and understanding the needs of our residents. This has meant investing in new technology that enables residents to access services and information in the way that is easiest for them. Our investment in technology is to enable better services, but we are committed to ensure that those without technology, or not wishing to use it to access council services in this way are not left behind if they do not have access. Over 23,000 customers have registered for the Council’s online customer account that enables them to access services digitally at their convenience. Our investment in technology also enables the Council to utilise information to manage growing demands in areas such as health, and the care needs of a growing older population.

Localism is a key part of 21st Century Council, building on our work directly with residents, or with local partners such as parish councils, GPs and community groups, to develop and regenerate our towns and villages as they grow and evolve. It is about bringing decisions and services closer to local people. Most importantly, we have improved our ways of working to be more commercial and collaborative.

By commercial, we mean that we have delivered social priorities such as housing with a commercial return to the Council, so that we can reinvest this in maintaining services for our most vulnerable residents across the Borough.

We have expanded this approach to other areas such as our property portfolio. Collaboration and engagement with our partners and other stakeholders is how better outcomes can be delivered. We want to be more creative in how we do this in future, so that we carry on delivering results efficiently, safely and to the best quality possible.

Developing Leisure Services.

Between 2014/15 and 2016/17 we have invested £3.2 million in Leisure Services.



The Council's vision has been about **"a great place to live and an even better place to do business."** National surveys show that the Borough continues to be amongst the top places people choose to live. Business growth has exceeded our original forecasts as evidenced by our partnership plans with the Local Enterprise Partnership. We want to continue with this vision as an underpinning principle going forward.

We want our vision to better reflect the current times and the matters that are most important to our residents. We want to develop a future vision for our next long term plan that is shared by partners. Our initial thoughts for what a future vision should encompass is: **"A Borough that nurtures individual responsibility, assists those who are unable to be self sufficient and promotes equality of opportunity."** We want to hear views from our partners, community and especially young people to shape the next vision with their hopes and aspirations.

We will work with all our partners to ensure that we tailor our approach to the different needs of individuals, whether they are a resident, customer, live in a rural or urban area, are a business, or a partner, such as a charity or the police. We want to invest in prevention services that increase or maintain independence, and we must work in partnership with residents and communities to deliver these services. We want to be a Borough that embraces localism, with communities and the voluntary sector empowered to help people to help themselves and others.

The final section of this plan details how we will develop our future Council Plan, a list of stakeholders we will engage with, and a timetable of actions over the year to develop the new Council Plan for 2019/20-2023/24. It also provides details of the investment we are making in the future, including a £500 million capital programme.



Investing in our schools

Between 2014/15 and 2016/17 we have invested £61 million in our school buildings.



WOKINGHAM
BOROUGH COUNCIL

IMPROVE EDUCATIONAL ATTAINMENT AND FOCUS ON EVERY CHILD ACHIEVING THEIR POTENTIAL

We planned to

Work together to secure a world class, full education, from early years experiences to adulthood, delivering outstanding progress and attainment for each person. We will encourage and draw on best practice in Wokingham schools and beyond, in a framework of challenge and support for school improvement which is inspiring, systematic, sustainable and accountable.

Review and re-commission the 0-5 year old offer across the Local Authority, health and early years sector to ensure that children are school ready, emotionally resilient and healthy.

Deliver achievement focused new Primary and Secondary provision including new Primary schools and a new Secondary school in the south of the borough.

Ensure more Wokingham Borough children have access to good or better schools and settings, and mobilise the range of resources around communities and schools to deliver a focus on identified priorities and impact on improvements

Implement the changes required to deliver on the supported changes set out in the Children and Families Bill and to go further to bring the child and family into the centre of assessment, planning and support processes.

Design and implement the placements strategy to ensure children in care remain in their community of origin, have access to high quality and consistent teaching, receive high quality care, and are enabled to live within permanent care arrangements within a timescale that makes sense to them.

In 2017, Wokingham Borough pupils outperformed all other authorities in the South East for achievement of a 9-4 grade in Maths and English.

92% of pupils attend a Wokingham Borough school which is rated "Good" or "Outstanding" by Ofsted.



Bohunt Secondary School opened September 2016

Pupils in Wokingham Borough schools achieved the highest attainment, across the South East, at Key Stage 1 in English Reading & Writing, Mathematics and Science in 2017.

Addington School for children with additional needs rated Outstanding by Ofsted for a 3rd consecutive inspection.

Over 76% of children aged between 0-5 years are assessed as having a Good Level of Development within Wokingham Borough compared to national average of 71%.

Delivered Actions

We implemented changes set out in the Children & Families Bill. In 2017/18 we issued and maintained 860 Education, Health and Care Plans to support children with Special Educational Needs and Disabilities progress towards their aspirations in order to enter independent or supported employment and living.

We built Bohunt Secondary School, which transferred to its newly completed permanent premises on the Arborfield Garrison site in September 2017. The site includes new sports facilities serving both the school and the Wokingham Borough community. The new school will offer 1,200 places.

We have expanded Shinfield Infant and Nursery School with additional classrooms, a new multi-purpose hall, refurbished classroom blocks, and a new school meals kitchen. The expansion of these schools brought an additional 210 places in Shinfield. In addition, the expansion of the Grazeley Parochial CofE Voluntary Aided Primary School brought a further 105 places to Shinfield.

We enabled the building of Floreat Montague Park Primary School built through local housing development, and selected the Academy provider. The school transferred to its permanent accommodation in 2017, offering 420 places.

In the last 12 months we have supported over 800 adults and 1,000 children in gaining positive outcomes such as Early Years Foundation Stage and Ready for School.

We designed and implemented our Placement Strategy. Success in recruiting foster carers has resulted in 97% of children and young people coming into care being placed locally so far in 2017/18, enabling them to remain in their community.

Key Actions for 2018/19

- work together to secure a world class, fulfilling educational offer from early years through to adulthood to ensure each person makes outstanding progress and attainment. We will encourage and draw on best practice in Wokingham Borough schools and beyond, in a framework of challenge and support for school improvement which is inspiring, systematic, sustainable and accountable.
- continue to improve the 0-5 year old offer across the local authority, health and early years settings to ensure that children are school ready, emotionally resilient and healthy.
- continue to deliver new primary and secondary provision across Wokingham Borough, in response to local needs.
- ensure all Wokingham Borough children have access to good or outstanding schools, colleges and early years settings.
- continue to close the achievement gap for all vulnerable children including those with special educational needs and/or disabilities.
- where necessary, reshape and extend Special Educational Need (SEN) provision to better match local provision to Wokingham needs.
- continue to ensure that children in care can have their needs met as close to their community of origin as possible.
- work with school nurses and health visitors to increase children's resilience.



INVEST IN REGENERATING TOWNS AND VILLAGES, SUPPORT SOCIAL AND ECONOMIC PROSPERITY, WHILST ENCOURAGING BUSINESS GROWTH

We planned to

Submit the new planning applications to regenerate Wokingham town centre, and moving forward to create a town that is vibrant, prosperous and thriving, maintaining the balance of the new and the historic.

Ensure there is a great mix of new retailers coming to the town to occupy the new shops as we build them, so that as we build units, we will fill them.

Progress the design for the Carnival Pool site, to create a new and exciting leisure led offer at the heart of the town. We plan to engage and consult widely with you, so that what we develop reflects what you tell us you want to see.

Implement the City Deal to enhance the support business receives, to improve our local training offers, and to support a commitment to getting local people into locally created jobs.

Focus support for our local businesses, and continue to work with the Thames Valley Berkshire Local Enterprise Partnership to drive growth and ensure that the infrastructure needs of the Borough are recognised in all strategic plans and bids for funding.

Work closely with our town and parish councils to support local communities, including developing some early pilots for joint/delegated service delivery.



We have created 60+ opportunities (new jobs, apprenticeships and graduate posts) through Employment & Skills Plans with developers as part of Section 106 agreements.

Carnival Pool Phase 1 has been delivered. Phase 2 planning application agreed for Swimming Pool, Concert Hall and Library.

22 new key worker homes will be delivered in Wokingham town centre.

City Deal funding helped Elevate by brokering 51 apprenticeships and 177 jobs to support 16-24 year olds not in education or employment.

Delivered Actions

Work is progressing with the regeneration of Wokingham town centre. January 2017 saw work commence at Peach Place to create a new public square, shops, restaurants, four town houses and 22 key worker apartments—income from the retail units will provide income for the provision of services across the Borough. This will be completed by December 2018.

Construction works have commenced at Elms Field in preparation for development in 2018. The development includes new retail and restaurants, an Everyman Cinema, Premier Inn Hotel, Aldi Foodstore, a range of residential properties, a new road linking Shute End to Wellington Road and an improved park and play area, providing new cultural and leisure opportunities. As well as creating a vibrant town centre, this will provide revenue to support the Council's vital services.

We completed and opened the new 529 space multi-storey car park to the public in June 2017, and American Amusements Ltd opened their new facility, Wokingham Superbowl, in November 2017 as part of the Phase 1 Carnival Pool redevelopment. Planning consent for the second phase of the Carnival Pool site has been secured and will include a new, larger leisure centre, a library, commercial space and apartments. Work is expected to start in 2020/21 and will be coordinated with the redevelopment of Bulmershe Leisure Centre in Woodley.

We have appointed a new operator for our leisure centres. This will increase revenue for the Council, whilst adopting a public health-led performance contract which aims to improve the health and wellbeing of the population through physical activity. We have started to deliver new and enhanced leisure facilities at Arborfield and Ryeish Green.

Key Actions for 2018/19

- deliver the programme of work for Peach Place, Elms Field and Carnival Pool in Wokingham to improve our retail and leisure offer in a way that also delivers a commercial return.
- work in partnership with our town & parish councils to enable growth and community development.
- look to other towns across the Borough to improve the infrastructure and increase the vibrancy and vitality of the communities.
- continue to implement the City Deal to assist young people in accessing local employment and training and, in turn, help meet the needs of local businesses.
- support our local businesses, by continuing to work with the Thames Valley Berkshire Local Enterprise Partnership and Thames Valley Chamber of Commerce to drive growth, and ensuring that the infrastructure needs of the Borough are recognised in all strategic plans and bids for funding.
- work closely with our town and parish councils to support local communities, including developing some early pilots for joint/delegated service delivery and joint investment priorities.
- develop neighbourhood estates investment programme by commencing with the Gorse Ride Estate in Finchampstead.

ENSURE STRONG COMMUNITIES THAT ARE VIBRANT AND SUPPORTED BY WELL-DESIGNED DEVELOPMENT

We planned to

Implement the Council's Community Infrastructure Levy to ensure that funding for vital infrastructure in the Borough is secured and we will work with our towns and parishes to ensure that local infrastructure provision reflects our joint local priorities.

Adopt and implement the Local Flood Risk Management Strategy (LFRMS) in 2014/15 to raise awareness of flood risks and help to develop proposals for reducing those risks across communities.

Ensure that when considering planning and related applications we promote the highest quality of design and secure the greatest amount of new infrastructure that we can justify.

Work with towns and parishes and the Strategic Development Location Forums to ensure that as the new developments are delivered, both existing and new communities are well supported and have access to the high quality community facilities they require.

Develop a modern vision for our libraries ensuring local access to high quality services.

Work with Re3 (our waste and recycling partnership) to further develop our local waste strategy and we will work with our communities and our partners to raise recycling rates.



Built three new 3G sports pitches.

Over 450 affordable homes delivered in the Borough this year.

5 km of cycle ways.
2.25 km of new greenways.

84% people satisfied with their homes.

Recycling more plastics and food waste.

Investigation of over 700 potential breaches of planning control.

Delivered Actions

We are delivering well designed, high quality developments. The New Homes Survey of new houses on our Strategic Development Locations shows that 84% of respondents are satisfied with their homes, an increase of 4% from last year. We determined over 3,600 planning applications and defended 93 planning applications, of which 74% were dismissed. We have adopted a Local Risk Management Strategy and we work closely with developers on flood risk mitigation measures.

We continue to be a good landlord and meet our regulatory requirements, with 99.9% of the housing stock meeting the Decent Homes Standard. Our flagship development in 2017 at Phoenix Avenue, a £13.5 million scheme in the heart of Wokingham's Norreys community on the former Eustace Crescent site, has successfully housed 68 households in either social rented or intermediate rented homes from our housing register.

Our Community Infrastructure Levy (CIL) is now a key funding source for strategic infrastructure in the Borough. Between April 2015 and December 2017, the Council secured £18.7m in CIL related to new developments in the Borough. Of this, £2.8m has, or will be, given to the town or parish councils where that development is taking place. The remainder is allocated to strategic infrastructure projects, such as road improvements, schools and leisure, to support development and the local community.

Key Actions for 2018/19

- continue to progress our Local Plan update. We will consult on a draft Local Plan and within a year submit the final version to Government for examination.
- ensure the Council's Community Infrastructure Levy continues to secure funding for vital infrastructure in the Borough, remains fit for purpose and is reviewed alongside the Local Plan.
- continue to work with our towns and parishes to ensure that local infrastructure provision reflects our joint local priorities.
- ensure that when considering planning and related applications we promote the highest quality of design and secure the greatest amount of new infrastructure that we can justify.
- continue to work to safeguard the environmental quality of the Borough to ensure public safety and protection of its residents and businesses.
- work with towns and parishes and the SDL Forums to ensure that as the new developments are delivered, both existing and new communities are well supported and have access to the high quality community facilities they require.
- continue to implement our modern vision for our libraries, ensuring local access to high quality services.
- work with Re3 to further develop our local waste strategy and work with our communities and partners to raise recycling rates.
- continue to expand and improve our leisure offer. We will renovate Ryeish Green Leisure Centre opening in October 2018 and progress with our plans to demolish and rebuild an improved Bulmershe Leisure Centre during 2020.

TACKLE TRAFFIC CONGESTION IN SPECIFIC AREAS OF THE BOROUGH

We planned to

Ensure that new development has the necessary transport infrastructure to have minimal impact on the existing transport network, and protect the existing highway network by resisting development that that will have a significantly harmful and unmitigated impact on it.

Ensure that new development provides funding for strategic transport infrastructure (e.g. funding for distributor roads) to alleviate pressure on our roads and that all opportunities to secure further funding including from Central Government, the Local Enterprise Partnership and elsewhere are exploited.

Deliver the Local Sustainable Transport Fund projects, including cycle paths on the A329, traffic signal improvements on the Showcase cinema, and further personal and business travel planning on the A329 corridor.

Deliver operational Park and Ride sites at Mere oak and Winnersh.

Work with towns and parishes to identify local solutions to issues of congestion.

Increase choice of transport options including public transport, cycleway and footpaths.

2.4 million annual passenger journeys on local buses within Wokingham Borough last year.

14% increase in passenger journeys on local buses in the last three years.



New Park and Ride facilities at Winnersh Triangle and Mere oak



Cycling at Finchampstead Baptist Church

Over 1,400 children (aged 10-14 years) trained on Bikeability cycle training courses at Wokingham schools; the majority of which is funded by Department for Transport Bikeability grant.

14% increase in cycle journeys on A329 corridor since 2013.

Delivered Actions

The Council continues to deliver a varied programme of transport investment across the Borough to address traffic congestion, promote economic growth and deliver new homes, as detailed in our Local Plan and Local Transport Plan. There are six main road projects underway to help our residents make their journeys easier around the Borough.

The Council's flagship "My Journey" project continues to promote and deliver sustainable transport schemes, activities and information to new residents as they move into the Borough. This has been supported by the early inclusion of new bus services, such as the Leopard 10 in Shinfield and the 125 in North Wokingham. We have delivered the latest section of the A329 cycleway, which provides a continuous link between the Three Tuns and Wokingham town centre and includes upgraded traffic signals and remarked carriageway surfaces.

We opened our first 'Greenway' in California Country Park; which provides a series of traffic free routes for pedestrians, cyclists and horse riders linking up key parts of the Borough.

We have invested in, and opened new Park and Ride sites on the A329 Winnersh Triangle and the A33 at Mere oak, which are commercially run by Reading Buses. These sites include two 50kWh Rapid Car Chargers to support the uptake of electric vehicles.

We have lobbied for improved rail services across the Borough. From December 2018 there will be increased train frequencies on Reading to Waterloo and Reading to Gatwick Services. January 2017 saw the introduction of electric services on the Great Western Mainline serving Twyford.

The Council inspected and maintained 720km of highways and footways, making safe 3,150 potholes, and processed 55,000 notices for works to the highway to co-ordinate works. Over 13,500 streetlights have been replaced with new energy saving lanterns across the Borough.

Key Actions for 2018/19

- ensure that new developments have the necessary transport infrastructure to minimise the impact on the existing transport network. We will protect the existing highway network by resisting developments that that will have a significantly harmful and unmitigated impact on it.
- ensure that new developments provide funding for strategic transport infrastructure (for example funding for distributor roads) to alleviate pressure on our roads. All opportunities to secure further funding including from Central Government, the Local Enterprise Partnership and elsewhere will be explored and exploited.
- deliver new and improved Park and Ride sites at Thames Valley Park/ Winnersh Parkway.
- continue to exercise our Civil Parking Enforcement powers to improve the safety of our roads, ensure that parking is fair and reduce anti-social parking.
- continue to work with towns and parishes to identify local solutions to issues of congestion.
- continue to deliver sustainable transport initiatives including public transport, active travel and smarter choices as detailed within our Local Transport Plan.

LOOK AFTER VULNERABLE PEOPLE

We planned to

Use the Better Care Fund to improve outcomes and reduce hospital stays for vulnerable people by integrating Health and Social Care services.

Ensure our communities are dementia friendly.

Focus on outcomes based assessment and improved reablement services so that everyone is helped to be as independent as possible.

Develop and implement an early intervention strategy building on what works well now to support and enable children and families needs to be identified and met at the earliest opportunity, to empower families to meet the welfare and emotional health needs of their children, and ensure children are kept safe and their welfare promoted; including reviewing and recommissioning emotional health and wellbeing services including primary Children's and Adolescent Mental Health Services (CAMHS) to improve the emotional health and wellbeing of vulnerable children and young people.

Implement a new placements commissioning strategy to ensure that children in care receive the highest quality care and support.

Adopt and implement the Young People's Housing Strategy in order that children at risk of homelessness are prevented from becoming homeless; that vulnerable young people who cannot live at home are able to access safe, supportive accommodation, and that care leavers have access to suitable accommodation that supports them become full members of a stable community into adulthood.



Fosters extra care housing in Woodley

Fosters has 34 self-contained apartments provide older people with a home that enables independent living and 24 hour on-site care & support by Optalis.

128 care leavers have been supported since 2015.

859,000 free school meals were provided in the academic year 2016/17.

The proportion of service users who say our services make them feel safe and secure increased to 90% in 2016/17.

Wokingham Borough is rated 10th best in the country for achieving employment for adults with a learning disability.

Residential and nursing placements have reduced and are within our target of less than 11 per month.

Our services have supported 128 young people to help reduce substance misuse since 2015.

Delivered Actions

Wokingham Borough is the Corporate Parent for 100 Children in Care and currently protects 100 vulnerable children via a Child Protection Plan.

We have provided Short Breaks for children and young people with disabilities including 529 overnight stays, support and activities including 4,698 hours day care, and 2,791 hours Saturday Club. Bridges Resource Centre service for disabled children and young people rated Outstanding by Ofsted.

The Borough is in the top 10 local authorities nationally for getting people home from hospital when they are ready to leave.

We are on target to deliver around 500 new affordable homes, meeting a range of needs, before March 2018. As part of the implementation of our Young People's Housing Strategy, we commissioned a new purpose-built supported housing scheme for vulnerable young people at 52 Reading Road, which is due to be complete in March 2018. Wokingham Housing Group have welcomed their first tenants at Grovelands and Anson Walk; both schemes house people who may otherwise have been made homeless.

Wokingham Community Mental Health Team (CMHT) is rated Good and our Older Persons Mental Health Service is rated Outstanding by the Care Quality Commission.

We have linked work programmes to patient pathways in the Community Health & Social Care (CHASC) Service so that vulnerable patients can be directly referred and supported to realise the physical and social benefits of exercise.

Key Actions for 2018/19

- continue to use the Better Care Fund to improve outcomes and reduce hospital stays for vulnerable people by integrating Health and Social Care services.
- ensure high quality services and provision to support the needs of people with dementia, in response to local needs.
- work to ensure maximum independence through timely assessments in response to local needs.
- continue to improve and deliver early help services and statutory services to children and their families, to ensure children are kept safe and their welfare is promoted.
- through our Placements Strategy continue to ensure sufficient places are commissioned to ensure that children in care receive the highest quality care and support.
- continue to improve support and opportunities for carers in our community including mental health support to carers.
- implement new ways of working to develop the local community and voluntary sector to improve resident's health and wellbeing.
- work with our housing companies and housing association partners to deliver a mix of affordable housing to meet the needs of the local community, including specialist housing for vulnerable people.
- work with our health care partners to improve services by continuing to develop integrated health and social care services.
- increase the number of people that are helped to remain living at home after a period of reablement.
- continue to provide responsive services to support patient discharge from acute care settings.
- continue to improve safeguarding practice and ensure it is easy for local people to refer their concerns to us.
- ensure closer integration of adult mental health services in Wokingham Borough.

IMPROVE THE CUSTOMER EXPERIENCE WHEN ACCESSING COUNCIL SERVICES.

We planned to

Implement the Council's Improving the Customer Experience Strategy that seeks to maximise the customer and resident's perception across all Council Services and maximise first point resolution.

Adopt a revised Statement of Community Involvement to ensure that local residents and our partners know how to comment on and influence our approach to land use planning, and use the results of our New Homes Survey to improve the quality of future development in the Borough.

Develop an engagement strategy so that the voice of children, young people, parents and carers are understood and taken into account in service design and delivery across all parts of the Council.

Rationalise Council assets and establish the new community asset in areas of regeneration in a way that maximises service delivery (e.g. through co-location of services) and minimises the operational running costs of services for service enabling reinvestment or reducing the cost of council tax.



Main Reception, Council Offices, Shute End.

Over 65% of calls and emails resolved via first contact.

Handled over 140,000 telephone calls in 2017.

WBC received over 26,000 email requests and handled around 9,000 web chats last year.

Over 23,000 customers have registered for an online customer account.

Delivered Actions

21st Century Council is an ambitious reform which will see internal processes reduced and customer service improvements to residents. Under Phase 1 of the 21st Century Council Programme we have saved £2 million per year.

We have redesigned our website to ensure that content is accessible via mobile devices and that our information is easier to find and use.

We are moving more of our services online and an increasing number of customers are using our web chat facility whilst using the Council website; enhancing their experience with advisors responding quickly to their enquiry. We offer a number of services which are completely handled online, such as land charges, disabled parking badges, and school admission applications, where we continue to provide a mediated support service for those who may either need further assistance, or are unable to access the internet, or may just prefer this choice of access to these services.

By upskilling our Customer Service teams, and enabling them wider access to relevant systems, we have improved the number of enquiries we resolve at first point of contact.

Feedback we received from customers attending our 'Meet the Council' events showed that we are meeting or exceeding their expectations two thirds of the time, and feedback was particularly positive in areas such as our willingness to help and how easy it is for customers to communicate with us.

We adopted a revised Statement of Community Involvement that communicates how residents can get involved in the planning process.

Key Actions for 2018/19

- become closer to becoming a self sufficient council funded from Council Tax, Business Rates and other income sources without any general financial support from the Government in the form of the Revenue Support Grant.
- identify opportunities and acquisitions to invest in commercial properties to provide an income to the Council over and above the rate of borrowing. We will use this return to fund vital Council services. In 2018/19 we will build capability in this area and begin to build our £100m commercial property portfolio. Wokingham Housing Ltd will return £700k to the general funds of the Council.
- implement the 21st Century Programme that will deliver better customer service and transparency, making it easier to transact with the Council and more options to access services in different ways. While self serve will be actively promoted, there will also be traditional options for those who need or want them.
- maintain high resident satisfaction with new homes and engagement to continue to drive improvements in the quality of new developments in the Borough.
- engage with our housing tenants in the design and delivery of housing services.
- we will lobby local government on fairer funding to keep local taxes local to meet our needs.

OTHER ACHIEVEMENTS

- Fewer adults waiting over 28 days for an Occupational Therapy or Social Work Assessment; reduced from 31% in 2016/17 to 6% in 2017/18.
- Fewer children who have received social work support are requiring our services for a second time.
- Since April 2016, 16 families have a member who has returned to continuous employment and ten families have achieved significant and sustained progress thanks to services we have provided through the National Troubled Families Programme.
- More of our older people are being supported to stay in their own home. Older people admitted to hospital are experiencing fewer discharge delays. Successful introduction of Step Down Beds preventing 'bed blocking' in hospital.
- Wokingham had the 4th lowest rate of first time youth offending in the South East in 2016/17.
- We have continued to invest in our libraries to provide longer opening hours; loaning over 750,000 items and have had 470,000 visits to our ten libraries during 2017.
- Older People's Services continue to deliver carers' education courses for people caring for people with dementia.
- The number of people with a learning disability who live in their own homes, or with their families, has increased to 78%.
- Through our support, the number of people admitted to residential and nursing care homes has reduced; this has enabled them to live in their own home for longer.
- Public Health have commissioned Solutions4Health Stop Smoking services to become the first local authority in the country to bring its smoking prevalence into single figures; now at only 8.8%.
- We have managed and maintained 217 hectares of Country Parks, over 100 hectares of nature reserves and 59 hectares of Suitable Alternative Natural Green spaces. We managed 100 children's play areas.
- Worked with volunteers who committed over 2,000 days worth of support in our Country Parks, helping our Countryside Services to manage and maintain around 380 hectares of countryside sites. Worked with 1,400 children on environmental education activities.
- In 2017, we allocated 2,155 primary school places, 575 junior school places and 1,945 secondary school places for children resident in the Borough. We also allocated 1,555 in-year applications within 20 days. We support our schools to deliver high quality education for 26,315 pupils in our 69 schools (including maintained schools, Pupil Referral Units and academies). In 2017 this included teacher training (170 courses) and training sessions for governors (1,084).
- 2,678 children aged between 2 and 4 old years, attended our 126 Early Years Settings. Over 30% of 3 and 4 year olds, attending nursery provision in the Borough in 2016/17 were eligible and took up their 30 hours free extended entitlement.
- We collected £112 million of Council Tax from 66,000 properties and £66 million of business rates which we retain, £13.7 million from 4,000 properties with collection rates of 99.6% and 99.7%. In 2016/17 Wokingham topped the national Council Tax collection charts for all local authorities.

Investing in and Delivering Our Council Plan

The Council will bring out the potential of all its assets and resources. We will use our assets to lever in additional resources. This could be using our funding to achieve other external funding, help communities to help themselves and others, and develop our people with the skills needed.

The Council has looked at all its operations to make sure they are fit for purpose. Our 21st Century Council operating model is about putting the customer at the heart of how we organise service delivery. It includes being more digital and investing in the technology to enable greater convenience in how customers access the Council. It enables us to gain greater insight into the needs and demands upon services. This means our reducing resources will be better prioritised and targeted, with commissioning and procurement grounded with evidence based decisions. Our people are our biggest asset, and we are developing our staff and management structures to make sure roles and abilities are relevant to an increasingly digital, commercial and collaborative customer focused approach.

Thanks to the Borough Council's carefully planned developments which are bringing significant contributions from housing developers, attracting Central Government capital grants and through prudent borrowing, we are able to translate people's priorities into day-to-day reality. This means the Borough Council is able to invest an unprecedented half a billion pounds during the next three years in areas that matter most to local people.

Full details of our capital programme are given over the page but some of the highlights include:

- Roads and tackling traffic congestion: £158million. Includes construction of six new relief roads, highways maintenance and improvements.
- Education: £49.3million. Includes new schools; improvements to school buildings; providing new school places and enhanced provision for children and young people with disabilities.
- Regenerating towns and villages, supporting social and economic prosperity: £170million. Includes affordable housing; leisure and sports facilities; country parks and play areas and Wokingham town centre regeneration, and superfast broadband.
- Building strong sustainable communities: £52.7million. Includes new cycleways, greenways and byways; street lighting replacement scheme; social housing; waste schemes; flood alleviation and drainage scheme; park and ride schemes; and a community centre at Shinfield.
- Commercial assets: £100million. Includes investing in commercial assets to generate income to fund vital services.
- Infrastructure: £4.5million. Includes upgrades to IT to make it more efficient, effective and easier for residents to use Council services, and to maintain and refurbish buildings that are used by residents accessing adult social care services.



Capital Programme

This table provides details of the significant capital investment the Council is making.

Asset Type	Year 1 2018/19	Year 2 2019/20	Year 3 2020/21	Total
Car parking	2,535	900	1,214	4,649
Cultural enhancement/new build	1,050	1,136	0	2,186
cycle Infrastructure Improvement scheme	950	950	950	2,850
Developer contributions to forward funded schemes	7,006	2,954	506	10,466
Flood Alleviation / Drainage	1,099	1,090	190	2,379
Foot/bridal/cycle ways enhancements/new build	1,320	1,095	1,045	3,460
Mandatory Disabled Facility Grants	806	806	806	2,418
Safety / Crash Barriers	713	713	713	2,139
Social Housing	5,900	8,100	7,300	21,300
Street Lighting Asset Replacement & column testing	19	19	19	57
Waste Schemes	80	580	100	760
Ensure strong sustainable communities that are vibrant and supported by well-designed development	21,478	18,343	12,843	52,664
Enhancing Provision for Children & Young People with Disabilities	71	71	71	213
Schools	8,740	17,072	23,321	49,133
Improve educational attainment and focus on every child achieving their potential	8,811	17,143	23,392	49,346
Adult social care asset enhancement/new build	95	95	95	285
IT Systems (Including hardware/software)	566	585	856	2,007
Strategic asset enhancement/New build	45,710	55,733	733	102,176
Improve the customer experience when accessing services	46,371	56,413	1,684	104,468
Affordable housing future schemes (to be approved)	0	8,579	11,340	19,919
Affordable housing initiatives	21,135	0	967	22,102
Country parks & play areas	1,945	965	360	3,270
Leisure facilities	4,982	40	17,245	22,267
Strategic Capital Reserve	2,000	2,000	2,000	6,000
Strategic Development	442	749	95	1,286
Town Centre Regeneration	29,804	29,713	16,101	75,618
Wokingham Housing Limited	6,000	7,590	6,000	19,590
Invest in regenerating towns and villages, support social and economic prosperity, whilst encouraging business growth	66,308	49,636	54,108	170,052
Highway Bridges	494	1,900	1,378	3,772
Highways and Maintenance	2,280	2,280	2,280	6,840
Highways Footway Structural Maintenance & Improvement	95	95	95	285
Road & Highways Infrastructure Improvement scheme	34,140	60,997	51,981	147,118
Provision for Super-Fast Broadband	0	0	0	0
Tackle traffic congestion in specific areas	37,009	65,272	55,734	158,015
Total	179,977	206,807	147,761	534,545

Looking Forward—Transition to a New Borough Plan in 2019

This section outlines how we will prepare our future Borough Plan and what we think should be its key components based on our review and engagement with stakeholders, and what makes a good strategic plan. We are going to create a Borough Plan that pulls together contributions from across all the stakeholders in the Borough. The Council’s contribution will be one amongst many to making the Borough a better place.

- **Vision and Values**

As with our previous plans, it is important to have a clear vision that acts as the golden thread in all we do. We want to engage with partners as well as all within the Council so that we have a shared vision. Similarly our values need to be shaped and shared; we want to be more collaborative, commercial, and customer focused, as well as carrying on with values of providing efficient, value for money services. We want to embrace the potential of digital technology where it can make a difference to our priorities. We think this should be a core value in all that we do. Equally, our role as a Council should be as much about advocacy and influence, as it is about delivering services directly, or in partnership. One of our values is to empower and support individuals and communities to help themselves and others. We want to encourage strong networks, community groups and a thriving voluntary sector.

- **Our Priorities**

There are many priorities in our current plan that should be priorities in the future, such as educational attainment and housing. We want to prioritise what we focus on and what may be a greater priority compared to four years ago, such as community safety, for example.

- **The Golden Thread**

As a large organisation - working in partnership - a shared vision, values, and priorities are important. In executing delivery of these with maximum impact, it is important that we have the right delivery arrangements in place:

- democratic oversight;
- outcome and success measures with aligned key performance indicators are in place;
- a clear “golden thread” of vision, policy and delivery.

A future Borough Plan would seek to do this for all priorities, where everyone, including our partners, have clarity on their roles, actions to be taken, monitoring delivery and celebrating achievements by giving deserved thanks and recognition.

Delivering in partnership

Wellbeing, economic prosperity, educational attainment and safer communities are all outcomes that are shaped and enabled by many. Most important are the residents we serve; as a community and as individuals.

What a young person needs for good mental health and a successful future will be unique to each person. This is why we will “work with” and not “do to”, acting as advocates and good partners with schools, employers and health services, shaping responsive integrated services.

This is one example of why partnership working is important and how we must be the leaders in modelling collaboration across the public sector for our communities.

We have many excellent partnerships, and this transition plan shows the many that we work with. However, we are ambitious to be consistently excellent and to improve greater collaboration that is focused and provides value for money. Therefore, we will engage with a range of stakeholders to develop the 2019 version of this plan, building on the solid foundations of partnerships to establish priorities and joint actions.

This is not necessarily about establishing new partnerships, but rather making sure existing partnerships are delivering and all are committed to taking action toward achieving shared visions and outcomes.

The page opposite lists all the stakeholders we will work with over the next six months, from April to October. This is not an exhaustive list, but by way of illustration, shows the many different types of stakeholders the Council works with and values.

The details of how we will engage with stakeholders will be expanded on going forward, to ensure that it is based on an active dialogue between the Council and our partners.

Key Stakeholders we will work with

- Residents and service users
 - Families
 - Children and young people
 - Adults and older people
 - Special interest groups
- Parishes, Towns and Neighbourhoods
 - Parish and town Councils
 - Resident Associations
 - Neighbourhood groups
 - Community groups at local level
- Voluntary, charity and community
 - Charities that advocate and or deliver services
 - Networks such as Healthwatch
 - Community groups
 - Faith organisations
 - Businesses
 - Business and enterprise bodies such as the CBI, LEP, Chamber of Commerce and Federation of Small Businesses
- Public Sector
 - NHS Trusts, Clinical Commissioning Group
 - Police, Police and Crime Commissioner, and criminal justice bodies
 - Blue light services such as Fire and Ambulance
 - Schools, Colleges, Universities
 - Transport bodies—Rail, Bus and Road
 - Infrastructure and Utilities such as Highways Agency, Environment Agency, Water, telecommunications and energy providers.
 - Housing Developers, Homes England, Housing Associations
 - Government, local MPs and Berkshire Local Authorities

Timeline to Develop the New Borough Plan 2019-2024

March – April 2018

- Evidence gathering of data and trends analysis to establish focus for future needs.
- Review existing arrangements to establish strengths and development areas.
- Project plan for how we engage with stakeholders.
- Communicate to all stakeholders approved plan for 2018/19 and timetable for stakeholder engagement.

May – July 2018

- Engagement with stakeholders to agreed shared vision and priorities.

August – October 2018

- Engagement with stakeholders to agree joint actions and partnership delivery.
- Align Performance Indicators to outcomes and actions.

October – February 2018

- Agree Governance arrangements for oversight and delivery of Borough Plan by partners and Council.
- Approved Borough Plan.

Conclusion

A great deal has been achieved and a lot of challenges in the future still need to be addressed. The Council has the ambition and determination to provide leadership, working with its many valued partners and colleagues in the Borough Council, as well as around Berkshire and at a national level.

This year we will embed the principles of our 21st Century Council and achieve a Borough Plan that is truly a partnership plan, with a clear focus on key priorities and the values that drive a more entrepreneurial approach to focus on customers and communities. Our Plan releases the potential of all our assets and will be commercial in approach where possible.

We want to maintain our position as a Borough where people choose to live and grow their business; a place where people have the support to be self sufficient and independent, with support for our most vulnerable, and equality of opportunity for all.



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TITLE	Changes to the Constitution
FOR CONSIDERATION BY	Council on 22 March 2018
WARD	None Specific
LEAD OFFICER	Andrew Moulton, Assistant Director, Governance

OUTCOME / BENEFITS TO THE COMMUNITY

Reviewing the Council's Constitution on a regular basis ensures that it is relevant and fit for purpose.

RECOMMENDATION

That Council agree the following changes to the Constitution as recommended by the Constitution Review Working Group:

1) Chapter 4 The Council Meeting

that Rule 4.2.19.2 be amended as follows:

4.2.19.2 Petitions presented to Council

*'...Members will be entitled to speak for no more than **three** minutes in support of a petition. A member of the public may present a petition at any meeting of the Council and will be entitled to speak for no more than **three** minutes in support of the petition...'*

2) Chapter 8 Regulatory and Other Committees

that Rule 8.2.7 be amended as follows:

8.2.7 Speaking by Members other than [Planning] Committee Members

*'...if the Member who wishes to speak is not the relevant Ward Member they will need to provide evidence that he/she (or their residents) are directly affected by the proposed development. **Ward Members directly affected by the proposed development should register to speak as either a supporter or objector as appropriate. In cases of applications situated in a single member ward and the Ward Member is directly affected by the proposed development, a Ward Member from an adjoining ward may be requested to speak on others' behalf.'***

3) that Section 9 Ethics and Corporate Governance be amended as set out in Appendix 1 to the report;

4) revisions to the Procurement and Contract Rules and Procedures as highlighted in Appendix 2 to the report.

SUMMARY OF REPORT

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

The report contains revisions to a number of areas in the Constitution which were agreed by the Constitution Review Working Group (CRWG) at their meeting on 8 March 2018.

Background

SECTION 4 – THE COUNCIL MEETING

1. The Constitution Review Working Group considered proposals regarding the time limit for presenting petitions at meetings of Full Council.

The following change is therefore proposed to Rule 4.2.19.2:

4.2.19.2 Petitions presented to Council

*‘...Members will be entitled to speak for no more than **three** minutes in support of a petition. A member of the public may present a petition at any meeting of the Council and will be entitled to speak for no more than **three** minutes in support of the petition...’*

SECTION 8 – REGULATORY AND OTHER COMMITTEES

2. The CRWG considered a request that *8.2.7 Speaking by Members other than [Planning] Committee Members* be clarified. Current 8.2.7 conflicts with 8.2.5 Public Speaking Rights. If a Member is not a Committee member or the relevant Ward Member and are directly affected by the proposal they should register to speak under other pre-existing categories e.g. supporters or objectors. Ward Members also directly affected by an application should also register to speak as either a supporter or objector as appropriate. In this instance the Member would not be speaking in their capacity as a Councillor.

The CRWG considered this request and felt that this would be appropriate.

The following change is therefore proposed to Rule 8.2.7:

8.2.7 Speaking by Members other than Committee Members

*‘...if the Member who wishes to speak is not the relevant Ward Member they will need to provide evidence that ~~he/she~~ (or their residents) are directly affected by the proposed development. **Ward Members directly affected by the proposed development should register to speak as either a supporter or objector as appropriate. In cases of applications situated in a single member ward and the Ward Member is directly affected by the proposed development, a Ward Member from an adjoining ward may be requested to speak on others’ behalf.**’*

SECTION 9 ETHICS AND CORPORATE GOVERNANCE

Section 9.4 Anti Fraud and Corruption Strategy, Section 9.5 Whistleblowing Policy and Guidance, Section 9.6 Anti Bribery Policy, Section 9.7 Anti Money Laundering Policy, Section 9.8 Prosecution and Sanctions Policy

3. The CRWG reviewed the Anti Fraud and Corruption Strategy, the Whistleblowing Policy and Guidance, the Anti Bribery Policy, the Anti Money Laundering Policy and the Prosecution and Sanctions Policy which are included in the Constitution at Section 9. Minor amendments such as changes to job titles within the policies had been proposed. Changes to the Whistleblowing Policy reflected current best practice. Members also

received the Regulation of Investigatory Powers Act (RIPA) Policy which was now a separate document to the RIPA Procedures so as to capture legislative updates, and agreed that it should be included within Section 9 of the Constitution at Section 9.9, with the remainder of Section 9 being renumbered accordingly.

The amended policies and the Regulation of Investigatory Powers Act (RIPA) Policy are attached at Appendix 1 to the report.

4. In addition, the inclusion of the RIPA Policy in Section 9 of the Constitution means that Section 11.3.3.2 Other Legislation, should be deleted as this information is contained with the RIPA Policy.

11.3.3.2 Other Legislation

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

Regulation of Investigatory Powers Act 2000

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

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

~~The Council considers that any executive Officer who reports directly to a Director an "Assistant Chief Officer" or an "Assistant Head of Service". It is a matter for each Director to identify, when the need arises in relation to his/her service, who the Director considers to be a "Service Manager". Further guidance can be found in the Council's Regulation of Investigatory Powers Act 2000 – Policy and Procedures.~~

SECTION 13 - PROCUREMENT AND CONTRACT RULES AND PROCEDURES

5. The CRWG considered a number of proposed amendments to the Procurement and Contract Rules and Procedures regarding tender openings and tender thresholds, which are highlighted and set out in Appendix 2 to the report.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

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

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

Other financial information relevant to the Recommendation/Decision
There are no financial implications arising from this report.

Cross-Council Implications
None

List of Background Papers
The Council's Constitution

Contact Madeleine Shopland	Service Governance
Telephone No 0118 974 6319	Email madeleine.shopland@wokingham.gov.uk
Date 6 March 2018	Version No. 1

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CHAPTER 9.4 – CORPORATE ANTI-FRAUD AND ANTI-CORRUPTION POLICY

9.4.1 Introduction

Wokingham Borough Council (~~The Council~~WBC) aims to deliver high quality services and provide value for money by being fully accountable, honest and open in everything that it does.

Fraud and corruption undermine these aims by diverting resources from legitimate activities, damaging public confidence in the Council and adversely affecting staff morale.

To achieve its strategic priorities, the Council seeks to ensure that measures are taken to prevent, detect and investigate fraudulent or corrupt acts. The aim of this policy is to reduce losses from fraud and corruption to an absolute minimum.

The Council has a zero tolerance policy regarding fraud and corruption. It has adopted the following approach.

“In administering its responsibilities the Council is opposed to fraud and corruption whether it is attempted on or from within the Council and is committed to preventing, deterring, detecting and investigating fraud and corruption.”

This policy is particularly relevant to:

- a) elected Members;
- b) employees;
- c) contractors;
- d) consultants;
- e) suppliers;
- f) service users;
- g) customers (including the public); and
- h) partner organisations.

9.4.2 Defining Fraud

The Council defines “fraud” as an intentional distortion of financial statements or other records by persons internal or external to the organisation which is carried out to conceal the misappropriation of assets or otherwise for financial gain. This may involve, but is not limited to:

- a) falsification or alteration of accounting records or other documents;
- b) misappropriation of assets or theft;
- c) suppression or omission of the effects of transactions from accounting records of other documents;

- d) recording transactions which have no substance; and
- e) wilful misrepresentation of transactions or of the Council's state of affairs.

9.4.2.1

Furthermore, the Fraud Act 2006 has defined fraud in law for the first time, defining it in three classes:

- a) fraud by false representation;
- b) fraud by failing to disclose information; and
- c) fraud by abuse of position.

9.4.3 Defining Corruption

The Council defines **Corruption** as the offering, giving, soliciting or accepting of any inducement or reward which would influence the actions taken by the Council, its Members or Officers. Areas where corrupt practices may occur include, but are not limited to:

- a) tendering and awarding of contracts;
- b) pecuniary interests of Members and Officers;
- c) the award of permissions, planning consents and licenses; and
- d) the disposal of assets.

9.4.4 Framework for Prevention and Detection

It is a management responsibility to maintain the internal control system and to ensure that the Council's resources are properly applied in the manner and on the activities intended. This includes responsibility for the prevention and detection of fraud and other illegal acts.

9.4.5 Key Principles and Culture

The Council will not tolerate fraud and corruption in the administration of its responsibilities whether from inside or outside of the authority. The Council is committed to creating a culture of opposition to fraud and corruption. The Council is determined that the authority meets the expectations of the Committee on Standards of Public Life and is committed to the ten general principles which govern standards of conduct in local government, namely:

- a) selflessness;
- b) honesty and integrity;
- c) objectivity;
- d) accountability;
- e) openness;
- f) personal judgement;

- g) respect for others;
- h) duty to uphold the law;
- i) stewardship; and
- j) leadership.

9.4.5.1

The Council expects Members (elected and co-opted) and employees (including agency staff, consultants and contractors) to lead by example in ensuring effective opposition to fraud and corruption. This includes ensuring adherence to legislation, local rules and regulations, National and Local Codes of Conduct and that all procedures and practices are beyond reproach.

9.4.6 Raising Concerns

Employees at all levels should be alert to the possibility of fraud and corruption. They are expected, and positively encouraged to raise any concerns relating to fraud and corruption which they become aware of. These can be raised in any way that the employee prefers, including with their line manager, through a Director, with the Shared Audit and Investigation Service or through the Council's Whistleblowing Policy. Whichever route is chosen, the employee can be assured that concerns raised in good faith will be fully investigated and, wherever possible, those raising concerns will be dealt with in confidence.

When management receive concerns from employees or others regarding potential fraud or corruption, they should immediately contact the Assistant Director, Governance~~Head of Governance and Improvement Services~~ (and Monitoring Officer) with details of the concerns. The Assistant Director, Governance~~Head of Governance and Improvement Services~~ will make preliminary enquiries and in consultation with the Section 151 Officer will determine whether there are grounds for an investigation.

Councillors, service users, suppliers, partner organisations and members of the public are encouraged to report any concerns. These concerns about fraud and corruption should be reported either directly to the Assistant Director, Governance~~Head of Governance and Improvement Services~~ or via the Council's Whistleblowing Policy.

If employees feel that they are unable to use internal routes then they can contact the council's external auditors, Ernst and Young:

Ernst and Young

Helen Thompson

Wessex House, 19 Threefield Lane, Southampton, SO14 3QB, United Kingdom

hthompson2@uk.ey.com

07974 007332

Although the Council encourages its staff to report concerns acting in good faith, any maliciously motivated and unfounded allegations may be dealt with through the Council's disciplinary code.

9.4.7 Corporate Governance

The main corporate policies and procedures which formulate the Council's framework for minimising risk and the prevention of fraud and corruption include:

- a) Anti-Fraud and Anti-Corruption Policy;
- b) Internal Audit Charter;
- c) Contract and Procurement Regulations;
- d) Financial Regulations;
- e) Human Resources Policy and Guidance for Discipline;
- f) Human Resources Policy for Conduct and Personal Behaviour;
- g) Human Resources Policy for Recruitment and Retention;
- h) Member's Code of Conduct;
- i) Money Laundering Policy;
- j) Officer's Code of Conduct;
- k) Prosecution and Sanction Policy;
- l) Risk Management Strategy;
- m) Scheme of Delegation;
- n) Whistleblowing Policy; and
- o) Anti-Bribery Policy

9.4.8 Corporate Responsibility

Service Heads (Assistant Directors) must ensure that all employees in their service are familiar with the corporate policies and procedures listed at 9.4.7, in addition to any other relevant rules and regulations specific to their service. Failure to adhere to these policies and procedures could result in the instigation of disciplinary procedures.

9.4.9 Recruitment

The Council recognises that one of the most important issues relating to the prevention of fraud and corruption is the effective recruitment of staff and therefore takes pre-employment screening seriously.

Employee recruitment is required to be in accordance with procedures laid down by the Head of Support Services (Lead Specialist, HR). As part of these procedures, particular reference is made to:

- a) verifying the identity of the applicant;
- b) obtaining satisfactory references prior to appointment;
- c) verifying the applicant is able to legitimately work in the UK;
- d) verifying and retaining copies of certificates for stated qualifications; and
- e) undertaking Disclosure Barring Service checks where appropriate.

These practices apply to all permanent appointments including those where employees have entered the organisation as an agency worker or consultant in the first instance.

9.4.10 System of Internal Control

The risk of fraud and corruption can be minimised by good financial management, sound internal control systems, effective management supervision, and by raising public, member and employee awareness of fraud.

9.4.10.1

Internal control is the whole system of controls, financial and otherwise, established to provide reasonable assurance of:

- a) proper aims and objectives;
- b) efficient and effective operations;
- c) reliable management information and reporting;
- d) legitimate expenditure;
- e) compliance with laws and regulations;
- f) performance management; and
- g) security of assets and income.

9.4.10.2

Weaknesses in the design and operation of administrative and financial internal control systems may increase the risk of fraud. Systems should contain efficient, effective, and well documented internal controls that cover the following:

- a) adequate segregation of duties;
- b) proper authorisation and approval procedures;
- c) adequate physical security over assets; and
- d) reliable monitoring and reporting arrangements.

9.4.10.3

It is management's responsibility to install adequate internal controls and rectify weaknesses if they occur. To help management discharge this responsibility, systems may be subject to review by both Internal and External Audit. Auditors are responsible for reporting to management on significant weaknesses in the control environment, including deficiencies in the operation of internal controls and highlighting exposure to the risk of fraud. High risk audit concerns are promptly followed up to ensure issues highlighted are appropriately actioned.

Management should instigate occasional deterrent compliance checks on the operation of internal controls within their service and are encouraged to seek advice from the Shared Audit and Investigation Service on what checks should be carried out. This work should be used to inform the Annual Governance Statement.

9.4.11 Risk Management

Major fraud risks relating to services should be included within local Risk Registers and subject to regular review to ensure that appropriate controls are in place to mitigate those risks.

9.4.12 Role of Statutory Officers

The Council has a statutory responsibility, under Section 151 of the Local Government Act 1972, to ensure the proper administration of its financial affairs and also to nominate one of its Officers to take responsibility for those affairs. The Council's nominated Section 151 Officer is the Deputy Chief Executive and Director of Corporate Services Finance and Resources.

9.4.12.1

The Council's Monitoring Officer (Assistant Director, Governance)~~Head of Governance and Improvement Services~~ is responsible under Section 5 of the Local Government and Housing Act 1989 to guard against, inter alia, illegality, impropriety and maladministration in the Council's affairs.

9.4.13 Effective Action

Responsibility for investigating suspected fraud and corruption against the Council rests with the Shared Audit and Investigation Service. This is to ensure that the investigation is performed only by properly trained officers in accordance with the appropriate legislation:

- a) Corruption Act 1906
- b) Criminal Procedures and Investigations Act (CPIA) 1996;
- c) Data Protection Act 1998;
- d) Fraud Act 2006;
- e) Freedom of Information Act 2000;
- f) Human Rights Act 1998;
- g) Local Government Finance Act 1992;
- h) Police and Criminal Evidence Act (PACE) 1984;

- i) Proceeds of Crime Act 2002;
- j) Regulation of Investigatory Powers Act (RIPA) 2000;
- k) The Council Tax (Administration and Enforcement) Regulations 1992.

9.4.14 Procedure

All referrals will initially be risk assessed and material instances of fraud or irregularity in the Council will be referred to the Shared Audit and Investigation Service.

The Shared Audit and Investigation Service will ensure the following objectives are met:

- a) investigations are undertaken fairly, objectively and in accordance with relevant laws and regulations, so as to avoid jeopardising the outcome on legal and procedural technicalities;
- b) to protect the evidence;
- c) to prove or disprove the original suspicions of fraud;
- d) if proven, to support the findings by producing effective evidence;
- e) to present evidence in an appropriate format accepted by the Crown Prosecution Service or the appropriate disciplining service;
- f) to apply appropriate sanctions and redress against those individuals and organisations that seek to defraud.

9.4.15 Completion

Once an investigation is completed the Shared Audit and Investigation Service may have responsibilities in relation to:

- a) recommending improvements to systems;
- b) attendance at disciplinary hearings and tribunals;
- c) attendance at Court as a witness; and
- d) reporting to the Audit Committee.

Conclusions will be based on fact allowing management to take forward any required disciplinary and / or criminal proceedings as they determine appropriate.

9.4.16 Disciplinary

The Council has in place disciplinary procedures which must be followed whenever staff are suspected of committing a fraudulent or corrupt act.

The disciplinary procedures are set out in the Disciplinary Policy and Guidance. The Chief Executive has overall responsibility for ensuring that the disciplinary procedure is managed effectively. Line managers, under the overall direction of ~~Assistant Directors~~ ~~Heads of Service~~ are responsible for day to day management and ensuring compliance with the Disciplinary Policy and Guidance.

9.4.17 Reporting and Publicity

Incidents of fraud and corruption are reported through the following mechanisms:

- a) Corporate Leadership Team;
- b) Audit Committee; and
- c) External Auditors (currently Ernst and Young).

Where evidence of fraud and corruption is found, appropriate sanctions will be sought in line with the Council's Prosecution and Sanctions Policy. The details of any proven act of fraud or corruption, including action taken by the Council will be publicised to employees, Members and the public. This is aimed at deterring further attempts of fraud or corruption by demonstrating the seriousness with which the Council views such cases. In agreement with the Section 151 Officer, Monitoring Officer, the Council will report criminal activity to the Police at the appropriate stage.

9.4.18 Council Tax Investigations

The Investigations Team within the Shared Audit and Investigation Service is also responsible for undertaking investigations within the Council Tax Reductions Scheme. This involves:

- a) investigating suspected fraud by false statement and/or failure to declare changes in circumstances or other method. ;
- b) making random checks on claimants; and
- c) maximising recovery of overpayments.

Where evidence of fraud and corruption is found, appropriate sanctions will be sought in line with the Council's Prosecution and Sanctions Policy. Successful prosecutions will be publicised to help deter further fraud.

9.4.19 Working with Others

Arrangements are in place and continue to develop and encourage the exchange of information between the Council and other agencies on national and local fraud and corruption activity. This includes participation in the National Fraud Initiative which matches data across a wide range of public service organisations in order to detect fraud or erroneous payments.

9.4.20 Money Laundering

Money laundering is the process of moving illegally generated funds through a cycle of transformation in order to create the end appearance of legitimately earned funds.

The Proceeds of Crime Act 2002 details the three principal money laundering offences as:

- a) assisting another to retain the benefit of crime;
- b) acquisition, possession or use of criminal proceeds; and
- c) concealing or transferring proceeds to avoid prosecution.

In addition there are related offences for failing to report where a person has knowledge, suspicion or reasonable grounds for knowledge or suspicion that money laundering has taken place, as well as for tipping off a person that a disclosure has taken place.

Council Officers and Members who suspect money laundering activities should report their concern to the Council's nominated Money Laundering Reporting Officer (MLRO), the Section 151 Officer (~~Deputy Chief Executive and Director of Corporate Services Finance and Resources~~). Further details are contained in the Anti-Money Laundering Policy.

9.4.21 Conclusion and Review

The Council has in place a clear framework of systems and procedures to deter and investigate fraud and corruption. It will ensure that these arrangements are fair and are monitored and updated to keep pace with future developments in preventative, deterrent and detection techniques regarding fraudulent or corrupt activity.

To this end, the Council maintains a continuous review of these arrangements through, in particular the Audit Committee, the Section 151 Officer (~~Deputy Chief Executive and Director of Corporate Services Finance and Resources~~), Shared Audit and Investigation Service, External Audit and the Monitoring Officer (~~Assistant Director, Governance Head of Governance and Improvement Services~~).

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CHAPTER 9.5 – WHISTLEBLOWING POLICY AND GUIDANCE

9.5.1 Introduction

The Council is committed to delivering high quality services to its customers and expects high standards from its employees and contractors. In order to maintain those high standards a culture of openness and accountability is vitally important. The aims of this policy are:

- a) to encourage you to raise concerns about malpractice within the organisation without fear of reprisal;
- b) to reassure you that your concerns will be taken seriously; and
- c) to provide information about how to raise your concerns and explain how the council will respond.

This policy applies to all Council employees, former employees, agency staff and contractors engaged by the Council.

9.5.2 What is Whistleblowing?

In practical terms, whistleblowing occurs when a concern is raised about danger or illegality that affects others, e.g. clients, members of the public or the Council itself. As the person “blowing the whistle” you would not usually be directly affected by the danger or illegality. Consequently you would rarely have a personal interest in the outcome of any investigation into your concerns. This is different from a complaint or grievance. If you make a complaint or lodge a grievance, you are saying that you personally have been poorly treated. This poor treatment could involve a breach of your individual employment rights or bullying and you are entitled to seek redress for yourself. A qualifying disclosure means any disclosure of information that, in the reasonable belief of the worker is made in the public interest. As a result of this employees will generally be precluded from being able to “blow the whistle” about breaches of his or her employment contract. Although an employee making such a complaint can still use the Council’s grievance policy.

Examples of whistleblowing concerns are:

- a) fraud in, on or by the Council;
- b) offering, taking or soliciting bribes;
- c) unauthorised use of public funds;
- d) financial maladministration;
- e) the physical, emotional or sexual abuse of clients;
- f) failure to comply with legal obligations;
- g) endangering of an individual’s health and safety;
- h) damage to the environment;
- i) a criminal offence;
- j) failure to follow financial and contract procedure rules;
- k) showing undue favour to a contractor or a job applicant;
- l) misreporting performance data; or

- m) neglect of people in care.

This Policy does not replace the Council's complaints or grievance procedures.

9.5.3 Who should I contact?

Having considered this Policy, an employee of the Council, or any other person covered by the Public Interest Disclosure Act (PIDA) 1998, who has serious concerns about any aspect of the Council's work, should in the first instance inform one of the following methods:

a) Inform Line Manager

In many cases, raising concerns with the immediate line manager is the most appropriate route for an employee. The line manager should inform the Assistant Director, Governance of the disclosure and an appropriate course of action will be agreed. If this is not a suitable option (for example because the issue may implicate the manager or if the concern has been raised but remains unaddressed) the concern should be raised using one of the other methods.

b) Dedicated Whistleblowing Communication Channels

The Shared Audit and Investigation Service have established a dedicated 24 hour answerphone hotline for receiving disclosures.

Hot line number - 0118 974 6550;

Email:- confidential.whistleblowing@wokingham.gov.uk;

By Post - Confidential Whistleblowing, Shared Audit and Investigation Service, Shute End, Wokingham, RG40 1BN;

In person at Shute End by asking for the Shared Audit and Investigation Service at reception.

c) Shared Audit and Investigation Service and Assistant Director, Governance

The Shared Audit and Investigation Service can offer confidential independent advice on the use of the Whistleblowing Policy. If you suspect an employee, a member of the public or contractor (in their business dealings with the Council) of fraud or corruption you can contact the Shared Audit and Investigation Service who will discuss your concerns with you in complete confidence. If you are in receipt of any allegation involving possible corruption, fraud or malpractice you should notify the Assistant Director, Governance immediately on 07747 777298.

d) Director People Services

If you wish to raise a concern involving vulnerable children and adults, you can contact the Director of People Services to seek guidance on how to proceed.

e) Schools

You should refer to the whistleblowing arrangements for the individual school. If it is not suitable for the school's Governing Body to deal with, the concern should be raised with the Director of People Services (contact details above).

9.5.3.1

Advice and guidance on how matters of concern may be pursued can be obtained from: the Monitoring Officer (**Assistant Director, Governance**).

9.5.4 Legal Protection

The Public Interest Disclosure Act (PIDA) 1998 – sets out a framework of protection against victimisation or dismissal for workers who blow the whistle (“disclosure”) on criminal behaviour and other specified forms of malpractice.

9.5.4.1

It applies to making a ‘protected’ disclosure in respect of specific types of malpractice, which are:

- a) that a criminal offence has been committed, is being committed or is likely to be committed;
- b) that a person has failed, is failing or is likely to fail to comply with any legal obligation to which he is subject;
- c) that a miscarriage of justice has occurred, is occurring or is likely to occur;
- d) that the health or safety of any individual has been, is being or is likely to be endangered;
- e) that the environment has been, is being or is likely to be damaged; or
- f) that information tending to show any matter falling within any one of the preceding paragraphs has been, is being or is likely to be deliberately concealed.

9.5.4.2

The Act covers internal disclosures to the Wokingham Borough Council as the employer, disclosures to prescribed ‘persons’ such as regulatory bodies (e.g. for health and safety issues, the Health and Safety Executive), and wider disclosures, for example to the police and the media.

9.5.5 Raising Concerns outside the Council

In certain circumstances it may be appropriate to raise concerns outside the Council to the appropriate ‘prescribed regulator’. This should only be done where any disclosure of information that is made in the public interest and where you believe the information is true, i.e. more than just suspicion. You are advised to discuss your concerns with a legal advisor, trade union or Public Concern at Work before

reporting them outside the Council. Examples of prescribed regulators are set out below:

- a) The Council's external auditors (Ernst and Young);
- b) Information Commissioner;
- c) Environment Agency;
- d) Health and Safety Executive;
- e) Commissioner of the Inland Revenue;
- f) Ofsted;
- g) General Social Care Council;
- h) Care Quality Commission;
- i) The Commission for Social Care Inspection; and
- j) National Care Standards Commission.

9.5.5.1

As a last resort you may choose to raise your concern outside the Council to someone other than a prescribed regulator, e.g. to the police or your MP. You should only do this if, in addition to the conditions above, they meet one of three preconditions. Provided the disclosure is reasonable in all the circumstances and is not made for personal gain, the preconditions are that you:

- a) reasonably believed that you would be victimised if you raised the matter internally within the Council; or
- b) reasonably believed that the matter would be 'covered up' and there is no prescribed regulator; or
- c) have already raised the matter internally or with a prescribed regulator.

9.5.5.2

It should be noted that wider disclosures (i.e. to the media) can only be protected where there is a justifiable cause for going wider and where the particular disclosure is reasonable. The Council therefore encourages concerns to be raised initially using one of the methods described in 9.5.3.

9.5.6 Making a Protected Disclosure

This policy is intended to allow the internal investigation and resolution of any concerns raised. In accordance with the PIDA 1998, to make a 'protected' disclosure the whistleblower has to meet certain conditions:

- a) A qualifying disclosure means any disclosure of information that, in the reasonable belief of the worker is made in the public interest. Therefore, while the employer can seek a declaration from the whistleblower that he or she is not knowingly making false allegations, disciplinary action is likely to be appropriate only where there is clear evidence that the reporting worker has misused the whistleblowing policy.

- b) Disclosure to a regulatory body will be protected where, in addition, the whistleblower honestly and reasonably believes that the information they provide and any allegation contained in it are substantially true.
- c) Disclosure to other external bodies will be protected if, in addition, making it is in all respects reasonable. 'In all respects reasonable' means, in effect
 - i) the disclosure is not made for personal gain;
 - ii) the whistleblower reasonably believed that they would be victimised if they raised the matter internally;
 - iii) there is no relevant regulatory body;
 - iv) the whistleblower reasonably believed that evidence was likely to be concealed or destroyed;
 - v) the concern has already been raised with the employer and/or relevant regulatory body; and
 - vi) the concern is of an 'exceptionally serious' nature – which in a local government setting could include, say, the alleged abuse of children or vulnerable adults in an authority's care.

9.5.6.1

This may be done orally or in writing. If you are writing, remember to give details of how you can be contacted. Anonymous disclosures present difficulties for effective investigation. Your identity will be kept strictly confidential if you so request, unless disclosure is required by law. However, the Council recognises that despite the dual safeguards of confidentiality and legal protection from recrimination that individuals may still feel unable to reveal their identity. In these situations individuals can report their concerns anonymously, but should be aware that these concerns carry less weight with the investigation teams and the disclosure may not be sufficiently detailed to provide a successful investigation.

9.5.6.2

Allegations that are malicious, or allegations made for personal gain, may result in action against the person making them. If an allegation is made in the public interest, but is not confirmed by an investigation, no action will be taken against the person who raised the concern.

9.5.6.3

It is preferable that a whistleblowing concern be raised as soon as there is reasonable suspicion. Employees are not expected to investigate the matter themselves or prove that their concern is well-founded.

9.5.6.4

Anyone who has made a protected disclosure will not suffer any detriment as a result of raising their concern unless it is later proved that they knew they were providing false information. In addition, whistleblowers are protected from suffering a detriment, bullying or harassment from another worker.

Examples of detriment includes (but is not limited to):

- a) failure to promote, if linked to the disclosure;
- b) denial of training;
- c) closer monitoring;
- d) ostracism;
- e) blocking access to resources;
- f) unrequested re-assignment or re-location;
- g) demotion;
- h) suspension;
- i) disciplinary sanction;
- j) bullying or harassment;
- k) victimisation;
- l) dismissal;
- m) failure to provide an appropriate reference; or
- n) failing to investigate a subsequent concern.

9.5.7 How will the Council respond?

The action taken by the Council will depend on the nature of the concern. The matters raised may:

- a) be investigated internally;
- b) be referred to the Police;
- c) be referred to the external auditors (Ernst and Young);
- d) form the subject of an independent inquiry; or
- e) be considered a service issue and referred to the service to respond by any combination of the above.

9.5.7.1

In all cases, where a concern is raised, the contacted officer shall notify the Monitoring Officer (**Assistant Director, Governance**) and the Section 151 Officer (**Director of Corporate Services**). These officers will assess the nature of the concern to decide the appropriate response. Some concerns may be resolved by agreed action without the need for investigation. Any investigation will be overseen by the Assistant Director, Governance.

9.5.7.2

Feedback on the outcome of the concern will be given to the person raising the concern. This feedback may be limited due to legal obligations of confidentiality (i.e. if disciplinary action is taken against a Council employee). The person raising a concern should normally be told:

- a) how and by whom a concern will be handled;
- b) an estimate of how long an investigation will take;
- c) the outcome of the investigation (where appropriate);
- d) that if they believe they are suffering detriment as a result of raising the concern that they should report it;
- e) that he or she is entitled to independent advice.

9.5.8 What if I am dissatisfied with the Council's response?

This policy is intended to provide you with an avenue to raise concerns within the Council. However, if at the end of the process an employee of the Council, or any other person covered by the Act, is not satisfied with how a disclosure has been dealt with and wishes to pursue matters by means of a wider disclosure, the following points of contact are available to you:

- a) the Chairman of the Council's Audit Committee
- b) your local Member (if you live in the area of the borough);
- c) the Council's external auditors (Ernst and Young);
- d) relevant professional bodies or regulatory organisations;
- e) relevant inspection body;
- f) your solicitor; or
- g) the Police.

9.5.8.1

If you do decide to take the matter outside of the Council, you need to ensure that you do not disclose confidential information and that you are 'protected' in accordance with the PIDA 1998 (refer to 9.5.5). If you wish to raise a concern outside of the Council, you may raise it with an external body from the list of prescribed persons and bodies detailed in the 'Department for Business Innovation & Skills 'Blowing the Whistle to a Prescribed Person' document:

<https://www.gov.uk/government/publications/blowing-the-whistle-list-of-prescribed-people-and-bodies--2>

9.5.9 Further information and advice

Independent advice on 'whistleblowing' can also be obtained from:

Public Concern at Work 3rd Floor, Bank Chambers, 6 - 10 Borough High Street, London, SE1 9QQ

Whistleblowing Advice Line: 020 7404 6609 General enquiries: 020 3117 2520

Email: whistle@pcaw.org.uk

Ernst and Young

Helen Thompson

Wessex House, 19 Threefield Lane, Southampton, SO14 3QB, United Kingdom

hthompson2@uk.ey.com

07974 007332

Professional Body or Trade Union

If you are a member of a professional body or trade union they should be able to advise you on Whistleblowing.

CHAPTER 9.6 - ANTI-BRIBERY POLICY

9.6.1 Policy Statement: Anti-Bribery

Bribery is a criminal offence. We do not, and will not, pay bribes or offer improper inducements to anyone for any purpose, nor do we or will we, accept bribes or improper inducements.

9.6.1.1

To use a third party as a conduit to channel bribes to others is a criminal offence. We do not, and will not, engage indirectly in or otherwise encourage bribery.

9.6.1.2

We are committed to the prevention, deterrence and detection of bribery. We have zero-tolerance towards bribery. We aim to maintain anti-bribery compliance “business as usual”, rather than as a one-off exercise.

9.6.2 Objective of this policy

This policy provides a coherent and consistent framework to enable Wokingham Borough Council employees to understand and implement arrangements enabling compliance. In conjunction with related policies and key documents it will also enable employees to identify and effectively report a potential breach.

We require that all personnel including those permanently employed, temporary agency staff and contractors:

- a) act honestly and with integrity at all times and to safeguard the Council’s resources for which they are responsible; and
- b) comply with the spirit, as well as the letter, of the laws and regulations of all jurisdictions in which the Council operates, in respect of the lawful and responsible conduct of activities.

9.6.3 Scope of this policy

This policy applies to all of the Council’s activities. For partners, joint ventures and suppliers, we will seek to promote the adoption of policies consistent with the principles set out in this policy.

9.6.3.1

Within the Council, the responsibility to control the risk of bribery occurring resides at all levels, in every service.

9.6.3.2

This policy covers all personnel, including all levels and grades, those permanently employed, temporary agency staff, contractors, non-executives, agents, Members (including independent members), volunteers and consultants.

9.6.4 Commitment

Wokingham Borough Council commits to:

- a) setting out a clear anti-bribery policy and keeping it up to date;
- b) making all employees aware of their responsibilities to adhere strictly to this policy at all times;
- c) training all employees so that they can recognise and avoid the use of bribery by themselves and others;
- d) encouraging its employees to be vigilant and to report any suspicions of bribery, providing them with suitable channels of communication and ensuring sensitive information is treated appropriately;
- e) rigorously investigating instances of alleged bribery and assisting police and other appropriate authorities in any resultant prosecution;
- f) taking firm and vigorous action against any individual(s) involved in bribery;
- g) provide information to all employees to report breaches and suspected breaches of this policy;
- h) include appropriate clauses in contracts to prevent bribery.

9.6.5 The Bribery Act

The Council defines bribery as ‘an inducement or reward offered, promised or provided to gain personal, commercial, regulatory or contractual advantage’.

9.6.5.1

There are four key offences under the Act:

- a) bribery of another person (section 1);
- b) accepting a bribe (section 2);
- c) bribing a foreign official (section 6); and
- d) failing to prevent bribery (section 7).

9.6.5.2

The Bribery Act 2010 (http://www.opsi.gov.uk/acts/acts2010/ukpga_20100023_en_1) makes it an offence to offer, promise or give a bribe (Section 1). It also makes it an offence to request, agree to receive, or accept a bribe (Section 2). Section 6 of the Act creates a separate offence of bribing a foreign public official with the intention of obtaining or retaining business or an advantage in the conduct of business. There is also a corporate offence under Section 7 of failure by a commercial organisation to prevent bribery that is intended to obtain or retain business, or an advantage in the conduct of business, for the organisation. An organisation will have a defence to this corporate offence if it can show that it had in place adequate procedures designed to prevent bribery by or of persons associated with the organisation.

9.6.5.3

The guidance states that a “commercial organisation” is any body formed in the United Kingdom and “...it does not matter if it pursues primarily charitable or educational aims or purely public functions. It will be caught if it engages in commercial activities, irrespective of the purpose for which profits are made.” Therefore, we are a “commercial organisation”.

9.6.6 Adequate procedures

Whether the procedures are adequate will ultimately be a matter for the courts to decide on a case-by-case basis. Adequate procedures need to be applied proportionately, based on the level of risk of bribery in the organisation. It is for individual organisations to determine proportionate procedures in the recommended areas of six principals. These principles are not prescriptive. They are intended to be flexible and outcome focussed, allowing for the different circumstances of organisations. Small organisations will, for example, face different challenges to those faced by large multi-national enterprises. The detail of how organisations apply these principles will vary, but the outcome should always be robust and effective anti-bribery procedures.

9.6.7 Proportionate procedures

An organisation’s procedures to prevent bribery by persons associated with it are proportionate to the bribery risks it faces and to the nature, scale and complexity of the organisation’s activities. They are also clear, practical, accessible, effectively implemented and enforced.

9.6.8 Top level commitment

The Chief Executive, Directors and Members are committed to preventing bribery by persons associated with it. Bribery is never acceptable.

9.6.9 Risk Assessment

The Council will assess the nature and extent of its exposure to potential external and internal risks of bribery on its behalf by persons associated with it. The assessment is periodic, informed and documented. It includes financial risks but also other risks such as reputational damage.

9.6.10 Due diligence

The Council applies due diligence procedures, taking a proportionate and risk based approach, in respect of persons who perform or will perform services for or on behalf of the organisation, in order to mitigate identified bribery risks.

9.6.11 Communication (including training)

The Council seeks to ensure that its bribery prevention policies and procedures are embedded and understood throughout the organisation through internal and external communication, including training that is proportionate to the risks it faces.

9.6.12 Monitoring and review

The Council monitors and reviews procedures designed to prevent bribery by persons associated with it and makes improvements where necessary. Wokingham Borough Council is committed to proportional implementation of these principles.

9.6.13 Penalties

An individual guilty of an offence under sections 1, 2 or 6 is liable:

- a) on conviction in a magistrates court, to imprisonment for a maximum term of 12 months (six months in Northern Ireland), or to a fine not exceeding £5,000, or to both;
- b) on conviction in a crown court, to imprisonment for a maximum term of ten years, or to an unlimited fine, or both.

Organisations are liable for these fines and if guilty of an offence under section 7 are liable to an unlimited fine.

9.6.14 Bribery is not tolerated

It is unacceptable to:

- a) give, promise to give, or offer a payment, gift or hospitality with the expectation or hope that a business advantage will be received, or to reward a business advantage already given;
- b) give, promise to give, or offer a payment, gift or hospitality to a government official, agent or representative to "facilitate" or expedite a routine procedure;
- c) accept payment from a third party that you know or suspect is offered with the expectation that it will obtain a business advantage for them;
- d) accept a gift or hospitality from a third party if you know or suspect that it is offered or provided with an expectation that a business advantage will be provided by us in return;
- e) retaliate against or threaten a person who has refused to commit a bribery offence or who has raised concerns under this policy;
- f) engage in activity in breach of this policy.

9.6.15 Facilitation payments

Facilitation payments are unofficial payments made to public officials in order to secure or expedite actions. Facilitation payments are not tolerated and are illegal.

9.6.16 Gifts and hospitality

The Council's Gifts and hospitality policy is included in the Code of Conduct - Employees must ensure:

- a) when acting in an official capacity they must not give the impression that their conduct both inside and outside work with any person or organisation is influenced by the receipt of gifts, rewards and hospitality or any other such consideration;
- b) they think about the circumstances in which offers are made and are aware that they may be regarded as owing a favour in return;
- c) they have permission from their line managers before accepting such offers and are aware that the offers may have to be returned or refused;

- d) that when gifts or hospitality have to be declined those making the offer should be courteously but firmly informed of the procedures and standards operating within the Council; and
- e) all offers whether or not accepted must be recorded in the Gifts and Hospitality register.

9.6.16.1

How an employee should react to an offer depends on the type of offer, the relationship between the parties involved and the circumstances in which the gift or hospitality is offered:

- a) employees must not be seen to be acting in their own personal interests and need to be careful that their behaviour cannot be misinterpreted;
- b) when receiving authorised gifts/hospitality, employees should be particularly sensitive as to its timing in relation to decisions which the Council may be taking affecting those providing the hospitality;
- c) an offer of a bribe or commission made by contractors, their agents or by a member of the public must be reported to the line manager and the Head of Governance and Improvement Services. Hospitality from contractors should also be avoided where employees/team are singled out for example Christmas lunch etc, this may be perceived as preferential treatment; and
- d) employees must not accept significant personal gifts from the contractors and outside suppliers, although the Council may wish to allow employees to keep insignificant items of token value such as pens, diaries, etc not exceeding the value of £25. The most common form of gift is the offer of wine and chocolates etc. In general these are shared out among colleagues and provided the offers are reasonable, for example a single bottle of wine, they may be accepted. It is important that all offers are recorded in the Gifts/Hospitality Register including those that are offered and not accepted. Directors should remind their staff of the process to be followed with regards to gifts and hospitality.

9.6.16.2

No one working for, employed by, or providing services on behalf of the Council is to make, or encourage another to make any personal gain out of its activities in any way. Any person becoming aware of a personal gain being made at the expense of the Council, contractors or the public should follow the Whistleblowing procedures on the Council's intranet (Grapevine).

9.6.16.3

Employees may only accept offers of hospitality if there is a genuine need to impart information or represent the Council in the community. Offers to attend purely social or sporting functions may only be accepted when these are part of the life of the community or where the authority should be seen to be represented. All hospitality must be properly authorised and recorded in the Gifts/Hospitality Register.

9.6.16.4

Employees may accept hospitality when attending relevant conferences and courses where it is clear the hospitality is corporate rather than personal, where consent is given in advance and where it is satisfied that any purchasing decisions are not compromised. Where visits to inspect equipment, etc. are required, employees must ensure that their service meets the cost of such visits to avoid putting at risk the integrity of subsequent purchasing decisions.

9.6.16.5

The acceptance of gifts and hospitality may be a subject of criticism placing the Council in a position that it has to defend such action. Consequently, it is essential that all offers and details of gifts and hospitality be recorded in the Gifts & Hospitality Register which will be held by the Director or nominated Manager.

9.6.17 Public contracts and failure to prevent bribery

Under the Public Contracts Regulations 2006 (which gives effect to EU law in the UK), a company is automatically and perpetually debarred from competing for public contracts where it is convicted of a corruption offence. There are no plans to amend the 2006 Regulations for this to include the crime of failure to prevent bribery. Organisations that are convicted of failing to prevent bribery are not automatically barred from participating in tenders for public contracts. This organisation has the discretion to exclude organisations convicted of this offence.

9.6.18 Staff responsibilities

The prevention, detection and reporting of bribery and other forms of corruption are the responsibility of all those working for the Council or under its control. All staff are required to avoid activity that breaches this policy.

Staff must:

- a) ensure that they read, understand and comply with this policy; and
- b) raise concerns as soon as possible if you believe or suspect that a conflict with this policy has occurred, or may occur in the future.

As well as the possibility of civil and criminal prosecution, staff that breach this policy will face disciplinary action, which could result in dismissal for gross misconduct.

9.6.19 Raising a concern

The Council is committed to ensuring that we all have a safe, reliable, and confidential way of reporting any suspicious activity. We want each and every member of staff to know how they can raise concerns. We all have a responsibility to help detect, prevent and report instances of bribery. If you have a concern regarding a suspected instance of bribery or corruption, please speak up – your information and assistance will help. The sooner you act, the sooner it can be resolved.

9.6.19.1

There are multiple channels to help you raise concerns – these are explained in the Whistleblowing Policy. Staff who refuse to accept or offer a bribe, or those who raise concerns or report wrongdoing can understandably be worried about the repercussions. We aim to encourage openness and will support anyone who raises a genuine concern in good faith under this policy, even if they turn out to be mistaken.

9.6.19.2

We are committed to ensuring nobody suffers detrimental treatment through refusing to take part in bribery or corruption, or because of reporting a concern in good faith. If you have any questions about these procedures, please contact [Andrew Moulton, Assistant Director of Governance](#).

9.6.20 Other relevant WBC policies

Anti-Fraud and Anti-Corruption [Policy](#), Anti-Money Laundering [Policy](#), Whistleblowing [Policy](#), Code of Conduct and Finance, Procurement and Contract Regulations.

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CHAPTER 9.7 - ANTI-MONEY LAUNDERING POLICY

9.7.1 Introduction

Money laundering legislation requires local authorities to establish internal procedures to prevent the use of their services for money laundering. Money laundering legislation in the UK is primarily governed by the following legislation:

- a) the Terrorism Act 2000;
- b) the Anti-Terrorist Crime & Security Act 2001;
- c) the Proceeds of Crime Act 2002;
- d) Serious Organised Crime and Police Act 2005; and
- e) the Money Laundering Regulations 2007.

9.7.2 Scope of the Policy

This Policy applies to all employees and contractors of the Council. The Policy sets out the procedures that must be followed to enable the Council to comply with its legal obligations.

9.7.2.1

Staff should report any suspicions to the appointed Money Laundering Reporting Officer (MLRO) (see section 5.0) and it is for the MLRO to consider if the circumstances warrant the completion of a 'suspicious activity report' (SAR), which is sent to the National Crime Agency.

Failure by a member of staff to comply with the procedures set out in this Policy may lead to disciplinary action being taken against them in accordance with the Council's Disciplinary procedures.

9.7.3 What is Money Laundering?

The legislation is not limited to major organised crimes, but covers proceeds of all crimes, however small. The primary money laundering offences and thus prohibited acts under the legislation are:

- a) concealing, disguising, converting, transferring criminal property or removing it from the UK (section 327 of the 2002 Act); or
- b) entering into or becoming concerned in an arrangement which you know or suspect facilitates the acquisition, retention, use or control of criminal property by or on behalf of another person (section 328 of the 2002 Act); or
- c) acquiring, using or possessing criminal property (section 329 of the 2002 Act); or
- d) becoming concerned in an arrangement facilitating concealment, removal from the jurisdiction, transfer to nominees or any other retention or control of terrorist property (section 18 of the Terrorist Act 2000); or
- e) failing to disclose suspected money laundering.

9.7.3.1

The defence to these offences is to make an 'authorised disclosure' to an approved person. Approved persons are Customs Officers, Police Officers and the Council's MLRO (see 9.7.6. below).

9.7.4 Suspicious Activity

Some indications of suspicious activity are:

- a) any unusually large cash payment;
- b) any overpayment or duplicate payment in cash where the refund is requested by cheque; or
- c) if a 'third party' is involved in any transaction (e.g. someone paying cash to settle someone else's bill.)

9.7.4.1

The Council should be alert to large amounts of "Cash" accepted as a payment, which would normally arouse suspicion.

9.7.4.2

Officers involved in Treasury Management and cashiering activities are the most likely to encounter attempts to launder money but all staff should be alert to the possibilities.

9.7.4.3

All organisations and each individual is required by law to try to prevent and to report any attempts to 'launder' money (i.e. to use the proceeds of crime in apparently legitimate business transactions).

9.7.4.4

Potentially any member of staff could be caught by the money laundering provisions if they suspect money laundering and either become involved with it in some way and/or do nothing about it.

9.7.5 The Council's Obligations

Organisations conducting "relevant business" must:

- a) appoint a MLRO to receive disclosures from employees of money laundering activity (their own or anyone else's);
- b) implement a procedure to enable the reporting of suspicions of money laundering;
- c) maintain client identification procedures in certain circumstances; and
- d) maintain record keeping procedures.

9.7.6 The Money Laundering Reporting Officer (MLRO)

If you have any suspicions, you must contact the MLRO. The Council's nominated MLRO is the Section 151 Officer ([Deputy Chief Executive and Director of Corporate Services Finance and Resources](#)), (Email Graham.Ebers@wokingham.gov.uk or telephone 0118 974 6557).

9.7.7 Disclosure Procedure

Reporting to the MLRO: Where you know or suspect that money laundering activity is taking/has taken place, or become concerned that your involvement in a matter may amount to a prohibited act under the legislation, you must disclose this as soon as practicable to the MLRO. The disclosure should be within "hours" of the information coming to your attention, not weeks or months later. SHOULD YOU NOT DO SO, YOU MAY BE LIABLE TO PROSECUTION.

9.7.7.1

Once you have reported the matter to the MLRO you must follow any directions they may give you. You must NOT make any further enquiries into the matter yourself.

9.7.7.2

Similarly, at no time and under no circumstances should you voice any suspicions to the person(s) whom you suspect of money laundering, without the specific consent of the MLRO; otherwise you may commit a criminal offence of "tipping off". Do not, therefore, make any reference on a client file to a report having been made to the MLRO – should the client exercise their right to see the file, then such a note will obviously tip them off to the report having been made and may render you liable to prosecution. The MLRO will keep the appropriate records in a confidential manner.

9.7.7.3

On receipt of the disclosure the MLRO will:

- a) consider the report and make such further enquiries as are necessary to form a view on whether a person is engaged in money laundering;
- b) consider all other relevant information in making this judgement;
- c) ensure that nothing is done which could alert the person or business concerned that a report and an investigation could ensue;
- d) make a report to National Crime Agency, if appropriate, making full notes of the reasons for doing so;
- e) co-operate with any enquiries made by the proper authorities; and
- f) maintain all records of disclosures and reports for at least five years.

9.7.8 Client Identification Procedure

Each unit of the Council conducting relevant business where a business relationship is to be established and an account is to be opened or a one-off transaction or series of linked transactions amounting to 15,000 Euros (approximately £10,000) or more must maintain procedures which:

- a) require satisfactory evidence of the identity of both internal and external clients at the outset of the matter;
- b) require that if satisfactory evidence of identity is not obtained at the outset of the matter then the business relationship or one off transaction(s) cannot precede any further;
- c) recognise the greater potential for money laundering when the client is not present; and
- d) require that where a client appears to act for another that reasonable measures are taken to establish the identity of that person.

Staff involved in Treasury Management should ensure that all dealings are carried out in accordance with the Treasury Management Strategy and Treasury Management Policies which ensure that transactions are only undertaken with approved counterparties.

9.7.9 Record Keeping Procedures

Each unit of the Council conducting relevant business must maintain records for at least five years of:

- a) client identification evidence obtained; and
- b) details of all relevant business transactions carried out for clients

The precise nature of the records is not prescribed by law, however, they must be capable of providing an audit trail.

9.7.10 Further Information and Advice

For any further information or guidance, please contact the MLRO:

Graham Ebers ([Deputy Chief Executive and Director of Corporate Services](#))
0118 974 6557 or
email Graham.Ebers@wokingham.gov.uk

CHAPTER 9.8 - PROSECUTION AND SANCTION POLICY

9.8.1 Introduction

Wokingham Borough Council (The Council) will prosecute any person who commits a criminal offence against the systems, processes and functions of the Council and/or assaults or threatens any member or employee of the Council, if there is sufficient evidence and if, in the opinion of the council, it is in the public interest to do so.

9.8.1.1

When deciding if it is in the public interest, all officers authorised to decide whether to prosecute on behalf of the Council will be guided by the Code for Crown Prosecutors. Whenever it is appropriate, the Council will consider offering other sanctions as an alternative to prosecution.

9.8.1.2

The Council will consider each case on its own merits before deciding whether or not to prosecute. If it is the case that the Council has suffered a material/financial loss, it may take separate action to stop further payments/ recover money, irrespective of whether it decides to take criminal proceedings, and where steps to prevent further losses or recover losses already incurred are not available or desirable in the course of any criminal proceedings.

9.8.2 Alternatives to Prosecution - Cautions

In the issuing of Cautions the council will be guided by the relevant statutory Guidance, currently the Ministry of Justice – Simple Caution for Adult Offender guidance.

9.8.3 Alternatives to Prosecution - Statutory Sanctions

The Council may consider a Statutory Sanction, whether a monetary penalty or otherwise, as an alternative to prosecution for an offence where the imposition or offer of such a sanction for the specified offence or offences is prescribed by law.

9.8.4 Code for Crown Prosecutors – The Evidential Test

When making a decision on whether to prosecute, the Council will first consider whether there is sufficient evidence:

- a) is there sufficient evidence of the commission of an offence to provide a realistic prospect of conviction? And
- b) is the evidence reliable and able to be used in court?

9.8.5 Code for Crown Prosecutors – The Public Interest Test

Once the Evidential Test has been satisfied, the Council will then consider whether the Public Interest Test is satisfied. The Public Interest Test will be assessed following the guidance in the “Code for Crown Prosecutors” to ensure that any prosecution is in the public interest.

9.8.6 Other Sanctions or Penalties

Where a person engages in conduct which is not criminal, but is otherwise prohibited by legal statute or regulation applicable to the functions of the Council, or fails in their legal obligation to the Council, the Council may consider the imposition or offer of a sanction or monetary penalty where to impose a monetary penalty or sanction for the given circumstances is prescribed by law.

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WOKINGHAM BOROUGH COUNCIL
POLICY
ON THE ACQUISITION OF COMMUNICATIONS DATA,
AND USE OF COVERT SURVEILLANCE
AND COVERT HUMAN INTELLIGENCE SOURCES
(REGULATION OF INVESTIGATORY POWERS ACT 2000)

Statement

Officers and employees of (and contractors working on behalf of) Wokingham Borough Council may, in the course of their investigatory, regulatory and enforcement duties, need to make observations of persons in a covert manner, to use a Covert Human Intelligence Source or to acquire Communications Data. These techniques may be needed whether the subject of the investigation is a member of the public, the owner of a business or a Council employee.

By its very nature, this sort of action is potentially intrusive and so it is extremely important that there is a very strict control on what is appropriate and that, where such action is needed, it is properly regulated in order to comply with Legislation and to protect the individual's rights of privacy.

Privacy is a right, but in any democratic society, it is not an absolute right. The right to a private and family life, as set out in the European Convention on Human Rights, must be balanced with the right of other citizens to live safely and freely, which is the most basic function that every citizen looks to the state to perform.

Drawing on the principles set out in the Regulation of Investigatory Powers Act 2000 and the Data Protection Act 1998, this policy sets out the Royal Borough's approach to Covert Surveillance, the use of Covert Human Intelligence Sources and the acquisition of Communications Data.

The policy also sets out Members' oversight of this area, adopts a set of procedures and appoints appropriate officers to ensure that these areas are properly controlled and regulated.

Policy

- 1.1 It is the policy of Wokingham Borough Council (the Council) that all Covert Surveillance, the use of Covert Human Intelligence Sources (informants) and the acquisition of Communications Data by those working for or on behalf of this Council (investigators) will be carried out in accordance with this policy and the associated procedure (the RIPA Procedure). Any member, officer or employee who deliberately or recklessly breaches this policy will normally be considered to have committed an act of gross misconduct and will be dealt with accordingly.
- 1.2 In so far as the Regulation of Investigatory Powers Act (RIPA) allows, Covert Surveillance and the use of Covert Human Intelligence Sources (informants) will always be subject to the RIPA application process. (This does NOT affect monitoring activities where the actions undertaken do not amount to covert surveillance.) Where officers wish to undertake covert surveillance or use informants but where RIPA is not available, a similar process of considering the proportionality and necessity of any such activities must be carried out before the activities are undertaken and approval gained from a RIPA authorising officer.
- 1.3 When acquiring Communications Data officers are instructed to use the RIPA process, as amended by the Investigatory Powers Act 2016, unless they are doing so with the consent of the data subject. Communications data may only be obtained using RIPA powers for the purposes of investigating a criminal offence.

Appointments

- 1.4 The Council appoints the Chief Executive as the *Senior Authorising Officer (SAO)* and *Senior Responsible Officer (SRO)* for all purposes under RIPA.
- 1.5 The Council appoints the Assistant Director, Governance as the *RIPA Monitoring Officer (RMO)* to monitor the use of covert techniques within this Council (whether using the RIPA or non-RIPA processes) and reports to members on the activities the policy covers. They are also directed to ensure that appropriate training is made available to *Authorising Officers (AOs)* and applicants when it is required.
- 1.6 The Council directs that only those appointed by this policy as AOs may authorise covert surveillance, the use of informants or the acquisition of communications data.
- 1.7 The Council appoints Directors and Assistant Directors to meet the training criteria. In addition, there are identified officers trained as AOs, subject to a maximum number of six (including the SAO). The Council instructs the RMO to maintain a list of all those currently authorised as part of the RIPA Procedures.
- 1.8 The Council directs the SAO to appoint such persons as he may from time to time see fit to be *Single Points of Contact (SPOC)* (or to make such other arrangements as he deems appropriate) for the purposes of acquiring communications data by the use of RIPA.
- 1.9 In order for the Council's RIPA authorisations to take effect, they must be approved by a Magistrate. The chief legal officer is instructed to authorise all those who may need to apply to a Magistrate to appear for that purpose for the Council. The RMO is directed to maintain a list, as part of the RIPA Procedures, of all those so authorised.

Oversight and Reporting

- 1.10 The RMO shall report to elected Members on the use of RIPA regulated activity by officers of the Council every six months. Such a report shall be presented to the Members (or to such a sub-committee as the full council shall deem appropriate to constitute for oversight purposes) by the RMO and the SRO. The report **must not** contain any information that identifies specific persons or operations but must be clear about the nature of the operations carried out and the product obtained.
- 1.11 Alongside this report, the RMO and SRO will report details of 'Non-RIPA' surveillance in precisely the same fashion.
- 1.12 Elected Members shall have oversight of the Council's policy and shall review that policy annually should it be deemed by the RMO that significant changes have been made.. At that review (or following any six-monthly report) elected Members shall make such amendments as they deem necessary to the Council's policy, and may give such directions as they deem necessary to the RMO and SRO in order to ensure that the Council's policy is followed.
- 1.13 Elected Members shall not interfere in individual authorisations. Their function is to, with reference to the reports, satisfy themselves that the Council's policy is robust and that it is being followed by all officers involved in this area. **Although it is elected members who are accountable to the public for council actions, it is essential that there should be no possibility of political interference in law enforcement operations.**

RIPA Procedures

- 1.14 The RMO is instructed to create a set of procedures that provide instruction and guidance for the use of surveillance and informants, and the acquisition of communications data. They are further instructed to maintain and update the RIPA Procedures, ensuring that they continue to be both lawful and examples of best practice.
- 1.15 The reference to 'maintain and update' in this section includes the duty to remove AOs from the list if they cease to be employed in a relevant role or if they no longer satisfy the requirements to be an AO, and the right to add names to that list so long as (a) they satisfy the policy and regulatory requirements and (b) at no time does the number of AOs exceed six.
- 1.16 If a change is required, in the opinion of the RMO, in order to comply with this part, they are authorised to make that change without prior approval from any person.
- 1.17 The RMO must report any changes made under this section to Members when they undertake their annual oversight of the Policy, as set out above.
- 1.18 All managers are required to ensure that their staff understand that covert investigation techniques may only be used in accordance with this policy and the associated procedures.

Training

- 1.19 In accordance with this Code of Practice, AOs **must** receive full training in the use of their powers. They must be assessed at the end of the training, to ensure competence, and must undertake refresher training at least every two years. Training will be arranged by the RMO. Designated AOs who do not meet the required standard, or who exceed the training intervals, are prohibited from authorising applications until they have met the requirements of this paragraph. AOs must have an awareness of appropriate investigative techniques, Data Protection and Human Rights Legislation.

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Policy on the Acquisition of Communications Data, and the use of Covert Surveillance and Covert Human Intelligence Sources

- 1.20 Those officers who actually carry out surveillance work must be adequately trained prior to any surveillance being undertaken. A corporate training programme will be developed to ensure that AOs and staff undertaking relevant investigations are fully aware of the legislative framework.
- 1.21 Senior management who have no direct involvement with covert investigation will undertake a briefing at least biannually, to ensure that they have a good understanding of the activities that might fall into the definition of covert investigation techniques.

Exceptions, Notes and Complaints

- 1.22 CCTV cameras operated by this Council are NOT covered by this policy, unless they are used in a way that constitutes covert surveillance; only under those circumstances must the provisions of this policy and the RIPA Procedures be followed.
- 1.23 Interception of communications, if it is done as part of normal business practice, does NOT fall into the definition of acquisition of communications data. (This includes, but is not limited to opening of post for distribution, logging of telephone calls, for the purpose of cost allocation, reimbursement, benchmarking, etc.; logging E Mails and internet access for the purpose of private reimbursement.)
- 1.24 If any person wishes to make a complaint about anything to which this policy applies is invited to use the Council's Complaints Procedure. Any complaint received will be treated as serious and investigated in line with this Council's policy on complaints. **Regardless of this, the detail of an operation, or indeed its existence, must never be admitted to as part of a complaint. This does not mean it will not be investigated, just that the result of any investigation would be entirely confidential and not disclosed to the complainant.**

Adoption and Amendment of the Policy

- 1.25 This version of the Policy was agreed prior to its adoption being recommended to Council via the Constitution Review Group on 7 February 2018 after which it came into immediate effect. It replaces all previous policies on these subjects.

PROCUREMENT AND CONTRACTS RULES AND PROCEDURES

1 Purpose and Significance

- 1.1** These [Procurement](#) and Contract Rules and Procedures (“PCRPs”) provide a compliance framework for managing the Council’s expenditure on goods, services and works and are, in effect, the instructions of the Council to ALL officers for undertaking expenditure on behalf of the Council. For the avoidance of doubt: responsible individuals (2.3.1) must not commit to expenditure unless these PCRPs have been followed.

These procurement rules and procedures are made in accordance with section 135 of the Local Government Act 1972

- 1.2** As money spent by the Council is public money, the purpose of these PCRPs is to ensure that the Council:
- purchases goods, services and works of the appropriate quality for its needs
 - uses resources efficiently and obtains value for money in its purchasing decisions
 - furthers its corporate objectives, including collaboration with other authorities
 - is open, fair, transparent and fully compliant with EU public procurement legislation and UK Law, as laid out in the [Public Contracts Regulations 2015](#) (“PCR2015”)
 - helps to safeguard against fraud, bribery, corruption and dishonesty
- 1.3** Failure to follow these PCRPs for all procurement decisions and processes will undermine the achievement of the objectives in 1.2. Additionally, in an increasingly litigious and regulated environment, non-compliance is seen as an increased risk; including the likelihood of greater exposure to claims from suppliers, as well as heavy fines and non-financial penalties from regulatory authorities.
- 1.4** The PCRPs detailed here should guide users through the processes to follow for any procurement. However, they are not intended to be a ‘how to’ guide; they signpost relevant policies, guidance and legislation and whenever specific advice is needed, consult the:
- Procurement team ([via your Procurement Business Partner](#)) ([part of Strategy & Commissioning Support](#)) for day-to-day advice in respect of the operation of these rules and procedures
 - [Shared Legal Solutions](#) (“SLS”) team for advice on issues of precedence and the law relating to Council contracts.
- 1.5** There is a series of policies, which should be read in conjunction with these PCRPs. They may be updated from time to time but will always constitute a key component of the PCRPs. See Appendix 2 for a list of applicable policies and Section 5 below for an explanation of other associated documentation.

2 General Principles

2.1 Application and Scope

- 2.1.1 The PCRPs apply to all Council expenditures on [goods](#), [services](#) and [works](#). For the avoidance of doubt, 'services' includes:
- services of external consultants or temporary workers through external agencies
 - the purchasing of services for individuals, including social care and children's services, (e.g.: a package of care or a foster placement)
 - when we increase volume on a spot contract or go beyond a block contract and for extensions, i.e.: existing arrangements (see Section 2.2 Estimating Contract Value)
 - Service Level Agreements ("[SLAs](#)"); Memorandums of Understanding ("[MoUs](#)"); [Grants](#) that are awarded by the Council with certain conditions or outcomes attached
- 2.1.2 The PCRPs do not apply to contracts for:
- the appointment of permanent or fixed-term employees
 - the purchase/rental or sale of any interest in land, existing buildings or other immovable property. These are covered in the Finance Regulations 12.1.5.13.
 - [MoUs](#) and [Grants](#) that are awarded by the Council without particular conditions or outcomes attached.
- 2.1.3 Maintained schools are required by Section 48 of the School Standards and Framework Act 1998 to comply with the LEA's Financial Scheme; which, in turn, refers to the Council's Finance Regulations and PCRPs. Schools also need to have regard to the current School Governance Regulations.
- 2.1.4 Council owned trading companies are required to use these PCRPs for all procurement activities undertaken; adapting them as required (with advice from Procurement where appropriate) to meet their own governance arrangements. Teckal arrangements have now been codified into PCR2015 but the interpretation can be complex; contact Procurement for advice.

2.2 Estimating Contract Value

All contract opportunities are required to state a [total ascertainable value](#) (or a value range) so that potential suppliers can assess their suitability for the opportunity and the appropriate procurement process can be utilised. The estimate includes both revenue and capital elements of any contract. There are several requirements in PCR2015 (Regulation 6) that specify how the value of the opportunity should be calculated.

Where no definition of total value is possible, the estimated contract value shall be calculated as 24 x the monthly value.

Refer to the [Estimate of Value](#) document and contact Procurement for advice.

2.3 Responsibilities and Compliance

- 2.3.1 The PCRPs apply to every officer of the Council and anyone acting on its behalf. It is the responsibility of Directors to ensure that the Rules and Procedures are adhered to. [The use of e-Procurement is a statutory requirement for qualifying tenders from October 18th 2018; WBC intends that all procurements will be managed by our e-Procurement system from May 2018 onwards.](#)
- 2.3.2 Failure to comply with these Rules and Procedures may result in disciplinary action.
- 2.3.3 Breaches of these Rules and Procedures should be reported to the [Monitoring Officer](#); [Section 151 officer](#) and the [Service Manager—Shared Audit & Investigation Service Assistant Director - Governance](#)

2.3.4 Any officer or member of staff who suspects any [fraud, corruption or misconduct](#) in relation to any procurement or contract must immediately report that suspicion to the [Monitoring Officer, Section 151 Officer](#) and the [Service Manager – Shared Audit & Investigation Service Assistant Director - Governance](#).

2.4 Conflicts of Interest

- 2.4.1 Where a tenderer has provided advice during a preliminary market consultation or has had any involvement in the preparation of a tender document (“Prior Involvement”) the following measures must be taken to ensure that competition is not distorted by the participation of that tenderer in the subsequent procurement process:
- Details of the Prior Involvement of a tenderer in a particular procurement process must be communicated to all tenderers taking part in that procurement process; including details of relevant information exchanged between the Council and the tenderer as part of the Prior Involvement
 - The time limit for the receipt of tenders must be adequate (so that the tenderers who have not benefitted from Prior Involvement have sufficient time to properly formulate their responses)
- What is considered “relevant information” and “adequate” timescales will vary case-by-case. It is the responsibility of the Officer involved to make a considered judgement of what these mean for their particular instance.
- 2.4.2 Any tenderer who has had Prior Involvement in a particular procurement can only be excluded from the procurement process where the Council has documented a decision ([Material Decision](#)) that there are no means available to prevent distortion of competition. The Council shall give the excluded tenderer an opportunity to prove how the Prior Involvement will not distort competition before it makes that decision.
- 2.4.3 Any Council Officer or other person acting on the Council’s behalf who has, directly or indirectly, a financial, economic or other personal interest, which might be perceived to compromise their impartiality and independence in the context of any procurement process, shall disclose such interest and shall not take part in that procurement process. Disclosure of the interest should be made via the standard, annual self-declaration procedure.
- 2.4.4 The Localism Act includes rules covering any disclosable pecuniary interest in a procurement activity by Members. The Local Government Association has produced an informative guide: “[A councillor's guide to procurement](#)”

3 The Procurement and Contract Rules

3.1 Pre-Procurement Approvals

The Pre-Procurement Approval steps indicated below must be completed before a formal procurement procedure is started; that is, before the publication of any Prior Information Notice or advertisement requesting Expression of Interest, Request for [Participation Quotation](#), Invitation to Tender, or similar. **From May 2018, all WBC procurements with a value exceeding £5k must be processed using the e-Procurement system, which requires that the Responsible Officer sets up a new project in the system to manage the process. If you require assistance, please speak to the key/super user in your Service area.**

3.1.1 Procurement Business Case (including options appraisal)

A formal [business case](#) is required for any procurement with a total value above £50k (refer to section 2.2 for estimating value) with the varying levels of approval shown in the table below:-

	No formal business case required	Head of Service & Director Approval	Executive Approval
Goods and Services	< £50k	£50k - £500k	> £500k
Schedule 3 Services	< £50k	£50k - £615k	> £615k
Works	< £50k	£50k - £4,551k	> £4,551k

All Business cases should include the following elements in an appropriate form: -

- A brief justification linked to service or corporate objectives
- Vision and description of objectives to be achieved / specific need to be addressed
- Appraisal of options
- Statement of benefits and justification of expenditure, including financial costs and benefits, where relevant over the life of the contract.
(Works business cases should include a financial feasibility assessment in terms of investment payback, return on investment or discounted cash flow value).
- Timetable
- Procurement Approach and Commentary
- Source and approval of funding and whether it is revenue or capital.
- Overall approvals as indicated in table above

The value of a Business Case shall not be distorted or split with the aim of avoiding any threshold. The exact nature of any Business Case will vary depending on the requirements of the services being procured but all should consider the elements listed above to an appropriate degree. In consultation with Procurement, Directorates may design their own templates and requirements for Business Cases, in particular where regularly recurring or rapid procurements are required.

Further guidance on the production of a [Business Case](#) is available from Procurement.

A Business Case must also be produced for ALL direct award waivers, adhering to the same approval levels. They must be supported with the Suppliers proposal, including terms and conditions and full quotation details in line with the [Waivers Policy](#) (see Appendix 2).

3.1.2 Budget Approvals

In addition to an approved business case, where required, for the procurement, there must be budget available before procurement can commence.

~~If/ once a budget has been allocated for the expenditure, the following levels of approval are required in order to begin the procurement process. These represent the minimum levels of approval that are required; in specific circumstances, such as a new, unusual or particularly risky procurement, higher levels of consultation and approval may be appropriate.~~

The approval of the Director is sufficient for any budget approval within their Service remit. The Director may choose to consult more widely as appropriate to the nature of the particular procurement.

3.1.3 Legal Approval

As soon as the Business Case and Budget have been approved, the likely nature of the contractual Terms & Conditions (“T&Cs”) should be determined (see Table 3.3.1 below) and, as appropriate, SLS should be engaged prior to the commencement of the procurement.

SLS needs to be [formally instructed](#) to engage in the procurement process; but, in specific circumstances, a waiver may be in place that allows the use of pre-approved documentation. Check with your [Service Manager Assistant Director](#) to verify if any such [waiver](#) exists.

3.2 Overview of Required Procurement Procedures

ALL procedures in the PCR2015 (including Schedule 3 Services) are subject to “the principles of transparency and equal treatment of economic operators [*tenderers*]”. Accordingly, there is no mechanism for negotiation with any individual tenderer, at any stage of a procurement procedure.

Procedures are available to allow for negotiation, dialogue and innovation but they may only be used in specific circumstances and involving all parties equally. These procedures are difficult to manage effectively and should generally be avoided.

For procurements exceeding £50k, the default procedures are the [Open](#) or [Restricted](#) procedures only or the use of existing frameworks from other procurement bodies; in order to use another procedure, officers need to consult with Procurement and raise a waiver. For Services that need to manage urgent requirements (e.g.: emergency placements), a blanket waiver (clearly specifying the circumstances in which such a procedure is appropriate) may be available. Check with your [Service Manager Assistant Director](#) to verify if any such [waiver](#) exists.

3.2.1 **Goods & Services** – The following table gives an overview of the Procurement and Contract requirements for expenditure on [Goods](#) and [Services](#) (excluding [Schedule 3 Services](#) - see below) at various contract values:

Goods & Services Contract Value	Below OJEU £181k £181k			Above OJEU
	£0k - £25k £5k	£25k - £50k	£50k - £181k £181k	> £181k £181k
Approved business case for the procurement at the appropriate level			✓	✓
Fully compliant OJEU process Any applicable process may be utilised.				✓
Pre-qualification questionnaire (PEQSQ) (Restricted Process)	prohibited	prohibited	prohibited	✓
Invitation to Tender (ITT) Open (single step) process			✓	
Request for Quotation (RFQ) Quick Quotes process ¹ , with credit check & references		✓ (min 3 quotes)		
Simple quotation and selection process Purchase Order	✓ Min 3 Quotes			
Legal & Procurement Support teams to be notified before start of procurement undertaking			✓ Relationship Managers & if >£100k SLS	✓ SLS & Procurement
Formal specification & evaluation criteria			✓	✓
Simplified specification & evaluation	(if necessary)	✓		
All documents available on the date of publication of notice or advertisement		if advertised	✓	✓
Publish in OJEU ²				✓
Advertise in Contracts Finder ² (within 24 hrs of 1 st advert anywhere else)		>£25k if advertised anywhere	✓	✓
Invitation to Tender (ITT)			✓	✓
Formal tender opening process			✓	✓
Formal tender evaluation process			✓	✓

¹ If you wish to advertise your Quick Quote, use the ‘Create Project’ ‘Advertised Quotation (<50K)’ process

² Handled automatically by the e-Procurement system

Award notified in OJEU ²				✓
Award notified in Contracts Finder ²		if >£25k	✓	✓
Signed contracts lodged with SLS			✓	✓
Standstill period			recommended	✓
Service Area to add contract data to central Contracts Register	Contracts > £25k	✗	✗	✗
Complete Reg84 Report				✓

3.2.2 **Schedule 3** – The following table gives an overview of the Procurement and Contract requirements for expenditure on [Schedule 3 services](#) at various contract values. These are for specific services such as health, social care, education, cultural and certain other service contracts as defined by Common Procurement Vocabulary (CPV) codes:

Schedule 3 Services Contract Value	Below OJEU £615k £615k			Above OJEU
	< £5k	£5k - £50k	> £50k	> £615k £615k
Light Touch Regime (“LTR”)				✓
Any appropriate process may be used			✓	✓
Quick Quotes Process ³		Min 3 Quotes	✓	✓
Formal specification & evaluation criteria			✓	✓
Simple quotation and Purchase Order	✓			
Legal & Procurement Support teams to be notified before start of procurement undertaking			↔ Relationship Managers & if >£100k SLS	↔ SLS & Procurement
All documents available on the date of publication of notice or advertisement		if advertised	✓	✓
Advertise in OJEU – contract notice or PIN ⁴ ALL documents available at date of notice				✓
Advertise in Contracts Finder ⁴ (within 24 hrs of 1st advert anywhere else)		> £25k, if advertised anywhere	✓	✓
Pre-qualification questionnaire (PQOSQ) (Restricted Procedure)	prohibited	prohibited	Optional (but prohibited below £181k £181k)	✓
Invitation to Tender (ITT)			✓	↔
Formal tender opening process			↔	↔
Formal tender evaluation process			✓	✓
Publish contract award notices ⁴ (can publish notices grouped quarterly)		If > £25k	✓	✓
Standstill period			recommended	✓
Service Area to add contract data to central Contracts Register		Contracts >£5k	↔	↔
Complete Reg84 Report				✓

For ALL procurements, any appropriate process may be used and there is flexibility in the types of award criteria that can be defined but any procedure used must ensure equal treatment of tenderers and transparency. There are no prescribed timescales for procedures but they must be “reasonable and proportionate”.

The procedure can deviate from the LTR as long as there is no breach of equal treatment & transparency and the reasons are documented & communicated.

3.2.3 **Works** – The following table gives an overview of the Procurement and Contract requirements for expenditure on [Works](#) at various contract values:

Works Contract Value	Below OJEU £4,551k £4,551k			Above OJEU
	< £5k	£05k - £50k	£50k - £4,551k £4,551k	> £4,551k £4,551k
Approved business case for the procurement at the appropriate level			✓	✓
Full OJEU process				✓
Invitation to Tender (ITT)			✓ (if not Construction Line)	✓
Optional Construction Line “Tender”		✓	✓ (if no ITT)	n/a
Pre-qualification questionnaire (PQOSQ) (Restricted Process)		prohibited	Optional (but prohibited below £181k £181k)	✓

³ If you wish to advertise your Quick Quote, use the ‘Create Project’ ‘Advertised Quotation (<50K)’ process

⁴ Handled automatically by the e-Procurement system

Request for Quotation (RFQ) Quick Quotes process ³ , credit check and references for selected supplier		✓ (min 3 quotes)		
Simple quotation and Purchase Order	✓			
Legal & Procurement Support teams to be notified before start of procurement undertaking			✗ Relationship Managers & if >£100k SLS	✗ SLS & Procurement
Formal specification & evaluation criteria			✓	✓
Simplified specification & evaluation	(if necessary)	✓		
All documents available on the date of publication of notice or advertisement		if advertised	✓	✓
Publish in OJEU. ⁵ ALL documents to be available prior to issue of the OJEU notice				✓
Advertise in Contracts Finder ⁵ [within 24 hrs of 1st advert anywhere else]		> £25k, if advertised anywhere	✓	✓
Formal tender evaluation process			✓	✓
Award notified in OJEU ⁵				✓
Award notified in Contracts Finder ⁵		If > £25k	✓	✓
Signed contracts lodged with SLS			✓	✓
Standstill period			recommended	✓
Service Area to add contract data to central Contracts Register		Contracts > £5k	✗	✗
Complete Reg84 Report				✓

3.2.4 Abnormally Low Tenders

The Council has a duty to investigate any tenders that appear to be abnormally low. We are obliged to require tenderers to explain the price or costs proposed in the tender and assess the information provided in consultation with the tenderer. The situation can be complex since PCR2015 regulations lay out specific elements to be considered, conditions to limit when the Council may reject a tender and obligations for when it must reject a tender. Contact [Procurement](#) for help in interpreting the specific rules.

3.3 Contracting Requirements

3.3.1 Overview of Contract Terms & Conditions

Having selected an appropriate supplier, the following sources of T&Cs may be appropriate for various contract values. These represent the minimum requirements for any given contract value; for low value contracts, more stringent T&Cs (e.g. simplified Contract Terms instead of a standard PO) may be relevant in some circumstances:

Contract Value	Duration	Risk	Procurement Cards	Standard Purchase Order Terms	Template Contract	Formal Contract Terms (via SLS)	Suppliers' Terms
< £50k	<12mth	any	✓	✓	if necessary		By exception and only with input of Shared Legal Solutions
	>12mth	any	n/a	✓	if necessary		
£50k – £100k	any	any	n/a	n/a	✓		
>£100k	any	any	n/a	n/a	n/a	✓	

NOTE: Services may have Procurement Cards, which can be utilised for low value, low risk, one-off transactions, subject to the individual spending limit on the card. All ongoing/recurring requirements should be procured under a PO.

If you have any questions or concerns around contracts that may be high risk, consult [SLS](#) and/or [Procurement](#). For example: relatively low value contracts may have risks around sensitive data

⁵ Handled automatically by the e-Procurement system

associated with them, which make the inclusion of a Confidentiality Agreement appropriate in that particular case.

3.3.2 Acceptance of Tenders and Signing of Contracts:

Activity	Under £50k	£50k - £100k	£100k - £500k	£500k+
Acceptance of Tenders (prior to contract award)	Head of Service Assistant Director	Director		Director by Material Decision
Contract Signature	None if PO or Purchasing Card. Otherwise 2 Officers named on "List of Authorised Officers..."	Two Officers: 1. Head of Legal Services or Qualified Solicitor or Barrister 2. Any Officer in 1 or Director or a member of Corporate Leadership Team (CLT)	Sealed as deed	
		(facilitated by Shared Legal Solutions)		

These levels apply as long as the tender does not exceed the overall approved budget by the lesser of 10% or a maximum of £20,000, providing sufficient budget can be secured, and the tender is the most advantageous, as measured against the previously set criteria.

Directors may only accept a tender which falls outside these criteria subject to consultation with Director of Finance & Resources (Chief Finance Officer) (Section 151 Officer) and if applicable, the Head of Human Resource Operations with regard to Transfer of Undertakings of Employees (TUPE), as a Material Decision.

3.3.3 Supplier Details

It is the responsibility of the Responsible Officer to ensure that all Suppliers to the Council are entered into the Council Purchase-to-Pay (P2P) system (or any replacement system) and that a purchase order is created to allow for the payment of invoices, prior to the start of the contract.

3.3.3.3.4 Modification of contracts during their term (including extensions):

Subject always to the availability of an approved budget for the total amount to be committed, the ability to demonstrate ongoing value-for-money and that the modification does not alter the overall nature of the original procurement a contract may be modified within certain, defined limits; contact Procurement for advice.

The primary concern of PCR2015 is to ensure that the scale of the contract opportunity (i.e. its overall value) is not significantly changed. Many contracts (especially Works) will allow for changes to requirements and specifications within their terms, as long as the overall nature and scale of the contract is not substantially altered.

There is no means to extend a contract beyond the term/s defined within the original contract documents (which may include one or more defined extension periods). A Material Decision has no legal basis in this respect; once the maximum allowable term is complete, a new contract must be awarded. This will usually be awarded through a new procurement procedure with a suitable level of competition, as described above.

The regulations allow some mechanisms that may be useful in these circumstances but they are specific and quite restrictive; contact [Procurement](#) for advice.

3.4 Contract management during the contract duration

Good [contract management](#) relies on planning, starting with the creation of the contract documents during the initial procurement.

For any particular service requirement, we should develop a clear idea of what success looks like – what would we ideally want from the contractor that would deliver a first class service with a minimum of input from ourselves. Clauses and requirements, KPIs, regular reporting of metrics and contract reviews can all be built into the tender pack; setting expectations with potential contractors

at the outset. Mechanisms that incentivise good performance and behaviours and the potential to share any benefits that the partnership approach generates can all be valuable approaches.

3.4.1 **Contract Register/Recording of Contract / Tender Information** - for transparency, reporting and audit requirements, as well as to enable effective Council-wide contract management activity, all contract details are automatically recorded by the e-Procurement system and held in a central register. The details will be made directly available to the public, via the WBC external website, as required by Transparency Regulations. entered into should be recorded in the central Contracts Register. This is mandatory for contracts with a contract value of over £5,000 (to comply with our transparency obligations). Entering all contracts on to the Register will enable Service teams to leverage the contract management alerts and intelligent functionality built into the system.

The process to add, edit, maintain and manage contract details on the central Contracts Register is documented separately. Shared Legal Solutions shall retain original copies of contracts valued over £50,000 during the term of the contract. These contracts will be archived for a period of 6 years from the contract end date or for 12 years if under seal. Directors (or a delegated Responsible Officer) shall retain copies of contracts under £50,000, which should be archived at the contract end date, as a guide, for a period of 5 years.

3.4.2 **Key Performance Indicators** – contracts entered into by the Council should contain KPIs, which are agreed with the supplier at the contracting stage of the procurement process. These ensure that both the Council and the supplier can regularly monitor and manage the supplier's performance against the contract, to ensure that what has been contracted for is delivered. KPIs should be a combination of quantitative and qualitative measures which can be readily collected and measured. Procurement has produced a separate [brief guide](#), for typical KPIs to include in a contract.

Having agreed KPIs with suppliers, it is up to the responsible contract manager to agree the process for capturing and reviewing these measures on a regular basis and capturing any deviations to ensure remedial action is taken.

3.4.3 **Performance Reviews** – good contract management practice requires the establishment of routine and regular contract performance reviews over the lifetime of the contract. The Council's contract managers and suppliers review KPIs, work plans and other performance tools so that deviations from contract can be rectified quickly. It is the responsibility of Directors to ensure that officers, or staff, with contract management responsibilities in their Directorate, undertake such regular performance review activity, as appropriate.

3.4.4 **Contract end planning** – it is also good practice to prepare for the end of a contract well before the contract end date is reached. The responsible contract manager should start planning for contract end, renewal or re-letting 24 months, and no less than 12 months, before contract end. This will be assisted by the contract management alerts from the central Contracts Register, where contract details are on the e-Procurement system.

4 Overview of Procurement Process Selection

4.1 This section details the processes to be followed for any procurement. The precise process will depend on type and value of procurement as well as any corporately mandated or optional approaches that may be available.

4.2 To direct users to the appropriate process for their procurement, a 'process wizard' is set out below. It works by asking some key sequential questions about the nature of the proposed procurement to arrive at which process should be used:

1	2	3	4	5		
Type	Above/below OJEU	Procurement Size	Available Corporate Contract	Available Framework Agreement	Default Process	Optional Processes available
Goods & Services	Above	> £181k £181k	Yes	n/a	Corporate Contract	
			No	Yes	Framework Contract	
	Below	£50k – £181k £181k	Yes	n/a	Corporate Contract	
			No	Yes	Framework Contract	
			No	No	Above £50k Process	①⑤[(③④)]
			Yes	n/a	Corporate Contract	
			No	Yes	Framework Contract	
			No	No	Above £25k Process	Table 3.2.1
£0k - £25k	Yes	n/a	Corporate Contract			
	No	Yes	Framework Contract			
			No	No	£0-< £25k Process	⑥

1	2	3	4	5		
Type	Above/below OJEU	Procurement Size	Available Corporate Contract	Available Framework Agreement	Default Process	Optional Processes available
Schedule 3 Services	Above	> £615k £615k	Yes	n/a	Corporate Contract	
			No	Yes	Framework Contract	
	Below	< £615k £615k	Yes	n/a	Corporate Contract	
			No	Yes	Framework Contract	
			No	No	Tender Process	①②③④⑤
					Approved Supplier List	⑥

1	2	3	4	5		
Type	Above/below OJEU	Procurement Size	Available Corporate Contract	Available Framework Agreement	Default Process	Optional Processes available
Works	Above	> £4,551k £4,551k	No	Yes	Framework Contract	
				No	Full OJEU Process	①②[(③④)]
	Below	£50k – £4,551k £4,551k	Yes	n/a	Corporate Contract	
			No	Yes	Framework Contract or > £50k Process	①②③④⑤
				No	> £50k Process	Table 3.2.3
					£5k - £50k Process	
£0 – £50k	Yes	n/a	Corporate Contract			
	No	n/a	Purchase Order	⑥		

No.	Optional Processes
①	Open Procedure
②	Restricted Procedure (above £181k £181k only)
③	Competitive Procedure with Negotiation (by exception only)
④	Competitive Dialogue (by exception only)
⑤	Framework or Dynamic Purchasing System (DPS)

5 Related Policies and obligations

There is a range of policies and additional clauses that support and expand on these PCRPs but they are typically specific to each individual Council and/or subject to update from time to time. As such, they do not form part of the core PCRPs and are supplied as appendices/annexes, as indicated below. Ensure that you always access a fresh copy of any particular document you need to refer to.

Appendices sit outside of the Constitutional Regulations and may be updated from time to time without the need for formal approval.

5.1 Related Policies & Processes ([Appendix 2](#))

This appendix lists all the Council policies which are relevant to the PCRPs and should be read in conjunction with the information above.

5.2 Additional Obligations

The previous Procurement & Contract Rules had been appended over a number of years with obligations that addressed particular issues and experiences. Some are now incorporated in the overall rules but those that are still relevant and require specific mention are referenced below.

The detailed description for each clause can be found in the appendices.

Statutory Obligations ([Appendix 3](#))

- i. Transparency Reporting – Deleted – WBC’s e-Procurement system manages all new data
- ii. The Social Value Act / Localism
- iii. Safeguarding – DBS (Disclosure & Barring Service)
- iv. Supported Organisations
- v. Social Enterprises (VCSE)
- vi. Contracts involving Council Assets
- vii. TUPE (Transfer of Undertakings (Protection of Employment))

WBC Specific Obligations ([Appendix 4](#))

- i. Assets & Security
- ii. Loans, Leases & Guarantees
- iii. Sponsorship & Grant Monies
- iv. Mitigation of Risk (including Performance Bonds)
- v. Insurance
- vi. Receipt of Tenders – Deleted – this is fully managed by WBC’s e-Procurement system.
- vii. Opening of Tenders – Deleted – this is fully managed by WBC’s e-Procurement system.
- viii. Acceptance & Signing of Contracts – Deleted – this is incorporated into the main document.
- ix. Setting up Supplier Details & Recording of Contract/ Tender Information – Deleted – this is incorporated into the main document.

APPENDIX ONE – OJEU THRESHOLD VALUES

Threshold	Euro	GBP (2018 conversion)	Display Value	Bookmark name
Goods & Services	€ 221,000	£ 181,302	£181k	GSthold
Schedule 3	€ 750,000	£ 615,278	£615k	S3thold
Works (Schedule 2)	€ 5,548,000	£ 4,551,413	£4,551k	WORKSthold
Concessions	€ 5,548,000	£ 4,551,413	£4,551k	Cthold

The EC procurement thresholds for application of the Public Contracts Regulations 2015 are fixed for a 2 year period (1st January – 31st December); the values are subject to change on the 1st January of every even year (i.e. 2018, 2020, 2022,...).

Public Concession contracts occur very rarely in WBC but when they do, they are subject to a separate set of regulations; the Concession Contracts Regulations 2016. If you believe your procurement may fall into this category, contact Procurement for further information.

Note: these thresholds apply to the [total ascertainable value](#) of the contract / business opportunity (excluding VAT) and not the annual cost or budget.

NOTE: -

When updating the reference figures in the table above, reassign the correct bookmark name to the newly entered figure. You achieve this by:

- Type in the new figure that you require.
- Highlight the new figure (remember to include the '£' symbol) by holding your left mouse button and dragging the cursor across it.
- From the menu bar select [Insert], then [Bookmark]. A 'Bookmark' dialogue box will pop up.
- Select the correct 'Bookmark name' from the list in the dialogue box and click [Add].
- When you close the document, a dialogue box will open to ask if you wish to save your changes; ALWAYS click [SAVE], even if you have already saved the document beforehand. This will run a macro, which automatically updates all the fields in the document that are linked to your changes.

Appendix One

OJEU Threshold Values

Threshold	Euro	GBP (2018 conversion)	Display Value
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Note: These thresholds apply to the total ascertainable value of the contract / business opportunity (excluding VAT) and not the annual cost or budget.

Note: The Concession Contracts Regulations 2016 came into force on 18th April 2016. These represent the UK transposition of the EU's new Concession Contracts Directive (2014/23/EU).

With effect from 1 January 2018

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APPENDIX THREE – Additional Obligations, STATUTORY

Index

- i. ~~Transparency Reporting~~ ~~No longer required – process managed by the e-Procurement system~~
 - ii. The Social Value Act / Localism
 - iii. Safeguarding – DBS (Disclosure & Barring Service)
 - iv. Supported Organisations
 - v. Social Enterprises (VCSE)
 - vi. Contracts involving Council Assets
 - vii. TUPE (Transfer of Undertakings (Protection of Employment))
-

i) Transparency Reporting ~~Not Used~~

~~The Council will publish details of current contracts with a description of what is being provided, the duration of the contract, the name of the supplier and data concerning the total value of the contract.~~

ii) The Social Value Act / Localism

For all:

- Service contracts with a value in excess of the EU threshold and
- all works contracts over £1m;

the contractor and its supply chain will be required to actively participate in the achievement of social objectives relating to the participation in skills development, employment and training programmes in accordance with Wokingham Borough Council's Employment and Skills Guidance for Tenders, which can be found on the Council's website.

iii) Safeguarding – DBS (Disclosure & Barring Service)

Wherever a contract or tender involves working regularly with children or vulnerable adults, or wherever required as appropriate to the nature of the contract, DBS checks must be included as a requirement at the outset within the tender specification and the terms and conditions document.

These must also clearly state that all costs relating to DBS checks shall be borne by the contractor. DBS checks should be repeated at 3-yearly intervals for those who remain in post. Contractors should be asked to provide evidence that DBS checks are monitored and kept up to date.

Contractors should be asked to confirm that they are aware that:

- An organisation which knowingly employs, in a relevant role, someone who is barred to work with children or vulnerable adults is breaking the law.
- They must inform the Independent Safeguarding Authority if they dismiss or remove a member of staff because they have harmed a child or vulnerable adult, or they would have dismissed or removed them had they not left.

iv) Supported Organisations

In the case of a supported business, supported employment programme or sheltered workshops as defined in Regulation 20 of the PCR2015 (essentially establishments where more than 30% of the workers are disabled or disadvantaged); the Council may restrict the scope of invitations to tender to those types of organisations. This is termed a "Reserved Contract" and the call for competition shall make reference to Article 20 of the Public Contracts Directive. Other relevant procurement rules and procedures continue to apply.

This should not be confused with the completely separate arrangement (Regulation 77) for reserved contracts to support mutual and social enterprises: Appendix Three (v) – Social Enterprises below

v) Social Enterprises (VCSE)

PCR2015 includes a significant alteration in the treatment of Social Enterprises, mutuals, charities and other similar organisations (or VCSEs).

Covered under the Schedule 3 regulations (specifically Regulation 77); contracts may be reserved for qualifying organisations ONLY if they are exclusively for one or more services covered by a specific sub-set of the Schedule 3 CPV codes.

The relevant codes are highlighted in yellow in the list of [Schedule 3 CPV codes](#).

A “qualifying organisation” is one that fulfils all of the following conditions: -

- a. its objective is the pursuit of a public service mission linked to the delivery of those services;
- b. profits are reinvested with a view to achieving the organisation’s objective, and any distribution of profits is based on participatory considerations;
- c. the structures of management or ownership of the organisation are (or will be, if and when it performs the contract):
 - i. based on employee ownership or participatory principles, or
 - ii. require the active participation of employees, users or stakeholders;
- d. the organisation has not been awarded, pursuant to this regulation, a contract for the services concerned, by the contracting authority concerned, within the past 3 years.

The contract may only be awarded for a maximum of 3 years.

The call for competition shall make reference to Article 77 of the Public Contracts Directive.

This regulation is designed to promote opportunities to qualifying social enterprises by protecting them from full EU competition for the first 3-years of a particular type of contract. They are expected to be able to develop their services during that initial period and will then be subject to full competition.

This should not be confused with the completely separate arrangement (Regulation 20) for reserved contracts for: Supported Organisations – Appendix Three (iv) above.

vi) Contracts involving Council Assets

In order to comply with the International Finance Reporting Standard (IFRS), wherever a contract is proposed which includes use of a defined asset (i.e. an item of property, plant or equipment) or conveys the right to use a specific asset, prior to the agreement of such a contract the permission of the Chief Financial Officer should be sought. The contract agreement should split the payment between those elements applicable for the asset and those elements applicable for the service.

vii) TUPE (Transfer of Undertakings (Protection of Employment))

If existing employees are associated with the contract opportunity (either internally or externally) the Transfer of Undertakings (Protection of Employment) Regulations 2006 must be observed. For example: a contract for services is retendered as it has come to the end of its term and the existing supplier employs staff specifically to provide us with those services. Those staff would be covered by TUPE regulations should the new contract be awarded to a different supplier.

If in any doubt, the Contract must be checked with the Service Manager – Shared Legal Solutions or the Service Manager – Human Resources.

A Confidentiality Undertaking form must be used as part of the tender process where TUPE applies.

APPENDIX FOUR – Additional Obligations, WBC SPECIFIC

Index

- i. Assets & Security
 - ii. Loans, Leases & Guarantees
 - iii. Sponsorship & Grant Monies
 - iv. Mitigation of Risk (including Performance Bonds)
 - v. Insurance
 - vi. ~~Receipt of Tenders~~ No longer required – process managed by the e-Procurement system.
 - vii. ~~Opening of Tenders~~ No longer required – process managed by the e-Procurement system.
 - viii. ~~Acceptance & Signing of Contracts~~ No longer required – incorporated into the main document.
 - ix. ~~Setting up Supplier Details & Recording of Contract/ Tender Information~~ No Longer required – incorporated into the main document.
-

i) Assets & Security

For guidance on assets & security, see Finance Regulations 12.1.5 – Assets and Security.

ii) Loans, Leases & Guarantees

For general guidance, see Finance Regulations 12.1.13 – Investments, Borrowing, Treasury Management, Leasing and Trust Funds.

Clauses that are directly relevant to loans, leases & guarantees may be found in Finance Regulations 12.1.13.7 – Loans, Leases and Guarantees and the subsequent sections.

iii) Sponsorship & Grant Monies

Council income from sponsorship or grants is covered by the Financial Regulations: 12.1.14 – External Funding.

Grants should be assessed on a case by case basis. The Glossary contains a [definition](#).

- a) Where the money is given simply to carry out works or services from which the Council derives no direct benefit this is probably satisfactory and can be considered a grant.
- b) Grants given to benefit the local community and to achieve better financial outcomes should be considered in line with Council priorities, although, where money is given and the Council receives a benefit intended to be enforceable in return then this is a contract and must follow Procurement rules.
- c) Where the Council gives an organisation money which then enables the organisation to bid/tender for a business opportunity, the Council would be acting anti-competitively and if the contravention affected trade between member states of the EU it would also contravene state aid rules. A procurement process must be followed in line with UK Law and potentially European Regulations. Any such money actually paid by the Council must be returned to the Council prior to the commencement of the tendering process.

iv) Mitigation of Risk (including Performance Bonds)

An appropriate level of security for the due performance of a contract should be considered in every case. For low value contracts no specific steps may be necessary but as contract value increases, so should the level of safeguards that are put in place.

For all contracts appropriate performance safeguards should be agreed and formally recorded in the contract documents.

Continuity is critical for many of the services that the Council provides. It is therefore essential that appropriate steps are taken to ensure that we can continue to deliver the service, even if the current contractor runs into difficulties or defaults on their deliverables. To that end, suitable clauses should be included in the contractual terms and conditions in order to mitigate the risk of any default.

There are many different ways of achieving the required safeguards; the method (or methods) selected depend on the nature and value of the specific contract and the state of the market.

The following lists the typical key factors to consider: -

- a) Maturity of the market: Where there are many capable suppliers available (especially if several are locally based), who could potentially step in to cover any urgent issues, the need for other forms of protection is diminished.
- b) Length of contract/Payment Schedule: A long-term contract with regular monthly payments, in arrears, should be quite stable and can, in practice, supply immediate funds by withholding payment for the most recent period/s, if necessary.
- c) Nature of contract: If the service can tolerate a short lapse in provision without major difficulties, the Council will have time to secure alternatives, should the incumbent contractor fail. Statutory service provision, with significant immediate consequences of failure, will need a much more secure approach.
- d) Nature of Risk: Are the real risks in the contract focussed around potential default or are localised failures and issues more likely, where appropriate insurance may be more effective. Clearly, multiple risk factors are present in all contracts and combined safeguards may be required. A balanced assessment of the likelihood and consequences of each risk factor is needed to establish the right controls and mitigation.
- e) Financial Standing: If the contractor is large and financially stable, especially when compared to the contract value, there may be no need for additional safeguards.
Alternatively, the Contractor may be a subsidiary of a larger parent company/group, which is a real entity (as opposed to a holding company name) that can draw on real resources. In these cases, a parent company guarantee can be an effective, generally cost free, safeguard.
Council's Form of Parent Company Guarantee ([LINK](#))
- f) Contract Management: The effective use of Performance Measures and Key Performance Indicators as part of an active contract management scheme can be the best safeguard. This is most effective when implemented as an integral part of the contract tender with planned development throughout the contract term.
Not only can well planned and executed contract management provide advanced warning but it can also prevent potential issues from developing into major concerns, through early intervention and a stronger relationship between Council and Contractor.
- g) Performance Bond: A performance bond (or other suitable security) may be an appropriate safeguard for the specific circumstances of the contract opportunity. This will be provided by the contractor, through a Bank or leading Insurance Company.

You need to consider the practicality of a bond to secure the contract. Whilst it is designed to provide a fund for alternative provision, the likelihood of being able to release those funds quickly is very low. The contractual details surrounding a Performance Bond are becoming increasingly complex and any release of funds is typically subject to Legal scrutiny.

Whilst the cost of the bond may be low when compared to the contract value, its cost in relation to the level of benefit it secures can be relatively high. The contractor may be willing to set aside funds directly with us to cover the same liability; a pragmatic and low cost alternative.

The amount of the bond shall not normally exceed 10% of the contract sum (or 15% of the annual value of a contract exceeding 12 months duration), unless otherwise agreed with Director of Finance & Resources (Chief Finance Officer) (Section 151 Officer).

Where a bond is used, the following documents must be included (as Appendices) and referred to in the tender pack: -

- i. Council's Form of Guarantee Bond ([LINK](#))
- ii. Bond Letter ([LINK](#))

The cost of a Performance Bond, where provided, shall be clearly itemised in the tender submission.

v) Insurance

Insurance is necessary to help protect the Council against the financial consequences of claims arising from the activities of contractors.

It is essential that relevant and adequate insurance details of everyone who enters into a contract with the Council are obtained before the contract commences.

'Relevant' generally refers to Public Liability cover and Employer's Liability cover, but might include Professional Indemnity insurance, and possibly others (e.g. Products Liability or Motor). Reference should be made to the Insurance summary document for more details of what is required and the procedures that are to be followed. Questions regarding the insurance requirements for a contract may be referred to the Head of Governance and Improvement Services.

It is the responsibility of the contractor to maintain adequate insurance and, where applicable, for adequate insurance to be in place for any subcontractor they have instructed to work on their behalf. This requirement must be stated within the terms and conditions of the contract.

Where Professional Indemnity insurance is required, it must be stated within the conditions of the contract that cover remains in place for a reasonable period after the expiry of the contract.

The officer, or team, entering into the contract on behalf of the Council, must carry out the monitoring of the insurance during the contract period.

Further details and a suggested template letter are [available](#).

vi) Receipt of Tenders Not Used

~~Safeguards must be in place to avoid any potential maladministration in the receipt of tenders. The day, date and time by which tenders must be returned shall be clearly indicated in the ITT documents. Democratic Services must be notified of the title (or reference number) of the tender, its return deadline and the contact details of the relevant Authorised Officer at: democratic.services@wokingham.gov.uk. An appropriate date for the tender opening meeting will then be agreed with the Authorised Officer and advised to Democratic Services.~~

~~Tenders must be returned in plain packaging, securely wrapped, and using the return details provided. The returned envelope should not be marked or franked with the name of the tenderer. The following controls apply:-~~

~~a) Tenders shall be addressed to :-~~

~~Democratic Services~~

~~TENDER RETURNS — [title of tender or reference number]~~

~~Wokingham Borough Council, Shute End, Wokingham, Berkshire, RG40 1BN~~

~~b) Upon return, tenders shall be kept in a locked and secure area until the scheduled tender opening date. The tender opening should be scheduled for the day after the published 'return of tenders' deadline date.~~

~~c) Tenders received after the appointed deadline or which do not strictly comply with the instructions to tender (as issued with the tender documents) shall be disqualified on the basis that they have failed to fulfil the tender criteria.~~

~~d) The following circumstances shall be subject to review by Democratic Services, the resultant decision to accept or reject the tender and the reasons for that decision to be recorded in a Material Decision, authorised by the Head of Governance & Improvement Services:-~~

~~• Any tender opened in error shall be considered to determine if its inclusion would be anti-competitive in any way. The circumstances of the opening shall also be recorded in the Material Decision.~~

~~• Tampered or damaged tenders (i.e. torn, opened envelopes, etc.).~~

~~• Late tenders, where the reason for lateness is beyond the control of the tenderer or there is clear evidence of the tender being sent in adequate time in order to achieve the tender deadline.~~

~~e) The Tender Opening Administrator shall record the late receipt of, or other reason for disqualifying, a tender. The disqualified tender documents shall be retained with all other tender documentation in accordance with the Council's Records Retention Policy.~~

vii) Opening of Tenders Not Used

Safeguards must be in place to avoid maladministration in the opening of tenders. Any breaches of this Regulation will be reported to the Corporate Leadership Team (CLT). Details of the full procedure and a copy of the Tender Opening Summary sheet are documented separately.

Democratic Services shall be notified in advance of the dates of all tender openings. A Tender Opening Summary sheet and any relevant qualifying documents must be stamped, signed and dated by all present.

All tenders with an estimated value of £50,000 or over shall be opened in the presence of:

- a) the Service Manager Democratic Services or directly authorised representative;
- b) the Director of Finance and Resources (Chief Finance Officer) (Section 151 Officer) or directly authorised representative;
- c) a relevant Service Officer (usually the relevant budget manager, but could also be the relevant Director or the Head of Governance and Improvement Services);
- d) the Project Manager (if not already covered by (c) above);

and the Tender Opening Summary sheet completed.

All such tenders should be notified to the relevant Executive Member as soon as possible after the opening process has been completed.

Tender Opening Summary Sheet

The Director or authorised representative shall complete the top section of the Tender Opening Summary Sheet with the information shown below and take this to the tender opening:-

- a) the date, time and location of the tender opening;
- b) names and signatures of all attending the opening procedure;
- c) budget available and cost centre; and
- d) the name of each tenderer and total amount of tender bid, if ascertainable.

The Democratic Services Officer is required to:-

- a) ensure that the Tender Opening Summary Sheet has been fully completed;
- b) scan the completed Tender Opening Summary sheet and provide a copy to all Officers present

Discrepancies

Special consideration is required in the case of tender discrepancies. Where examination of tenders reveals errors/discrepancies, which would affect an otherwise successful tender, the tenderer shall be allowed to either confirm or withdraw their offer. If the tenderer withdraws, the next tenderer in competitive order is to be selected.

If you have any doubts or questions about how to handle a discrepancy, contact your Procurement Business Partner.

viii) Acceptance of Contracts Not Used

Directors can accept a tender providing it complies with all of the following:

- a) it is less than £500,000 in aggregate value, (if over £500,000 then it can be accepted by way of a Material Decision);
- b) it does not exceed the overall approved budget by the lesser of 10% or a maximum of £20,000, providing sufficient budget can be secured;
- c) it is the lowest tender, or the most advantageous, as measured against previously set criteria;
- d) it is the highest tender, (if payment is to be received by the Council), or the most advantageous, as measured against previously set criteria.

Directors may only accept a tender which falls outside these criteria subject to consultation with Director of Finance & Resources (Chief Finance Officer) (Section 151 Officer) and if applicable, the Head of Human Resource Operations with regard to Transfer of Undertakings of Employees (TUPE), as a Material Decision.

ix) Setting up Supplier Details & Recording of Contract/ Tender Information ~~Not Used~~

Supplier Details

~~It is the responsibility of the relevant Director or Responsible Officer to ensure that all Suppliers to the Council are entered into the Council Purchase to Pay (P2P) system (or any replacement system) and that a purchase order is created to allow for the payment of invoices. The process description is available on Grapevine; including the necessary form.~~

Recording of Contract/Tender Information

~~Shared Legal Solutions shall retain original copies of contracts valued over £50,000 during the term of the contract. These contracts will be archived for a period of 6 years from the contract end date or 12 years if under seal.~~

~~Directors (or a delegated Responsible Officer) shall retain copies of contracts under £50,000, which should be archived at the contract end date, as a guide, for a period of 5 years. Directors are responsible for ensuring that details of all agreed Contracts are entered into the central contracts register.~~

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WOKINGHAM BOROUGH COUNCIL

Overview and Scrutiny Management Committee and Overview and Scrutiny Committees

Annual Reports 2017-18

Produced: March 2018
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**Foreword by Councillor John Kaiser,
Chairman of the Overview and Scrutiny
Management Committee**

Welcome to the Annual Reports of Wokingham Borough Council's Overview and Scrutiny Committees for 2017-18. The reports describe how the Overview and Scrutiny Committees reviewed the delivery of key services and highlighted topics of importance raised by local residents and community groups.

The 2016/17 annual report highlighted a number of major challenges facing both central and local government. Most of these challenges remain. Wokingham Borough Council has found savings of £46m since 2010 but continues to face further significant funding reductions from central Government. At the same time demand for services continues to increase due, for example, to the implications of an ageing population and the growing number of children in care. The Council faces further challenges from new housing development in the Borough and the need for supporting infrastructure such as roads, schools and community facilities.

In order to meet these challenges the Council has to be more innovative and ensure that its decisions focus on key priorities and the needs of local communities. The role of Overview and Scrutiny is to ensure that those decisions are effective and transparent, delivering value for money for local Council Tax payers. Overview and Scrutiny also monitors decisions made by other public service providers such as the NHS and the police. It aims to ensure that decision makers are open and accountable to the residents of the Borough.

During the past year the Council's four Overview and Scrutiny Committees have considered a wide range of issues relating to public services across the Borough. The Committees have also questioned the Leader of the Council and Executive Members about the performance of key services and future priorities. Members also contributed to the major review of Overview and Scrutiny carried out by one of the House of Commons' Select Committees. Looking forwards, the Overview and Scrutiny Committees will continue to hold key decision makers to account. They will also increase their focus on pre-decision scrutiny and policy development by conducting research, talking to residents and making recommendations to improve policies and key public services which impact on all the Borough's residents.

For most of 2017/18 the Overview and Scrutiny Management Committee was chaired by Keith Baker. I would like to thank Keith, the Overview and Scrutiny Members and the Officers and residents who contributed their time and effort during the year.

**John Kaiser,
March 2018**

SECTION 1 – EXECUTIVE SUMMARY

Overview and Scrutiny is a key element in the system of checks and balances which ensure that Wokingham Borough Council and its partners make and implement effective decisions for the benefit of the residents of the Borough. The Council's Executive is empowered to take decisions within the financial and policy framework set by the full Council. Non-Executive Members of the Council are appointed to the Council's Overview and Scrutiny Committees to review those decisions and the way they impact on the performance of key services.

The Council's Overview and Scrutiny function is delivered by the Overview and Scrutiny Management Committee and three Committees focussing on Children's Services, Community and Corporate Services and Health issues. Overview and Scrutiny Committees make recommendations for improvement to full Council and Executive and to partner organisations.

The report sets out the range of issues and submissions considered by the Overview and Scrutiny Committees in 2017/18, including:

- Implementation of the Council's 21st Century organisational change programme.
- Review of performance indicators which highlight how services are performing.
- Review of the findings of Ofsted inspections of schools and Children's Services.
- The process for updating the Local Plan and listening to the views of Town and Parish Councils, residents and other local stakeholders.
- Performance of health services, including hospitals, GPs and the ambulance service and proposals for closer working between health and social care.
- Implementation of Civil Parking Enforcement and the Wokingham town centre regeneration project.
- Effectiveness of the Borough's Community Safety Partnership and local policing.

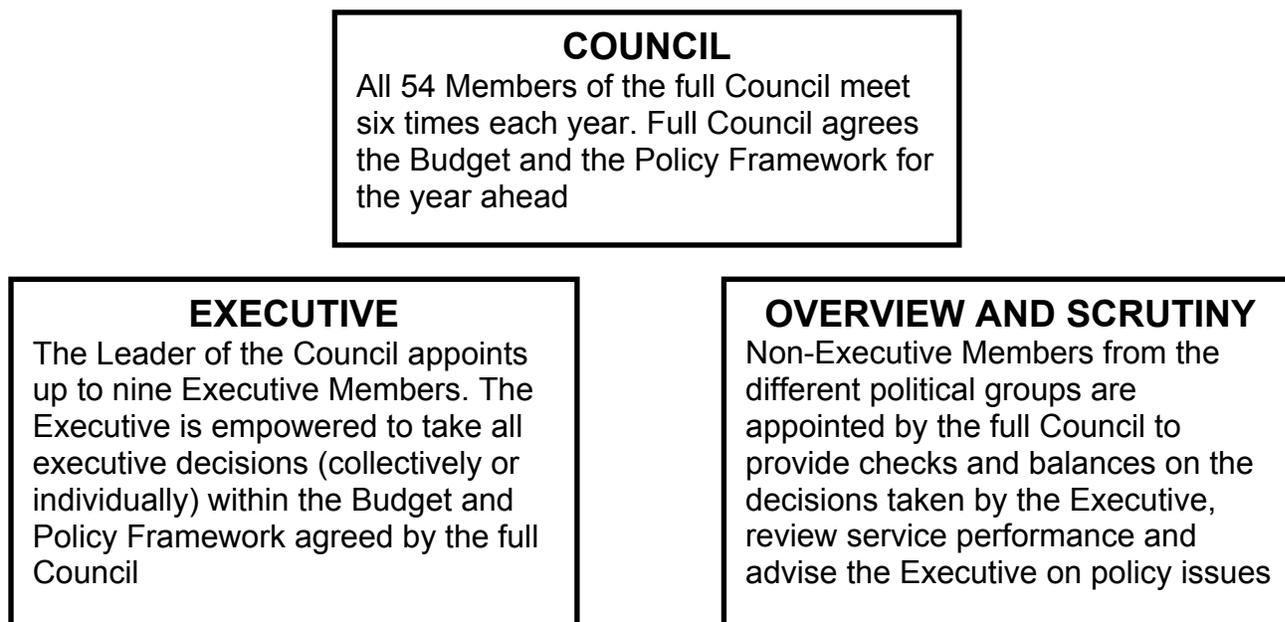
Effective Overview and Scrutiny utilises information and ideas from a wide range of sources including residents, service users and community groups. During 2018-19 Members involved in Overview and Scrutiny will continue to hold the Council and its partners to account, providing "critical friend" challenge to the Council's Executive and other public service providers. In so doing Members will seek to reflect the aspirations and concerns of local residents and communities. Particular focus will be placed on improvements to pre-decision scrutiny and input to support new policy development.

Members of the public are welcome to suggest issues for consideration by Overview and Scrutiny and to attend meetings which are usually held in the evening at the Council offices in Shute End.

SECTION 2 – INTRODUCTION TO OVERVIEW AND SCRUTINY

Wokingham Borough Council is a large, complex organisation with a thousand employees and an annual budget in excess of £100m. The Council's Vision is to make the Borough "a great place to live, an even better place to do business". The Council makes major strategic decisions which affect the long-term future of the area and its communities. It also makes decisions on a daily basis which affect the lives of some of the Borough's most vulnerable residents. In order to ensure that the Council spends public money wisely and makes well informed decisions about key services it is essential that an effective system of checks and balances is in place.

The Council's Executive is empowered to take decisions within the financial and policy framework set by the full Council. Non-Executive Members of the Council (representing each of the political groups) are appointed to the Council's Overview and Scrutiny Committees to review those decisions and the performance of key services. The relationship between Council, Executive and Overview and Scrutiny is illustrated in the diagram below:

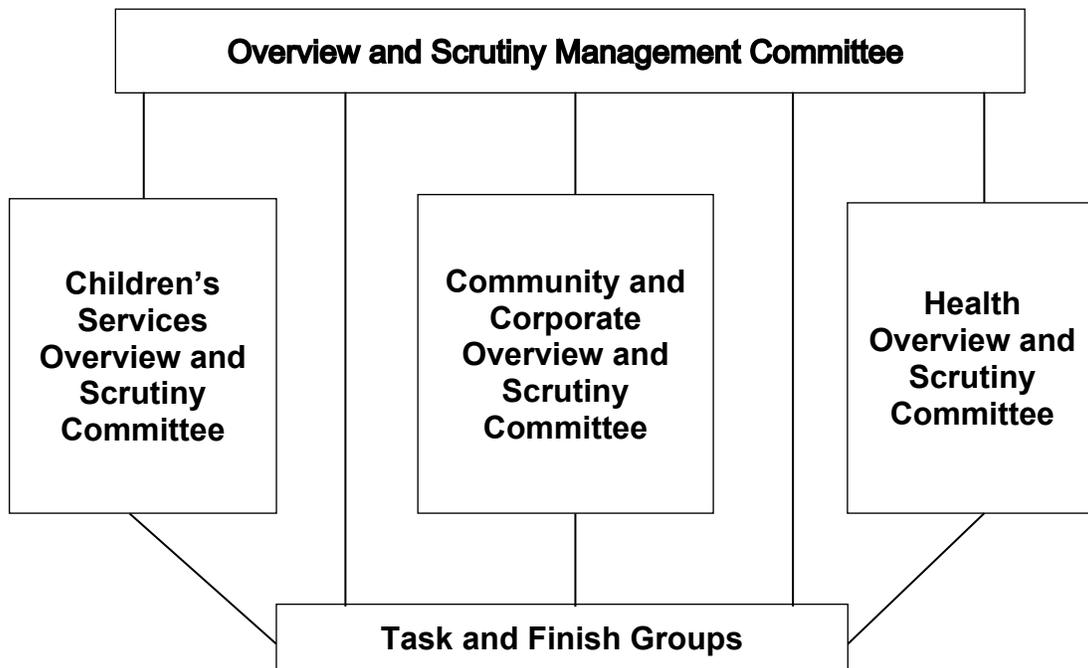


In order to deliver the Overview and Scrutiny function the Council has established the following Committees:

- Overview and Scrutiny Management Committee – responsible for overseeing the Overview and Scrutiny function and developing an annual work programme for each of the Committees.
- Children's Services Overview and Scrutiny Committee – responsible for scrutiny of services relating to schools, safeguarding and child protection, looked after children and children with special educational needs and disabilities.

- Community and Corporate Overview and Scrutiny Committee - responsible for scrutiny of Council services, crime reduction and community safety and flood risk management.
- Health Overview and Scrutiny Committee – responsible for scrutiny of local NHS bodies, public health arrangements and the work of the Local Healthwatch service.

The Committees consider issues at their regular meetings or by setting up time-limited Task and Finish Groups. The Council’s Overview and Scrutiny structure is illustrated below:



The role of Overview and Scrutiny Members is to ask questions to assure themselves that there are systems in place which ensure that they will be able to trust the data they receive, to know that the systems are recording the right things, to know that major issues are not being ignored and that emerging risks are recognised and acted upon without delay.

Overview and Scrutiny is not about the investigation of minor matters or individual complaints. The Council has a separate corporate Complaints procedure which is used to investigate individual complaints about services. Similarly, Overview and Scrutiny does not look at quasi-judicial matters such as planning or licensing issues. Finally, Overview and Scrutiny is not used for raising issues of a party political nature as these matters can be addressed through debate at full Council meetings.

SECTION 3

REPORT OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE



**Councillor John Kaiser, Chairman
Overview and Scrutiny Management Committee**

During the 2017/18 the Management Committee considered a number of issues which impact on the residents of the Borough. These included the performance of key services, the Local Plan update, economic development and the implementation of the 21st Century Council organisational change programme. The Committee also considered the “call-in” of Executive decisions relating to the proposed relocation of Wokingham library to the new Carnival Pool facility and the acquisition of units at Peach Place for key worker housing.

The Committee questioned the Council Leader and Executive Members about priorities for the year ahead and the performance of key services. This helped to strengthen the working relationship with the Executive which is crucial as a key element of Overview and Scrutiny is the ability to influence decision makers at the Council and other public service organisations.

As mentioned above, Members submitted evidence to the inquiry into Overview and Scrutiny carried out by the House of Commons Communities and Local Government Select Committee. The Select Committee highlighted the importance of an organisational culture which underpins constructive challenge and democratic accountability. It made a number of recommendations relating to lines of accountability, access to information, the role of scrutiny Chairmen, Officer support and extending the scope of scrutiny to monitor commercial bodies and Local Enterprise Partnerships. The Overview and Scrutiny Management Committee broadly supported the recommendations and will seek to apply the learning from the inquiry into the development of Overview and Scrutiny function at Wokingham Borough Council.

As we move into the new Municipal Year the Management Committee will continue to focus on initiatives to strengthen the Overview and Scrutiny process. This will include greater emphasis on pre-decision scrutiny and measures to achieve greater involvement by residents and local community groups in the development and monitoring of key public services.

John Kaiser

Remit of the Overview and Scrutiny Management Committee

The Overview and Scrutiny Management Committee oversees the Council's Scrutiny function and is responsible for developing and co-ordinating the work programmes of the three Overview and Scrutiny Committees. The Committee also organises a training programme to ensure that non-Executive Members involved in Scrutiny have the requisite skills and knowledge to carry out their roles.

Membership

Councillor John Kaiser (Chairman).
Councillors Parry Batth, Lara Blumenthal (Vice-Chairman), Lindsay Ferris, Kate Haines, Pauline Helliard-Symons, Ken Miall, Ian Pittock, Malcolm Richards, Chris Smith, Bill Soane, and Shahid Younis.

Substitute Members: Councillors Philip Houldsworth, Abdul Loyes, Imogen Shepherd-Dubey and Rachelle Shepherd-DuBey.

Officer contact: Neil Carr neil.carr@wokingham.gov.uk

Highlights from the Year

Consideration of 'Call-Ins'

The Committee held two special meetings to consider call-ins relating to decisions made by the Executive. The first call-in related to the decision to relocate Wokingham library into the new Carnival 2 leisure facility. The Committee concluded that the decision had been taken in line with the Council's Constitution and the relevant decision making principles. The second call-in related to the proposal to purchase units in the Peach Place development for use as key worker housing. Again the Committee found that the decision was compliant but also recommended that the Executive ensure that any future affordable housing scheme which departed from the Council's normal procedures be supported by details of how the scheme was different and the benefits provided for the Council.

Leader and Executive Member Sessions

The Leader of the Council and the Executive Members attended meetings of the Committee to discuss priorities for the year ahead and issues which may benefit from pre-decision scrutiny. The Committee found these sessions a useful way to develop better working relationships and inform the work programmes for the year ahead. These sessions will be repeated in 2018/19 and will also include a session with the Council's Chief Executive.

Performance Management

The Committee received the quarterly report setting out details of the Council's performance against a number of financial, staffing and operational/project indicators. The Committee made further representations about the timeliness of the performance management reports and

suggested that Officers consider ways to improve both presentation and timetabling. It was noted that the Council's 21st Century Council change programme included IT investment that would enable the production of more timely performance reports.

21st Century Council

The Committee considered an update on the Council's 21st Century Council change programme. Submissions were made by the Lead Member, the Chief Executive, Programme Manager and UNISON. The Committee requested an analysis of the lessons learnt from Phase 1 of the programme and the ways in which Phase 2 would be strengthened as a result. Further updates would be considered as the programme progressed.

Local Plan Update

The Committee received a progress report on the Local Plan Update. Parish Council representatives attended the meeting and submitted a question about the Council's 5 year land supply and the actions of developers who were in effect "land-banking" and submitting further applications. The Committee supported the Council's actions in seeking co-ordinated lobbying of the Government by the Borough, Town and Parish Councils.

Member Training

The Committee recognises the importance of ongoing training and development to ensure that Members' skills and knowledge are constantly upgraded. In June 2017 a training session was held which examined key elements of effective Overview and Scrutiny including preparing for meetings, questioning techniques and the development of key lines of enquiry. Representatives from Bracknell Forest and West Berkshire Councils attended the training session to bring a different perspective on the challenges facing Overview and Scrutiny.

Work Programme 2018/19

The Committee will scrutinise the following issues in 2018/19:

- Evidence from the Leader, Executive Members and Chief Executive on priorities, policy development and performance of key services;
- Updated Council Plan and Corporate Peer Review Action Plan;
- The 21st Century Council change programme;
- Progress on delivery of the four Strategic Development Locations (SDLs) and the Local Plan Update;
- £500m infrastructure investment (including the SCAPE contract);
- The Council's annual Budget Consultation exercise;
- Operation and performance of Council-owned companies;

- Compliance with the Council's statutory duties under the Equality Act;
- Reviewing the Assets Review Programme and the Property Portfolio Investment Fund;
- Outcomes from the Traffic Congestion working group;
- Effectiveness of the Thames Valley Berkshire Local Enterprise Partnership;
- Planning processes relating to the implementation of planning conditions and TPOs;
- Overview and Scrutiny Member training and support.

The Committee will also consider adding items to the Work Programme as a result of consultation with residents, community groups and partners organisations.

SECTION 4

REPORT OF THE CHILDREN'S SERVICES OVERVIEW AND SCRUTINY COMMITTEE



**Pauline Helliar-Symons, Chairman
Children's Services Overview and Scrutiny Committee**

The Committee's work is split almost equally between children's social work and educational attainment. As well as monitoring all the recommendations put in place by earlier Committees and Task and Finish Groups, the new work that has come its way is outlined below. This is in addition to the normal performance monitoring that we do at each meeting. This keeps the Committee in touch with how the service and schools, especially the ones that have had Ofsted inspections, are performing.

We also monitor what the Service is doing to help schools requiring improvement or schools causing concern to improve. This is now more complex, with the advent of new academies and free schools, as we have little control over what they do, yet the Local Authority is still accountable for their educational outcomes.

Following a recommendation from the Coombes School Task and Finish Group, the Committee now has established standing part 2 sessions to review schools causing concern. Local ward Members are invited to attend the meetings and take part in the discussions.

Another innovation is the introduction of regular updates by the Executive Member for Children's Services. The Committee receives and considers information on the development of new and existing policies, including arrangements, timescales and consultations. The Committee is able to have an input in the early stages of policy development.

The Committee also continued to monitor the Social Worker recruitment and retention strategy and was pleased to note that the rate of Social Worker retention is much improved. This is the result of continued efforts to improve and develop the strategy.

All members of the Committee and their substitutes attend training at the start of the first meeting each year as Children's Services is an area that is constantly changing and we are keen to keep up to date with new legislation and service developments. Training is also arranged during the year if specific needs arise.

It has been particularly heartening this year to have had a Committee most of whose members had experience from previous years. This adds both to the stability and consistency of our work, much of which is about examining developments, trends and progress; and to

maintaining the knowledge of a very complex area of work by these Members so that they can delve deeper. This is difficult to achieve if the membership keeps changing as it used to.

I would like to thank all members of the Committee, and the substitutes who have frequently been asked to attend, for their commitment to and interest in the work that we do, and for all the positive and genuinely useful contributions that they have made.

Pauline Helliard-Symons

Remit of the Children’s Services Overview and Scrutiny Committee

The Children’s Services Overview and Scrutiny Committee is responsible for scrutiny and assisting with policy development in relation to services for children and young people. This includes schools, early years’ settings and children’s centres, safeguarding and child protection, children in care and services for children with special educational needs and disabilities.

Membership:

Councillor Pauline Helliar-Symons (Chairman).
Councillors Parry Batth, Laura Blumenthal (Vice-Chairman), Kate Haines, Ken Miall, Bill Soane, Shahid Younis and Beth Rowland.

Substitute Members:

Councillors Lindsay Ferris, Emma Hobbs, Rachelle Shepherd-DuBey and Chris Smith.

Representatives of the Church of England Diocese and the Roman Catholic Diocese, together with a Parent Governor are also able to attend meetings of the Committee when Education issues are being considered. At the moment these posts are vacant.

Officer contact: Luciane Bowker luciane.bowker@wokingham.gov.uk

Highlights from the Year

Performance Management

At each meeting the Committee reviewed the performance of Children’s Services in relation to key Performance Indicators. These indicators demonstrate the contribution made by the service to achieving key Council priorities relating to looking after vulnerable people, improving educational attainment and focussing on every child achieving their potential. Members asked detailed questions on the performance indicators and requested further evidence to support the direction of travel set out for indicators in the report. I have asked for the scope of the indicators we look at in the future to be widened still further to include, as an example, the number of young people offending and reoffending.

School Performance Data

The Committee received regular School Performance data reports and summaries of recent School Ofsted reports. The Committee noted that many schools had improved their Ofsted inspection results over the previous year but also challenged the performance of schools that were marked ‘Requires Improvement’. The service was reminded that the Council’s ambition is for all schools within the Borough to have an Ofsted rating of ‘Good’ or ‘Outstanding’. The Committee noted high achievements and the fact that, on the whole, Wokingham schools

continued to perform well, with 92% of pupils attending schools that were rated good or outstanding.

Child Care Sufficiency

The Committee considered a report which assessed the sufficiency of childcare in the Borough in order to deliver the additional 15 hours of childcare that parents were now entitled to. The Committee was informed that this was a market led provision, and as the Council was not the provider, it had little control over it. The Committee was informed that none of the local providers had indicated that they would not be able to deliver the extra hours, but it was not yet known how much demand there would be for the extra hours. The Committee agreed to monitor the development of the Child Care Sufficiency Strategy.

Peer Review

The Committee received the summary of the findings of a Peer Review which took place in March 2017. The review had identified strengths and recommendations which were in line with the service's own self-assessment. The Committee noted with concern that long waiting times for Child and Adolescent Mental Health Services (CAMHS) had been highlighted by the review. The Committee was informed that this issue had already been identified and the service was working towards improving the waiting times.

Social Work – Recruitment and Retention

The Committee was pleased to learn that the workforce was currently stable, with more than 80% of permanent staff with tenure of 18 months or more. This was the result of various initiatives to attract and retain Social Workers. However, this would remain a priority and the Committee will continue to receive regular updates to ensure that Social Worker recruitment and retention continues to be effective.

Joint Targeted Area Inspection (JTAI)

The service underwent the JTAI which was an inspection undertaken by four inspectorates: Ofsted (who led the inspection), the Care Quality Commission, Her Majesties Inspectorate of Constabulary and Her Majesties Inspectorate of Probation. The inspection looked at arrangements to safeguard children with a specific focus on “children experiencing neglect”. An action plan was drawn up in response to the JTAI and members from other partners in the MASH have been invited to report on their part to the Committee; there will be 6 monthly updates on what progress is being made.

Policy Update from the Executive Member for Children's Services

A successful innovation this year has been that Councillor Mark Ashwell (Executive Member) attended meetings of the Committee to update Members on the development of new and existing policies. The Committee welcomed the opportunity to give its views and to make recommendations at an early stage of policy development. As an example, the Committee reviewed and made recommendations on the proposals for Foster Carer Council Tax Exemption and Care Leavers Council Tax Exemption.

Local Safeguarding Children's Board (LSCB) Annual Report

The Committee considered the LSCB's annual report and noted that there had been significant improvement since the previous report. However, it was identified that mental health services needed to improve in relation to the length of waiting lists. Members welcomed the improvement in '*how we hear the child's voice*', with the Children In Care Council now taking an active part at Corporate Parenting Board meetings.

Corporate Parenting Board (CPB) Annual Report

The Committee received the annual report which contained a comprehensive review of the work undertaken by the Board during the year. The Committee endorsed the new strategic priorities and the Strategic Delivery Action Plan. In addition, the children in care are surveyed annually about what they think of us as corporate parents, and I have asked that the results of this survey be reported to the Scrutiny Committee each year.

Multi Agency Safeguarding Hub (MASH)

The Committee continued to monitor the development of MASH in the Borough following its launch in 2016. Partner agencies were invited to attend the meeting and give evidence to Members. The Committee was informed that work was being undertaken to improve joint decision making. Further improvements required investment in IT systems and the Committee recommended that the Council continue to invest in the development of MASH.

Work Programme 2018/19

The Committee will scrutinise the following issues in 2018/19:

- Delivery of safeguarding services, including staff recruitment and retention;
- Key Children's Services performance indicators and major projects;
- School performance, Ofsted reports and schools causing concern;
- Feedback from the annual conversation with Ofsted about Children's Services;
- Sufficiency of school places across the Borough;
- Progress relating to narrowing the gap in educational attainment for children from disadvantaged backgrounds;
- Impact of the Council's 21st Century Council change programme on Children's Services;
- Key strategic initiatives such as the Multi Agency Safeguarding Hub (MASH);
- Impact of demographic and legislative changes on the service.

SECTION 5

REPORT OF THE COMMUNITY AND CORPORATE OVERVIEW AND SCRUTINY COMMITTEE



**Shahid Younis, Chairman
Community and Corporate Overview and Scrutiny
Committee**

During the past year the Committee has continued its focus on the delivery of Council services to ensure that they provide value for money for the Borough's Council Tax payers. Executive Members and Officers were invited to attend meetings of the Committee to give evidence and answer questions on priorities and performance.

The Committee also examined the proposed changes to the relationship between the Council and voluntary sector organisations. The Committee welcomed the proposal to move from short term grants to longer term contracts with associated performance indicators. This will provide greater stability for local organisations and greater clarity about the deliverables expected by the Council.

The Committee considered a range of other issues during the year including flood prevention, community safety and local policing, town centre regeneration, unauthorised encampments and a range of highways issues such as civil parking enforcement.

In developing its work programme the Committee is keen to ensure that the "voice" of local residents and community groups plays a bigger part in its deliberations. The Committee recognises that involving residents, community groups and local "experts" in Overview and Scrutiny reduces the risk of a partisan approach as Members are able to hear directly from those stakeholders whose interests they are representing. The Committee will continue to promote greater public involvement in Overview and Scrutiny over the coming year and will share any relevant learning with the other Committees.

I thank the Members of the Committee, Officers, residents and others who took part in our meetings for their valuable contributions during the year.

Shahid Younis

Remit of the Community and Corporate Overview and Scrutiny Committee

The Community and Corporate Overview and Scrutiny Committee is responsible for the scrutiny of internal Council operations and partnership working across the Borough. It also has responsibilities under the Police and Justice Act 2006 which involves oversight of the operation of the Borough's Community Safety Partnership. The Committee is also responsible for the scrutiny of flood risk management.

Membership

Councillor Shahid Younis (Chairman).

Councillors Pauline Jorgensen, Abdul Loyes, Ken Miall, Philip Mirfin, Rachelle Shepherd-Dubey, David Sleight and Bill Soane (Vice Chairman).

Substitute Members: Councillors Mike Haines, Clive Jones, Dianne King and Ian Pittock.

Officer contact: Callum Wernham: callum.wernham@wokingham.gov.uk

Highlights from the Year

Review of the Voluntary Sector

The Committee received reports on plans to strengthen the Council's relationship with voluntary sector organisations. This involved greater clarity on the services being provided and the funding mechanism to drive improvements and greater joined up working. Moving from short term grants to longer term contracts would bring greater certainty for the organisations and greater clarity on the levels of performance expected.

The Committee welcomed the new way of working and recommended a greater focus on transparency and improved communication with ward Members about voluntary sector activity in their area.

Flood Prevention

The Committee considered an update on flooding issues during the winter of 2016/17 and the ongoing work to raise awareness and share information with partner organisations. Members asked questions about the asset register, local land drainage by-laws and the role of Flood Wardens in providing local knowledge relating to river and stream levels. The Committee requested improved communication with ward Members and Town/Parish Councils about the identity of local flood wardens.

Local Policing

The Committee received a briefing from Superintendent Shaun Virtue, the Local Area Police Commander, on local policing issues relating to the Bracknell and Wokingham Police Area. The

briefing highlighted a number of key issues such as the ongoing threat from drug use in schools, domestic violence and road safety.

The Committee noted the impact of staffing reductions across the Thames Valley for front line services in the face of increasing demand from a growing population. Superintendent Virtue also gave evidence to the Committee in relation to the work of the Community Safety Partnership.

Community Safety Partnership

The Committee scrutinised the work of the Community Safety Partnership over the previous year. Members asked how the partnership and its delivery groups had progressed the four strategic priorities relating to the reporting of domestic abuse, reducing the level of repeat offending, understanding hidden crime and communicating the work of the partnership to make all residents feel safer. Community organisations were invited to give evidence to the Committee about local issues and the effectiveness of local solutions.

Members considered the range of performance indicators underpinning each of the priorities and provided evidence of local issues which impacted on community safety and the work of the partnership. Members also considered the emerging Community Safety Strategy for 2018/21 and the proposed new priorities which had been developed after consultation with local stakeholders.

Town Centre Regeneration

The Committee received an update on the Wokingham town centre regeneration projects relating to Peach Place, Carnival Phases 1 and 2 and Elms Field. Members welcomed progress on the projects but noted the impact of the projects, in conjunction with the Market Place regeneration, on local businesses and retailers. A representative from the Thames Valley Chamber of Commerce addressed the Committee and highlighted the importance of clear information and timeframes to enable local businesses to plan for the future.

The Committee agreed to monitor progress on the regeneration projects during 2018/19 and to seek further evidence of their impact on local businesses.

Civil Parking Enforcement

The Committee received an update on the implementation of Civil Parking Enforcement (CPE) which went live in October 2017. The update included performance data which underpinned the new service. This indicated that the contractor (NSL) had performed well against the objectives and assumptions set out in the business case. Members asked about the benefits of the new arrangements, customer feedback and partnership working with Town and Parish Councils. Members also received an update on work to develop a new parking strategy for the Borough which would be the subject of public consultation prior to adoption by the Council.

Work Programme 2018-19

The Committee will scrutinise the following issues in 2018/19:

- Effectiveness of the Borough's Community Safety Partnership and local policing arrangements;
- Council Revenue and Capital Budget monitoring;
- Wokingham Town Centre regeneration projects;
- The Council's relationship with the voluntary sector and Town/Parish Councils;
- Highways and Transport issues such as Civil Parking Enforcement, road maintenance, cycling facilities and the re-let of major highways contracts;
- Effectiveness of flood prevention measures;
- Waste and recycling (including the collection of food waste from 2019);
- The proposed Coppid Beech park and ride facility;
- The impact of changes to train services;
- Measures to increase public engagement with the Overview and Scrutiny function.

SECTION 6

REPORT OF THE HEALTH OVERVIEW AND SCRUTINY COMMITTEE



**Ken Miall, Chairman
Health Overview and Scrutiny Committee**

The demands confronting NHS and social care services continue to grow. Medical advances mean that our residents are living longer, but are frequently living with long term chronic conditions such as dementia, diabetes and heart disease. This has significant resource implications. The average 65 year old costs the NHS 2.5 times more than the average 30 year old. For an 85 year old the cost is five times as much. The impact of poor diet and lifestyle choices add further demands. At a time of rising demand for health and social care services the state of the national finances has meant increasingly tight funding settlements. Increasing demand and limited resources are resulting in pressures in the system as evidenced by missed targets, difficulties in seeing a GP, increased demand for A&E and a growing number of carers helping relatives with increasingly complex needs.

In response to these challenges it is essential that decision makers are able to understand local needs and deliver safe, effective services which achieve value for money. The role of the Health Overview and Scrutiny Committee (HOSC) is to ensure that residents' views are heard and reflected in the development of these key services. The Committee also monitors the ongoing integration of health and social care, scrutinises service performance and acts as a "critical friend" challenging the information provided to it by a range of service providers.

During the year HOSC addressed a wide range of issues, some of which are detailed below. The Committee also continued to work closely with key health and social care service providers, the Wokingham Health and Wellbeing Board, the Borough's Clinical Commissioning Group and the local Healthwatch team. A challenge we face with Wokingham being a small unique Borough is that HOSC often addresses issues relevant to our particular area and not others or vice versa. When dealing with the larger external organisations it is often the case that we are able only to access data for the UK as a whole or grouped figures for the wider Berkshire West area. This is where providers such as Wokingham Healthwatch can allow us to concentrate on the matters that affect our residents the most.

I would like to record my thanks to the HOSC Members, Officers, external partners, residents and community groups who contributed to the work of the Committee during the year.

Ken Miall

Remit of the Health Overview and Scrutiny Committee

The Health Overview and Scrutiny Committee (HOSC) reviews and scrutinises matters relating to the planning, provision and operation of health services in the Borough. This includes acute and community health services, family and public health services and the work of the Local Healthwatch team.

The Committee exercises powers conferred through the Health and Social Care Act 2012 and the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013. The Committee also scrutinises social care services and other health related services jointly commissioned by the Council and local health bodies.

Membership

Councillor Ken Miall (Chairman).

Councillors Parry Batth, Laura Blumenthal, Kate Haines (Vice Chairman), John Jarvis, Clive Jones, John Kaiser, Malcolm Richards, Chris Smith, and Bill Soane.

Substitute Members: Abdul Loyes, Imogen Shepherd-DuBey, Rachelle Shepherd-DuBey and Alison Swaddle.

All attendees at HOSC meetings, including members of the public, may ask questions after each report/presentation is delivered.

Officer contact: Madeleine Shopland madeleine.shopland@wokingham.gov.uk

Highlights from the Year

Safeguarding Adults

The Committee considered annual reports from the Borough Council and the West Berkshire Safeguarding Adults Board. The reports highlighted high levels of commitment and innovation from staff which had been validated by an external peer review. Members note that the number of safeguarding concerns continued to increase year on year, with over half the concerns being raised by health and social care staff. Members sought assurance about the repeat concerns and were informed that governance and operational systems were in place to identify concerns which were repeated.

NHS Dental Services

The Committee received an update on the provision of NHS dental services in the Borough which confirmed the level of provision and accessibility on a ward by ward basis. Members noted the fact that improving access to NHS dental services was a national priority. 45.5% of the Borough's population had attended an NHS dental practice in the two years prior to May 2017.

Health and Wellbeing Board

Councillor Julian McGhee-Sumner, then Chairman of the Health and Wellbeing Board, attended a HOSC meeting to update Members on progress made against the key priorities in the new Health and Wellbeing Strategy. These were: enabling and empowering resilient communities; promoting and supporting good mental health; reducing health inequalities and delivering person-centred integrated services. Members asked about the reducing outcomes from the “Step Up, Step Down” project and performance in the Borough relating to bed blocking.

Optalis

The Committee considered an update on Optalis, the Council-owned company providing care and support services to older people and adults with a disability. With effect from 1 April 2017, the company was jointly owned by the Council and the Royal Borough of Windsor and Maidenhead. Members asked about the allocation of company resources between service delivery in Wokingham and Windsor and Maidenhead and the financial benefits arising from the merger.

21st Century Council

The Committee considered an update on the potential impact of the Council’s 21st Century Change programme on health and social care services and the integration agenda. The future shape of key services would depend on a number of factors including more schools becoming academies, further reductions in Government funding and the impact of other elements in the change programme. It was essential the Council worked closely with the voluntary and faith sectors, partners and neighbouring authorities. Members stressed the importance of effective communication with residents and safeguards to ensure that vulnerable residents did not “slip through the cracks”.

Healthwatch

At each Committee meeting Healthwatch Wokingham Borough updated Members on its work. Members also considered the Healthwatch Annual Report for 2016/17. During the year, Healthwatch submitted reports on a range of issues including visits to local facilities in the Borough, extra care facilities and the potential joint commissioning of Healthwatch services in Reading and Wokingham. Members expressed concern about the possible joint commissioning on the grounds that the two boroughs faced different health and social care challenges. Members also queried why the potential for joint commissioning with other Healthwatches was not being considered as an option.

Buckinghamshire, Oxfordshire and Berkshire West Sustainability and Transformation Plan

The Committee continued to work with West Berkshire, Reading, Oxfordshire and Buckinghamshire Councils in the joint scrutiny of the Buckinghamshire, Oxfordshire and Berkshire West Sustainability and Transformation Plan (STP). The STP included key programmes and enabling work streams focussing on prevention relating to child and adult obesity and exercise, urgent care, mental health, workforce issues and digital interoperability.

Work Programme 2018-19

The Committee will scrutinise the following issues in 2018/19:

- Monitoring health and social care outcomes and the performance of the local NHS Foundation Trusts;
- Monitoring the work of the Wokingham Clinical Commissioning Group (CCG);
- Reviewing progress on the integration of health and social care services;
- The provision of effective community mental health services;
- Access to primary care services within the Borough's Strategic Development Locations;
- Monitoring progress relating to the development of community hubs;
- Input into the delivery of the Buckinghamshire, Oxfordshire and Berkshire West Sustainability and Transformation Plan.

SECTION 7

GETTING INVOLVED IN OVERVIEW AND SCRUTINY

The Council is committed to making Overview and Scrutiny Committee meetings accessible to all residents of the Borough. A key aim is to increase public involvement in the process and to remove barriers to participation.

Residents can get involved in Overview and Scrutiny by attending meetings - all Overview and Scrutiny meetings are open to the public and are held in the early evening to make attendance easier. In addition, copies of Agendas including reports to be considered are published five working days before each meeting and can be accessed on the Council's website:

www.wokingham.gov.uk/council-and-meetings

Residents can also elect to receive automatic notification when new Overview and Scrutiny Agenda and Minutes are published.

Each Overview and Scrutiny Committee meeting includes a Public Question Time session which allows residents to raise issues of general interest and/or specific issues relating to the items under consideration.

Members of the public are also able to contribute to Scrutiny reviews by giving evidence either as an individual or as part of a community group. Residents can also request that a specific item is considered by Overview and Scrutiny as a review item. Residents can complete an online Scrutiny review suggestion form at:

www.wokingham.gov.uk/council-and-meetings/decisions/ask-for-a-scrutiny-review

During 2018-19 the Council will be seeking to make more use of local and social media to raise awareness of issues coming before the Overview and Scrutiny Committees and to allow residents to provide comments and feedback.

The Council's Twitter feed is accessible here: [WokinghamBorough@WokinghamBC](https://twitter.com/WokinghamBC)

If you want to learn more about Overview and Scrutiny or want to discuss a specific issue, please contact Neil Carr, the Council's Scrutiny Officer:

by telephone: 0118 974 6058, or

by email: neil.carr@wokingham.gov.uk or by post:

Democratic Services, Wokingham Borough Council, Shute End, Wokingham, RG40 1BN.

SECTION 8

DATES OF OVERVIEW AND SCRUTINY COMMITTEE MEETINGS IN 2018/19

- **Overview and Scrutiny Management Committee**

Wednesday 23 May 2018 at 7pm
Wednesday 20 June 2018 at 7pm
Wednesday 18 July 2018 at 7pm
Wednesday 19 September 2018 at 7pm
Wednesday 17 October 2018 at 7pm
Wednesday 21 November 2018 at 7pm
Wednesday 16 January 2019 at 7pm
Wednesday 20 February 2019 at 7pm
Wednesday 20 March 2019 at 7pm

- **Children's Services Overview and Scrutiny Committee**

Tuesday 22 May 2018 at 7pm
Tuesday 18 September 2018 at 7pm
Tuesday 20 November 2018 at 7pm
Tuesday 22 January 2019 at 7pm
Tuesday 19 February 2019 at 7pm

- **Community and Corporate Overview and Scrutiny Committee**

Monday 18 June 2018 at 7pm
Monday 10 September 2018 at 7pm
Monday 5 November 2018 at 7pm
Monday 14 January 2019 at 7pm
Monday 11 March 2019 at 7pm

- **Health Overview and Scrutiny Committee**

Monday 4 June 2018 at 7pm
Monday 16 July 2018 at 7pm
Monday 17 September 2018 at 7pm
Monday 21 January 2019 at 7pm
Wednesday 6 March 2019 at 7pm

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WOKINGHAM BOROUGH COUNCIL

Audit Committee Annual Report 2017/18

1. ROLE OF THE AUDIT COMMITTEE

The Audit Committee provides independent assurance over the Council's governance arrangements, risk management and the system of internal control in operation. This year the Committee has fulfilled this task by considering the following:

(a) Internal and External Audit

Internal Audit

Monitoring the Council's internal controls and governance arrangements forms part of the Audit Committee's remit. In undertaking this role the Committee received quarterly progress reports on the work and performance of the Shared Audit and Investigations Service and Ernst & Young, the Council's external auditor.

In June 2017 the Committee received and approved a revised Audit and Investigations Plan 2017-18 which detailed those audits which were proposed to be undertaken during 2017/18 and the scope of these reviews. The Plan had been amended following a reprioritisation of work due to a number of factors such as the 21st century council project. The 2018/19 Audit and Investigation Plan which detailed the proposed work to be undertaken by Internal Audit and Investigations for the forthcoming year, was considered and approved in February 2018.

Housing Revenue Account Rents Audit

An update on the actions being taken with regards to the six outstanding recommendations from the 2015/16 Rents Audit report (of which two are high risk and four are medium risk) and the progress being made against these was received in December 2017.

External Audit

In addition the Committee received and approved the External Audit Plan 2017-18 in February 2018. Members noted the timetable showing the key stages of the audit and the agreed deliverables and received assurance that the new July deadline would be achieved.

(b) Investigations

Throughout the municipal year the Committee has been informed of the work on investigations undertaken by the Shared Audit and Investigation Service. The Investigations element of the Audit and Investigations Plan includes fraud awareness, proactive fraud drives and investigation of fraud and malpractice.

(c) Risk Management

The Committee received updates on the Council's Corporate Risk Register at each meeting. Members requested further information and context in relation to a

number of risks throughout the year so as to receive assurance regarding the effectiveness of the Council's risk management arrangements.

(d) Statement of Accounts

Part of the Audit Committee's role is to approve the Council's annual statement of accounts. In doing this the Committee must take into account if the appropriate accounting policies were followed and if there were concerns arising from the financial statements or from the audit that Council needed to be made aware of. The Committee reviewed and approved the annual statement of accounts in September 2017.

(e) Corporate Governance

The Committee must consider the Council's arrangements for corporate governance and agree any necessary actions to ensure compliance with best practice. As part of this the Committee oversaw the production of the 2016-17 Annual Governance Statement and approved it on behalf of the Council prior to its inclusion in the final Statement of Accounts. Members were satisfied that the Annual Governance Statement properly reflected the risk environment.

Members received a report in February 2018 which detailed the claims and returns for which local authorities were required to make their own audit arrangements; Teachers' Pension Return; the Pooling of Housing Capital Receipts Return, and the Review of Sub Contracting Arrangements for the Education Skills Funding Agency.

(f) Treasury Management

The Committee received the Treasury Management Strategy 2018-19 at its meeting in February 2018 and recommended it to Council. The Treasury Management Strategy is agreed annually by Council at the same time that the Medium Term Financial Plan is approved.

In addition the Committee considered the Treasury Management Outturn report 2016-17 in June 2017 and the Treasury Management Mid-Year Report 2017/18 in December 2017.

(g) Council's Corporate Complaints process

The Committee received two updates on the implementation of the Council's corporate complaints process and compliments received throughout the year. Members noted that there had been a reduction in the number of complaints escalated to Stage 2. This was in keeping with the focus of the complaints process now being on resolution at as early a stage as possible.

(h) 21st Century Council - governance arrangements

The Committee had previously considered whether the governance arrangements in place to implement the 21st Century Council project, were sufficient. In

December 2017 Members were updated on the conclusions from the internal audit of governance arrangements for the 21st Century Council programme.

(i) General Data Protection Regulations

The Committee sought assurance regarding the Council's preparedness for the implementation of the General Data Protection Regulations from 25 May 2018, receiving a briefing at its meeting in February 2018.

(j) Prevention and Detection of Fraud and Corruption

Members received and reviewed the Council's updated policies and procedures to prevent and detect fraud and corruption and recommended their approval to Council.

2. CONCLUSION

To conclude, the Audit Committee is satisfied that the Council's systems of internal control, governance and its risk management arrangements are sufficient to manage the achievements of its objectives.

Anthony Pollock
Chairman, Audit Committee
March 2018



WOKINGHAM BOROUGH COUNCIL

Standards Committee

Annual Report

2017/18

Submitted to the Council – March 2018



Introduction by UllaKarin Clark, Chairman of the Standards Committee

I am pleased to present the Annual Report of the Standards Committee for 2017/18.

The key aim of the Standards Committee is the promotion and maintenance of the highest standards of conduct by elected Members representing the Borough, Town and Parish Councils. Members' conduct should be underpinned by the seven principles of public life, also known as the Nolan principles. These are selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

The Standards Committee met three times during the year and focussed on ensuring that the Borough Council's policies, as set out in the Members' Code of Conduct, were up to date and underpinned by best practice. The Committee considered trends arising out of complaints data and arrangements to ensure that Members were aware of their responsibilities under the Code of Conduct. The Committee is especially keen to ensure that newly elected Members are aware of their responsibilities and the standards of behaviour expected of them.

In relation to the points above, I am pleased to report that the level of Code of Conduct complaint activity in 2017/18 was significantly lower than in previous years.

I would like to record my thanks to the Borough, Town and Parish Members, Officers and Independent Persons who contributed to the work of the Committee. In particular, I would like to mention the contribution of Roger Loader (Parish Council representative) and Carole Freeman (Independent Person) who stood down during the year. I wish them well for the future.

Finally, I would like to welcome Paddy Haycocks and Nick Oxborough to their roles as Independent Persons.

**UllaKarin Clark
March 2018**

1.0 What does the Standards Committee Do?

The role of the Standards Committee is to promote, monitor and enforce probity and ethical standards amongst elected Members within the Wokingham Borough, including Town and Parish Councillors.

The Localism Act 2011 removed the requirement for a national code of conduct and statutory Standards Committees. The Act introduced a locally focussed “light touch” framework for the adoption of a Member Code of Conduct, and processes for the receipt and consideration of complaints. Although not obliged to do so under the terms of the Localism Act, Wokingham Borough Council decided to maintain a dedicated Standards Committee.

In addition to the receipt and consideration of Code of Conduct complaints against Wokingham Borough Council Members, the Committee is also responsible for the receipt and consideration of complaints against Town and Parish Councillors. If the complaints process determines that a Town/Parish Councillor is in breach of the Code of Conduct, recommendations will be submitted to the relevant Town/Parish Council as to the appropriate sanction. However it is for the Town/Parish Council to decide what action is to be taken.

The Terms of Reference for the Committee, recorded in Chapter 9 of the Borough Council’s Constitution, are set out below:

Role and Functions

The Standards Committee has the following role and functions:

- a) promoting and maintaining high standards of conduct by Councillors, co-opted members, including church and parent governor representatives;
- b) assisting the Councillors, co-opted members, including church and parent governor representatives, to observe the Members’ Code of Conduct;
- c) advising the Council on the adoption or revision of its Members’ Code of Conduct;
- d) monitoring the operation of the Members’ Code of Conduct, the Officers’ Code of Conduct and the Council’s Whistleblowing policy and any other appropriate codes of conduct and procedures;
- e) advising, training or arranging to train Councillors, co-opted members and church and parent governor representatives on matters relating to the Members’ Code of Conduct;
- f) the exercise of (a) to (e) above in relation to the Parish/Town Councils wholly or mainly in its area and the members of those Parish/Town Councils;
- g) the presentation of an annual report by the Chairman of the Standards Committee to Council.

2.0 Who Sits on the Standards Committee?

The Committee is made up of six Wokingham Borough Council Members. These Members are voting members of the Committee and are appointed on the basis of political proportionality. An elected Member from Wokingham Borough Council chairs the Committee. The current Chairman is Councillor UllaKarin Clark.

The Committee also includes three, non-voting, Town and Parish Council representatives.

The 2017/2018 membership of the Committee was:

- UllaKarin Clark, (Chairman)
- Ken Miall (Vice-Chairman)
- Chris Bowring
- Prue Bray
- Pauline Helliar-Symons
- Paul Swaddle

- Sally Gurney (Wokingham Town Council)
- Roy Mantel (Twyford Parish Council).
- Roger Loader (Barkham Parish Council) – part year.

3.0 Independent Persons

Under the terms of the Localism Act 2011, Wokingham Borough Council is required to appoint an Independent Person (a member of the public, not a Council Officer or elected Member) whose views must be sought before the Standards Committee takes a decision on an allegation it has decided to investigate. The Independent Person's views may also be sought on an allegation prior to that stage. In addition, a Member who is subject of an allegation may seek the views of an Independent Person. Three people are currently acting in the Independent Person role:

- David Comben
- Paddy Haycocks
- Nick Oxborough

An Independent Person cannot sit as a member of the Standards Committee, but may attend meetings with the same rights as a member of the public.

4.0 Who Supports the Standards Committee?

The Committee is supported by:

- Andrew Moulton, Assistant Director, Governance and Monitoring Officer
- Mary Severin, Borough Solicitor and Deputy Monitoring Officer
- Neil Carr, Democratic Services.

5.0 **Standards Committee Activity in 2017/18**

During the 2017/18 Municipal Year three Code of Conduct complaints were received. The Standards Committee considered an update report on the complaints and investigations at each of its meetings. The complaints related to:

- The conduct of a Borough Councillor at a meeting with external partners.
- The process a Parish Council followed in nominating persons as trustees to a local charity.
- A post on social media made by a Town Councillor.

No action was taking in relation to any of these complaints as it was concluded, in each case, that there had been no breach of the Code of Conduct.

It is worth reiterating that the number of complaints received should be seen in the context of there being 54 Borough Council Members and over 200 Members of Town and Parish Councils across the Borough.

Whilst recognising that the level of complaint activity in 2017/18 was very low, the Committee continues to recognise the importance of dealing with every complaint seriously and expeditiously.

6.0 **Standards Committee – Future Actions**

The Committee will continue to seek improvements to the Code of Conduct and supporting processes to ensure continuous improvement in line with best practice. In so doing it will seek to maintain the credibility and good governance of the Borough, Town and Parish Councils.

The Committee will also deliver further training and support, as necessary, to underpin high standards of ethical behaviour by elected Members and Officers across the Borough. High standards of behaviour help to build trust in elected representatives which is crucial to the democratic process.

The Committee has also submitted comments to the Review of Ethical Standards in Local Government undertaken by the Committee on Standards in Public Life. The review is examining the structures, processes and practices relating to codes of conduct, investigation of breaches of said codes, sanctions for misconduct, managing conflicts of interest and whistleblowing.

The Committee on Standards in Public Life aims to report on these issues later in 2018. Any learning points from that report will be incorporated into local policies and procedures to ensure that the highest standards of conduct are maintained.

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REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES 2017/18

NAME OF ORGANISATION	Author	Page
Berkshire Healthcare NHS Foundation Trust	Richard Dolinski	1
Bracknell & Wokingham College	Pauline Helliar-Symons	4
Citizens Advice Wokingham	Parry Batth	6
Keep Mobile	Alison Swaddle	11
Local Government Association General Assembly	Charlotte Haitham Taylor, Rachelle Shepherd-DuBey, David Lee	13
Mid & West Berks Local Access Forum	Angus Ross	15
Readibus Management Committee	Guy Grandison	17
Royal Berkshire Fire Authority	Alistair Auty, Pauline Helliar-Symons, Philip Mirfin, Angus Ross	19
Royal Berkshire Hospital Foundation Trust Board of Governors	Richard Dolinski	22
Sonning & District Welfare and Educational Trust	Mike Haines	25
South East Employers	Alistair Auty, Stuart Munro	26
South East Reserve Forces and Cadets' Association (SERFCA)	David Sleight	29
Standing Conference on Archives	Pauline Jorgensen	31
Strategic Aviation Special Interest Group of the LGA (SASIG)	David Sleight	33
Thames Valley Berkshire Local Enterprise Partnership Ltd and Thames Valley Berkshire City Deal Joint Committee	Stuart Munro	35
Wokingham and District Association for the Elderly (WADE)	Dianne King	37
Wokingham Borough Sports Council	Michael Firmager	38
Wokingham Job Support Centre Management Committee	Stuart Munro	40
Wokingham Volunteer Centre	Dianne King	41
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Woodley Town Centre Management Initiative	Keith Baker, Kate Haines	44
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WOKINGHAM BOROUGH COUNCIL

APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM

MUNICIPAL YEAR: 2017-2018

Name of Organisation	Berkshire Healthcare NHS Foundation Trust
Name of Member	Richard Dolinski
Capacity appointed, e.g. trustee, director, observer etc	Governor
Number of meetings called to attend	Council of Governors: 5 Locality: 3 Joint Board: 2
Number of Meetings attended	Council of Governors: 4 Locality: 1 Joint Board: 2
Reasons for not attending, if appropriate	Clash with WBC meetings
<p>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.</p> <p>ED (Emergency Department) Streaming - the Trust has met this target and has varied the WestCall contract to provide an in hours service at the Royal Berks, to make it easier for GPs to support. This is an opportunity, out of the Accountable Care System, to work differently. Reduced activity by 10% by diverting patients. Patients are still admitting it is easier to turn up at RBH. Strength of the service is based on the clinician on the front door. Long run up in preparation and meetings on clinical governance. About moving flow and amount of risk that a GP is taking. Positive feedback from GPs who have got involved.</p> <p>High Intensity User Scheme - the Trust provides a High Intensity user scheme through the Hub looking at an identified group of patients who have regular admissions, many of which have drug and alcohol issues.</p> <p>NHS111 Triage - GPs at the Clinical Hub taking 111 calls for the Thames Valley which is having an impact on how people enter the system and are treated. Aspiration of 60% of patients getting through to a GP or clinician by March. Patients are given a call back or a warm transfer to a GP. Conversion rate is 40%+ of patients with an outcome there and then. In many cases it gives patients confidence to treat themselves.</p> <p>Interaction with Primary Care - Wokingham Medical Centre is now part of Modality, a private provider based in Birmingham.</p> <p>GP Alliance Federation - is now established in Wokingham, which is making a huge difference. Opportunities for joint working; more consistent voice when talking to partners in the system. The Trust is already discussing whether they need to form a bigger west-wide alliance. Also they are trying to have a collegiate way of working and providing more services. Some GPs are also working in the clinical hub during the day.</p> <p>Up skill nurses - the Trust used to have one of the best L&D programmes, but there are no longer nurse bursaries and funding has been reduced. The Trust has put budget into our Quality Improvement programme; will be acting in a different way as a system. Flattening the</p>	

structure and allows staff on the ground to have an input. The bigger issue is with the flow of newly qualified staff coming through. The introduction of the Apprenticeship levy is now having an impact. Less money for certain programmes, but on the back of the new apprenticeships at all levels staff can continue to progress whilst training on the job.

Quality Improvement Programme - Wokingham locality is involved with the new QI Programme with our two inpatient wards involved in the 2nd wave. They are currently attending weekly training sessions led by KPMG, where they are being asked to understand concepts and put into practice while doing their day jobs. This is different to QIPP; the Trust is trying to achieve the same thing but this is around lean thinking in healthcare.

CCGs - West Berkshire 4 CCGs will be merging, so there will be some rationalisation of staff. Admin resource split, some given to the Alliance Federation. More rationalisation on estates in due course. Reaching a perfect storm – GPs aligned, one CCG.

What background /briefing information did you receive from the organisation on its constitution, aims, objectives etc and was it sufficient to enable you to carry out your appointed role?

Please indicate how effective you think the organisation is, e.g. has it met or contributed to the Council's Vision and Priorities and give examples to illustrate your reply?

Berkshire Healthcare NHS Foundation Trust is a strategic healthcare partner with Children Services and Adult Social Care. For example, Intermediate Care Wokingham service is run by a multi-disciplinary team that, includes employees from Berkshire Healthcare and from Wokingham Borough Council. There is a single point of access that mainly takes health service related referrals. However, the coordinators will take the details if the referral comes to them instead of Wokingham Borough Council and will pass it on to the appropriate service.

Do you think the Council should continue to be represented on this Outside Body?

Yes

Please state the rationale FOR OR AGAINST having a representative

Berkshire Healthcare NHS Foundation Trust is a partner stakeholder providing community healthcare with Wokingham Borough Council.

Please provide any additional information that fellow Members might find useful

**Child & Adolescent Mental Health Service Performance Report Q 2 2017/18
Berkshire West CCG's**

The increase in referrals has continued through Q2 with referrals to CPE up 20% on the same quarter last year and referrals accepted as appropriate through CPE to the specialist teams up by 10%. The total number of young people waiting for the service has increased by 3.8% and targets have been missed for routine referrals in some areas of the service. This should be viewed as a positive achievement given the increase in referrals both received and accepted. However the risk of further increases in numbers waiting and waiting times across all areas of the service if this trend

continues, should be noted.

The quality of referrals has improved since the go-live of the on-line referral form, with a number now coming directly from SENCo's, counsellors and other local colleagues, indicating that messages that they should make the referral when they are the best person to do so are being heard.

The Trust is starting to see the benefits of the integrated CYPF Health Hub, with good examples of young people referred to the autism assessment team experiencing earlier identification of other difficulties and receiving earlier support from CYPIT services. Progress has been made with joint assessments for ASD and ADHD and have a small number of young people who have benefited from integrated assessments.

The CYPF on-line resource went live internally in late September and was launched to external partners on 5th October. This brings together information, self-help guidance and resources for a wide range of physical and mental health difficulties, making these resources accessible to young people, families, professional and other colleagues as well as CAMHS and wider CYPF staff.

Service users have continued to influence and shape service development and delivery with models of engagement and participation developed in CAMHS now being rolled out more widely across CYPF services. A range of Routine Outcome Measures are used widely across the service however, the use of the electronic tools that have been built into the RiO Electronic Record system to enable reporting is an area for further action.

Councillor: Richard Dolinski

Dated: 2nd March 2018

WOKINGHAM BOROUGH COUNCIL

APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM

MUNICIPAL YEAR: 2017-2018

Name of Organisation	Bracknell and Wokingham College
Name of Member	Pauline Helliard-Symons
Capacity appointed, e.g. trustee, director, observer etc	
Number of meetings called to attend	
Number of Meetings attended	
Reasons for not attending, if appropriate	
<p>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.</p> <p>This year there have been two major developments at the College – the Ofsted inspection, and the decision to merge with Activate Learning, who run Reading College.</p> <p>The Ofsted inspection took place in January, and came out as universally Good. Some of the highlights in the report were that managers have improved the quality of teaching, learning and assessment for Apprentices with a high standard of work being achieved; good achievement of the qualifications students set out to gain; a high standard of behaviour; and effective safeguarding. The report commented on the good quality of management at top level among the senior staff, and Governors who are “tireless advocates of the benefits of further education and who understand the College well, holding senior leaders to account”. In order to develop into the Great category, teachers could have higher expectations of students and apprentices so that the most able can make the progress they are capable of, and better qualifications are needed in English, with spelling, vocabulary, grammar and analytical and evaluation skills needing strengthening. It should be noted that all students now have to gain a pass in English and Maths, and there are therefore classes for all students who did not gain these qualifications at school.</p> <p>The second major event, the decision to merge with Activate Learning which will take place in August ready for the next academic year, is part of a government initiative to encourage smaller college to amalgamate. Activate Learning is based in Reading College, although also has a college in Oxford, and will enable the combined College to offer more courses, and enable students to attend the location best suited to them – of particular benefit to our young people who live in the north of the Borough. Bracknell and Wokingham College will keep its own identity, however. It has still to be decided how the governance arrangements will work.</p> <p>A recent initiative is that Bracknell and Wokingham College, as a member of the LEP, has been chosen to pilot some work with local businesses, to identify what skills local</p>	

business requires of young people, and to work on developing these specific skills in the College. This is quite an accolade for the College, showing that the Government recognises its worth.

The ongoing challenge is finance. There is still a big debt to be repaid for the building of the new College building a few years ago: this is to some degree being offset by the recent sale of the Wick Hill site in Bracknell for housing. But the fall in the number of students recruited, as more stay at school 6th forms, has made it harder to balance the books, although currently they are balanced. Hopefully the merger will to some degree address this problem.

Finally, Wokingham Borough Council might be aware that there are funding benefits to be had by increasing the number of apprentices we have signed up.

What background /briefing information did you receive from the organisation on its constitution, aims, objectives etc and was it sufficient to enable you to carry out your appointed role?

Please indicate how effective you think the organisation is, e.g. has it met or contributed to the Council's Vision and Priorities and give examples to illustrate your reply?

Do you think the Council should continue to be represented on this Outside Body?

Yes/No

Please state the rationale FOR OR AGAINST having a representative

Please provide any additional information that fellow Members might find useful

Councillor: Pauline Helliard-Symons

Dated:

WOKINGHAM BOROUGH COUNCIL

APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM

MUNICIPAL YEAR: 2017-2018

Name of Organisation	Citizens Advice Wokingham
Name of Member	Cllr Parry Batth
Capacity appointed, e.g. trustee, director, observer etc	Trustee and Director
Number of meetings called to attend	5
Number of Meetings attended	2
Reasons for not attending, if appropriate	
<p>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.</p> <p>Citizens Advice Wokingham is an independent registered charity employing 10 people part time in 2 offices in Wokingham Borough. They have around 95 people that volunteer for them.</p> <p>Citizens Advice Wokingham provides a free, confidential, impartial and independent service of problem solving information, advice, mediation, representation and support for all members of the community regardless of race, gender, age, sexuality or disability. They help people with their problems in welfare benefits, debt, consumer issues, employment, housing, legal, relationship, tax, utilities, community Care, education, health and immigration.</p> <p>Their aim is to ensure that individuals do not suffer through lack of knowledge of their rights and responsibilities or of the services available to them, or through an inability to express their needs effectively, and equally to exercise a responsible influence on the development of social policies and services both locally and nationally.</p> <p>The aims of the Citizens Advice service are:</p> <ul style="list-style-type: none"> ■ to provide the advice people need for the problems they face ■ to improve the policies and practices that affect people's lives <p>In the year 2017-18 they expect to see around 4,200 new unique clients with around 3,400 of them living within Wokingham Borough. They expect that the 3,400 people from Wokingham will need help with around 7,800 new problems.</p>	
<p>What background /briefing information did you receive from the organisation on its constitution, aims, objectives etc and was it sufficient to enable you to carry out your appointed role?</p> <p>I have been a trustee and director for 3½ years and was fully briefed by the Chief Executive and Chair when I started on the board. Since then I have attended a number of board meetings, where amongst other things, there is a current briefing</p>	

from the Treasurer on finances and from the Chief Executive on all aspects of the organisation.

Please indicate how effective you think the organisation is, e.g. has it met or contributed to the Council's Vision and Priorities and give examples to illustrate your reply?

I think Wokingham CAB is very effective indeed in helping to resolve many issues for the Wokingham residents. The organisation is funded by WBC, and others, and serves the local Wokingham Community very well. The advice given is very well defined on the organisation's website – www.citizensadvicewokingham.org.uk.

Increasing the vibrancy, strength and sustainability of the borough's local communities

The key indicators related to increasing the vibrancy, strength and sustainability of local communities are Welfare Benefits, Employment, Debt, Relationships and Housing.

These are the latest released figures - for the 6 months (Apr – Sep 17), - which will be updated in April/May 2018 - are:

	No. in period	%	% change from same period in 2016
Benefits	1,145	29.1%	-11.5%
Debt	899	22.8%	+36%
Employment	324	8.2%	-34%
Housing	369	9.4%	-17.1%
Relationship	337	8.6%	-20%

The total number of problems in the half year decreased by 331, the overall numbers for the five indicators also decreased - by 155 issues. Problems with welfare benefits are still the number one problem and fairly level. However, major changes are happening in the second half year.

Some outcomes in the 12 months to 30 Sept 2017:

29 families kept their homes because of our help.

2 people had DROs

2 people went bankrupt with our help.

1 person had their debt cancelled due to the Limitation Act

3 people had their debts written off

Many others had payment plans agreed.

To work with local residents, volunteers and partner agencies to improve the health, wellbeing and quality of life of local residents

There are currently have 95 local residents volunteering in various roles, including advisers, assessors, admin and reception staff and Trustees.

During the year they have closely worked with Transform Housing in order to provide personalized help and advice for their clients. They also work with the local food banks and have, this year, seen a dramatic increase in referrals.

They also have a home visiting team, who visit clients that cannot travel, or are housebound, to help them with any issue. This is mainly with disability benefit issues.

They have also gathered evidence and helped Citizens Advice campaign on the unfairness of the current disability benefits assessment system.

They are currently gathering evidence on Homelessness and work closely with Wokingham Borough Councils Housing Needs Team. They are also monitoring how Personal Independence Payments claimants are doing, how people with mental health issues cope, consumer problems, car finance and issue related to Brexit.

Citizens Advice carried out an independent survey of clients. Results:

Overall experience	84% positive or very positive
Accessibility	85% positive or very positive
Helped to find a way forward	80% positive or very positive
Problem resolved	73% positive or very positive
Would recommend	86%

To help local residents to access the full range of council services and improve their customer experience

Referrals to WBC services in the 6 months

Housing	21
HB/CTB Office	12
Council Tax	3
Social Services	13
Environmental Health	2
Other	0
Children's Services	7
Education	3
Planning	1
Neighbourhood Office	0
Trading Standards	5
	67

To support vulnerable members of the community to maintain or increase their independence, and to help them become self-sufficient and self-reliant.

This is a summary of vulnerable members of the community that were helped in the 6 months.

Age		
Aged under 25	52	3.3%
Aged over 64	304	19.3%

Of the 1,572 clients, 52 (3.3%) did not give their age.

Disability		
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Disabled	113	7.2%
Long term health condition	349	22.2%

Of the 1,572 clients, 185 (11.8%) did not say if they had a disability or not.

Housing Types		
Staying with relative/friends	130	8.3%
Homeless (inc B&B)	9	0.6%
Hostel	0	0.0%
Prison	0	0.0%

Of the 1,572 clients 228 (14.5%) gave no information on their housing.

Occupation		
Unemployed	133	8.5%
Sick/disabled	71	4.5%
Carer	34	2.2%

Of the 1,572 clients 483 (30.7%) did not give their occupation.

Low income households (pcm)		
Single parent <£1,261	147	9.4%
Single person <£708	149	9.5%
Couple parents <£1,483	69	4.4%
Couple <£1,058	97	6.2%
	462	29.4%

44.5% of clients did not give their household income.

The above categories are based in the DWP report *Households Below Average Income: An analysis of the UK income distribution: 1994/95-2015/16* published on 16 March 2017. The figures are from households ordered in the 10th percentile.

BAME groups		
Asian	120	7.6%
Black	82	5.2%
Other	31	2.0%
Mixed	24	1.5%
	257	16.3%

Other includes:

- Any other
- Other – Arab
- White Irish
- White Gypsy or Irish Traveller

Note that of the 1,572 clients 58 (3.7%) did not give their ethnicity.

Do you think the Council should continue to be represented on this Outside Body?	YES
Please state the rationale FOR OR AGAINST having a representative	
To allow WBC to have a voice at Citizens Advice Wokingham and monitor the organisation's activities to ensure fair play.	
Please provide any additional information that fellow Members might find useful	

Councillor: *Parry Batth*

Dated: 1st March 2018

WOKINGHAM BOROUGH COUNCIL

APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM

MUNICIPAL YEAR: 2017 - 2018

Name of Organisation	Keep Mobile
Name of Member	Alison Swaddle
Capacity appointed, e.g. trustee, director, observer etc	WBC representative
Number of meetings called to attend	11
Number of Meetings attended	5
Reasons for not attending, if appropriate	Clash with borough or town council meetings and also health and family issues.
<p>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.</p> <p>Oversight of the management and finances of a service which enables residents with reduced mobility to have door to door transport.</p>	
<p>What background /briefing information did you receive from the organisation on its constitution, aims, objectives etc and was it sufficient to enable you to carry out your appointed role?</p> <p>I joined the management committee in May 2015 and was given a good introduction.</p>	
<p>Please indicate how effective you think the organisation is, e.g. has it met or contributed to the Council's Vision and Priorities and give examples to illustrate your reply?</p> <p>An invaluable service is provided for the vulnerable, those with less mobility and the elderly enabling them to escape their own four walls and so have improved well-being and quality of life.</p> <p>The buses are used for regular transport to day centres, for dial ride to be able to for example: visit friends and family, for hospital, clinic or GP appointments, to attend club meetings, to go to church, to sports fixtures or to work. Additionally an extensive range of interesting day trips is offered.</p> <p>Work is currently undertaken work for Local Authorities and voluntary organisations. This may be for transport to regular meetings or one off outings to a venue. Passengers receive an excellent and affordable door to door service looked after by well-trained drivers and assistants who ensure that every individual is treated with the highest respect and care.</p>	

Do you think the Council should continue to be represented on this Outside Body?	Yes
Please state the rationale FOR having a representative To ensure that the services provided meet the high standard expected by the Council, to provide support to the volunteers who form the management committee and to help with communication and co-ordination.	
Please provide any additional information that fellow Members might find useful This year Keep Mobile celebrated its Silver Jubilee of 25 years of service and welcomed the Prime Minister and other local MPs aboard. It is changing its status at the April AGM to become a charity.	

Councillor.....ALISON SWADDLE

Dated:.....11/03/2018.....

Signed..... 

WOKINGHAM BOROUGH COUNCIL

APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM

MUNICIPAL YEAR: 2017-2018

Name of Organisation	Local Government Association General Assembly Annual Meeting
Name of Member	Charlotte Haitham Taylor
Capacity appointed, e.g. trustee, director, observer etc	Representative
Number of meetings called to attend	1
Number of Meetings attended	1
Reasons for not attending, if appropriate	n/a
<p>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.</p> <p>During the municipal year the Local Government Association (LGA) supported local government to secure positive change to the following legislation: Bus Service Act 2017, Children and Social Work Act 2017, Digital Economy Act 2017, Homelessness Reduction Act 2017, Investigatory Powers Act 2017, National Citizens Service Act 2017, Neighbourhood Planning Act 2017, Policing and Crime Act 2017, and the Local Government Finance Bill.</p> <p>During 2016/17 the LGA gave evidence to more than 40 parliamentary inquiries, which covered issues such as: health and care, housing, council finances, child migrants, food waste, rural tourism, housing for older people and multi-academy trusts.</p> <p>In 2016/17, in making the case for local government, the LGA has been referenced on 691 occasions in the House of commons and on 362 occasions in the House of Lords.</p>	
<p>What background /briefing information did you receive from the organisation on its constitution, aims, objectives etc and was it sufficient to enable you to carry out your appointed role?</p> <p>The LGA sends out monthly bulletins to members providing useful information on current policy papers that central government are consulting on, updates from the LGA Board Chairs, topical research papers as well as a monthly magazine.</p> <p>Political groups also send out monthly news bulletins to members. The LGA also offers councils topical peer reviews, peer to peer mentoring, and other events throughout the year such as conferences, training events, and forums.</p>	
<p>Please indicate how effective you think the organisation is, e.g. has it met or contributed to the Council's Vision and Priorities and give examples to illustrate your reply?</p> <p>The LGA works to shape the Government's approach to local government, and this</p>	

means, from Wokingham Borough's perspective, ensuring that the Government does not pursue policies that are detrimental to the Borough, our Council or our residents. It also provides the Council with a voice to press for positive changes that would enable us to better pursue our vision and priorities.

Do you think the Council should continue to be represented on this Outside Body?

Yes

Please state the rationale FOR OR AGAINST having a representative

By the Borough Council being a member of the LGA, and therefore having representatives from this Council at the General Assembly, this enables us to continue to have a voice in the local government community, putting forward issues or concerns that specifically affect Wokingham Borough. It also makes it possible for us to contribute to discussions around matters affecting local government in general.

Please provide any additional information that fellow Members might find useful

The Local Government Association General Assembly meeting was held at the Local Government Association Annual Conference on 4th July 2017 at the International Convention Centre in Birmingham. This meeting takes place as part of the LGA's Annual Conference and Exhibition.

The Chief Executive of the LGA, Mark Lloyd welcomed representatives to the meeting and highlighted the role of the General assembly in electing the political leadership team who would drive the LGA agenda on behalf of Local Government for the next 12 months.

Lord Bob Kerslake was elected for the position of the President of the Association for 2017/18

Lord Gary Porter was elected Chairman of the Association of the LGA for 2017/18
Four Vice-Chairs were elected to the Association for 2017/18: Cllr. Nick Forbes (Labour), Cllr. David Simmonds CBE (Conservative), Cllr. Howard Sykes (Liberal Democrats) and Cllr. Marianne Overton MBE (Independent).

Ten Deputy Chairs were elected to the Association for the LGA for 2017/18: Cllr. Sean Anstee, Cllr. Paul Carter CBE, Cllr. Peter Flemming, Cllr. Lizzi Seccombe OBE, Cllr. Sue Murphy, Cllr. Peter Box CBE, Cllr. Michael Payne, Cllr. Lib Peck, Cllr. Ruth Dombey OBE, Cllr. Peter Reeve.

The General Assembly were also invited to note the appointment of 57 Vice- Presidents from different political parties for 2017-18, which included MPs, MEPs and Peers. The LGA agreed in the General Assembly to set up a new incorporated LGA as an unlimited company, adopted proposed changes to the constitution, reported their Financial Statements and their Annual report of the Audit Committee.

In 2018 the LGA conference will be held in the International Convention Centre Birmingham from Tuesday 3rd – Thursday 5th July 2018. This is an opportunity for members attending to listen to seminars on the latest innovation and policy direction in local government, understand the LGA's position on current government policy, learn from best practice from around the country, and meet with MPs to raise issues affecting local government.

Councillor: Charlotte Haitham Taylor

Dated: 12th March 2018

WOKINGHAM BOROUGH COUNCIL

APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM

MUNICIPAL YEAR: 2017-2018

Name of Organisation	Mid and West Berks Local Access Forum	
Name of Member	Cllr Angus Ross	
Capacity appointed, e.g. trustee, director, observer etc	Member	
Number of meetings called to attend	3	
Number of Meetings attended	1	
Reasons for not attending, if appropriate	1 was a meeting clash and one I was unwell. However, have been active throughout the year in ongoing email discussions and also links with WBC PROW Officer. Also attended 2017 National Conference on behalf of M&WBLAF	
Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.		
<p>Review of progress with Rights of Way Improvement Plans (ROWIPs) across the three councils. Finding new Members Finding ways to improve access to Public Rights of Way (PROW) (Stiles into kissing gates etc) Advising on issues of access, wrong vehicles using PROW, how to contribute to planning applications and local and neighbourhood plans, Brexit opportunities. Selling our Greenways and Loddon Path initiatives</p>		
What background /briefing information did you receive from the organisation on its constitution, aims, objectives etc and was it sufficient to enable you to carry out your appointed role?		
I have worked closely with our Public Rights of Way officer and the Chairman of the LAF and links with our local Loddon Valley Ramblers.		
Please indicate how effective you think the organisation is, e.g. has it met or contributed to the Council's Vision and Priorities and give examples to illustrate your reply?		
Not directly related to our Vision but aims to enhance the outdoor off-road access and linkages to built-up areas, country parks etc.		
Do you think the Council should continue to be represented on this Outside Body?	Yes	

Please state the rationale FOR OR AGAINST having a representative

Representative can gain ideas from other bodies but also can explain to others the good, innovative and effective approach WBC has to PROW.

Please provide any additional information that fellow Members might find useful

Nil

Councillor: Angus Ross

Dated: 1 March 2018

WOKINGHAM BOROUGH COUNCIL

APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM

MUNICIPAL YEAR: 2017-2018

Name of Organisation	ReadiBus
Name of Member	Guy Grandison
Capacity appointed, e.g. trustee, director, observer etc	Trustee/director
Number of meetings called to attend	6
Number of Meetings attended	4
Reasons for not attending, if appropriate	Other Meetings and Illness

Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.

ReadiBus is the dial-a-ride bus service for people with restricted mobility in and around Reading. The bus service is for people of all ages who cannot make use of the mainstream bus services offered in the area. When ReadiBus started out, mainstream bus services and other forms of public transport were much more difficult for people with restricted mobility to use.

What background /briefing information did you receive from the organisation on its constitution, aims, objectives etc and was it sufficient to enable you to carry out your appointed role?

Before all Meetings, we receive additional information from the General Manager and other Trustees as to the operational capacity and financial stability of ReadiBus. This information is highly detailed and informative and should further information be required then all that is needed to be done is ask the General Manager for further information either before or during a meeting.

Please indicate how effective you think the organisation is, e.g. has it met or contributed to the Council's Vision and Priorities and give examples to illustrate your reply?

Readibus faces a challenging next twelve months as they are moving away from the traditional lump funding from its principle authority (RBC) and has instead initiated a contract based terms to provide transport for users instead, with members of staff previously at RBC being brought on by ReadiBus. This Contract has now started.

This has changed the funding cycle and the board has been busy preparing the accounts

for this change.

Readibus will be fine due to sound financial management and can survive this change but the next twelve months will be a transition period.

Due to the changes in operational funding some buses have been stood down from active duty and rotation and certain routes have been discontinued in order to provide a more sustainable service In the long run.

The number of complaints in the last year has dropped and punctuality has improved again.

The number of miles travelled per bus and efficiency of passages carried has remained steady.

Readibus is doing reasonably well in this increasingly uncertain financial times but there is only so much that can be cut before it effects services and they are looking into future funding areas from an operational point of view.

ReadiBus has some challenges ahead and is rising to meet them and they deserve the continued support of Wokingham Borough Council as they perform a vital community service to local residents and there is more that WBC can do to support them beyond the purely financial side.

It is a fantastically run organisation both in terms of passion and belief in what is being done and has been running in the reading area for over 35 years now.
long may it continue.

Do you think the Council should continue to be represented on this Outside Body?

Yes

Please state the rationale FOR OR AGAINST having a representative

They provide a vital community service for thousands of WBC residents.

Please provide any additional information that fellow Members might find useful

Date & Location of AGM to be confirmed for July

Representative: Guy Grandison

Signed: *Guy Grandison*

Dated: 12/03/18

WOKINGHAM BOROUGH COUNCIL

APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM

MUNICIPAL YEAR: 2017-2018

Name of Organisation	Royal Berkshire Fire Authority
Name of Members	Cllr Alistair Auty (AA), Philip Mirfin (PM), Pauline Helliar-Symons (PH-S) and Angus Ross (AR)
Capacity appointed, e.g. trustee, director, observer etc	Appointed WBC Members
Number of meetings called to attend Sept 17 to Mar 18	AA and PM 4 PH-S 5 AR 7
Number of Meetings attended Sept 17 to Mar 18	AA 2 PM 3 PH-S 4 AR 7
Reasons for not attending, if appropriate	Usually clashes with other council meetings
<p>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.</p> <p>Cllr Pauline Helliar-Symons as Vice-Chairman. As for all Berkshire Authorities, the biggest challenge this year has been the budget. In addition to the normal inflationary element, we have also had the additional work caused by the Grenfell disaster, and also the higher than expected pay deal for the firefighters, an issue that has still not been resolved but which will be considerably higher than the 1% forecast by the government. Fire Service officers and leading members have worked long and hard, and very imaginatively, to continue to provide one of the best services in the country. The solutions have ranged from reducing the number of managers at senior and middle management level, to closing the retained station at Pangbourne. The latter is not as drastic as it sounds, since the new station that will soon be built at Theale will cover the same area more efficiently. Wargrave retained station is still at risk as there were not enough volunteers to staff it, but more volunteers are being trained and we hope it can remain open after a further review in October.</p> <p>One casualty of the ongoing national pay dispute has been that the Fire Brigades Union (FBU) nationally has stopped all co-responding as part of their bargaining power. This has affected our Wokingham station, although at Hungerford, staffed by non union volunteers, the activity continues with much success and examples of lives being saved.</p> <p>There have been a number of staff and structure changes this year. As well as reduction in middle management officers, there has been a big push to improve the capacity of all staff through many detailed training programmes, to help deliver the significant changes and</p>	

improvements we are striving for. Also, there is now a more robust member development system, which is designed to ensure all members are fully up to date with the many changes taking place in the fire service. Members have two joint workshop sessions with officers to ensure that we are all heading in the same direction in our objectives.

Two highlights of the year were the awards ceremony last May with 90 teams and individuals recognised for their contribution, and the winning of Workplace of the Year at the Get Berkshire Active awards this February. To win this we had to demonstrate how our work encourages the physical fitness of staff, and the training and development of the PE supervisors. Overall, there is ongoing and very successful work of:

Protection, especially in reaction to Grenfell.

Prevention, such as working with young people and the huge number of home fire safety checks carried out in the homes of vulnerable people.

Response to the everyday emergencies of fire and, more frequently, road traffic collisions.

We can genuinely say that we believe that the Royal Berkshire Fire and Rescue Service has become one of the best in the country, and that all four of your representatives have taken a very active part in achieving this. All we now need to do is persuade developers and planners that putting fire sprinklers into HMO's and schools, as well as industrial and community premises, would undoubtedly save lives and the impacts of the damage fire causes!

Angus Ross, as the Lead Member on RBFA for Strategic Assets – that's the Buildings, Vehicles, and facilities and IT support – in the last year has worked with RBFA officers to produce some major steps forward. This includes the appointment of and early success of professional staff and partners especially in the fields of:

- a. IT where the Strategy has been adopted, contracts reviewed and consolidated and savings made whilst providing 21c facilities and support.
- b. Vehicles where a collaborative project with Oxfordshire and Bucks/Milton Keynes FRS and a specialist provider has given the first tranche of new standardised and very effective fire appliances. There are benefits of standardisation, interoperability and cost and the provision of state of the art tools such as battery-operated cutting gear enabling immediate deployment of the kit.
- c. Opening of the first collaborative station rebuild in Hungerford. This is being followed by preparation, which is well advanced, for further building projects to not only provide 'Stations in the heart of Communities' but providing for the local needs of the Thames Valley Police and the South Central Ambulance service. Stations near to our borough which will benefit from this programme include Whitley Wood and Crowthorne.

A Property Task & Finish Group including Philip Mirfin is providing additional and useful input and support to the property programme.

A new Collaboration Task and Finish Group has recently been set up which Alistair Auty sits on alongside three other members and the Assistant Chief Fire Officer. It's purpose is to assist the Authority in its duty to collaborate with the other emergency service agencies, as required by the Policing & Crime Act, 2017. We will be engaging with the Thames Valley Collaboration Steering Group as well as liaising with local councils to ensure we successfully develop partnership working with these key agencies.

Cllrs Alistair Auty and Philip Mirfin both sit on the Audit and Governance Committee

<p>What background /briefing information did you receive from the organisation on its constitution, aims, objectives etc and was it sufficient to enable you to carry out your appointed role?</p> <p>Induction sessions are held and each year there is at least one Planning Workshop to get Members and Officers together to review the Service's progress and how best to move forward.</p>	
<p>Please indicate how effective you think the organisation is, e.g. has it met or contributed to the Council's Vision and Priorities and give examples to illustrate your reply?</p>	
<p>Do you think the Council should continue to be represented on this Outside Body?</p>	<p>Yes, statutory</p>
<p>Please state the rationale FOR OR AGAINST having a representative</p> <p>Required that each Unitary authority provide their share of the 20 Councillor Fire Authority – currently 4 for Wokingham BC.</p>	
<p>Please provide any additional information that fellow Members might find useful</p> <p>Nil</p>	

Councillor Angus Ross for Cllrs Auty, Helliard-Symons, Mirfin and Ross

Signed Angus Ross for Cllrs

Dated:.....9 March 2018.....

WOKINGHAM BOROUGH COUNCIL

APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM

MUNICIPAL YEAR: 2017-2018

Name of Organisation	Royal Berkshire NHS Foundation Trust
Name of Member	Richard Dolinski
Capacity appointed, e.g. trustee, director, observer etc	Governor
Number of meetings called to attend	Council of Governors: 5 Joint Board: 2 Open day: 1 Committee meetings: 2
Number of Meetings attended	Council of Governors: 5 Joint Board: 2 Open day: 1 Committee meetings: 2
Reasons for not attending, if appropriate	
<p>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.</p> <p>What Matters - the Trust launched a staff engagement programme, face-to-face conversations. The programme has been used to design a Behaviour Framework. Forums have been set up for BAME staff to meet with the Director of Workforce and other directors to talk about their experiences of working at the Trust, the purpose of which was to drive improvements in the experience of BAME staff.</p> <p>Kings Fund Roundtable Discussion – this past year senior hospital staff have participated in a roundtable discussion hosted by the Kings Fund on the ACS/ICS, drawing on experience from system leaders from New Zealand who have shared many parallels on how they started up and operated their ACS/ICS.</p> <p>Proton Beam Partners International – the hospital has started a strategic conversation with PBPI who are developing the latest in Proton Beam therapy with a plan to work with them to provide wider services. NHS England are now also considering a wider tender for Proton Beam therapy to provide NHS Proton Beam services down the road. Proton Beam Partners have a plan to build 5 UK centres by 2019 with their Thames Valley Centre construction well underway near Reading.</p> <p>Car parking - in April 2017, Reading Borough Council rejected the Trust's planning application for additional parking spaces. Parking and Traffic Survey suggested the Trust was at least 20 spaces short at peak times, which provided justification for car parking expansion. A review of all parking permits will be undertaken and there is a proposal to increase parking and drop off zones where possible. The Trust provides a number of initiatives to support staff, including a dedicated staff travel website and interest free loans available towards the purchase of a motorcycle or bicycle and season tickets for public transport. Furthermore, Reading Buses offered a 20% reduction for season tickets and electric cars were available for eligible staff.</p> <p>Satellite Sites - the Trust is reviewing service provisions at its satellite sites in attempt</p>	

to enhance the availability and accessibility of care. Aside clinical benefit, it would ease pressure on parking at the Reading site.

Hydrotherapy Pool - The Trust has deferred the closure of the Hydrotherapy service for the foreseeable future. The Trust has worked closely with local commissioners, MPs, service users and staff to identify an appropriate alternative provision. However, the facility has undergone a refurbishment, including repair to the boiler. In addition, other work undertaken has included, improved flooring, re-grouting of the pool, new showers, new lighting, new drainage, new pool cover and equipment.

GP Streaming - the Trust has introduced a new and innovative GP streaming process to help with the demand placed on Emergency Department. As part of triage management of patients, some are signed posted to see a GP rather than wait to see an ED doctor/consultant. The service is adjacent to ED.

Radiotherapy at Wexham Park Hospital - the Trust has been working for sometime to develop a coherent business case for the provision of radiotherapy via Berkshire Cancer Centre (BCC) to the population of Slough out of Wexham Park Hospital. There is agreement that there is a clinical and strategic case of need with the development of the business case alongside Frimley Health which includes revenue and capital options.

Joint Venture with Circle - As part of planning for this past winter and to support the residents of Reading, the Trust have entered into an agreement with Circle Hospital to provide extra rehabilitation beds as and when they need them. This has provided a considerable contingency when activity has been intense and the RBH has been under pressure.

Macmillan Partnership – the Trust has a strong partnership with Macmillan that has developed to the point that they have established a joint partnership Board and a work programme that will include a potential major grant application related to the Berkshire Cancer Centre estate.

West Berkshire Community Hospital Renal Unit - The building for the new renal unit is now finished. The Trust is working in collaboration with Sue Ryder and expect all of the facilities and services to be fully operational by the beginning of Spring. Locally, I recently facilitated a meeting between the Archive and a resident to discuss taking in a private SERA (South Earley residents Association) archive on the development of Lower Earley from his father's estate.

What background /briefing information did you receive from the organisation on its constitution, aims, objectives etc and was it sufficient to enable you to carry out your appointed role?

The constitution, aims and objectives are explicitly referred to in documents provide by the Trust. Agendas and supporting papers to Board, Joint Board, Committee, Council of Governors meetings are made available in both hard and electronic copy. In addition, a monthly CEO Blog is published.

Please indicate how effective you think the organisation is, e.g. has it met or contributed to the Council's Vision and Priorities and give examples to illustrate your reply?

Royal Berkshire NHS Foundation Trust is a strategic WBC healthcare partner. Together with the council and other partners the Trust is helping to shape the new Integrated Care System. Also, the Trust has made a value contribution to the Wokingham Health and Wellbeing Board.

Do you think the Council should continue to be

Yes

represented on this Outside Body?

Please state the rationale FOR OR AGAINST having a representative

Royal Berkshire NHS Foundation Trust is a partner stakeholder providing community healthcare with Wokingham Borough Council.

Please provide any additional information that fellow Members might find useful

Inspection – The Royal Berkshire Hospital has been rated ‘outstanding’ by the Care Quality Commission (CQC) with inspectors reporting that it has made ‘significant improvement’. The Trust’s overall rating has risen to ‘good’ as the Trust’s other sites were not inspected during this visit. The Trust’s last inspection was in March 2014 when the Trust was rated as ‘requires improvement’.

The CQC inspected the Royal Berkshire Hospital during September and October 2017, and asked five key questions regarding the services delivered from the hospital in Reading: Are they safe? Are they effective? Are they caring? Are they responsive to people’s needs? Are they well-led?

Staff were able to demonstrate improvement in all of the services inspected which included urgent and emergency care, medical care – including older people’s care, surgery, critical care and outpatients. Inspectors recognised that throughout the Trust staff, teams and services work collaboratively, innovatively and efficiently to deliver joined-up care resulting in better patient experience and outcomes. A number of individual areas were highlighted for their outstanding practice, such as the introduction of a one-stop urology clinic which the report states is improving the service, reducing waiting times and increasing satisfaction amongst patients and staff. The cardiac care unit has provided the most effective 24/7 heart attack service nationally for seven consecutive years, due to the team’s innovative approach, the way they work together and their sustained effort to improve quality. The acute stroke unit team was also recognised for its exceptional performance, with a consistent top rating nationally for clinical care and outcomes. Across the hospital inspectors recognised a culture where staff are proud to work at the hospital and deliver care in line with its vision and values, with patients at the centre of everything they do. There has been a cultural shift throughout the whole Trust to more fully support and actively retain staff. Also the hospital’s continuous work to be more efficient and improve patient outcomes was recognised.

The Trust has also worked hard at improving engagement and fostering positive and collaborative relationships with the local community, people who use its services, partner organisations and other stakeholders to ensure their views are taken into account when planning services.

Councillor: Richard Dolinski

Dated: 2nd March 2018

**WOKINGHAM BOROUGH COUNCIL
APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM
MUNICIPAL YEAR: 2017-2018**

Name of Organisation	Sonning and District Education and Welfare Trust	
Name of Member	Mike Haines	
Capacity appointed, e.g. trustee, director, observer etc	Councillor Representative	
Number of meetings called to attend	2	
Number of Meetings attended	0	
Reasons for not attending, if appropriate	Clash with Council meeting - (2 nd Meeting is scheduled for 24 th April)	
Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.		
The Sonning and District Education and Welfare Trust maintain a modest trust fund with a base of around £60,000. Residents in the area, which include parts of South Oxfordshire, are eligible to apply for an award from the fund if they find themselves in difficult circumstances. The awards are for tangible items, for example a washing machine, a special wheelchair, or to fund a school trip for educational purposes.		
What background /briefing information did you receive from the organisation on its constitution, aims, objectives etc and was it sufficient to enable you to carry out your appointed role?		
I sat with the Chair and the Treasurer on appointment and ran through the processes and aim's of the group. This was sufficient.		
Please indicate how effective you think the organisation is, e.g. has it met or contributed to the Council's Vision and Priorities and give examples to illustrate your reply?		
The Trust has provided small awards for families in dire need, for example assisting in purchasing a specialist scooter for a severely disabled resident, and support for another resident with a life threatening illness.		
Do you think the Council should continue to be represented on this Outside Body?	Yes	
Please state the rationale FOR OR AGAINST having a representative		
This trust is supportive of residents whose need is severe, it is useful to have representation on this body that can provide advice and liaise with WBC Officers as required, there is often a degree of overlap with WBC and with Optalis.		
Please provide any additional information that fellow Members might find useful		

Councillor: Mike Haines

Dated: 10/03/2018

WOKINGHAM BOROUGH COUNCIL

APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM

MUNICIPAL YEAR: 2017-2018

Name of Organisation	South East Employers	
Name of Member	Stuart Munro	
Capacity appointed, e.g. trustee, director, observer etc	Member representing WBC and Executive board member	
Number of meetings called to attend	4	
Number of Meetings attended	3	
Reasons for not attending, if appropriate	Unable to make meeting	
Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.		
Please see attached information sheet		
What background /briefing information did you receive from the organisation on its constitution, aims, objectives etc and was it sufficient to enable you to carry out your appointed role?		
A Full briefing was given by the Director when first joining.		
Please indicate how effective you think the organisation is, e.g. has it met or contributed to the Council's Vision and Priorities and give examples to illustrate your reply?		
This is a well-used service and is a good vehicle for WBC to understand pay negotiations, benchmarking and employment trends		
Do you think the Council should continue to be represented on this Outside Body?	Yes	
If No, please state why		
Please provide any additional information that fellow Members might find useful		

Councillor...Stuart Munro

Dated: 02/03/18

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

Signed

SOUTH EAST EMPLOYERS

What is the legal status of the organisation

A membership organisation.

Aims and Objectives

"To add value to our councils and communities through our wealth of local knowledge and professional expertise."

Trust Deed, Code of Conduct, Constitution, Memorandum or Articles of Association

The organisation's Rules are available at

http://www.seemp.co.uk/see_rules_may_2015.pdf

Status of Appointment (i.e. Observer/Trustee/Director)

Two representatives

Stuart Munro also Member of the Executive Board

Wokingham Representative(s) 2015/16

Alistair Auty and Stuart Munro

Substitutes: Barrie Patman and Rob Stanton

Financial Status

Levy paid by Member Authorities dependent upon size of Authority ie County Councils pay more than Unitary Authorities.

Risk/Liabilities

No risk to WBC as a standalone organisation

Insurance

As above

Is Training Provided

Full briefing information given prior to AGM at the start of the Municipal year.

Frequency of Meetings

Quarterly

Contact Details (organisation)

Name: Jennifer McNeill, Chartered Fellow CIPD, MA, Bed, Regional Director
jennifer@seemp.co.uk

Address: Civic Centre, Winchester, Hampshire, SO23 8BB

Telephone: 01962 840664

Email: info@seemp.co.uk

WOKINGHAM BOROUGH COUNCIL

APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM

MUNICIPAL YEAR: 2017- 2018

Name of Organisation	South East Reserve Forces and Cadet's Association (SERFCA)
Name of Member	Cllr (Col) David Sleight
Capacity appointed, e.g. trustee, director, observer etc	Local Authority representative.
Number of meetings called to attend	3
Number of Meetings attended	3
Reasons for not attending, if appropriate	N/a
<p>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.</p> <p>Membership is actually of the Berkshire Committee of SERFCA where representation is invited from the 6 Berkshire unitary authorities. The Lord Lieutenant of Berkshire is also a member.</p> <p>The role of the Reserve Forces and Cadet's Associations is evolving and, in addition to their traditional role in Reserve Forces recruitment and managing the Reserve Forces and Cadets' estate, they are now involved in a wider role including the promotion of the Armed Forces in the community, the promotion of the benefits of Reserve Forces service to employers and promoting the skills of servicemen leaving the Armed Forces to potential employers.</p> <p>SERFCA completed the new cadet facility at Elizabeth Park in the Norreys ward that was officially opened by the Commander of 11 Infantry Brigade in November 2017 and the new Army Cadets centre in Arborfield in the Barkham ward that was opened by the Lord Lieutenant in January 2018. These new facilities offer excellent accommodation for our cadets and are expected to encourage recruitment.</p>	
<p>What background /briefing information did you receive from the organisation on its constitution, aims, objectives etc and was it sufficient to enable you to carry out your appointed role?</p> <p>Having served in the Army for some years and having experience of both (then) Territorial Army units and the RFCAs I can modestly claim to have an adequate background for this role.</p>	

Please indicate how effective you think the organisation is, e.g. has it met or contributed to the Council's Vision and Priorities and give examples to illustrate your reply?

All the Armed Forces cadets' organisations do an excellent job in promoting good citizenship, self-confidence, skills, leadership and team spirit in young people which all contributes to making Wokingham Borough "a great place to live".

The contribution of our Armed Forces and the Reserve Forces to the defence of the nation must be supported and the evolving role in liaison with employers contributes to the vision of "an even better place to do business".

Do you think the Council should continue to be represented on this Outside Body?

Yes

Please state the rationale FOR OR AGAINST having a representative

Membership of the Berkshire Committee is not an onerous task but helps in liaising and communication with SERFCA and the Armed Forces. Therefore representation should continue: not to do so would suggest that Wokingham Borough did not support our Armed Forces and Cadets' organisations.

Please provide any additional information that fellow Members might find useful

SERFCA also hosts the Lord Lieutenant's Awards ceremony annually, normally attended by our Borough Mayor, where, in addition to his awards, BEMs are awarded as well as various awards to Reserve personnel and cadets.

Councillor...David Sleight.....

Signed *David Sleight*

Dated: 1st March 2018

Return completed forms to: Democratic Services Manager
Business Assurance and Democratic Services,
Shute End, Wokingham, RG40 1WQ or
democratic.services@wokingham.gov.uk

WOKINGHAM BOROUGH COUNCIL

APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM

MUNICIPAL YEAR: 2017-2018

Name of Organisation	Standing Conference on Archives
Name of Member	Pauline Jorgensen
Capacity appointed, e.g. trustee, director, observer etc	Member
Number of meetings called to attend	2
Number of Meetings attended	2
Reasons for not attending, if appropriate	n/a
<p>Berkshire Archives have had a very successful year. In the annual report in June 17 they reported that they had achieved accreditation as an archive service – no mean feat. Satisfaction from users of the service to June 17 also recorded an amazing 100%. The archive service not only stores and restores documents, but also provides educational support, with seminars held on collections care and old handwriting and a practical session on picture mounting. They have also hosted first year students doing MAs in picture conservation at Camberwell College.</p> <p>In June they ran a public workshop at the records office as a pilot with the Parliamentary Archives who hold historical records for the houses of parliament. This looked at the Protestant returns of 1642 – list of adult men who swore allegiance to the protestant religion.</p> <p>In November the archive stages an exhibition on Orphans of the sea, celebrating 190 years since the founding of the Royal Merchant Naval Educational Foundation at Bearwood.</p> <p>They have also spoken at a lottery fund session on LGBT history and community events at Goring and Wokingham.</p> <p>Two major collections have been deposited in the archive in the last year, the photographic archive of Simmonds Brewery and the vast print ad film archive of Metal Box PLC. In addition further material relating to the Loveden family was received from Buscott Park.</p> <p>They have received 9 months of external funding from the National Manuscripts Conservation trust to repair items from the Coleshill collection.</p> <p>Locally, I recently facilitated a meeting between the Archive and a resident to discuss taking in a private SERA (South Earley residents Association) archive on the development of Lower Earley from his father's estate.</p>	

What background /briefing information did you receive from the organisation on its constitution, aims, objectives etc and was it sufficient to enable you to carry out your appointed role? - Yes	
Please indicate how effective you think the organisation is, e.g. has it met or contributed to the Council's Vision and Priorities and give examples to illustrate your reply? – very effective	
Do you think the Council should continue to be represented on this Outside Body?	Yes
Please state the rationale FOR OR AGAINST having a representative	
We fund the organisation and use it as a service provider for Archives. It is a very important body and acts to protect our heritage.	
Please provide any additional information that fellow Members might find useful	

Councillor: Pauline Jorgensen

Dated: 4/3/18

WOKINGHAM BOROUGH COUNCIL

APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM

MUNICIPAL YEAR: 2017- 2018

Name of Organisation	Strategic Aviation Special Interest Group (SASIG) of the Local Government Association
Name of Member	Cllr David Sleight
Capacity appointed, e.g. trustee, director, observer etc	Local authority representative
Number of meetings called to attend	3
Number of Meetings attended	3
Reasons for not attending, if appropriate	N/a
<p>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.</p> <p>SASIG, as the title implies, is a group of local authorities who are adjacent to or in the proximity of civil airports. The Group fully recognises the economic benefits of having good connectivity and the attraction of comprehensive air links in driving investment, employment and economic growth. But SASIG also recognises and seeks to mitigate the effects on congestion, air quality and aircraft noise resulting from proximity to airports.</p> <p>During the past year Government published its Airports National Policy Statement (NPS) confirming the choice of Heathrow for runway expansion in SE England. This has been followed in January 2018 by Heathrow Airports Ltd's own consultation on its plans for a 3rd NW runway and on airspace change principles with the Borough's responses subject to an IEMD.</p> <p>SASIG is also lobbies for improved surface access to airports and I have attended meetings of a surface access sub group at SASIG. As far as Wokingham Borough Council is concerned, this means links to Gatwick and to Heathrow. GWR's plans to double the frequency of the Gatwick Airport service from Wokingham in December 2017 were negated by Network Rail's refusal to allow train paths but GWR plans to introduce the second Gatwick train per hour later this year. There is some progress to report on Western Rail Link to Heathrow and Heathrow has now promised to make a 'fair and reasonable contribution' to its construction.</p>	

What background /briefing information did you receive from the organisation on its constitution, aims, objectives etc and was it sufficient to enable you to carry out your appointed role?

Minutes of previous meetings and information on SASIG's vision and aims were available coupled with an interest in transport matters gave me adequate background knowledge.

Please indicate how effective you think the organisation is, e.g. has it met or contributed to the Council's Vision and Priorities and give examples to illustrate your reply?

Proximity to our principal airports coupled with good transport links to them is fully consistent with the Council's vision. But that proximity means that the Borough is overflowed by aircraft using Heathrow which a number of our residents find intrusive.

The Civil Aviation Authority is considering changes to flight patterns and aircraft routing That could, potentially, impact adversely on our Borough. SASIG, through its Secretariat, publishes regular bulletins to keep member local authorities informed as well as forming a powerful and influential lobby group to ensure that the local authority voice is heard.

Do you think the Council should continue to be represented on this Outside Body?

Yes

Please state the rationale FOR OR AGAINST having a representative

The argument against continuing membership basically revolves round the subscription that Wokingham Borough Council pays to SASIG and the consequent value for money assessment.

The rationale in continuing membership is to support this Group which actively campaigns to ensure the local authority voice is heard with representations better informed and carrying more weight in consultation exercises than if Wokingham Borough were to respond (or not) on its own.

Please provide any additional information that fellow Members might find useful

The Secretariat of SASIG to now contracted to Northpoint Aviation which has given SASIG a sharper focus from a better informed base.

Councillor.....David Sleight.....

Signed...*David Sleight*.....

Dated: 1st March 2018

Return completed forms to: Democratic Services Manager
Business Assurance and Democratic Services,
Shute End, Wokingham, RG40 1WQ or
democratic.services@wokingham.gov.uk

WOKINGHAM BOROUGH COUNCIL

APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM

MUNICIPAL YEAR: 2017-2018

Name of Organisation	Thames Valley Local Enterprise Partnership and City Deal Joint Committee
Name of Member	Stuart Munro
Capacity appointed, e.g. trustee, director, observer etc	Member of the Thames Valley Berkshire LEP Forum
Number of meetings called to attend	5
Number of Meetings attended	5
Reasons for not attending, if appropriate	
<p>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.</p> <p>The Local Enterprise partnership (LEP) is a Government body set up to promote the Economy in the Thames Valley area and is a partnership between private sector and Local Government. As such each unitary Council in Berkshire has one representative on the board which is known as the Forum. Thames Valley Berkshire LEP was endorsed by the government on 28 October 2010 and incorporated on 16 December 2011 as a company limited by guarantee.</p> <p>Activity has been based on the decision by the Government to place all investment capital via the LEPS. Last year the 39 LEPs competitively bid for this investment capital. The TVB LEP successfully negotiated £160m which includes the full, pre-allocated transport funds as well as indicative transport funding from 2017/18 onwards.</p> <p>In the past year the Forum has approved funds to Local Councils in Berkshire in support of infrastructure projects, including in Wokingham Borough Council. In addition, funds have been approved to support business which offer real growth opportunities in the area mostly based around high tech business. In addition it has made loan offer</p> <p>The LEP has developed a Strategic Economic Plan that sets out the vision and business priorities for economic growth in Thames Valley Berkshire. This sets out a framework of delivery activity which is about to be implemented.</p> <p>Other bodies that are associated with the LEP include the City Deal Joint Committee, Chaired by WBC, which continues to oversees the £2.4 million City Deal fund</p> <p>The LEP is in the process of distribution £24m of EUSIF funding based on the frame work approved last year.</p>	

<p>What background /briefing information did you receive from the organisation on its constitution, aims, objectives etc and was it sufficient to enable you to carry out your appointed role?</p> <p>A Full briefing was given by the LEP CEO, and was comprehensive.</p>	
<p>Please indicate how effective you think the organisation is, e.g. has it met or contributed to the Council's Vision and Priorities and give examples to illustrate your reply?</p> <p>It is essential that WBC plays a key role in the LEP Forum as much of central Government future investment will come through the LEP.</p> <p>The priorities of the TV LEPs Strategic Economic Plan – Infrastructure, transport, communications and place shaping - Enterprise Innovation and business growth -Skills education and employment - and Inward investment, all have a strong synergy with the vision for Wokingham Borough “A great place to live, an even better place to do business”.</p>	
<p>Do you think the Council should continue to be represented on this Outside Body?</p>	<p>Yes</p>
<p>If No, please state why</p>	
<p>Please provide any additional information that fellow Members might find useful</p>	

Councillor...Stuart Munro

Dated: 02/03/18



Signed

WOKINGHAM BOROUGH COUNCIL

APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM

MUNICIPAL YEAR: 2017-2018

Name of Organisation	WADE – Wokingham & District Association for the Elderly	
Name of Member	Dianne King	
Capacity appointed, e.g. trustee, director, observer etc	Observer	
Number of meetings called to attend	6 meetings	
Number of Meetings attended	4 Meetings plus events and discussions with Chairman	
Reasons for not attending, if appropriate	Clashes with other meetings	
<p>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year. WADE runs a day centre for the elderly in Reading Road, Wokingham, providing lunch and activities. It also runs a Charity Shop which raises money to fund the centre.</p>		
<p>What background /briefing information did you receive from the organisation on its constitution, aims, objectives etc and was it sufficient to enable you to carry out your appointed role? Details of its work and organisation and current funding</p>		
<p>Please indicate how effective you think the organisation is, e.g. has it met or contributed to the Council's Vision and Priorities and give examples to illustrate your reply?</p> <p>I think the organisation is important in the facilities provided for local elderly residents in the area. It meets with Council officers to discuss its function It has its own catering staff and charges clients on a daily fee basis It also has a mini bus and provides a service to and from the centre</p>		
<p>Do you think the Council should continue to be represented on this Outside Body?</p>		Yes
<p>Please state the rationale FOR OR AGAINST having a representative The organisation provides some services on behalf of the Council for some clients Liaison between the organisation and the Council is important</p>		
<p>Please provide any additional information that fellow Members might find useful As well as items above the organisation runs events such as Christmas and Summer Fayres and other fund raising activities</p>		

Cllr. Dianne King

199/03/07

WOKINGHAM BOROUGH COUNCIL

APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM

MUNICIPAL YEAR: 2017-2018

Name of Organisation	Wokingham Borough Sports Council
Name of Member	Michael Firmager
Capacity appointed, e.g. trustee, director, observer etc	Member
Number of meetings called to attend	7 (including the Annual General Meeting and the Sports Awards)
Number of Meetings attended	4 (including the Annual General Meeting and the Sports Awards)
Reasons for not attending, if appropriate	Clashes with other meetings
<p>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.</p> <p>To co-ordinate, promote and develop opportunities and facilities for sport in the Borough of Wokingham.</p>	
<p>What background /briefing information did you receive from the organisation on its constitution, aims, objectives etc and was it sufficient to enable you to carry out your appointed role?</p> <p>I have been a member for the last two years representing Wokingham Borough Council.</p> <p>I also represent Earley Town Council.</p>	
<p>Please indicate how effective you think the organisation is, e.g. has it met or contributed to the Council's Vision and Priorities and give examples to illustrate your reply?</p> <p>It provides a forum to co-ordinate, promote and develop sports across the borough. It also organises the annual sports awards.</p> <p>This is where different sports clubs and representatives can meet to share experiences, information and on occasions work together.</p> <p>The Annual Sports Awards were held on 24th November 2017 at the Bulmershe School. The awards were presented by Amber Hill, who is a shooter and specialises in skeet. She won the skeet event at the European Games in 2015 at Baku and at the Commonwealth Championships in 2017 at Brisbane. She represented Great Britain & Northern Ireland at the Rio Olympics in 2016 and has been selected for the England Commonwealth Games squad for the games to be held at the Gold Coast in Australia.</p>	

Do you think the Council should continue to be represented on this Outside Body?	Yes
<p>Please state the rationale FOR OR AGAINST having a representative</p> <p>It is crucial for Wokingham Borough Council to have a representative on the Sports Council. This is to help support and encourage participation in sport across the borough, leading to healthier lifestyles and show the benefits of sport.</p>	
<p>Please provide any additional information that fellow Members might find useful</p> <p>The Sports Council is there for all ages.</p> <p>Details can be found under their website</p> <p>http://www.wokinghamboroughsportsCouncil.org/</p>	

Councillor: Michael Firmager

Dated: 10th March 2018

WOKINGHAM BOROUGH COUNCIL

APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM

MUNICIPAL YEAR: 2017-2018

Name of Organisation	Wokingham Job Support Centre Management Committee WJSC	
Name of Member	Stuart Munro	
Capacity appointed, e.g. trustee, director, observer etc	WBC Representative	
Number of meetings called to attend	1	
Number of Meetings attended	1	
Reasons for not attending, if appropriate		
<p>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year. Since Appointment of the new board of trustees, the review of the funding from WBC (ongoing) WJSC continues as before.</p>		
<p>What background /briefing information did you receive from the organisation on its constitution, aims, objectives etc and was it sufficient to enable you to carry out your appointed role? I am given a full briefing by the Trustees Chairman, Martyn Lambert who I have known for many years and receive a copy of their quarterly report.</p>		
<p>Please indicate how effective you think the organisation is, e.g. has it met or contributed to the Council's Vision and Priorities and give examples to illustrate your reply? The Organisation provides an essential and well respected service to the community</p>		
<p>Do you think the Council should continue to be represented on this Outside Body?</p>		Yes
<p>Please state the rationale FOR OR AGAINST having a representative As well as a well-used service, this is a good vehicle for WBC to understand employment trends in the Economic Development area.</p>		
<p>Please provide any additional information that fellow Members might find useful</p>		

Councillor: Stuart Munro

Dated: 12/3/18



WOKINGHAM BOROUGH COUNCIL

APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM

MUNICIPAL YEAR: 2017-2018

Name of Organisation	WOKINGHAM VOUNTEER CENTRE	
Name of Member	DIANNE KING	
Capacity appointed, e.g. trustee, director, observer etc	OBSERVER	
Number of meetings called to attend	6 per annum	
Number of Meetings attended	4 plus events	
Reasons for not attending, if appropriate	Clash with other meetings	
Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.		
<p>What background /briefing information did you receive from the organisation on its constitution, aims, objectives etc and was it sufficient to enable you to carry out your appointed role? I have represented the Council for many years and the organisation is well known to me.I am kept informed of activities and liaisons with WBC</p>		
<p>Please indicate how effective you think the organisation is, e.g. has it met or contributed to the Council's Vision and Priorities and give examples to illustrate your reply? Finding and placing volunteers Runnin a volunteer transport service (eg to hospitals/doctors etc) Running a gardening scheme for older residents</p>		
Do you think the Council should continue to be represented on this Outside Body?	Yes/	
Please state the rationale FOR OR AGAINST having a representative To be a liaison between the organisation and Council		
Please provide any additional information that fellow Members might find useful		
They work to raise the visibility of the organisation to help broker and place volunteer throughout the Borough		

Councillor: Dianne King

Dated: 12/03/07

4WOKINGHAM BOROUGH COUNCIL

APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM

MUNICIPAL YEAR: 2017-2018

Name of Organisation	Wokingham Waterside Centre	
Name of Member	Alison Swaddle	
Capacity appointed, e.g. trustee, director, observer etc	Director	
Number of meetings called to attend	6	
Number of Meetings attended	3	
Reasons for not attending, if appropriate	Clash with borough and town council meetings, health and family issues.	
Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.		
The Board has oversight and scrutiny of the management and finances of the Centre. The WWC is managed by Cloud9Pursuits Ltd who report to the Board which has led to continued improvements in efficiency and prevented any loss making this year.		
What background /briefing information did you receive from the organisation on its constitution, aims, objectives etc and was it sufficient to enable you to carry out your appointed role?		
First appointed in January 2015 and given sufficient introduction to structure and mission of the WWC.		
Please indicate how effective you think the organisation is, e.g. has it met or contributed to the Council's Vision and Priorities and give examples to illustrate your reply?		
Courses are over-subscribed and both the University of Reading and the Wokingham Canoe Club have growing memberships which make best use of the facilities. Great work with local charities such as Reading Mencap is being done and there is a strong emphasis on making watersports accessible and enjoyable for all. Many youth groups such as schools and scouts enjoy sessions on the Thames.		
Do you think the Council should continue to be represented on this Outside Body?	Yes	
Please state the rationale FOR OR AGAINST having a representative		
The building and land is owned by WBC and leased to WWC and it is important to safeguard that these are being used to the very best effect to provide watersports facilities for our residents particularly the young and those with additional needs.		

Work is beginning on the new park and ride car park behind the WWC and involves a small change in the land boundaries and a new lease is being drawn up.

Please provide any additional information that fellow Members might find useful

Work is beginning on the new park and ride car park behind the WWC and involves a small change in the land boundaries and a new lease is being drawn up. WBC project officers and Balfour Beatty are ensuring good communications with the Centre.

A bench is being installed on the riverpath in memory of John Cooper who was a founder of WWC.

Councillor: Alison Swaddle

Signed:



Dated: 11/03/2018

WOKINGHAM BOROUGH COUNCIL

APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM

MUNICIPAL YEAR: 2017-2018

Name of Organisation	Woodley Town Centre Management Initiative (TCMI)
Name of Member	Keith Baker
Capacity appointed, e.g. trustee, director, observer etc	Committee Member / Executive Committee Member
Number of meetings called to attend	18
Number of Meetings attended	15
Reasons for not attending, if appropriate	Clashed with council meetings
<p>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.</p> <p>The TCMI manages the town centre for Woodley. This includes running various markets (Saturday, Farmers, continental); Car Boot Sales; specific events such as Winter Extravaganza, Carnival, the look of the centre covering things like flower displays and Xmas lights; and manage the pagoda and clock. It also involves extensive liaison with retailers and the freeholders of their shops. They also operate, with the police, the shop watch system and manage temporary stands in the town centre. The TCMI is fully inclusive including local retailers, the police, local resident groups, councillors, WBC Economic Development Officer and interested residents. The financial strength of the TCMI is solid thus making it eminently sustainable. Fully participated, both in terms of time & manpower and funding for major project to refurbish the North End of the Town Centre. Also worked with Woodley Town Council & Wokingham Borough Council for environmental improvements to the town centre (new planters, new seats around trees). This is the web address for the TCMI for further information http://www.woodleytowncentre.co.uk/</p>	
<p>What background /briefing information did you receive from the organisation on its constitution, aims, objectives etc and was it sufficient to enable you to carry out your appointed role?</p> <p>As I have been involved with this organisation for over 10 years I have had full information available.</p>	
<p>Please indicate how effective you think the organisation is, e.g. has it met or contributed to the Council's Vision and Priorities and give examples to illustrate your reply?</p> <p>This provides a major impetus in regenerating Woodley Town Centre, one of the key priorities. It also helps, as a by product the Sustainable Communities priority. Whilst Wokingham Town is the focus of regeneration this initiative contributes to the regeneration of Woodley Town Centre in advance of the next phase of WBC</p>	

regeneration strategy.	
Do you think the Council should continue to be represented on this Outside Body?	Yes / No
Please state the rationale FOR OR AGAINST having a representative	
FOR => Wokingham Borough Council provides an annual grant, alongside Woodley Town Council, to assist in the constant thrust to keep this town centre alive. WBC has recently signed a three year agreement for funding in line with the changes in funding the voluntary sector. Therefore, it is helpful to have such a representation to demonstrate how closely the three organisations are working together.	
Please provide any additional information that fellow Members might find useful	

Councillor:
Keith Baker (and on behalf of Kate Haines)

Dated: 12th March 2018

WOKINGHAM BOROUGH COUNCIL

APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM

MUNICIPAL YEAR: 2017-2018

Name of Organisation	Woodley Volunteer Centre
Name of Member	Richard Dolinski
Capacity appointed, e.g. trustee, director, observer etc	Committee Member
Number of meetings called to attend	3
Number of Meetings attended	3
Reasons for not attending, if appropriate	
<p>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.</p> <p>Woodley Volunteers Centre is an invulnerable service for the elderly and disabled residents in the Woodley area who have no other means of transport. The transport scheme provides thousands of car journeys each year with the majority serving clinical appointments.</p> <p>The main challenge faced by Woodley Volunteers Centre is the recruitment of new drivers to meet the growing demand for its service, in particular journeys to the Royal Berkshire Hospital. The group is actively advertising for drivers and has enlisted Woodley Town Council to help, including advertising in their Herald newsletter.</p> <p>As a consequence of the success of the Woodley scheme pressure for parking spaces at the Royal Berkshire Hospital has increased. Often drivers are asked to accompany patients to their appointments and wait to make the return journeys. The RBH has considered a new car parking arrangements, a number plate recognition system. It is planned that the Volunteer Sector will still have Free Parking. However, the problem with the scheme is that that all the drivers will have to register all the vehicle registration numbers. This has caused great concern as it would appear that the RBH have underestimated the number of vehicles that will need to be registered and monitored. However, the scheme would allow parking in all parking bays the system does not not differentiate between staff and volunteers. Whilst the scheme is being considered seven volunteer parking bays, with a 20 minute wait time, have been introduced in the South Block Car Park. Given the needs of patients the volunteer drivers have chosen to ignore this rule.</p> <p>Given the issues raised re parking at the RBH Woodley Volunteers Centre considered making an application to WBC for a Disabled Blue Badges. Unfortunately, the scheme does not recognise voluntary drivers and is either registered to a qualifying individual or an institutional vehicle.</p>	

What background /briefing information did you receive from the organisation on its constitution, aims, objectives etc and was it sufficient to enable you to carry out your appointed role?

Woodley Volunteer Driver Scheme, provides transport for elderly and disabled residents in Woodley area. Also provision of alarm aids for persons unable to afford them - it's a service run by locals for locals. Those needing help in touch with those prepared to give it, for example with hospital visits, doctors, etc. The cost of transport to medical appointments is covered by the WBC Bus Pass scheme. Other trips, such as shopping, visiting and day centres are charged at fixed rates.

Please indicate how effective you think the organisation is, e.g. has it met or contributed to the Council's Vision and Priorities and give examples to illustrate your reply?

The scheme is highly efficient and valued in meeting the demand for its service. It supports the Council's vision and priorities in supporting some of our most vulnerable residents.

Do you think the Council should continue to be represented on this Outside Body?

Yes

Please state the rationale FOR OR AGAINST having a representative

This is a charity working at the heart of a community with an age population. It's a scheme that deserves the continued support of WBC.

Please provide any additional information that fellow Members might find useful

The scheme currently has 30 drivers and delivered 2958 journeys in the past year. However, it's anticipated that this year the number of journeys will have significantly increased. The greatest demand is for journeys to and from medical/clinical/therapy appointments, 2256 over the past year. Other journeys included social activities and shopping, 544 in total. The scheme also provided 110 compassionate visits.

Councillor: Richard Dolinski

Dated: 2nd March 2018

