



WOKINGHAM BOROUGH COUNCIL

A Meeting of the **COUNCIL** will be held in the Council Chamber - Civic Offices, Shute End, Wokingham RG40 1BN on **THURSDAY 19 JULY 2018 AT 7.30 PM**

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

Manjeet Gill
Interim Chief Executive
Published on 11 July 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.
16.		APOLOGIES To receive any apologies for absence	
17.		MINUTES OF PREVIOUS MEETING To confirm the Minutes of the Meeting held on 24 May 2018.	13 - 30
18.		DECLARATIONS OF INTEREST To receive any declarations of interest	
19.		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	
19.1	Emmbrook	Trevor Sleet has asked the Executive Member for Highways and Transport the following question: Question: I would like to ask a question regarding the loss of the lollipop lady in Murray Road. Has a full risk assessment been carried out regarding the removal of this person at this specific location as the roads around these schools are used by commuters parking for the station and by drivers, often speeding and driving dangerously, using the Barkham and Finchampstead Roads to cut through to the Reading Road and visa versa.	
19.2	None Specific	Chris Wallace has asked the Executive Member for Housing the following question:	

Question

At the Executive meeting on 31st May, the 21cc report shows that the implementation of changes to the Housing Service began in June with over 60% of roles changing. Could the Executive for Housing give a summary of the changes occurring such as the actual number, how many staff promotions & redundancies and explain how those changes will benefit the tenants?

19.3 None Specific

Peter Humphreys has asked the Leader of the Council the following question:

Question

Last year you appointed two Executive Member posts with "highways" in the title. With Councillor Lee's defeat at the recent election in May his position was not replaced. Does this mean strategic highways are no longer regarded as important or was this a post with no substance created to reward a loyal party member with an Executive title, what is colloquially known as a "job for the boys"?

19.4 None Specific

Richard Gregory has asked the Executive Member for Housing the following question:

Question:

With less than 2 years of its contract with Ocaso for buildings insurance for the councils part share properties left. How far along are the Council in finding a way to reduce the extortionate cost being incurred by its part share tenants for buildings insurance? For our 2 bed house we are being charged £508 (five hundred and eight pounds) for buildings insurance alone this year through the Council. We could buy on the open market a policy for one million pounds worth of buildings insurance for less than £100 (one hundred pounds).

19.5 None Specific

Diane Heyes has asked the Executive Member for Housing the following question:

Question:

In January of 2018 I had a meeting at my house with Mr Simon Price of the Council, where he said that he would ask the Council to ask of its legal advisers two questions? 1. Would it be possible for the Council to incorporate the part share properties into its buildings insurance that it has for its council house tenants, therefore reducing the cost of buildings insurance for its part share tenants? 2. Would it be possible to allow part share tenants to purchase their own

buildings insurance for their properties and then provide proof to the Council by the 1st April each year, thus reducing the cost of buildings insurance? It is now mid-July and I am surprised that I have not received an answer to either question. Could the Executive Member for Housing please tell me if the Council has asked the 2 questions of its legal advisers and if they have what the answers were?

20.

PETITIONS

To receive any petitions which Members or members of the public wish to present.

21.

PETITION DEBATE

To debate a petition.

In accordance with Procedure Rule 3.5.4.2 a maximum period of 30 minutes will be allowed for petitions to be debated.

The process below will be followed at the meeting:

- a) the petition organiser(s) will be given five minutes to present the petition (if there is more than one petition organiser then they will share this time);
- b) the petition will then be debated by Councillors for a period not exceeding 30 minutes;
- c) the petition organiser(s) will have the right of reply of up to a maximum of three minutes;
- d) the Mayor will then ask for motions on how the Council wishes to respond to the Petition which may include;
 - i) taking the action or some of the action the petition requests;
 - ii) not taking the action the petition requests;
 - iii) referring the petition to another body for them to consider the matter and take the appropriate action;
- e) once a motion has been put forward it will be voted on without discussion or amendment;
- f) if the motion falls then the Mayor will ask for a further motion to be put forward;
- g) if the Mayor is of the opinion that a decision on how to respond to the petition cannot be

reached then he/she can decide, on behalf of the Council, not to take the action that the petition requests.

- | | | | |
|------|---|---|---------|
| 21.1 | Coronation;
Emmbrook;
Loddon; Maiden
Erlegh; Norreys;
South Lake;
Twyford;
Wokingham
Without | Petition submitted by Annette Medhurst | 31 - 32 |
| | | <p>A petition containing in excess of 1,500 signatures, which is the threshold to trigger a debate at Council, has been submitted relating to the removal of the school crossing patrol service:</p> <p><i>“We the undersigned petition Wokingham Borough Council to abandon its proposal to remove school crossing patrol services at seven locations across the Borough at the end of this academic year (July 2018)”</i></p> <p>A copy of the petition’s supporting statement is included in the agenda.</p> | |
| 22. | | <p>MAYOR'S ANNOUNCEMENTS
To receive any announcements by the Mayor</p> | |
| 23. | None Specific | <p>SHARED DASS WITH ROYAL BOROUGH OF WINDSOR & MAIDENHEAD
To receive a report regarding the proposal for a shared Director of Adult Services with the Royal Borough of Windsor and Maidenhead Council.</p> <p>RECOMMENDATION: That Council is recommended to appoint jointly with RBWM a Director to discharge the statutory duties of the Director of Adult Social Services under the Local Authority Social Services Act 1970 conditional on a similar approval by RBWM passed at Employment Panel on the 16 July 2018 and subject to the approval of a supplementary estimate by Executive on 26 July, effective from 1 August 2018.</p> | 33 - 36 |
| 24. | None Specific | <p>STRATEGIC DIRECTOR OF PUBLIC HEALTH FOR BERKSHIRE
To receive a report noting the appointment of Tessa Lindfield as Strategic Director of Public Health for Berkshire.</p> <p>RECOMMENDATION: That it be noted that Tessa Lindfield has been appointed to the role of Strategic Director of Public Health and as this is a statutory post for the Council it be agreed that the formal statutory appointment letter from Public Health England be signed by Wokingham Borough Council.</p> | 37 - 40 |

25.	None Specific	<p>HEALTH AND WELLBEING BOARD ANNUAL REPORT 2017-18 To receive a report from the Chairman of the Health and Wellbeing Board on the work undertaken by the Board in 2017-18.</p> <p>RECOMMENDATION: That the report from the Health and Wellbeing Board 2017-18 be noted.</p>	41 - 52
26.	None Specific	<p>RE REVISED SYLLABUS To consider the RE Revised Syllabus.</p> <p>RECOMMENDATION: That the Council adopt the revised RE Syllabus.</p>	53 - 66
27.	None Specific	<p>LOCALISM ACT PAY POLICY STATEMENT FOR 2018/2019 To receive a report regarding the Localism Act Pay Policy Statement for 2018/19.</p> <p>RECOMMENDATION: That Council approve the attached Policy Pay Statement for 2018 for publication on the Council's website in accordance with the Localism Act 2011.</p>	67 - 86
28.	None Specific	<p>CHANGES TO THE CONSTITUTION To consider a report containing revisions regarding length of Members' Question Time at Council, Health and Wellbeing Board Partnership Groups, Individual Executive Member Decisions, Executive Member Portfolios, Responsibility for Local Choice Functions, Officers' Code of Conduct, Officer Employment Procedure Rules and Delegated Powers Relating to Staffing Matters.</p> <p>RECOMMENDATION: That Council agree the following changes to the Constitution as recommended by the Constitution Review Working Group:</p> <p>1) that Rule 4.2.10.8 Length of [Member] Question Time be amended as follows:</p> <p style="margin-left: 40px;"><i>'The time allotted to questions submitted under Notice, including those relating to urgent issues, shall not exceed twenty 30 minutes for Full Council meetings and 20 minutes for all other committees. Any questions not answered within the allotted time shall be the subject of a written reply within seven working days to the questioner and the reply shall be recorded in the Minutes of the Meeting.'</i></p>	87 - 108

- 2) that Rule 4.4.44 Health and Wellbeing Board Partnership Groups be amended as follows:
 - d) ***Wokingham Integrated Partnership***
- 3) that Rule 5.5.1 List of items delegated to Individual Executive Members be amended as follows:
 - d) *Writing off of irrecoverable amounts above ~~£20,000~~ £25,000'*
- 4) that Rule 5.2.12.24 Executive Member for Finance and Corporate Resources be amended as follows:

'To act as the primary press spokesman on all matters relating to the whole of the Finance, ~~21st Century Council, Internal Services and Human and Corporate Resources portfolio (including aspects that are delegated to the Deputy Executive Member for Finance and Corporate Resources).~~'
- 5) that Rule 11.2 Responsibility for Local Choice Functions be amended to reflect the appointment of the Assistant Director Governance as the Council's Data Protection Officer.
- 6) that Sections 11.4 Officers' Code of Conduct, 11.5 Officer Employment Procedure Rules and 11.6 Delegated Powers Relating to Staffing Matters be amended as set out in Appendix 1 of the report.

29.

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

30.

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.

31.

MEMBER QUESTION TIME

To answer any member questions

A period of 20 minutes will be allowed for Members to ask questions submitted under Notice. [*Please note that subject to agreement of the relevant recommendation in the Changes to the Constitution report this period may be extended to 30 minutes*]

Any questions not dealt with within the allotted time will be dealt with in a written reply

31.1 None Specific

Gary Cowan has asked the Executive Member for Business, Economic Development and Strategic Planning the following question:

Question

Can the Executive Member for the new local plan update me on its current progress especially in relation to how many houses are being planned for and where might those houses possibly go?

31.2 None Specific

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

Question

Residents are upset by the supposed wild areas in parks and verges being kept for supposed wildlife habitats. They seem messy and they are unable to use them for recreation with their families. Can the Member for the Environment please tell me what the exact species of animals or insects are present (other than rats, mice, rabbits, ticks and fleas) there and when they were last checked?

31.3 None Specific

Lindsay Ferris has asked the Executive Member for Environment the following question:

Question:

Vast areas of Wokingham Borough have been left uncut this year and where grass has been cut, it has only been done so when it had grown long. This has caused our area to look tatty and unkept. There was some improvement in 2017, but this year feels like 2016 again when implementation issues were given

as the reason for the problems that occurred. Now that similar problems are again occurring in 2018, implementation of the contract cannot now be the problem.

Does the Executive Member agree that it is time for a thorough review of this contract, to see how the performance in this area can be improved?

31.4 Wescott

Imogen Shepherd-DuBey has asked the Executive Member for Finance and Corporate Resources the following question:

Question:

Please can you advise exactly how much the Wokingham Town Council Market Place has cost so far, and could there be more cost to come?

31.5 Emmbrook;
Ewendons;
Norreys;
Wescott

Helen Power has asked the Executive Member for Highways and Transport the following question:

Question:

Workers at Wokingham town centre businesses are struggling to find available spaces in affordable, conveniently located parking in the town centre. This is having a detrimental impact on the local businesses.

A very affordable and flexible local town centre staff parking scheme at for example, the Carnival Pool Multi Storey that you are promoting people use, could help to address this issue.

Will you create an affordable and flexible town centre worker parking rate scheme for the duration of all the Regeneration Programme works and beyond?

31.6 None Specific

Philip Mirfin has asked the Executive Member for Highways and Transport the following question:

Question

With the opening of another section of the NDR and the assurance from council officers that the Northern Distributor Road and Southern Distributor Road will effectively be clearways with no parking on them, is this an opportunity to make them 40mph zones?

31.7 Bulmershe and Whitegates

Carl Doran has asked the Executive Member for Highways and Transport the following question:

Question:

Has the Council had any contact from Reading Borough Council on the subject of the East Reading

"Mass Rapid Transit" scheme which was refused by the Planning Committee on 25th June?

32. 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

33. 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

33.1 Emmbrook;
Ewendons;
Norreys;
Wescott

Motion 404 submitted by Lindsay Ferris

This Council will use its discretionary powers to grant hardship relief from business rates for independent businesses whose income has been adversely affected by the ongoing works in Wokingham town centre related to the town centre regeneration or the Market Place project, and will take steps to advertise the existence of hardship relief to those businesses.

33.2 None Specific

Motion 405 submitted by Gary Cowan

This Council will evaluate its existing policies on trees to ensure its policies are fully open and transparent. The new policy recognises that many trees may be subject to some tree work and it is not practical to consult on all works undertaken. For example pruning works carried out is unlikely to cause significant public concern, however the felling of any trees can be contentious. Felling trees without prior consultation due to health and safety issues is understood but where the felling involves any loss of tree/s for any other reason whatsoever the public must be formally consulted on the proposed works and the reasons why it is necessary

The Council must maintain proper records of all trees felled. For trees which are to be felled including trees protected by TPOs, or those situated in Conservation Areas, or in association with development proposals and planning permissions this Council will put in place

a statutory consultation processes and current council policies will be amended to reflect these changes as soon as it practicable.

33.3

Motion 406 submitted by Richard Dolinski

On the 70th anniversary of the inception of the NHS, this Council welcomes the £20bn boost by central government to our Health Service funding. However, there remains a significant funding shortfall on the growing demands placed on local government and its statutory duties to deliver Adult Social Care. The Local Government Association estimates that local government faces a funding gap of £5.8 billion by 2020. £1 billion of this is attributable to Adult Social Care and includes only the unavoidable cost of demography, inflation and the National Living Wage. This figure excludes other significant pressures, including the potential historic liabilities and future costs, as well as any resources to address unmet need.

This Council calls on the Government to urgently work towards a realistic, workable funding solution for Adult Social Care. This Council supports the Executive in its efforts to lobby and work with the Government to provide such a solution; as such, this Council will set up a cross-party working group to produce a proposal that works for Wokingham Borough which the Executive can put to the Government.

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**MINUTES OF A MEETING OF
THE COUNCIL
HELD ON 24 MAY 2018 FROM 7.30 PM TO 9.10 PM**

Members Present

Councillors: John Kaiser (Mayor), Bill Soane (Deputy Mayor), Alistair Auty, Keith Baker, Parry Bath, Laura Blumenthal, Chris Bowring, Prue Bray, Rachel Burgess, Jenny Cheng, David Chopping, UllaKarin Clark, Gary Cowan, Andy Croy, Richard Dolinski, Carl Doran, Lindsay Ferris, Guy Grandison, Charlotte Haitham Taylor, David Hare, Pauline Helliars-Symons, Tim Holton, Graham Howe, John Jarvis, Clive Jones, Norman Jorgensen, Pauline Jorgensen, Dianne King, Abdul Loyes, Charles Margetts, Julian McGhee-Sumner, Ken Miall, Philip Mirfin, Stuart Munro, Barrie Patman, Ian Pittock, Anthony Pollock, Helen Power, Malcolm Richards, Daniel Sargeant, Imogen Shepherd-DuBey, Rachelle Shepherd-DuBey, David Sleight, Chris Smith, Wayne Smith, Simon Weeks and Oliver Whittle

1. ELECTION OF MAYOR FOR 2018/19

Rob Stanton, the current Mayor, welcomed the newly elected Members and addressed the Council about his year in office. He thanked the Council for the honour of electing him as Mayor and also thanked the Deputy Mayor and Officers who provided support during the year.

The Mayor called for nominations for the office of Mayor for the 2018/19 Municipal Year.

It was proposed by Parry Bath and seconded by Charlotte Haitham Taylor that John Kaiser be elected as Mayor for the 2018/19 Municipal Year.

It was unanimously agreed that John Kaiser be elected as Mayor for the 2018/19 Municipal Year.

RESOLVED: That John Kaiser be elected as Mayor for the 2018/19 Municipal Year.

John Kaiser made the statutory acceptance of office pursuant to Section 83 of the Local Government Act 1972.

John Kaiser thanked the Council for electing him as Mayor, which he regarded as a great honour.

The Mayor welcomed the newly elected Members and addressed the Council. He stated that he and his family had lived in the Borough for nearly 30 years and his three children had been educated at local schools. His roles on the Executive and the year spent as Deputy Mayor had provided an insight into the wide range of services delivered by the Council and the work of many volunteers across the Borough who helped to improve the quality of life for the most vulnerable residents.

The Mayor announced that the Me 2 Club based in Woodley would be his chosen charity for the year. The Me 2 Club were in their 15th year and worked to prevent exclusion and isolation by giving children and young people with additional needs the opportunity to socialise and interact with their mainstream peers. This was made possible by recruiting, training, screening and supporting volunteers, often young people themselves.

The Mayor also referred to the two major tragedies – the suicide bombing at the Manchester Arena and the Grenfell fire and expressed condolences to the victims and their families.

2. APPOINTMENT OF DEPUTY MAYOR FOR 2018/19

The Mayor called for nominations for the office of Deputy Mayor for the 2018/19 Municipal Year.

It was proposed by John Kaiser and seconded by Chris Smith that Bill Soane be appointed as Deputy Mayor for the 2018/19 Municipal Year.

It was unanimously agreed that Bill Soane be appointed as Deputy Mayor for the 2018/19 Municipal Year.

RESOLVED: That Bill Soane be appointed as Deputy Mayor for the 2018/19 Municipal Year.

Bill Soane made the statutory acceptance of office pursuant to Section 83 of the Local Government Act 1972.

Bill Soane thanked the Council for appointing him to the office of Deputy Mayor which he regarded as a great honour and stated that he looked forward to supporting the Mayor during the year. He had moved to Woodley in 1983 with his family and had served as Mayor of Woodley in 2013. His work with the Borough Council and Woodley Town Council had confirmed his view that the Borough was a great place to live and a great place to do business.

3. APOLOGIES

Apologies for absence were submitted from Kate Haines, Mike Haines, John Halsall, Emma Hobbs, Philip Houldsworth, Angus Ross and Shahid Younis.

4. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Committee held on 22 March 2018 were confirmed as a correct record, subject to inclusion of reference to Councillor Pittock's Point of Order, and signed by the Mayor.

Ian Pittock referred to the Point of Order he raised at the 22 March meeting relating to supplementary questions which, in line with the Council's Constitution, must arise out of the original question or the reply. Councillor Pittock asked for this matter to be included in the Minutes.

5. DECLARATIONS OF INTEREST

There were no declarations of interest received.

6. PUBLIC QUESTION TIME

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

6.1 Peter Dennis asked the Executive Member for Environment the following question:

At the junction of the Kennet and Avon canal and the river Thames there are a lot of moored boats, and plenty of tents. The residents of said boats are having fires, dumping

plenty of rubbish and indeed appear to be stripping wiring - leaving the plastic shielding on the ground. In turn this presents a health hazard for the wild life, a hazard for pedestrians and cyclists using the pavement. What do the Council plan to do to address this situation?

Answer

We are aware of the issues in this location and Officers have been working across the Council to address them. The issues include potential homelessness, flytipping, litter and general anti-social behaviour. Officers have also been working to ensure that the Public Right of Way along the Tow Path is not obstructed.

The majority of the reports to the Council have concerned flytipping and we have been in correspondence with Reading University who own the vast majority the land. As landowner, the University is responsible for addressing flytipping and has carried out their own clearances. The Council has also continued to attend and clear waste where appropriate on our land and property.

In relation to cable stripping and the resultant waste, the Council has not previously been made aware of this and will revisit the site to assess the issue and any environmental impact.

6.2 James Reid asked the Executive Member for Highways and Transport the following question:

The planning consent for houses in Three Mile Cross and Spencers Wood requires that the speed limit on Basingstoke Road be reduced to 30MPH. Could you confirm why the Council took the decision to delay the introduction of this speed reduction by increasing the trigger point from the occupation of the 150th home to the 350th home without any public consultation and which Member of the Executive approved this?

Answer

A variety of traffic management requirements and associated speed reduction was approved with this planning consent and was secured within Section 106 agreements which have triggers associated with the delivery of these measures. The speed reduction requires traffic calming features which would be embedded in the road structure. It became apparent that the level of known planned highways work in the area, that includes the ongoing sewage and surface water works, the Basingstoke Road/Church Lane junction works, the Three Mile Cross access junction alterations, as well as other utility works in the area, would cause significant disruption. This heightened the concern that completing the speed reduction and its associated traffic calming measures would then be pulled apart, ripped up, as the other features were progressed. A minor consideration was wanting to manage the road space for the upgrades as there was a number of projects ongoing in this area on top. As such we wanted to time these so that they cause the least amount of inconvenience to road users. However, this then led to an issue associated with the planning approval associated with this work. Originally the speed reduction was due to be completed on the occupation of the 150th home as you stated, but unfortunately there was no way the other works could be completed in time. The Council was then faced with the difficult decision on how to retain the principle of implementing the speed limit reduction with its associated traffic calming features after the other work was completed and respect the trigger point. The only option was to move the trigger point, which they did, to the occupation of the 350th home.

Supplementary Question

Given everything you said, when does the Council feel that the trigger point will now be

met?

Supplementary Answer

I do not have that information to hand. I will find out and get back to you.

6.3 Manuj Bahl asked the Executive Member for Business and Economic Development and Regeneration the following question:

I have been told that the Virgin Media rollout has been stopped in the area, due to some issues between the Council and the company. Is this true and if so, what are the plans to bring high speed internet to the area?

Answer

In the absence of the questioner, the following written reply was forwarded.

Wokingham Borough Council is committed to supporting broadband across the Borough and plays a key role in the Superfast Berkshire Programme. The Superfast Berkshire programme started in 2011, as part of the Government's subsidised national programme, to improve broadband coverage in areas deemed not commercially viable by the private sector. The programme is backed by all six Berkshire unitary councils and the Thames Valley Berkshire Local Enterprise Partnership. Superfast Berkshire is currently working with BT and Gigaclear to expand Berkshire's superfast coverage to more than 99%.

The Council is aware that there are currently some issues with Virgin Media rolling out superfast broadband in parts of Crowthorne. Crowthorne is generally well served by commercial broadband delivery, as identified in the 2016 public consultation and open market report, and therefore, the Council has limited involvement in the commissioning of this service. We understand that Virgin Media needs to connect to the trunk network route within Bracknell Forest Highways. We have been advised that Virgin Media are working with Bracknell Forest Council Street Works department and private developers to resolve the situation. The Superfast Berkshire project team continue to monitor the issue.

6.4 Clive Chafer asked the Leader of the Council the following question:

David Lee was acting as chair to the Traffic Advisory Group, which Council fully supported at an earlier meeting, and which had begun to address some vital issues concerning future traffic arrangements in the Borough. With Mr Lee no longer on the Council, how will the Leader ensure the continuity of this project so as to ensure its momentum is not lost?

Answer

In the absence of the questioner, the following written reply was forwarded.

This evening I am appointing a new Executive Member for Strategic Transport and Highways – Councillor Keith Baker. He is very committed to communication with stakeholders and will be reviewing meetings to ensure that he can continue the good work that the previous Executive Member started. Once he has reviewed the position, he will contact you about this.

6.5 Jenny Lissaman asked the Executive Member for Planning and Enforcement the following question:

This Council adopted the Borough Design Guide in May 2012, its purpose being "To enhance the quality of development and make sure proposals are of the highest quality of design". One of the 9 key objectives, for example, is "To respect and be sympathetic to the character of the area in which the development is situated". Another is "To take full

account of the mass and height of development in relation to adjacent development and surrounding spaces". I am concerned that some applications approved by this Council no longer appear to comply with the requirements of the Design Guide and wonder if this could be due to the current Government's relaxation of permitted development rights or perhaps the high turnover of contracted Planning Officers who are neither familiar with the character of different areas of Wokingham or the Borough Design Guide?

Answer

The Council is committed to achieving good design through the planning decisions that it makes. Whilst the Borough Design Guide is only guidance and each case must be considered on its own merits, this document has actually been very successful in enabling the Council to defend the refusal of harmful proposals at any subsequent appeal and it is being used to inform all planning decisions.

You are quite correct that central Government has extended permitted development rights quite significantly over the last few years and this has resulted in the local planning authority having very limited or even no control over certain categories of new developments.

I am not aware of any planning permissions being granted that conflict with the Borough Design Guide in a way that is harmful. While there have been a number of new Planning Officers at the Council, no planning decision is made by only one person as all cases are checked and authorised by experienced senior Planning Officers, most of whom have been with the Council for a number of years.

Supplementary Question

Apart from building design the Borough Design Guide also covers, on page 45, 'the quality of landscape in particular the soft landscape and how it contributes significantly to the character of the local area and the quality of the residential environment, for example front gardens and boundaries.' We hear more and more in the media about how our environment affects people's wellbeing, how hedges reduce air pollution and how gardens make people happy and improve their mental health. Please will you come to Whitegates and see what happens when the aims of the Design Guide are ignored, something needs to be done?

Supplementary Answer

Thank you for the invitation, I would be happy to take it up.

7. REPORT OF RETURNING OFFICER - BOROUGH AND TOWN COUNCIL ELECTIONS 3 MAY 2018

The Council considered a report from the Returning Officer, set out at Agenda pages 43 to 46, which gave details of the results of the local elections held on 3 May 2018. The elections were held for 18 wards of the Borough Council and two wards of Woodley Town Council.

The report gave details of the election process, the results and the turnout for each Borough ward contested. Feedback was received at most stages of the elections process and this would be reviewed and fed into planning for future elections.

It was moved by Charlotte Haitham Taylor and seconded by Julian McGhee-Sumner that the report of the Returning Officer be noted.

Upon being put to the vote, it was:

RESOLVED: That the report of the Returning Officer be noted.

8. PETITIONS

There were no petitions received.

Lyndsay Ferris referred to a petition with over 1,500 signatures submitted to the previous meeting relating to protection of the Borough's Green Belt. The Mayor confirmed that he would write to Councillor Ferris about arrangements for debating the petition at a future Council meeting.

9. MAYOR'S OR HEAD OF PAID SERVICE'S ANNOUNCEMENTS

The Mayor referred to his earlier statement about his chosen charity.

10. STATEMENTS FROM THE LEADER OF THE COUNCIL/EXECUTIVE MEMBERS **Charlotte Haitham Taylor, Leader of the Council, made the following statement:**

Mr Mayor, may I be the first to congratulate and welcome you to your new role, and wish you the best of luck for the coming year.

I'd just like to say a few words about the outgoing Mayor. Rob Stanton has given so many years to the Council, the Borough, and his residents serving as an Executive Member, Deputy Leader, and finally and fittingly as Mayor. In particular, I'd like to highlight his excellent record as Executive Member for Children's Services, and it seems incredibly apt that one of his last engagements as Mayor was at an awards ceremony to recognise the contribution of our foster carers. I'm sure I'm reflecting the views of everyone here when I say that you will be sorely missed – though I think perhaps we're all slightly pleased that it means our meetings will be a lot shorter!

I also want to welcome all the new Members attending Full Council. On the Labour benches, we have Carl Doran and Rachel Burgess. On the Liberal Democrat benches we have David Hare, who is very familiar with this chamber – as is Helen Power, who some of you may remember as the former Liberal Democrat Political Assistant. Finally, on the Conservative benches, we have Graham Howe representing Remenham, Wargrave and Ruscombe, Daniel Sargeant representing Finchampstead North, Guy Grandison returning to the Council representing Maiden Erlegh, and Jenny Cheng, who won South Lake Ward.

Let me pass on this Council's commiserations to those Members who were unsuccessful in seeking re-election. Michael Firmager, Mark Ashwell, Beth Rowland, and of course my able Deputy David Lee. All of them gave between them many years of committed service to our community, so on behalf of Members here tonight and the residents of this Borough, I want to thank them for everything they have done.

I suppose I must inevitably begin with the local elections. The Conservatives lost a net three seats overall – not four, as the Wokingham Paper would have you believe. But, in all the noise around these elections, a clear piece of information seems to have been lost – we were the most successful party. We won the majority of seats, and 45% of all votes cast across the Borough.

I have no doubt that the Opposition will tonight claim some great victory out of the local elections. But we should note that Labour won just two of the 18 seats they contested, and

the Lib Dems didn't even bother to put up candidates for all the wards. Quite conveniently they chose not to field a candidate in Arborfield – perhaps Cllr Cowan is not as 'independent' as he claims?

Incidentally, I note that Cllr Cowan has been making a big deal out of his announcement that he intends to form a Residents' Association party (whilst somehow also being an independent), and wrote in last week's newspaper that there has been "over 20 years of Conservative misrule". I know that a week is a long time in politics, but surely Cllr Cowan hasn't forgotten that he was a Conservative Councillor for most of those same 20 years? Indeed, as an Executive Member he was instrumental in bringing in the very housing policies he now rails against.

The truth is, just as across the country, there were no clear outright winners in Wokingham Borough – though the Opposition will no doubt try to paint a defeat as an overwhelming victory, believing as they do that history will be kind to them, for they intend to rewrite it.

The residents sent us a clear message on 3rd May – we have heard that message, and are listening to them. If our residents feel that they are not being listened to, then we need to redouble our efforts to show that we have taken on board what they have to say.

We have started on so many ambitious projects, and their size and scale means that we don't always get things right. We acknowledge that, and it is important that we seek to fix the things that are wrong – rather than writing off any attempt to do something new as an immediate failure, as our Opposition always seems to do.

Across public services, we need to see a cultural shift that moves sharply away from the ethos that says "we must leave it up to the state". Wokingham Borough Council is no exception. As I announced earlier this year, we will be undertaking work on a new Council Plan. This Plan will not simply be a long document with a set of unachievable targets, left in a drawer to gather dust the moment the ink has dried. We will be working with organisations and bodies that this Council deals with to build a working partnership that will set out not just what the Council can deliver for them, but what together we can do to achieve a better Borough.

Similarly, we want to work with residents to shape the priorities of the services they use, how they can work better, but how residents can take more responsibility. Everyone living in this Borough needs to feel that they have a stake in their community, that they have ownership of the things that happen and the decisions that are made.

For too many years, we have stood in this Chamber and said "we cannot go on like this", and yet we continued much as we have always done. If we truly want our Borough to continue to be a success for decades to come, we need to ensure that residents, including every one of us here, take more responsibility for our communities, and that this Council continues to respond to residents' needs and deliver what they see to be important. I believe that on this side of the Chamber, we have the answers to the challenges facing our Borough.

Our manifesto set out a range of ambitious policy plans that we will begin to implement or continue implementing this year. If the Opposition want to work with us, and develop joint approaches tackling our many challenges, then I welcome their contribution.

To deliver on our programme, I have reshaped my Executive team:

- Cllr Julian McGhee-Sumner will continue as Executive Member for Finance and Corporate Resources, and will also be Deputy Leader of the Council. He will be assisted by Cllr Charles Margetts as the Deputy Executive Member;
- Cllr Richard Dolinski will continue as Executive Member for Adult Social Care, Health and Wellbeing, with Cllr Laura Blumenthal as Deputy Executive Member;
- Cllr Keith Baker will continue as Executive Member for Highways and Transport with Cllr Anthony Pollock as Deputy Executive Member;
- Cllr Simon Weeks will be continuing as Executive Member for Planning and Enforcement, and Cllr Norman Jorgensen will carry on as Executive Member for Environment, Leisure and Libraries;
- Cllr Stuart Munro will take on the reshaped role of Executive Member for Business, Economic Development and Strategic Planning, leading on the Local Plan Update, with the assistance of Cllr Wayne Smith as Deputy Executive Member;
- Cllr Pauline Helliard-Symons will be returning to the Executive to take on the role of Executive Member for Children's Services, assisted by Cllr Shahid Younis as Deputy Executive Member;
- Cllr Philip Mirfin will take on the newly created role of Executive Member for Regeneration, taking on the task of completing the regeneration of Wokingham Town Centre;
- Finally, Cllr Pauline Jorgensen will step into the new post of Executive Member for Housing.

A full breakdown of the roles of responsibilities of these Members will be set out in the amended Section 5 of the Constitution.

In order for our Borough to survive as a great place to live and work, we will invest in and shape our communities to fit our residents' needs today and for years to come. We will move away from a relationship that puts the Council above local people, and instead make sure that this is a Council that does not depend on Government funding but instead works with residents to deliver the best for our community. And we will continue to be champions for this area and the people who live here, standing up for our Borough in Westminster.

This is a time of great change, in the world, in our country, and in local government. As a Conservative, I believe that we have to adapt to the times or get left behind. Let us continue forward, together, to create something that will outlast us all, something which we can all be proud of.

Lindsay Ferris, Leader of the Liberal Democrat Group, made the following statement:

I should like to pay tribute to a number of those who are no longer in this chamber.

Tonight, we say farewell to the outgoing Mayor Rob Stanton. Many of us on this side consider him a real Gentleman and he will be missed.

I should in particular like to acknowledge Beth Rowland, who represented South Lake Ward in Woodley so well for the last 22 years. She has represented her residents in many ways and has worked tirelessly on their behalf for this period.

I should also like to remember my friend Bob Pitts, who has now retired to the Isle of Wight.

I should also like to thank David Lee and Mark Ashwell for their contributions.

Welcome to all the new members, but especially Helen Power and David Hare who join our team.

The role of an Opposition Leader is to provide a credible alternative to the ruling Group. I will not just oppose, or be critical of what has been proposed, but I will provide constructive alternatives where appropriate and to give cross-party support where it is deserved.

Last Autumn the Liberal Democrats launched the first phase of our Manifesto under the Heading "Homes for Local People", and our second phase earlier this year. We plan to build on these and will develop and enhance our proposals over the coming months, so that residents of Wokingham Borough will have a clear opportunity to see what we would do if we ran this Council.

The recent local elections have given the ruling Group food for thought and many residents will now expect action from the Leaders of this Council. We shall keep them to account.

In this regard I have restructured the Lib Dem team, so that we will now have shadow members of the Group covering all the Executive positions. This will enable us to build up our knowledge and experience, which is so vital in keeping the ruling Group on their toes.

Finally, I acknowledge that there is now a third Group on the Council and of course we have Gary our Independent Councillor who I am sure will provide us with some interesting questions throughout the year.

11. MEMBER QUESTION TIME

11.1 Rachelle Shepherd-Dubey asked the Executive Member for Strategic Highways and Planning the following question:

If and when it is approved, how soon after would you be able to deliver the Winnersh Relief Road part 2: since you own the land, have the money from the LEP, have the design because it hasn't materially changed, you have the contractor agreed for construction, it is less than 450 metres long and has no bridges, nor needs no network rail approval and most of the roundabout work can be done off road?

Answer

No road scheme is ever straightforward. This may be a short stretch of road but the standard processes and procedures remain the same irrespective of the length. You are correct in saying that it does not need Network Rail approval but due to the proximity of their assets the Council is obliged to have discussions with them. The same proximity of assets applies to Highways England who also have to be engaged in discussions. There are also issues over utilities routing and levels linking into Reading Road. Resolving these simply takes time. As I go through the projected timetable, it is important to understand that the ability to meet these timings depends on not discovering unforeseen obstacles and of course the weather that can delay any project.

In March 2018 application number 180760, I am sure that is in your memory, was received

for the Winnersh Relief Road Phase 2. This was a full planning application for the proposed development of a relief road connecting the B3030 King Street Lane and Winnersh Relief Road and Phase 1 to the A329 Reading Road. This includes two new roundabout junctions on the A329 Reading Road, two new minor residential access roads and associated works including traffic signals, crossings, drainage, footways and cycleways. This road forms Phase 2 of the Winnersh Relief Road and part of the western section of the Northern Distributor Road. Public consultation commenced on 23rd March 2018 with 109 letters delivered to potentially impacted neighbours. A total of 88 comments have been received to date. Determination of the planning application is anticipated in the Summer, around about August. On the assumption that the planning application is approved the period of August 2018 to May 2019 will be dedicated to creating the detailed plans to create the new road. This will include the contractor organising what they need to complete the project including staff. It also includes dealing with any planning conditions imposed, especially around such things as archaeology and ecology.

Please remember also that the programme needs to be managed around the nesting season to enable the clearance of the site, and not forgetting, as we saw earlier today, the unpredictable weather having an impact as well. So putting all these points together brings the Council to a Spring construction, starting on site around April/May 2019, with a 10 months construction period, which brings the Council to a target opening date of around March 2020. Finally, can I remind you that these milestone dates are target dates and will be influenced by many things so I cannot guarantee that they will be met. No one can. Clearly the Council and its contractors will do everything in their power to make sure these milestones are met. If and when any delays are looking likely I will endeavour to ensure that local Councillors will be kept fully informed.

Supplementary Question

Since the residents of both Wokingham and Winnersh are looking forward to this road as much as possible why were some of these consultations that you planned to do after the planning application was approved, not done already so that could be already finished so we could actually be started sooner? The nesting season does not actually start during November, December and January. You can start building then.

Supplementary Answer

I do not recall mentioning any consultations after the planning approval so I am not quite sure where that is from. I have given you a detailed timetable which is what you requested.

11.2 Gary Cowan asked the Executive Member for Environment the following question:

Is this administration content with its current policies on TPO trees where they cut them down without reference to anyone, do not keep records of the removed TPO trees and worst of all it refuses to consult with members, Parish/Town Councils and residents for that matter. Are we all an irrelevance or an irritant in the eyes of this uncaring administration?

Answer

The Council receives approximately 400 Tree Work Applications (TWAs) per year to carry out works on protected trees.

Members are notified of these applications for information, the details are posted on the Council's website in the same way as planning applications. Members and the public can comment and their comments will be taken into account.

Government guidance requires that the primary issues to be addressed are the health of the tree and the impact on protected species. While amenity issues are also considered, these are not the primary factors and if the tree is in poor health or having a detrimental impact on other structures, this could override amenity issues.

Details of all decisions on Tree Work Applications are kept and displayed on the Council's website as with planning permissions.

The Local Plan Update is revisiting the Wokingham Borough Landscape Character Appraisal and through the Local Plan update process there is an opportunity for anyone to comment on the Council's tree policies.

Supplementary Question

I did ask a question on similar lines at the March Executive which was headed EM1. I had the good fortune to get a reply from both you and the then Deputy Leader, now sadly departed. Your reply referred to the fact that I had asked the question about 6 months' ago and there was a long email correspondence on this on protected trees, probably going back 12 months' or so. You are correct when you said that no statutory duty to consult, so this administration does not consult. Emails I received from this Council went further by implying that Parish Councils and of course our residents know nothing about trees and our Officers know everything about trees so it was a waste of time consulting with them so we do not. My question is in two parts: As our residents are viewed, or appear to be viewed as useless, this Conservative administration is incapable of proper judgement by not consulting on the massacre of thousands to date, not forgetting the ones to be butchered in the future. Is this Conservative administration so irresponsible by not keeping records of trees that they have allowed to be felled, or is it a deliberate policy to hide from residents?

Supplementary Answer

I am not sure there was much of a question in there, more of a statement and defamation of Councillors and all sorts of people. I will just remind you amongst other things Gary that you were the Executive Member for the Environment for a couple of years not so long ago. These tree policies have not changed in that time.

11.3 Rachel Burgess asked the Executive Member for Business and Economic Development and Regeneration the following question:

The handling of the town centre regeneration project has caused considerable distress for residents in my ward. People have told me how difficult they find it to navigate the town, especially older people, parents with prams, and those with disabilities. Many vulnerable people, such as people with learning disabilities, have lost their independence as they simply cannot find their way around the town. Traffic congestion has been utterly appalling and is turning many people away.

The project has suffered unexpected delays and some local businesses I have spoken to have seen their takings plummet as people go to Bracknell or Reading instead of subjecting themselves to the chaos of the town centre. More action needs to be taken now to ensure residents can continue to use their town successfully while the works are completed. What concrete steps will be taken to improve the town centre for residents and businesses during the remainder of these works?

Answer

Before dealing with the specific issues you raise, it is worth recapping on the reasons behind the regeneration and improvement work that is taking place in Wokingham. The works now progressing stem from a realisation that we had to make massive investment to secure a vibrant future for the town centre. This need was clearly articulated by residents and businesses, who had rightly realised that the town centre was in danger of a slow and painful death if we did not intervene. The town centre lacked the range of shops and other attractions to draw in and keep visitors and, thus, it was losing far too much retail spend to our neighbours. Much of the land in the town centre was in the hands of private investors who lacked the ability to get a regeneration underway.

The solution to this crisis was set out in our Core Strategy and the Wokingham Town Centre Masterplan both which were adopted in 2010 after significant consultation and engagement and is being delivered through a multi-million pound investment programme. We have become a major landowner in the town centre in order to ensure the necessary regeneration takes place and that the benefits will come to community as a whole. It is vital that people understand this in the context when considering the current, temporary problems.

On the specific points you raise, we are very aware of the disruption caused by the Market Place Improvement works and share your frustration at the unexpected and unavoidable, delays. Wokingham town centre has been more difficult to get to and the get around and we have apologised to residents and businesses for that.

However, our contractor Balfour Beatty, has worked extremely hard to maintain access to all shops and other businesses at all times and the site has remained fully accessible for all residents: given the scale of the work they are undertaking, this is a significant achievement. To give you some indication of the scale, enough earth has been excavated from the site to fill an Olympic swimming pool and contractors are now laying the 3,000 square metres of high-quality York Stone paving that will provide the fantastic finished product. They have had to deal with extremely difficult and unforeseen underground issues and are rectifying problems with exiting utilities pipeworks.

We have taken access very seriously and members of the project team and the contractors have met CLASP, that is the local self-advocacy group for people with learning disabilities, to listen to their problems and respond wherever possible. Through this engagement with CLASP, vulnerable adults have met directly with those on site so that they felt more comfortable to approach them if they were experiencing difficulties navigating the area. CLASP has also helped us improve signage.

It should be pointed out that the Market Place improvements will create a far more accessible town centre and that one of the main benefits will be to provide an even surface and uncluttered area that will be a lot easier for older people, those with mobility issues and people pushing prams and buggies, to get around. During the design stage two dedicated sessions were held with disability access groups who helped to shape the final design to reflect some of their specific needs.

We know this is a difficult time for the town centre and have worked with the town council and local business via the Wokingham Business Association to promote and support businesses during the works. This support has included organising and publicising events to draw people into the town, producing promotional online videos that have reached thousands of people, paying for advertising in the local media and providing free advice to businesses hoping to apply for Business Rates reduction. We will continue to work with

the Town Council and town centre businesses to promote the town during and after the Market Place works.

Ultimately, the key to promoting the town centre is to talk it up – there are many great reasons to come into Wokingham, even during the current works, and there will be even more once they (and the wider regeneration) are complete. I would have thought that all members who represent town centre wards would be able to provide genuine support to local businesses by backing the town rather than attempting to run it down.

Supplementary Question

It is clear that residents in Wokingham are not happy with the way the regeneration has been handled. With this in mind will the Executive Member meet with me and with local residents to discuss our ideas, such as better access routes across the works to avoid lengthy diversions to get from A to B, much larger maps and much larger information boards at each key intersection, wider walkways to allow better access for prams and wheelchairs, more directional signs to shops, and lastly meet and greet staff at key intersections to help direct people at busy periods?

Supplementary Answer

Thank you for your suggestions. I do note that you are actually meeting with the Head of Regeneration and a senior Planning Officer. I will attempt to come and join you at that meeting so that we can actually discuss this further. With regards to meeting people we are planning a series of new sessions with all stakeholder groups where we are going to be looking forward with the joint regeneration and highways responsibilities that I now have for the town centre. Previously I was only responsible for regeneration so therefore I could not comment on highways. Gladly this now incorporates highways so that is a more efficient way of dealing with the whole process so I am sure you will share with us when we do have these stakeholder groups and will encourage your input as well.

11.4 Imogen Shepherd-DuBey asked the Leader of the Council the following question:

This Council has only 14 female councillors out of the total of 54 councillors who serve on it. I also feel we are not proportionately representing many other groups that live in the Wokingham Borough Council area. What is this Council proposing to do to ensure that we are representing our community appropriately?

Answer

I greatly value increased diversity and the benefits it brings in representing the diverse needs of our community.

The Council has always provided general information to all who may be interested in standing for election to become a Councillor. However, later this year, the Council will be undertaking further promotional campaigns for all parts of our community who may have an interest in standing in future elections to the Borough Council.

I'd ask that any Councillor who has an interest in this important subject to send me their ideas and work with me on an effective campaign to ensure that we are representing our community appropriately.

However, it's not just up to the Council to attract Councillors to stand for election, but also up to political parties and how they attract candidates from a diversity of backgrounds. If our electors have a wider choice at the ballot box then our Chamber will be more diverse.

But I will be the first to acknowledge that there are challenges, I have faced barriers in my journey to become a Councillor, and I know that these are not just isolated incidents. But I am also a firm believer in not positively discriminating, instead making sure that people, from whatever background, have equality of opportunity, and making sure that there are no barriers to any particular person who would wish to stand to become a Councillor and represent their local area. There are many organisations within different political parties to encourage more diversity in politics. This may be a solution to some of the issues, but I do not believe that it is the only way to bring about change.

I am proud to lead this Council as a politician, but I do not stand here as a female Leader of the Council, but as the Leader of the Council.

Due to time constraints the following questions received written answers.

Lindsay Ferris requested that measures be considered for future meetings to enable more questions to be answered.

11.5 Helen Power asked the Executive Member for Environment the following question. Due to time constraints the following written answer was provided:

What are you doing to resolve the Anti-Social Behaviour problems being experienced by Woosehill residents that have significantly increased this year and will increase again over the summer months?

Answer

The Council and Police are undertaking a number of actions to address the issue:

Working with the Cleaner and Greener Team within the Council to improve the physical environment by removing a bench that was being used by young people as a meeting point and turning off street lights to discourage young people from congregating in the area. They are also working to find a solution to prevent young people from using dog mess from the bins to vandalise properties.

There are suggestions that the increase in ASB is in part fuelled by substance abuse. To address this, the Council has also funded SMART, the substance misuse service to support at risk young people in schools and provide treatment where necessary.

The Police are taking enforcement action against identified young people; the Police have increased their patrols of the area, increased stop and search, implemented dispersal orders giving them powers to disperse individuals for 48hrs and writing to parents of children involved in ASB. The Council are supporting these actions by increasing the number of Warden Patrols in the area.

11.6 Clive Jones asked the Executive Member for Highways and Transport the following question. Due to time constraints the following written answer was provided:

Is the repair of the massive hole in the bus stop in Rushey Way near to Ryhill Way on track to be repaired before 25th May?

Answer

This whole activity should never have taken so long to which the Council sincerely

apologises for the extreme inconvenience felt by residents. I want to pay tribute to Cllrs Jorgensen and Smith for their tenacity in trying to resolve this issue over this excessive time period. I personally have followed Cllr Jorgensen's many social media postings as she prodded and probed to establish what was going on. I have instructed Officers to fully evaluate why it has taken so long to establish a set of learnings which will be incorporated into any similar future activities.

What should have been a routine piece of work, already completed elsewhere, was impacted by unanticipated issues around the stability of the ground beneath the concrete plinth underpinning the layby. In all the previous works on bus laybys such instability was not present.

When this instability was discovered work was suspended whilst highways engineers tried to establish a way forward. Initially it was unclear what was causing this instability and time was taken to develop a plan of action.

There was agreement that a specialist company was needed to investigate the soil structures in this area to provide data on what was needed to bring that stability. Following a wait for the consultants to be free to carry out this work they then had to schedule time in their laboratories to complete the investigation. This investigation found that extraordinary soil structures were concentrated in this area which turned a straightforward action into a highly complex one.

The completion of these works are a top priority and I can confirm that work started on May 21st and is scheduled to finish by tomorrow.

I would like to apologise, again, for the extreme inconvenience felt by residents. We thank local residents for their patience during this excessive period.

11.7 Ian Pittock asked the Leader of the Council the following question. Due to time constraints the following written answer was provided:

I am assuming that the Leader of the Council supports all requirements that maintain and improve security throughout the Council. Some Members have long been allowed access to Council buildings using ID cards identifying them as belonging to an organisation called 'Wokingham District Council', which ceased to exist ten years ago. Changing these is a small cost in light of the example that Members should be setting to staff. How long does the Leader need for transition, or should that be implementation, to ensure all Member's ID cards bear the words 'Wokingham Borough Council', what price security?

Answer

The transition of changing Members passes to the new style is an on-going process and is reliant on the cooperation of Members to proactively engage with Facilities to change their pass. There is no security risk with Members having earlier style ID cards.

Democratic Services advise Facilities of the current list of 'active' Members following an election or indeed if a Member resigns or is no longer able to fulfil their role. Facilities cancel the pass of any such Member that is no longer active.

Democratic Services write to each Member asking them to either destroy or return their card to Facilities.

Facilities are unable to produce a list of all those Members that retain their old WDC cards

as the software we have for the cards only retains the original date of issue and does not update on renewal.

Democratic Services have written to all Members inviting them to bring in their old WDC cards this evening, or on another occasion that suits them, so that they can be renewed. This is a good opportunity to also remind Members to check and challenge people entering areas of the building requiring passes.

11.8 Chris Smith asked the Executive Member for Highways and Transport the following question. Due to time constraints the following written answer was provided:

Please can the Executive Member provide an update on highways works within Hillside ward?

Answer

The only current highway works within the Hillside Ward are the works to the bus stop in Rushey Way near to Ryhill Way. I have already provided details of that activity in an earlier answer.

In addition, there is also surfacing works planned for Redhatch Drive, between Radstock Lane and Wychwood Close during the period 23rd August to 31st August under a road closure.

These are the planned activities but as you would expect there will be ad hoc works such as potholes which occur which need to be dealt with. Such potholes are investigated within a short period after they have been reported. The purpose of such investigations is to establish how safe they are which dictates the reactive time required to fix them.

May I point out that when evaluating the safety aspect of a pothole Officers look at it from the perspective of a cyclist. Whilst a car will be able to drive over some potholes a cyclist cannot. If they are considered to cause a potential safety issue then a temporary patch will be initiated that day. Since speed is of the essence in carrying out a temporary patch it will not be to a standard which means no more attention is required. That comes later after the pothole has been made safe following a works order being issued.

16. CONTINUATION OF THE MEETING

At this point in the meeting, 8.45pm, in accordance with Procedure Rule 4.2.12 (m), Council considered a Motion to continue the meeting beyond 9pm for a maximum of 30 minutes to enable further business on the Agenda to be transacted. The Motion was moved by the Mayor and seconded by the Deputy Mayor.

Upon being put to the vote, it was:

RESOLVED: That the meeting be extended after 9pm for a maximum of 30 minutes.

12. POLITICAL BALANCE OF THE COUNCIL AND ALLOCATION AND APPOINTMENT TO SEATS ON COUNCIL COMMITTEES/PANELS/BOARDS

The Council considered a report, set out on Agenda pages 47 to 58, on the political balance of the Council and the appointment to the Council's Committees/Panels/Boards in accordance with the wishes of the Political Groups.

The report set out a number of recommendations which the Council was asked to consider.

It was proposed by Charlotte Haitham Taylor and seconded by Julian McGhee-Sumner that the recommendations in the report be approved.

Upon being put to the vote, it was:

RESOLVED That Council:

- 1) having reviewed the representation of the political groups on the Council, confirms that it has 42 Conservative Group Members, 8 Liberal Democrat Group Members, 3 Labour Group Members and 1 Independent Member (as set out in Para 1.1 of the report);
- 2) approves the appointment and composition of Committees and Boards as set out in Para 2.1;
- 3) approves the allocation of seats on Committees and Boards on the basis that, of the 86 seats (as set out in Para 3.6), 68 be allocated to the Conservative Group 13 be allocated to the Liberal Democrat Group and 5 be allocated to the Labour Group;
- 4) approves the proposals submitted by the respective Group Leaders and that those Members be appointed to the Committees and Boards as set out in Appendix 1;
- 5) agrees that the principles of proportionality be applied when Members are appointed to Sub-Committees, Panels or Working Groups;
- 6) notes the appointment of the Independent Persons to assist the work of the Standards Committee and the co-opted Parish/Town Council Representatives as set out in Appendix 1;
- 7) notes the elected Member representatives on the Health and Wellbeing Board, as set out in Appendix 1, as nominated by the Leader of Council in accordance with Section 194 of the Health and Social Care Act 2012.

13. APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMAN OF COUNCIL COMMITTEES AND BOARDS 2018/19

The Council considered the appointment of Chairmen and Vice-Chairmen of Council Committees/Panels/Boards, as circulated at the meeting as Appendix 2.

Ian Pittock referred to the findings of the House of Commons Select Committee report into the operation of Overview and Scrutiny in local government. The Select Committee recommended that Overview and Scrutiny Chairmen be elected by members of the relevant Committees. Councillor Pittock referred to the ongoing consideration of this issue by the Council's Constitution Review Working Group and suggested that the appointment of Chairmen and Vice-Chairmen be decided by the relevant Committees, Panels and Boards.

Charlotte Haitham Taylor stated that she was happy to withdraw the names of proposed Chairmen and Vice-Chairmen.

RESOLVED: That the appointment of Chairmen and Vice-Chairmen of Council Committees/Panels/Boards be agreed at the first meeting of each body in the new Municipal Year.

14. APPOINTMENT TO PANELS/WORKING GROUPS/JOINT COMMITTEES AND VARIOUS BODIES 2018/19

Members were asked to consider a list of nominations to various Panels, Working Groups, Joint Committees and Various Bodies, as circulated at the meeting as Appendix 3.

Where more nominations had been received than places available, individual votes were taken.

Upon being put to the vote, it was:

RESOLVED: That Members be appointed to the Council's Panels/Working Groups/Joint Committees and Various Bodies, as set out in Appendix 3 to these Minutes.

15. APPOINTMENT TO OUTSIDE BODIES 2018/19

Members were asked to consider a list of nominations to various Outside Bodies, as circulated to the meeting as Appendix 4.

Where more nominations had been received than places available, individual votes were taken.

Upon being put to the vote, it was:

RESOLVED: That Members be appointed to Outside Bodies as set out in Appendix 4 to these Minutes.

Petition Supporting Statement

We the undersigned petition Wokingham Borough Council to abandon its proposal to remove school crossing patrol services at seven locations across the Borough at the end of this academic year (July 2018).

There are currently seven school crossing patrollers across Wokingham Borough and the Council is seeking to remove these services and replace them with permanent crossings (pelican/zebra crossings) where appropriate.

The affected sites will be All Saints Primary School, Norreys Avenue, Wokingham; St Paul's Junior and Walter Infant Schools, Murray Road, Wokingham; Keephatch Primary School, Keephatch Road, Wokingham; Willow Bank Infant and Junior School, Duffield Road, Woodley; South Lake Primary School, Nightingale Road, Woodley; Woodley CE Primary School, Hurricane Way, Woodley; Polehampton Infant and Junior Schools, London Road, Twyford. Due to volume and speed of traffic around these schools we believe that the removal of school crossing patrollers will have a significant negative impact on child safety. We do not believe that the introduction of a pedestrian crossing will perform the same function as a school crossing patroller.

These individuals do far more than stop the traffic for children and their carers to safely cross the road, they manage traffic flow, enforce parking restrictions and teach our children important lessons about road safety.

We believe that school crossing patrollers are vital members of our school communities who help keep our children safe. Please put the safety and wellbeing of our children before a negligible cost saving from the withdrawal of this service.

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TITLE	Shared DASS with Royal Borough of Windsor & Maidenhead
FOR CONSIDERATION BY	Council on 19 July 2018
WARD	None Specific
DIRECTOR	Chief Executive - Interim Manjeet Gill

OUTCOME / BENEFITS TO THE COMMUNITY

The safe delivery of our statutory DASS duties

RECOMMENDATION

That Council is recommended to appoint jointly with RBWM a Director to discharge the statutory duties of the Director of Adult Social Services under the Local Authority Social Services Act 1970 conditional on a similar approval by RBWM passed at Employment Panel on the 16 July 2018 and subject to the approval of a supplementary estimate by Executive on 26 July, effective from 1 August 2018.

SUMMARY OF REPORT

The Director of People Services post has been in our tier 2 structure since 1 November 2016. With the current vacant situation, consideration has been given to whether the best option is to replace like with like, or to consider alternative structures and/or delivery models.

The decision has been made to separate out these two statutory roles, subject to the agreement of a supplementary estimate, with a proposal that the Director of Adult Services to be a shared role with the Royal Borough of Windsor & Maidenhead, employed by them, for a trial period of 9 months.

Personnel Board Members met with the proposed candidate on 9th July and were assured by their presentation.

Background

In line with constitutional requirements, The Leader of the Council and Head of Paid Service, after consultation have decided to separate out the Director People Services into 2 roles, the Director, Children's Services (DCS) and Director, Adult Services (DASS). Further, that for a trial period of 9 months that the DASS responsibilities are incorporated into a shared role, hosted by the Royal Borough of Windsor and Maidenhead.

Analysis of Issues

Reason for change

The Director of People Services post has been in our tier 2 structure since 1 November 2016. With the current vacant situation, consideration has been given to whether the

best option is to replace like with like, or to consider alternative structures and/or delivery models. Evidence that informs this report are discussions that have taken place internally and externally with:

- Neighbouring councils especially RBWM
- Chief Executive of CCG
- ADs for Children and Adults
- Interim People Services Director
- Independent LGA advisor (associate) on Social services and People Services
- Elected Members – Leader and Adult and Children’s Services portfolio holders
- Corporate Leadership team

Adults Social Care and Children’s Social Care are two of the Council’s biggest and high profile services. They both carry immense risk in terms of assuring:

- Safety of vulnerable adults and children
- Quality of care in terms of complex outcomes in partnership
- Quality of services and nature of varied demand from Home to School Transport, Special Needs to Child Protection
- Efficiency, value for money and budgetary control of services where demand is complex and subject to many external factors difficult to control
- Compliance with standards of Ofsted and CQC

All these factors require the management and leadership skills that enable:

- Direction and leadership that is collaborative, innovative and commercial in designing and delivering the risks outlined
- Experience and technical understanding of the diverse range of services and how they are improved
- The ability and capacity to engage with a range of stakeholders for agendas such as joint commissioning and delivery, as well
- Influencing stakeholders such as independent schools in ensuring a sense of coherency to overall schools’ strategy for the area
- Includes influencing strategies such as community safety – vital for SEND, Neglect, Safeguarding and Child Protection areas

As well as considering our own structure to deliver the above, it is necessary to explore shared services to enable resilience (expertise) as well as live within budgetary constraints as small unitary council.

The decision to change has been based on an appraisal of all options and the key factors for the proposed recommendation are:

- Level and scale of change and improvement requiring leadership authority, capacity and specialist experience of delivery in Adults and Children
- A situational approach based on current experience of a People’s role, retention of key staff and establishing good governance for Optalis and other partnerships such as BW10, WISP1, Safeguarding Boards etc.

- Willingness of partners to engage in further shared services including joint commissioning subject to appropriate business cases that need leadership capacity, experience and authority
- Value for money, efficiency and budget constraints especially for a small unitary in terms of scale

The Council has tested the People Services Director model and this proposal makes the most of learning from the vision developed and building on the joint commissioning and quality assurance leadership roles at Assistant Director levels.

The scale of the change and improvements that now are needed requires separate Directors of Children and Adults posts.

In the first instance to assist us with delivering a project to determine what more we transfer to Optalis and how we performance manage and develop Optalis, we have a trial of a shared DASS for nine months with the Royal Borough of Windsor & Maidenhead. At the end of the nine months, we would have a review of based upon agreed success criteria to either:

- Confirm this model as the preferred way forward
- Revert to a structure within Wokingham that has both a Director of Children's Services and a Director of Adults Services at tier 2.

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)	£61,380	No - £67,580	Revenue
Next Financial Year (Year 2)	£81,840 subject to successful shared pilot, £151,280 if not	No - £81,840	Revenue
Following Financial Year (Year 3)	DASS £81,840 subject to successful shared pilot, £151,280	No - £81,840	Revenue

Other financial information relevant to the Recommendation/Decision

Year 2 & 3 estimates subject to successful pilot. If not then the cost will be £151,280 and a further supplementary estimate of £69,940

Cross-Council Implications

N/A

Reasons for considering the report in Part 2
N/A

List of Background Papers
N/A

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Agenda Item 24.

TITLE	Strategic Director of Public Health for Berkshire
FOR CONSIDERATION BY	Council on 19 July 2018
WARD	None Specific;
DIRECTOR	Director of Corporate Services - Graham Ebers

OUTCOME/BENEFITS TO THE COMMUNITY

The formal statutory process required for the appointment of a Director of Public Health will be completed.

RECOMMENDATION

That it be noted that Tessa Lindfield has been appointed to the role of Strategic Director of Public Health and as this is a statutory post for the Council it be agreed that the formal statutory appointment letter from Public Health England be signed by Wokingham Borough Council.

SUMMARY OF REPORT

An appointment has been made to a single Strategic Director of Public Health (SDPH) for 5 Berkshire authorities, Tessa Lindfield. The SDPH is based in RBWM together with a core team based in Bracknell Forest carrying out specialist public health functions e.g. infectious disease protection, emergency planning and providing an information service to all of the unitary authorities. The SDPH will be a member of the Health and Wellbeing Board and will have strong relationships with each authority at Executive and management team level.

The appointment was made with a full Advisory Appointments Committee under Faculty of Public Health support; on 20th April 2018, and with the inclusion of WBC's Interim Chief Executive on the interview panel.

The formal statutory appointment letter from Public Health England will need signing by all 5 UA Chief Executives, as this is a statutory post for each UA separately.

BACKGROUND

As part of the Health and Social Care Act 2012 a number of Public Health functions, resources and commissioning activities transferred from the National Health Service to Local Government in 2013.

A model was agreed for a Berkshire wide public health function with a dedicated team of public health staff located in each unitary authority.

The appointment of a single Strategic Director of Public Health (SDPH) was made at that time. Since then there have been a number of changes of personnel, and Bracknell Forest Council have appointed their own Director of Public Health so are no longer taking part in the joint arrangement. The Strategic Director of Public Health post is now hosted by the Royal Borough of Windsor and Maidenhead. The new Strategic Director of Public Health is Tessa Lindfield and she started a phase in to her post 2 days a week from the end of May 2018.

The Public Health Shared Service for contract administration and technical process of procurement remains hosted by Bracknell Forest on behalf of all the UAs by means of a service level agreement.

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)	£31,000* *This is not an additional cost, this is the amount already paid for the post.	yes	Revenue
Next Financial Year (Year 2)	£31,000 + any negotiated change	yes	Revenue
Following Financial Year (Year 3)	£31,000 + any negotiated change	yes	Revenue

Other Financial Information

None

Cross-Council Implications

Public Health considerations impact on services across the Council

List of Background Papers

None

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**HEALTH
AND WELLBEING BOARD**

ANNUAL REPORT

2017-18



**WOKINGHAM
BOROUGH COUNCIL**



Berkshire West

Clinical Commissioning Group



HEALTH AND WELLBEING BOARD

ANNUAL REPORT 2017-18

Introduction

The Health and Wellbeing Board has recently completed its fifth year as a formal committee.

Under the Health and Social Care Act 2012 all upper tier local authorities were required to establish Health and Wellbeing Boards from April 2013. Health and Wellbeing Boards are forums where key representatives from health, social care and the community can work in partnership to reduce health inequalities locally and to improve the overall health and wellbeing of residents.

The membership of the Board for 2017-18 was as follows:

- Councillor Julian McGhee-Sumner (Chairman) (Executive Member for Health and Wellbeing), Wokingham Borough Council (WBC) (until February 2018)
- Councillor Richard Dolinski (Chairman) (Executive Member for Health and Wellbeing), Wokingham Borough Council (WBC) (from February 2018)
- Councillor Mark Ashwell (Executive Member for Children's Services)
- Councillor Charlotte Haitham Taylor (Leader of the Council, WBC)
- Councillor Ian Pittock, WBC
- Dr Johan Zylstra (Vice Chairman) (NHS Wokingham Clinical Commissioning Group) (until April 2018)
- Dr Debbie Milligan (NHS Wokingham Clinical Commissioning Group) (from April 2018)
- Dr Cathy Winfield (NHS Wokingham Clinical Commissioning Group)
- Katie Summers (NHS Wokingham Clinical Commissioning Group)
- Darrell Gale (Interim Strategic Director of Public Health for Berkshire)
- Paul Senior (Interim Director People Services, WBC)
- Nick Campbell-White (Healthwatch Wokingham Borough)
- Nikki Luffingham (NHS England, Thames Valley Area Team) (currently substituted by Kevin Johnson)
- Superintendent Shaun Virtue (Community Safety Partnership)
- Beverley Graves (Business, Skills and Enterprise Partnership) (until December 2017)
- Clare Rebbeck (Voluntary, Community and Faith Sector) and (Place and Community Partnership)

The membership for 2018-19 is as follows:

- Councillor Richard Dolinski (Executive Member for Health and Wellbeing), Wokingham Borough Council (WBC)
- Councillor Pauline Helliard Symons (Executive Member for Children's Services, WBC)
- Councillor Charlotte Haitham Taylor (Leader of the Council, WBC)

- Councillor David Hare, WBC
- Dr Debbie Milligan (NHS Berkshire West Clinical Commissioning Group)
- Dr Cathy Winfield (NHS Berkshire West Clinical Commissioning Group)
- Katie Summers (NHS Berkshire West Clinical Commissioning Group)
- Tessa Lindfield (Strategic Director of Public Health for Berkshire)
- Martin Sloan (Interim Director Adult Services, WBC)
- Lisa Humphreys (Interim Director Children's Services, WBC)
- Nick Campbell-White (Healthwatch Wokingham Borough)
- Nikki Luffingham (NHS England, Thames Valley Area Team) (currently substituted by Kevin Johnson)
- Superintendent Shaun Virtue (Community Safety Partnership)
- Clare Rebbeck (Voluntary, Community and Faith Sector) and (Place and Community Partnership)

The core functions of the Health and Wellbeing Board are:

- To prepare a Joint Strategic Needs Assessment, which gives an overview of the Borough's current and likely future health and wellbeing needs;
- Based on evidence detailed within the Joint Strategic Needs Assessment, produce a Joint Health and Wellbeing Strategy, which details how needs identified will be met;
- To create and publish a pharmaceutical needs assessment, an overview of local pharmaceutical needs, services and any gaps in provision;
- To encourage integrated working between commissioners of health services, Public Health and social care services, for the purposes of advancing the health and wellbeing of the people in its area;
- To consider how resources can be shared effectively between partners and where appropriate, to pool budgets;
- The local Clinical Commissioning Groups must involve the Health and Wellbeing Board in the preparation or revision of their commissioning plans.

Work Programme 2017-18:

The 2017-18 Annual Report highlights key areas of work undertaken by the Health and Wellbeing Board during the previous municipal year, which included the following:

Health and Wellbeing Strategy 2017-20:

The Health and Wellbeing Board has worked to update the Borough's Health and Wellbeing Strategy. Board members during 2017-18 previously discussed where the Health and Wellbeing Board could make the biggest impact and key health and wellbeing indicators.

A refreshed Health and Wellbeing Strategy for 2017-2020 was designed around four main priorities:

- Enabling and empowering resilient communities;
- Promoting and supporting good mental health;
- Reducing health inequalities in our Borough;
- Delivering person-centred integrated services.

During 2018/19 the Health and Wellbeing Board will continue to work with its partners to address health inequalities, targeting those in the community who are most vulnerable.

Better Care Fund (BCF):

The BCF is the national programme, through which local areas agree how to spend a local pooled budget in accordance with the programme's national requirements. The pooled budget is made up of CCG funding as well as local government grants, of which one is the Improved Better Care Fund (iBCF).

The iBCF was first announced in the 2015 Spending Review, and is paid as a direct grant to local government, with a condition that it is pooled into the local BCF plan. The iBCF grant allocations were first given in April 2017. In 2017/18 we received £169,000, which drops to £112,000 for 2018/19. Our iBCF funding was considerably less than other surrounding local authority areas e.g. Reading £1,600,000 and West Berks £700,000.

For 2017/18 NHS England (NHSE) and the Department for Communities and Local Government (DCLG) required Health and Wellbeing Boards to submit quarterly returns for the BCF and iBCF. Throughout the year the Health and Wellbeing Board noted how the Better Care Fund plan was progressing against nationally set conditions and local performance targets.

In April 2017 all local authority areas in England were asked to express their interest in being a first wave graduate from the BCF and Wokingham applied in May 2017. We received confirmation in June 2017 that we were one of seven areas shortlisted.

Shortlisted
Bexley
Greater Manchester
Lincolnshire
North East Lincolnshire
Nottinghamshire and Nottingham
Wokingham
Surrey

In September 2017 the Chairman of the Health and Wellbeing Board signed off the 2017/19 Better Care Fund Narrative Submission to NHSE and DCLG on the 11th September 2017 and we received confirmation on the 27th October that our plan has been approved by NHS England.

In January 2018 the Health and Wellbeing Board considered an evaluation matrix of the current Better Care Fund schemes which had been completed by the Wokingham Integration Strategic Partnership (WISP) (now Wokingham Integrated Partnership). WISP is one of the partnerships which helps to implement the work of the Health and Wellbeing Board. This evaluation would help to inform whether investments in projects continued and the best use of resources. It was important that projects demonstrated value and benefited residents.

It is planned that in June 2018 the Board members will be presented with the Better Care Fund Annual Report 2017/18 which will provide a high level overview of performance

against the budget of the Better Care Fund for 2017/18 in accordance with the Section 75 agreement.

Buckinghamshire, Oxfordshire and Berkshire West Sustainability and Transformation Plan (BOB STP):

Sustainability and Transformation Plans were introduced by NHS England to support the delivery of the Five Year Forward View. There are 44 'footprints' across the country, of which Buckinghamshire, Oxfordshire and Berkshire West (BOB) is one. BOB covers a population of approximately 1.8million and a place based budget of £2.5billion.

The Board received a number of updates on and commented on the likely approach, workstreams and proposed BOB STP finances. Board members felt that further clarification regarding governance arrangements and accountability in particular, was required.

Clinical Commissioning Group (CCG) Operational Plan 2017-19:

At its February 2017 meeting the Health and Wellbeing Board endorsed the NHS Wokingham Clinical Commissioning Group Operational Plan 2017-19.

The HWB Board previously discussed urgent care, A&E targets, and cancer waits. For 2017/18, key performance metrics in these areas were:

- ❖ 91% of patients waited less than four hours in A&E (from arrival to admission, transfer or discharge) against the national target of 95%. Performance was very challenged in the last quarter of 2017/18 due to the high numbers of very sick patients requiring admission. In March 2018 national performance was 85%. The Government's mandate to NHS England for 2018-19 stated that the NHS must "deliver aggregate A&E performance in England above 90% in September 2018, with the majority of trusts meeting 95% in March 2019". In order to meet these the A&E Delivery Board (partners include Royal Berkshire, CCG, LAs, Healthwatch and Berkshire HealthCare Foundation Trust) are actively working through NHS England and LGA High Impact Changes in order to continue to achieve performance.
- ❖ Delayed Transfers of Care for Wokingham in 2017/18 was 3,689 days. This compares to 3,751 days in 2016/17 and represents a 1.7% reduction on the prior year.
- ❖ 87% of people in Wokingham with urgent GP referral had their first definitive treatment for cancer within 62 days of referral, against a national target of 85%. In February 2018 national performance was 81%.

The Wokingham CCG Quality Premium Target was to increase the number of patients diagnosed with diabetes (diagnosed for less than a year) who attended a structured education course from 5.86% to 15%. We are awaiting final performance data on this measure and will provide it to the Board in due course.

The Wokingham CCG Operational Plan 2017-19 has been superseded by the 2018/19 Berkshire West CCG Plan. This sets out how the CCG will deliver the NHS Five Year Forward View, working as part of the BOB STP and driving the establishment of the Berkshire West Integrated Care System. The CCG will continue to build on strong partnership working with the three local authorities in Berkshire West to deliver the BW10 programme and maximise the impact of the Better Care Fund investment.

Health and Wellbeing Performance Dashboard:

The Health and Wellbeing Board received reports on the existing performance dashboard. Information regarding a variety of key indicators selected by the Board including Adult Obesity (those with a BMI over 30), Number of Patients per GP and Number of affordable dwellings completed, was considered at each meeting. The last time these indicators was reported to the Health and Wellbeing Board was April 2017

<http://wokingham.moderngov.co.uk/documents/g1973/Public%20reports%20pack%2006th-Apr-2017%2017.00%20Health%20and%20Wellbeing%20Board.pdf?T=10>.

To complement the development of the new Health and Wellbeing Strategy, a decision was taken to update the dashboard, to reflect the 4 new priorities and a list of 44 proposed Key Performance Indicators was presented to the Board in October 2017.

The latest updates of the Public Health Outcomes Framework are presented as new data is available (different indicators at each update). The good performance is not repeated here, just those of concern. The August update showed increases in hospital admissions for self-harm and falls. The October update showed that the 3 indicators around NHS Health Checks which had all deteriorated (action is being undertaken to address NHS Health Check performance in the Borough). The update presented in December 2017 identified three findings of concern:

- The crude rate of households that were classified as statutory homeless in temporary accommodation was increasing;
- The proportion of people living in fuel poverty was increasing;
- The proportion of population aged 65+ who are vaccinated against pneumococcus infection (PPV) was decreasing.

In April 2018 a new shortlist of 11 indicator areas were proposed and they have been taken away to develop further, as some were not actually indicators themselves but an assessment of progress based on a basket of indicators. A refreshed dashboard is being presented to the June 2018 meeting.

The majority of nationally collected indicators reflect good health and wellbeing across the Borough.

Berkshire Transforming Care Partnership:

The Partnership had a shared vision and commitment to support the implementation of the national service model to ensure that those with learning disabilities, behaviour that challenged and those with mental health difficulties and autism, received services to lead meaningful lives through tailored care plans and subsequent bespoke services to meet individual needs.

We have continued to reduce inappropriate hospitalisation of people with a learning disability, autism or both, so that the number in hospital reduces at a national aggregate level by 35% to 50% from March 2015 by March 2019. There are continuous efforts to move people out of long stay hospitals into appropriate community settings. The TCP Board has set a plan to reduce Berkshire East and West CCGs commissioned in-patient beds to 10-15 beds per million population by the end of 2018/19, this work continues to be

in progress. Working with the provider, Berkshire Health Care NHS Foundation and NHS England Specialist Commissioning Team the plan is on track to reduce CCG and NHS England commissioned bed capacity from 44 to 28 within the time line and working with the best of local experience, skills and knowledge a new service model has been created that incorporates Positive Behavioural Support and increased level of community based provision resulting in a reduction in beds.

We have continued to improve access to healthcare for people with a learning disability, so that the number of people receiving an annual health check from their GP is 64% higher than in 2016/17. The Programme Board is working in partnership with GP practices to ensure that reasonable adjustments are made to enhance access for annual health checks. GP practices are encouraged to ensure that the right coding is used to ensure that people have timely access to annual health checks. We are presently on track to meet this target.

We have made further investment in community teams to avoid hospitalisation. Berkshire West has developed an intensive support team, the remit of this team has been developed to ensure that people are supported in the community to manage risks and avoid hospital admissions. We are working closely with our provider to continue the development of this team.

We have ensured more children with a learning disability, autism or both get a community Care, Education and Treatment Review (CETR) to consider other options before they are admitted to hospital. We are continuing to work with our provider on this to ensure that the earliest intervention point is realised to gain better outcomes for our children. We are also working with NHS England on developing joint CETR for cohorts that are currently in tier 4 provision.

We continue to develop the work on tackling premature mortality by supporting the review of deaths of patients with learning disabilities, as outlined in the National Quality Board 2017 guidance. NHS Berkshire West CCGs have implemented the LeDer programme that oversees the review of all deaths and have appointed reviewers.

We also continue with the provision of Little House and are working with the providers to establish a selected co-hort of residents that will be able to make effective use of this scheme.

In addition to these Berkshire Transforming Care Plan has 4 key aims:

1. More care in the community, with personalised support provided by multi-disciplinary health and care teams
2. More innovative services to give people a range of care options, with personal budgets, so that care meets individuals needs
3. Early, more intensive support for those who need it, so that people can stay in the community, close to home
4. Inpatient care, but only as long as is needed and is necessary

To achieve those aims the TCP Board has established a programme and governance structure built around a number of work streams, with children and young people and those in transition being a core component of each.

There are seven work streams:-

1. Joint commissioning and integration – aligning financial processes, explore joint commissioning, jointly managing the market
2. Communication and engagement – stakeholder identification, creation of communications plan, effective communication and engagement
3. Workforce development and culture – cultural audit, workforce development programmes for staff, creating a cultural change programme
4. Children and young people – engaging services, developing new joint ways of working and person led plans
5. Autism – engaging with service users, including people in developments, enhancing support
6. Service reconfiguration – deliver intensive support team service, reducing reliance on bed based care, growing housing and support services, developing meaningful day accommodation and employment opportunities, enhance services to meet needs of children and young people in transition, further support for people with autism
7. Risk management – shared financial, quality, relational risk plan, mitigate risks through a programme management approach

These form our priority actions for 2018 – 2019.

CAMHS Transformation Plan - Implementing Future in Mind across Berkshire West CCGs and Wokingham Borough Council and Wokingham CCG Emotional Health and Wellbeing Strategy:

Children and young peoples' mental health and wellbeing continue to be a main priority. The Health and Wellbeing Board continued to be updated on the CAMHS Transformation Plan - Implementing Future in Mind across Berkshire West CCGs and the Wokingham Borough Council and Wokingham CCG Emotional Health and Wellbeing Strategy.

At its meeting in February 2018, the Health and Wellbeing Board was informed of continued action being taken to improve service delivery locally. Waiting times for specialist CAMHS in Wokingham are generally better than the national average and overall waiting times for services have reduced since 2015. However with the service now at full capacity unfortunately waiting times are likely to increase unless demand can be managed better at an earlier stage and additional resources can be secured. A number of important achievements locally to Wokingham were noted in improving children's emotional and mental health, including work with Schools, Voluntary Sector (ARC youth counselling) and a new urgent care team based at the hospital. Board members agreed that it was vital that children and young people emotional and mental health continue to be a priority.

Berkshire Suicide Prevention Strategy and Wokingham Suicide Prevention Action Plan:

The Berkshire Suicide Prevention Strategy was received and endorsed at the meeting in April 2017. The Health and Wellbeing Board supported the target of a 25% reduction rate in suicides locally by 2020 and the aspiration to go beyond this.

A Wokingham Borough specific Wokingham Suicide Prevention Action Plan contained within the Strategy was agreed.

Community Engagement:

- Community Engagement Team

During 2017/18, the Council's Community Engagement Team has focused on supporting residents in areas of deprivation to develop more self-sustaining lifestyles. This is done primarily by basing a community engagement worker within a facility in each area to act as a focal point and a catalyst for local activity.

Each worker identifies any specific needs or skills gaps within their area and in turn, identifies or delivers any initiatives/projects that may be beneficial. These include specific education/employment training, enabling positive and healthy activities, and supporting residents to come together to achieve a collective response to local community issues.

Whilst being primarily focused on specific geographical communities, the Community Engagement Team also support other types of communities within the borough. A good example of this would be the continuing support to the Council's BME Forum, which has delivered the successful Healthy Lifestyles Project and actively supports a range of events during Black History month.

- Sports & Leisure Service community engagement work:

- Attended community fun days organised by Tenant Services to help promote children's activities, SHINE over 60's and Walking for Health
- Attend school fairs to promote physical activity
- Delivered Sportivate in areas identified as deprived in WBC for 16 to 25 year olds
- Consultation on the designs of both Bulmershe and Carnival Pool developments
- Offer a number of free places for Tenant Services children for our WAK holiday camps
- Offer up free health checks at various large retailers in the WBC area i.e. ASDA
- Held 'street stalls' at large carnival events such as Wokingham, Woodley carnivals
- Trained 2 Localities officers to deliver on the Walking for Health programme in the key areas identified
- Provided talks for older people groups promoting physical activity
- Work closely with Key Partner Football clubs on developing and helping to build their clubs
- Annual Christmas events for SHINE members to discuss project and share successes

- Adult Safeguarding Prevention Service

Safer Places Scheme & Cards:

We continue to co-ordinate the scheme across the Borough with 39 shops/businesses signed up. Overall feedback of the scheme from residents is that the scheme gives them confidence to go out and about in the Borough and helps them to 'feel safe'. Shops and businesses feel that it is all part of their customer service & are happy to be members of the scheme. 22 people have a card with new requests coming in monthly, including from neighbouring boroughs.

Support with Confidence:

Currently there are 25 providers based within the Wokingham Borough ranging from Personal Assistants and micro enterprises, to home help and registered domiciliary care services. As a Prevention Service we provide Adult Safeguarding support, guidance and training to this joint Trading Standard and ASC scheme.

Wokingham Adult Safeguarding Partnership Forum (WASPF):

The forum meets on a quarterly basis and is an open one, i.e. its membership includes customers, carers, providers, professionals etc. Topics discussed in the meetings have included scams awareness and rogue traders, staying well in winter and a local bank manager came and spoke about what they are doing to prevent vulnerable residents from being victims of rogue traders, scams and fraud. All agendas and minutes are produced in an 'easier to read' format to reflect the needs of the membership & current legislation.

Work in the Community:

As well that already mentioned the Prevention Advisor is a member of a number of community forums, e.g. Wokingham Dementia Action Alliance (WDAA), Independent Advisory Group (IAG), Carers Strategic Group etc. representing and raising awareness of Adult Safeguarding. This service continues to host annual awareness raising events - National Personal Safety Day and Have a Safe Christmas with support from other teams and departments within the Council, i.e. Trading Standards, Community Safety Partnership, Community Wardens (now Locality officers) as well as other activities with support from Involve, Healthwatch, CLASP, The Link Visiting & Befriending Service and many others. The Prevention Advisor has supported 1 local Learning Disability provider to develop their awareness of Hate Crime with an action plan in place to support both the residents and staff.

Training:

The Prevention Advisor has facilitated Basic Awareness Training to community groups and people with a learning disability who are employed in social care work or organisations.

- **Voluntary Sector engagement**

In March 2017 the Council commenced a strategic review of the voluntary sector. The aim of this review was to measure and enhance the value of the sector, assist the sustainability of the voluntary sector services as well as to ensure that services were commissioned against a set of jointly development priorities and outcomes. The review has now concluded and we are currently working to put in place the recommendations that came out of the review programme.

As part of the review, the Council wanted to introduce measurable outcomes for each commissioned or grant funded voluntary sector service. In order to achieve this, the Commissioning team undertook a programme of focussed reviews of the current investments in the voluntary sector. Through this process WBC also wanted to increase the use of contracts rather than grants, which would allow WBC to offer longer term funding arrangements as well as set performance and outcome monitoring.

There were 35 services in scope for review and the annual value of these services was in excess of £2 million. The reviews were carried out by members of the People Commissioning Team, and looked at a number of areas such as service aims, outcomes, governance, monitoring and customer and stakeholder feedback. The reviews concluded

in early 2018 and we are in the process of enacting the recommendations from the review. This has meant that we are undertaking a lot of commissioning activity over the next 18 months, seeing our investment in the voluntary sector formalised and secured over longer periods of time, moving away from the instability of year on year annual grant funding.

The Voluntary sector within Wokingham offers a wide range of services for both adults and children. We commission a vast array of carers services, including a service specifically for our Young Carers. We have recently commissioned CLASP to deliver a self-advocacy service for people with a Learning Disability as well as take over the management of the Learning Disability Partnership Board. We are also currently tendering for generalist advice service which is currently delivered by Citizens Advice Wokingham as well an information and advice service for carers of people with a Learning Disability. Over the next 18 months we will also be recommissioning a family support service for parents who have children under 5 years old, our volunteer brokerage service and green 'n' tidy service and a number of other services delivered by the voluntary sector to our vulnerable adults and children.

Our voluntary sector services are vital in ensuring that we have a firm prevention offer and those that need support, get it at the earliest opportunity. The services delivered within the voluntary also reduce the pressure and demand on our front line services as often they support people within the community who may not meet the threshold for social services, yet would benefit from support. Voluntary organisations' in-depth knowledge of specific conditions or population groups, and close connections with service users, can be of great value to commissioners and we strive to continue to work closely with our voluntary sector partners in order to achieve the best outcomes for our residents.

Health and Wellbeing Board Member Training:

Leadership training specifically for Health and Wellbeing Chairman and Vice Chairman is being arranged to take place in 2018

Partnerships:

The work of the Health and Wellbeing Board is supported by the following partnerships:

- Business, Skills and Enterprise Partnership; (currently dormant)
- Children and Young People's Partnership;
- Community Safety Partnership;
- Place and Community Partnership;
- Wokingham Integrated Partnership.

The Health and Wellbeing Board received regular updates from the relevant Board members on the work of the Business, Skills and Enterprise Partnership, Community Safety Partnership, Place and Community Partnership, the Voluntary Sector and Healthwatch Wokingham Borough.

2018/19 Work Programme:

The Health and Wellbeing Board's work programme for 2018/19 will be an evolving document and will be developed over the next few months. The outcomes from the emerging Joint Strategic Needs Assessment will inform the priorities for the work of the Health and Wellbeing Board's work programme for 2018/19.

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TITLE	RE Revised Syllabus
FOR CONSIDERATION BY	Council on 19 July 2018
WARD	None Specific;
DIRECTOR	Acting Director, Children's Services – Lisa Humphreys

OUTCOME / BENEFITS TO THE COMMUNITY

The children in Wokingham schools would be taught the most up-to-date and relevant RE syllabus as required by the government.

RECOMMENDATION

That the Council adopt the revised RE Syllabus.

SUMMARY OF REPORT

It is a government statutory requirement for locally agreed RE syllabus' to be reviewed by SACREs (Standing Advisory Councils on Religious Education) every 5/6 years. The current Berkshire syllabus covers the period 2012-2017, and therefore needed to be reviewed and a revised syllabus produced for September 2018. The review has been conducted through the pan-Berkshire SACREs hub, and led by a specialist RE advisor who the hub has commissioned to lead this process. Teachers and representatives of faith groups have been consulted and their input fed into the revisions. The syllabus has been drafted and discussed at SACRE meetings, with the involvement of the RE advisor and LA officer on each SACRE. The final version of the revised syllabus now needs to be submitted to the Council of each of the Berkshire SACREs for approval, ready for phased implementation by schools from September.

Based on feedback from consultations and discussions with all stakeholders, the decision was taken to produce a shorter syllabus for 2018-2023, consisting mainly of the syllabus' statutory requirements, with supplementary guidance made available to schools on line.

Background

Religious Education, unlike other subjects, has no national curriculum, but has a locally-agreed syllabus. By statutory requirement, the RE syllabus, which is used across Berkshire in all 6 unitary authorities, must be revised every 5/6 years (1993 Education Act: DfE Circular 1/94, para 29) to reflect the religious education needs of pupils and the principal faith communities in the area. The new revised syllabus must be approved by each LA's SACRE and thereafter each SACRE's Council.

The Wokingham SACRE will provide support to schools to implement the new syllabus through an introductory event, termly RE network meetings, and an annual subject leader training course.

Analysis of Issues

There are no issues associated with the syllabus.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

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

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	0	Yes – all costs associated with the syllabus review and the implementation of the new syllabus are covered by the SACRE's standard annual budget	N/A
Next Financial Year (Year 2)	0	Yes – see above	N/A
Following Financial Year (Year 3)	0	Yes – see above	N/A

Other financial information relevant to the Recommendation/Decision

N/A

Cross-Council Implications

N/A

Reasons for considering the report in Part 2

List of Background Papers

- Berkshire RE syllabus 2018-20123
- Further information on legal requirements relating to the syllabus and the teaching of Religious Education

Contact Anne Coffey	Service Children's Services - Education
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The Pan-Berkshire Agreed Syllabus for Religious Education 2018 - 2023

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Foreword

It gives me great excitement and pleasure to introduce the new Pan-Berkshire agreed syllabus for Religious Education (2018-23). Religious Education makes a profound and distinctive contribution to the education of young people; it helps them understand their place within society, understand the place of religious faith in the world and encourages them to reflect upon ethical and religious issues within society

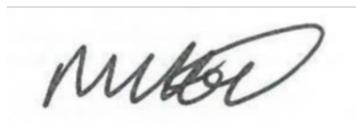
This locally agreed syllabus is a culmination of the 6 Berkshire authorities coming together under the leadership of our RE advisor, Jan Lever. In this new locally agreed syllabus we have put enquiry-based learning at its heart. We hope teachers across Wokingham and all of Berkshire find the new locally agreed syllabus exciting, supportive and innovative, and that it will equip them to deliver high quality Religious Education for years to come.

I would like to offer my sincere thanks to members of the Wokingham SACRE for their dedication and tireless work. Furthermore, the Pan-Berkshire Hub owes a considerable debt to the hard work and professional expertise of Jan Lever. I would also warmly like to extend my thanks to members of faith groups and teachers who gave up their time to help support the production of this locally agreed syllabus.

Stephen Vegh
Chair of Wokingham SACRE



Manjeet Gill
Interim Chief Executive of Wokingham Borough Council



Introduction

WHAT IS THE PURPOSE OF THE AGREED SYLLABUS?

The locally agreed syllabus forms the foundation of Religious Education in maintained schools without a religious character and maintained voluntary controlled schools. Academies without a religious character must follow an Agreed Syllabus for RE, though they are free to choose which Agreed Syllabus they follow.

The agreed syllabus should satisfy two key requirements:

- the law (as set out in the Education Act 1996)
- the aims of RE as defined by the local Agreed Syllabus Conference.

At teachers' requests, the statutory requirements of the Pan-Berkshire agreed syllabus are contained in this succinct document.

Further guidance on the Key Questions for each religion/ belief system required to be studied, implementation and delivery is offered in accompanying online support documents.

ALL schools have the statutory obligation to teach Religious Education to ALL pupils.

RE should be taught to all pupils in full-time education in schools, except for those withdrawn at the written request of their parents.

(REFERENCE 'EDUCATION ACT' 1944, 'RE IN ENGLISH SCHOOLS: NON-STATUTORY GUIDANCE 2010, DCSF).

WHAT IS THE PURPOSE AND AIM OF RE IN SCHOOLS?

The purpose of RE is to promote religious literacy. Religious literacy requires pupils to gain knowledge and understanding of a range of religions and worldviews and to use that knowledge to engage in informed and balanced conversations about religions and beliefs. In addition to learning about religions and worldviews, Religious Education offers students the chance to develop spiritually, morally, socially and culturally and to reflect on their own beliefs, being able to be discerning about the many attitudes and opinions they will encounter.

The non-statutory 2013 National Curriculum Framework for RE states that pupils should:

- Know about and understand a range of religions and worldviews
- Express ideas and insights about the nature, significance and impact of religions and worldviews
- Gain and deploy the skills needed to engage seriously with religions and worldviews.

To achieve these aims, Religious Education provokes challenging questions about meaning, purpose, beliefs about God, issues of right and wrong and what it means to be human.

RE plays an important role in preparing pupils for life in the modern world, and should enable them to flourish as citizens in a pluralistic, global society.

HOW WILL THIS SYLLABUS HELP YOUNG PEOPLE ACROSS BERKSHIRE TO ACHIEVE THESE AIMS?

The Pan-Berkshire syllabus (2018-2023) is based on similar "big questions" to those found in the 2012-17 version of the syllabus; the links between the three strands of "Belonging, Believing and Behaving" are made more explicit and there are now expected outcomes to replace the Attainment Levels. The links between "learning about" and "learning from" are made more explicit and integrated into the expected outcomes: the questions and expected outcomes combine the need to demonstrate knowledge with an understanding of the impact, necessitating the deployment of specific skills. It is intended that progression in learning will be assessed by the school and will probably reflect Bloom's or SOLO Taxonomy.

The supplementary guidance material that supports this syllabus will explore this further and give information regarding these suggested taxonomies.

This syllabus builds on the previous one by demanding that a slightly wider range of religions and belief systems are taught as statutory requirements, bringing Islam into the Primary Phase and specifying the study of a non-religious worldview, probably Humanism, in Key Stage 3. However, more flexibility is also built in. Schools are free to add additional religions and belief systems as relevant to their school community.

WHICH RELIGIONS/BELIEF SYSTEMS ARE STATUTORY IN THIS SYLLABUS?

EARLY YEARS FOUNDATION STAGE (EYFS, ages 3-4)

RE is only statutory for EYFS children registered on the school roll i.e. from their Reception Year, not for those in nursery classes in maintained schools or in other early years settings. Where it is statutory, the RE should be aligned to the most recent EYFS framework.

During the Reception Year (ages 4-5), pupils **MUST** encounter Christianity **PLUS** at least one other religion from Hinduism, Islam, Judaism and Sikhism.

It is expected that learning will be experiential and thematic during the EYFS.

PRIMARY PHASE (Years 1- 6, ages 5-11)

By the end of Key Stage 2 (Year 6, age 11), pupils **MUST** have:

studied Christianity in every year group **PLUS** Hinduism, Islam, Judaism and Sikhism, by exploring the Key Questions for the relevant Key Stage. They must have achieved the expected outcomes identified in the syllabus.

LOWER SECONDARY PHASE (Years 7- 9, ages 12-14)

By the end of Key Stage 3 (Year 9, age 14), pupils **MUST** have:

studied Christianity in every year group **PLUS** Buddhism, Islam and a non-religious worldview e.g. Humanism, by exploring the Key Questions for Key Stage 3. They must have achieved the expected outcomes identified in the syllabus.

These requirements apply to ALL pupils in Key Stage 3, even those undertaking early-entry GCSE courses starting in Year 9.

UPPER SECONDARY PHASE (Years 10-13, ages 15-18)

By the end of Key Stage 4 (Year 11, age 16), pupils **MUST** have:

studied Christianity and at least one other religion or non-religious worldview.

All pupils must receive Religious Education and should follow an externally accredited course for Religious Studies e.g. GCSE, or an alternative, well-structured and challenging programme of Religious Education. Schools are encouraged to facilitate examination entry for as many students as possible.

POST-16

All students **MUST** receive Religious Education. Students should have the opportunity to follow a course, or modules, which lead to external accreditation e.g. A level Religious Studies. Suggested modules are set out in the supporting guidance material.

Reception Year and Key Stage 1 (ages 4-7)

Reception Year

Which religions?

Children’s Reception Year (age 5), is part of the Early Years Foundation Stage. During this year they should encounter Christianity and at least one of the other principal religions required by the end of Key Stage 2, and their learning should be aligned to the most recent national EYFS Framework. Learning is expected to be experiential and thematic.

Key Stage 1

Which religions?

Christianity plus one other religion from Hinduism, Islam, Judaism or Sikhism, must be studied in each year group in Key Stage 1. Whole Primary Phase planning must ensure coverage of the required religions by the end of Key Stage 2.

Expected Outcomes for Key Stage 1

By the end of Key Stage 1 (Year 2, age 7), pupils are expected to achieve the following **four outcomes** in their study of **Christianity** and to achieve **at least two** of these outcomes for each of the other religion/s studied, mindful of the holistic learning needed by the end of the Primary Phase.

Key Stage 1 Expected outcomes - Enquiry and Impact	
Exp.A	Recognise and give simple accounts of the core beliefs.
Exp.B	Retell a range of religious stories and explain how they link to the core beliefs and practices.
Exp.C	Describe some festivals, celebrations and practices and say how they reflect the core beliefs.
Exp.D	Recognise the roles of religious leaders and sacred texts.

These outcomes should be achieved through exploration of the following **Key Questions**:

Key Stage 1 - Key Questions		
Qu.1	How do some religions demonstrate that everyone is special?	(Believing/Belonging)
Qu.2	Why are religious celebrations important to some people but not to others?	(Believing/Belonging/Behaving)
Qu.3	Does everyone believe the same things about God?	(Believing)
Qu.4	Why do symbols and stories play important roles in religions?	(Believing/Belonging/Behaving)
Qu.5	Why do some people follow religious leaders and teachings?	(Believing/Behaving)
Qu.6	How do some people’s religious beliefs encourage them to care for the world?	(Believing/Behaving)

Which questions and how many at Key Stage 1?

All 6 Key Questions must be explored in the study of Christianity by the end of Key Stage 1. For each of the other religions studied, **at least two** of the questions should be addressed.

These questions can be adapted, combined or wording changed providing that the content and strands are retained and the outcomes are achieved.

RECOMMENDATIONS AND NOTES (NOT statutory)

Primary Phase (Key Stage 1)

- It is recommended that just ONE of the mandatory religions is studied alongside Christianity in each year group (Reception to Year 6) during the Primary Phase.
- When the Primary Phase is split across schools, schools should liaise to ensure the full range of religions is covered and progression and continuity are considered.
- Schools should also liaise with the secondary schools they feed to ensure continuity and progression.
- Sufficient teaching time, training and resources should be allocated to enable effective leadership and delivery.

Minimum teaching time:

Key Stage 1: 36 hours per year

Other principal religions and worldviews of local significance e.g. the Baha’i Faith, may be studied in addition to the required statutory religions, at the school’s discretion.

- The underpinning themes of Believing, Behaving and Belonging need to be integrated in RE planning.
- Parents have the right to withdraw their children from RE.

Key Stage 2 (Years 3-6, ages 8-11)

Which religions?

Christianity, Hinduism, Islam, Judaism and Sikhism by the end of Key Stage 2

Christianity plus one other religion from Hinduism, Islam, Judaism or Sikhism, must be studied in each year group, ensuring coverage of the required religions by the end of Key Stage2, and building on the learning achieved in Key Stage 1.

Expected Outcomes for Lower and Upper Key Stage 2

By the end of LOWER Key Stage 2 (Year 4, age 9), pupils are expected achieve the following **four outcomes** in their study of **Christianity** and to achieve **at least two** of these outcomes for each of the other religion/s studied. The choice of outcomes needs to ensure as holistic an understanding of each of the religions studied (especially the core beliefs and their application) as possible and take account of progress through the whole key stage.

Lower Key Stage 2 Expected outcomes - Enquiry and Impact	
Exp.A	Explain the significance of religious leaders and sacred texts.
Exp.B	Describe a range of ways that believers express their core beliefs and make the links between belief and expression.
Exp.C	Identify how core beliefs can guide lifestyle choices.
Exp.D	Recognise how religious identity can be shaped by family, community and practice.

By the end of UPPER Key Stage 2 (Year 6, age 11) pupils are expected to achieve the following **four outcomes** in their study of **Christianity** and to achieve **at least two** of these outcomes for each of the other religion/s studied. The choice of outcomes needs to ensure as holistic an understanding of each of the religions studied (especially the core beliefs and their application) as possible and take account of progress through the whole key stage.

Upper Key Stage 2 Expected outcomes - Enquiry and Impact	
Exp.A	Describe and explain what motivates and inspires believers and how this can be reflected in actions/practice.
Exp.B	Explain and demonstrate how and why believers show courage and commitment.
Exp.C	Explain how beliefs, practices and community can support or determine responses to matters of life and death.
Exp.D	Give examples of how core beliefs can be interpreted in different ways leading to diverse expression and behaviour.

These outcomes should be achieved through exploration of the following **Key Questions**:

Key Stage 2 - Key Questions		
Qu.1	To what extent does participating in worship and/or prayer generate a sense of belonging?	(Believing/Belonging)
Qu.2	Do Rites of Passage always help a believer to feel connected to God and/or community?	(Believing/Belonging/Behaving)
Qu.3	How can music and the arts help express and communicate religious beliefs?	(Believing/Belonging)
Qu.4	To what extent do religious beliefs influence and encourage 'good' behaviour?	(Believing/Behaving)
Qu.5	How do religious leaders and sacred texts contribute to believers' understanding of their faith?	(Believing)
Qu.6	How well does faith help people cope with matters of life and death?	(Believing/Behaving)
Qu.7	What difference might it make to believe in God as Creator?	(Believing/Behaving)
Qu.8	How might beliefs and community shape a person's identity?	(Believing/Belonging)

Which questions and how many at Key Stage 2?

All 8 Key Questions must be explored in the study of Christianity across Key Stage 2.

For the other principal religions studied in the Primary Phase (Hinduism, Islam, Judaism and Sikhism) it will not be possible to explore all 8 Key Questions for each religion. Therefore, schools are asked to select Key Questions (**at least 2** for each religion) to enable depth of study into each religion and breadth of study across the religions studied in the Primary Phase, building on the foundation learning achieved in Key Stage 1.

These questions can be adapted, combined or wording changed providing that the content and strands are retained and the outcomes are achieved.

RECOMMENDATIONS AND NOTES (NOT statutory)

Primary Phase

- It is recommended that just ONE of the mandatory religions is studied alongside Christianity in each year group (Reception to Year 6) during the Primary Phase.
- When the Primary Phase is split across schools, schools should liaise to ensure the full range of religions is covered and progression and continuity are considered.
- Schools should also liaise with the secondary schools they feed to ensure transition, continuity and progression.
- Sufficient teaching time, training and resources should be allocated to enable effective leadership and delivery.

Minimum teaching time:

Key Stage 2: 45 hours per year

- Other principal religions and worldviews of local significance e.g. the Baha'i Faith, may be studied in addition to the required statutory religions, at the school's discretion.
- The underpinning themes of Believing, Behaving and Belonging need to be integrated in RE planning.
- Parents have the right to withdraw their children from RE.

Key Stage 3 (Years 7-9, ages 12-14)

Which religions/belief systems?

Christianity, Buddhism, Islam and a non-religious worldview e.g. Humanism, by the end of Key Stage 3

Christianity plus one other religion/belief system from Buddhism, Islam and a non-religious worldview e.g. Humanism, must be studied in each year group, ensuring coverage of the required religions/worldview by the end of Key Stage3, building on the Primary Phase learning.

Additional religions e.g. the Baha'i Faith, may be included to allow a range of beliefs to be studied in relation to a specific key question.

Other non-religious worldviews may also be included and may include Agnostic, Atheist, Freethinker, Humanist, Materialist, Rationalist, Secularist, Skeptic.

Guidance and support materials will be available on line.

Expected Outcomes for Key Stage 3

By the end of Key Stage 3 (Year 9, age 14), pupils are expected to achieve the following **four** outcomes in relation to **Christianity** and to achieve **at least two** of these outcomes for each of the other religions/belief systems studied.

Over the course of this phase pupils must acquire as holistic an understanding of all the religions/belief systems studied (especially the core beliefs and their application) as possible.

These requirements apply to ALL pupils in Key Stage 3, even those undertaking early-entry GCSE courses starting in Year 9.

Key Stage 3 Expected Outcomes - Enquiry and Impact	
Exp.A	Identify the nature of spiritual experience and its influence on believers' lives, sense of purpose and religious practice.
Exp.B	Evaluate how far concepts of truth, right and wrong generated by different belief systems, are used to justify behaviour.
Exp.C	Explain and evaluate how beliefs about God determine responses to personal, social and global issues.
Exp.D	Evaluate the 'sacredness' of texts and the impact of divergent interpretations.

These outcomes should be achieved through exploration of the following **Key Questions**:

Key Stage 3 - Key Questions		
Qu.1	Is there more than one way to be spiritual?	(Believing/Behaving/Belonging)
Qu.2	How far does a person's understanding of God influence their sense of purpose?	(Believing/Belonging/Behaving)
Qu.3	How might beliefs shape concepts of truth, right and wrong?	(Believing/Behaving)
Qu.4	In what ways do science, belief and religion interact and what difference might this make?	(Believing/Behaving)
Qu.5	To what extent should people from different belief systems manage their differences and co-operate for the common good?	(Believing/Behaving/Belonging)
Qu.6	To what extent do religious or non-religious beliefs affect personal relationships?	(Believing/Behaving)
Qu.7	Why might it matter that sacred texts are often open to interpretation?	(Believing/Behaving)
Qu.8	How might belief affect people's responses towards social and global issues?	(Believing/Behaving)

Which questions and how many at Key Stage 3?

All 8 Key Questions must be explored in the study of Christianity across Key Stage 3.

For the other principal religions/ belief systems studied in Key Stage3, (Buddhism, Islam and Humanism/ non-religious world-views) it will not be possible to explore all 8 Key Questions for each. Therefore, schools are asked to select Key Questions (**at least 2** for each religion/belief system) to enable depth of study into each and breadth of study across them in the Key Stage 3.

These questions can be adapted, combined or wording changed providing that the content and strands are retained and the outcomes are achieved.

RECOMMENDATIONS AND NOTES (NOT statutory)

Secondary Phase

- Schools should liaise with their feeder schools to ensure progression and continuity through the transition into the Secondary Phase.
- Sufficient teaching time, training and resources, should be allocated to enable effective leadership and delivery

Minimum teaching time:

Key Stage 3: 45 hours per year

Key Stage 4: 40 hours per year

Post-16: 10 hours per year

- Other principal religions and worldviews of local significance e.g. the Baha'i Faith, may also be studied at the school's discretion
- Schools are encouraged to facilitate external-examination entry for as many pupils as possible.
- The underpinning themes of Believing, Behaving and Belonging need to be integrated in RE planning.
- Parents have the right to withdraw their children from RE before they reach 18.

Rationale and Acknowledgements

Much thought, consideration and time has been devoted to this 2018-23 agreed syllabus for Religious Education, in order to bring clarity to the requirements and expectations of RE, whilst ensuring the excellent RE practice in schools across Berkshire is maintained and not disrupted by a new syllabus.

All 6 Berkshire SACREs (Standing Advisory Councils on Religious Education) worked together to produce the syllabus, using the Pan-Berkshire SACRE Hub as the conduit for consultation, and invited consultation with teachers and faith and belief communities to ensure the revisions made move RE in Berkshire forward.

Mindful of the ever-present pressures competing for teacher-time, the statutory aspects of the syllabus have been condensed and collated on just a few pages, each Key Stage being seen in its own right whilst always understanding that planning should be undertaken across the Key Stages to ensure as comprehensive and holistic an RE learning journey as possible for every pupil.

The aims are:

- to clarify and make concise the statutory aspects of the syllabus,
- to retain the enquiry-approach,
- to simplify the layout of the Key Questions, making the wording more 'open' and encompassing both Attainment Targets 1 and 2 (learning about and from religion and belief systems) within each question,
- to keep the underpinning Believing, Belonging, Behaving structure to ensure the focus on core beliefs and their application
- to make the expectation as to what is taught in the given RE curriculum time as realistic as possible
- to set out the expected learning outcomes for each Key Stage to enable the planning process to start with clear aims for pupils' RE learning

Thanks go to all those who have dedicated time and expertise to the revision of the Pan-Berkshire agreed syllabus for RE, including:

All 6 SACREs, chairs, vice-chairs, clerks, members and advisers

Headteachers and teachers of RE

Leaders and members of faith and belief communities



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Wokingham Agreed Syllabus for Religious Education, 2018-2023

Further information on legal requirements

The Education Act (1996) requires that:

- RE should be taught to all pupils in full time education in schools except for those withdrawn at the request of their parents (details to be found in DCSF publication: RE in English schools: Non-statutory guidance 2010, p27-30).
- RE in community schools and foundation schools not of a religious character should be taught in accordance with the locally agreed syllabus recommended by the Agreed Syllabus Conference to the Local Authority. In schools with a religious foundation, the RE curriculum offered is to be determined by the governing body in accordance with the trust deed. The governing body may recommend that the school follows the Local Authority's agreed syllabus.
- An agreed syllabus should 'reflect the fact that the religious traditions in Great Britain are in the main Christian whilst taking account of the teaching and practices of the other principal religions represented in Great Britain'
- The Education Act (1944) requires that an agreed syllabus 'shall not include any catechism or formulary which is distinctive of any particular religious denomination' (The Education Act 1944 section 26(2)). This is understood to mean that an agreed syllabus should not be designed to convert pupils, or to urge a particular religion or religious belief on pupils.
- It is the responsibility of the Headteacher and the governing body to ensure that sufficient time and resources are given to RE in schools to meet the statutory requirements. It is important to note that the status of RE in Key Stage 4 and post 16 is not the same as most other subjects. Here, as well as in the other key stages, it is a compulsory subject for all pupils who have not been withdrawn by their parents.
- It is the role of the SACRE to monitor the effective implementation of the syllabus.

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Agenda Item 27.

TITLE	Localism Act Pay Policy Statement for 2018/2019
FOR CONSIDERATION BY	Council on 19 July 2018
WARD	None Specific
DIRECTOR	Director of Corporate Services - Graham Ebers

OUTCOME / BENEFITS TO THE COMMUNITY

Council approves the attached Policy Pay Statement for 2018 for publication on the Council's website in accordance with the Localism Act.

RECOMMENDATION

That Council approve the attached Policy Pay Statement for 2018 for publication on the Council's website in accordance with the Localism Act 2011.

SUMMARY OF REPORT

The Localism Act 2011 requires all local authorities to produce, approve (by Full Council) and publish a Pay Policy Statement annually.

A draft Pay Policy Statement is attached below designed to meet these requirements in terms of describing senior manager pay and benefits arrangements and the ratio of senior management salaries to the rest of the workforce. These legal requirements are designed to bring greater transparency in public body operations.

Background

The Chief Executive and Personnel Board considered and endorsed the draft Pay Policy Statement on 19 June 2018.

Analysis of Issues

The proposed Pay Policy Statement is designed to meet the requirements of the Localism Act.

The 2018 Pay Policy statement will be published as soon as there is Full Council approval.

The Localism Act places no additional requirements to publish salary details of senior posts than we currently publish each year on our website: it simply requires us to publish annual pay policy statements as set out in 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)	Nil	n/a	n/a
Next Financial Year (Year 2)	Nil	n/a	n/a
Following Financial Year (Year 3)	Nil	n/a	n/a

Other financial information relevant to the Recommendation/Decision

none

Cross-Council Implications

none

Reasons for considering the report in Part 2

n/a

List of Background Papers

DCLG: Openness and accountability in local pay: Guidance under section 40 of the Localism Act 2011
Pay Policy Statement 2018

Contact Sarah Swindley

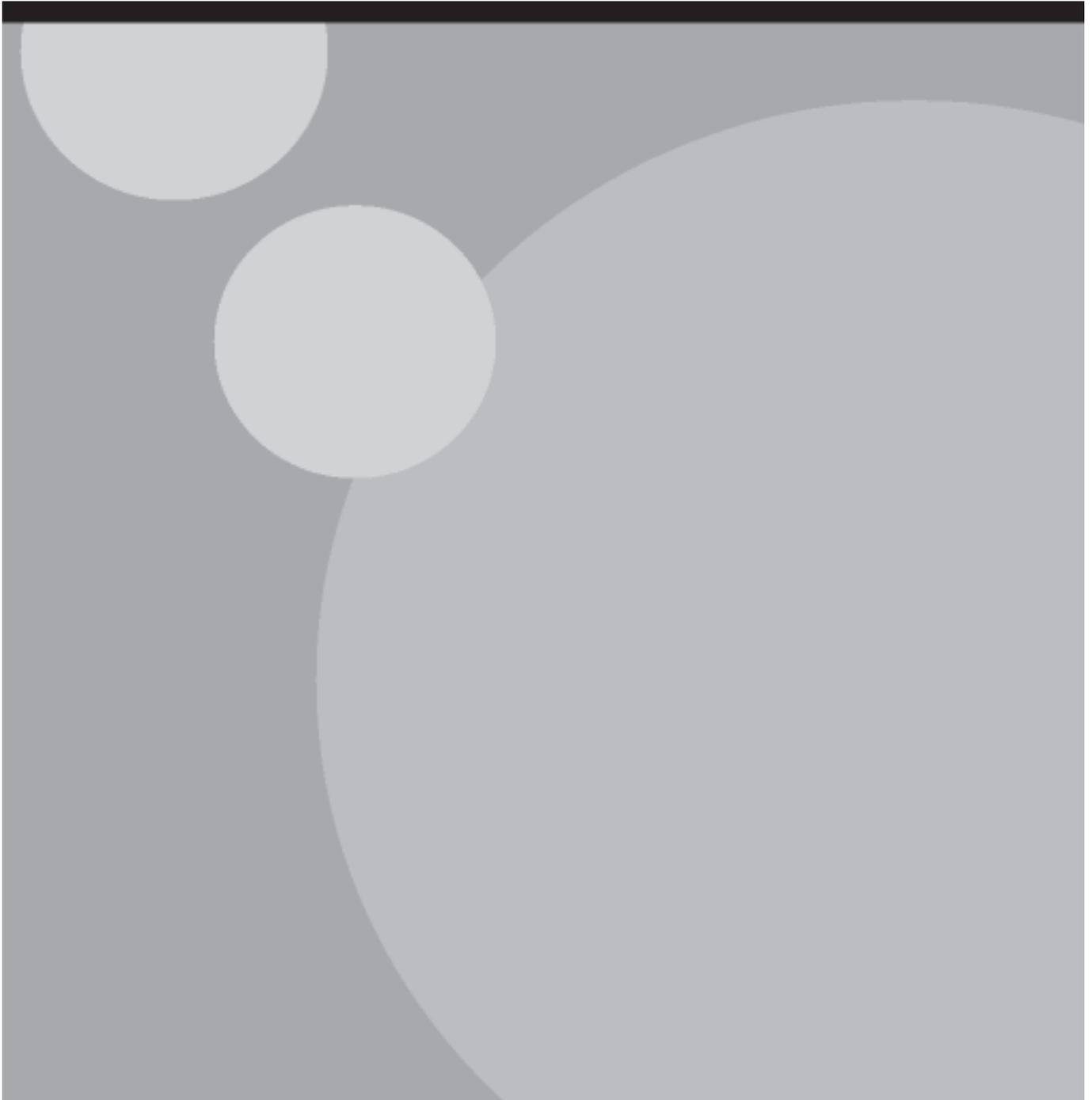
Service Business Services

Telephone No Tel: 0118 974 6076

Email
sarah.swindley@wokingham.gov.uk



Openness and accountability in local pay:
Guidance under section 40 of the Localism Act





Openness and accountability in local pay:
Guidance under section 40 of the Localism Act

February 2012
Department for Communities and Local Government

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Any enquiries regarding this document/publication should be sent to us at:

Department for Communities and Local Government
Eland House
Bressenden Place
London
SW1E 5DU
Telephone: 030 3444 0000

February, 2012

ISBN: 978-1-4098-3351-2

Openness and accountability in local pay: Guidance under section 40 of the Localism Act

Introduction

1. This guidance applies in relation to England only.
2. Sections 38 to 43 of the Localism Act 2011 ('the Act') apply to 'relevant authorities'. Relevant authorities in England, as listed in section 43 (1) of the Act, are:
 - a county council, (which may be a unitary)
 - a district council, (which may be a unitary)
 - a London borough council,
 - the Common Council of the City of London in its capacity as a local authority,
 - the Council of the Isles of Scilly,
 - the London Fire and Emergency Planning Authority,
 - a metropolitan county fire and rescue authority, or
 - a fire and rescue authority constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies.
3. Relevant authorities are required by section 38(1) to prepare pay policy statements. These statements must articulate an authority's own policies towards a range of issues relating to the pay of its workforce, particularly its senior staff (or 'chief officers') and its lowest paid employees. Pay policy statements must be prepared for each financial year, beginning with 2012/13. They must be approved by full council, or a meeting of members in the case of a Fire and Rescue Authority, and published.
4. This guidance sets out the key policy principles that underpin the pay accountability provisions in the Act. It is issued by the Secretary of State for Communities and Local Government and, by section 40(1) of the Act, relevant authorities in England must have regard to this guidance in performing their functions in preparing and approving pay policy statements.

Scope

5. Nothing in the pay accountability provisions in the Act or in this guidance supersedes existing responsibilities and duties placed on authorities in their role as employers, under employment and other relevant legislation. Authorities must, of course, bear in mind these responsibilities and duties when formulating a pay policy statement. Discussion of an authority's policies in relation to pay would not engage the Data Protection Act as it does not concern data relating to a particular individual.
6. Each local authority is an individual employer in its own right and has the autonomy to make decisions on pay that are appropriate to local circumstances and which deliver value for money for local taxpayers. The provisions in the Act do not seek to change this or to determine what decisions on pay should be taken or what policies that individual employing authorities should have in

place. Rather, they only require that authorities are more open about their own local policies and how their local decisions are made.

7. The provisions in the Act do not apply to the staff of local authority schools and therefore teaching staff need not be brought within the scope of a pay policy statement.

Policy Principles

8. It is estimated that, between 2001 and 2008, median top salaries in local government grew at faster rates than entry salaries.¹ In that context, around 800 local government employees are in the top 1% of all earners.² The decisions about the pay and reward of senior local authority staff which have underpinned this growth have, for too long, been taken without the accountability and transparency that many would expect.
9. In the Coalition Agreement, the Government made a commitment to strengthen councillors' powers to vote on large salary packages for council officers. In addition, the Government has taken necessary steps to increase transparency about how taxpayers' money is used, including in the pay and reward of public sector staff. The Secretary of State published the Code of Recommended Practice for Local Authorities on Data Transparency on 29 September 2011.³ The Code on transparency enshrines the principles of transparency and asks councils to follow three principles when publishing data they hold; responding to public demand; releasing data in open formats available for re-use; and, releasing data in a timely way. This includes data on senior salaries and the structure of their workforce.
10. In June 2010, the Government asked Will Hutton to undertake an independent review of Fair Pay in the public sector. Hutton's Final Report was published in March 2011 and made several recommendations for promoting pay fairness in the public sector by increasing transparency over pay and tackling disparities between the lowest and the highest paid in public sector organisations.⁴ The Government welcomed these recommendations.
11. The provisions in the Act bring together these strands of increasing accountability, transparency and fairness in the setting of local pay. They require councillors (in the case of local authorities) or elected members (in the case of other relevant authorities) to take a greater role in determining pay, ensuring that these decisions are taken by those who are directly accountable to local people. Alongside the Code on transparency, the Act's provisions will ensure that communities have access to the information they need to determine whether remuneration, particularly senior remuneration, is appropriate and commensurate with responsibility. In addition, the provisions will ensure that policies on the pay and reward of the most senior staff are set clearly within the context of the pay of the wider workforce.

¹ Page 9: Hutton Review of Fair Pay in the Public Sector: Interim report (December 2010)

² Page 41: Hutton Review of Fair Pay in the Public Sector: Interim report (December 2010)

³ Available at: www.communities.gov.uk/publications/localgovernment/transparencycode

⁴ Available at: www.hm-treasury.gov.uk/indreview_willhutton_fairpay.htm

Accountability

12. The Secretary of State considers that decisions on pay policies should be taken by councillors or elected members - those who are directly accountable to local communities. Authorities should ensure that all democratically accountable members have a significant input into how decisions on pay are made, particularly decisions on senior pay, and that they are open about the policies that determine those decisions.
13. That is why the Act requires that pay policy statements, and any amendments to them, are considered by a meeting of full council, or a meeting of members and cannot be delegated to any sub-committee. In scheduling such meetings, authorities should act in accordance with their responsibilities under Part 5A of the Local Government Act 1972. However, the Secretary of State does not consider that pay policy statements engage the Data Protection Act, as they should contain the general principles underpinning the decisions on pay and not personal data. There should therefore be no reason to exclude the public from discussions about the statement on these grounds and such meetings should be open to the public and should not exclude observers. All decisions on pay and reward for chief officers must comply with the current pay policy statement.
14. In addition, under these arrangements, full council, or a meeting of members should be offered the opportunity to vote before large salary packages are offered in respect of a new appointment. The Secretary of State considers that £100,000 is the right level for that threshold to be set. For this purpose, salary packages should include salary, any bonuses, fees or allowances routinely payable to the appointee and any benefits in kind to which the officer is entitled as a result of their employment.

Transparency

15. It is essential that an authority's approach to pay, as set out in a pay policy statement, is accessible for citizens and enables local taxpayers to take an informed view of whether local decisions on all aspects of remuneration are fair and make best use of public funds. Approved pay policy statements must be published on the authority's website and in any other manner locally that the authority thinks appropriate, as soon as is reasonably practicable after they are approved or amended.
16. The Act also requires that authorities include in their pay policy statements, their approach to the publication of and access to information relating to the remuneration of chief officers. Remuneration includes salary (for chief officers who are employees) or payment under a contract for services (for chief officers who are self-employed), expenses, bonuses, performance related pay, as well as contractual arrangements involving possible future severance payments.
17. The definition of chief officers (as set out in section 43(2)) is not limited to heads of paid service or statutory chief officers. It also includes those who report directly to the head of paid service or statutory chief officers (non-statutory chief officers), to those who report directly to non-statutory chief officers (deputy chief officers) and, in the case of a Fire and Rescue Authority, a Deputy Chief Fire Officer. Authorities are reminded that the Act sets out the information that they are required to include in their pay policy statements as a

minimum. Authorities should consider whether, in the light of local circumstance and their own reward structure, it would be appropriate to extend the scope of their pay policy statement to include any other highly paid members of staff who would not come within the definition of chief officers.

18. The Act does not require authorities to use their pay policy statements to publish specific numerical data on pay and reward. However, authorities should consider how the information in their pay policy statements fits with that data on pay and reward that they publish separately. This includes that data required to be published under the Code of Recommended Practice for Local Authorities on Data Transparency and by the Accounts and Audit (England) Regulations 2011. Indeed, pay policy statements offer an opportunity to put that data firmly within the context of the authorities agreed policies, and to provide the public with a clear justification of how their money is being used appropriately in the pay and reward of senior staff.

Fairness

19. In his interim report, Will Hutton found that top managers in local government have seen larger increases in pay than the lowest paid in their workforces and the pay ratios between local authority chief executives and the lowest paid in local councils have grown in the last ten years.⁵ In his final report, Will Hutton went on to highlight that there is value in ensuring that decisions about senior pay are taken in the context of similar decisions on lower paid staff, and that the relationship between those decisions is considered.⁶
20. The Government agrees that the type of approach Hutton recommends will enable a clearer debate about whether pay levels across an organisation are fair, and whether differing approaches to the pay and reward are justified. In this context, the Act requires authorities to set their policies on remuneration for their highest paid staff alongside their policies toward their lowest paid employees. In addition, it requires authorities to explain what they think the relationship should be between the remuneration of its chief officers and its employees who are not chief officers.
21. Hutton recommended the publication of an organisation's pay multiple – the ratio between the highest paid employee and the median average earnings across an organisation – as a means of illustrating that relationship.⁷ The Code of Recommended Practice for Local Authorities on Data Transparency includes pay multiples within the minimum set of data that authorities should publish.⁸ While authorities are not required to publish data such as a pay multiple within their pay policy statement, they may consider it helpful to do so, for example, to illustrate their broader policy on how pay and reward should be fairly dispersed across their workforce. In addition, while they are not required to develop local policies on reaching or maintaining a specific pay multiple by the Act they may wish to include any existing policy.

⁵ Page 48: Hutton Review of Fair Pay in the Public Sector: Interim report (December 2010)

⁶ Chapter 2: Hutton Review of Fair Pay in the Public Sector: Final report (March 2011)

⁷ Chapter 2: Hutton Review of Fair Pay in the Public Sector: Final report (March 2011)

⁸ Available at: www.communities.gov.uk/publications/localgovernment/transparencycode

22. Section 38(4) of the Act specifies that in addition to senior salaries, authorities must also make clear what approach they take to the award of other elements of senior remuneration, including bonuses, performance related pay as well as severance payments. This should include any policy to award additional fees for chief officers for their local election duties. While some authorities have taken the local decision to include such fees within a chief officer's overall salary, others pay separate fees. Authorities should make clear in their pay policy statements which approach applies and, if separate fees are paid, describe their approach to setting and publishing these.
23. In articulating their policies on performance related pay, authorities should consider Will Hutton's recommendations on the value of a system of 'earn back' pay. Hutton considered that senior staff could have an element of their basic pay 'at risk', to be earned back each year through meeting pre-agreed objectives. It was his view that such an approach would allow pay to vary with performance, and ensure that public services do not offer rewards for failure.⁹
24. Authorities should ensure that the way they manage their workforce – including payments offered to staff leaving the authority – delivers the best value for money for local taxpayers and sets the right example on restraint. Authorities are already required to publish their policy on offering discretionary compensation for relevant staff in the event of redundancy.¹⁰ The Act is intended to bring out in the open the approach an authority may take in offering a severance payment to senior staff as part of a decision to terminate a contract for any reason. As with other elements of a pay policy statement, any decision that authority takes in relation to the award of severance to an individual chief officer, must comply with their published policy for that year and should represent value for money for taxpayers.
25. Taxpayers should rightly expect that their interests are being protected including when senior staff move posts within the public sector, particularly when those moves could be seen to have the effect of driving up average pay levels across the sector. In addition, taxpayers should have the opportunity to question whether they are getting value for money from arrangements where it could appear that the public sector is paying an individual twice – through salary and a pension – for doing the same job. Authorities should have an explicit policy in their pay statement on whether or not they permit such practices within their workforces.
26. Authorities should use their pay policy statements to explain their policies toward the reward of chief officers who were previously employed by the authority and who, on ceasing to be employed, were in receipt of a severance or redundancy payment from that authority. This should include any local policy toward ex-employees later engaged as chief officers under a contract for services. Similarly, authorities should include their policies toward the reward of chief officers who are also in receipt of a pension under the Local Government Pension Scheme or relevant Fire Fighter Pension Scheme. These policies should take account of their agreed approach on abatement of pensions.

⁹ Chapter 3: Hutton Review of Fair Pay in the Public Sector: Final report (March 2011)

¹⁰ Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006

27. The Chief Secretary to the Treasury has made clear that the Government is committed to tackling all forms of tax avoidance.¹¹ Public appointments that involve arrangements whereby savings in tax and National Insurance contributions are made may be at the expense of other taxpayers or other parts of the public sector.
28. In their approach to appointments, particularly senior appointments, authorities should consider the value for money to the whole of the public sector. In developing their pay policy statements, authorities should actively review their approach to the terms of remuneration for their senior appointments, particularly where arrangements exist which could be perceived as seeking to minimise tax payments. Authorities should develop, and include within their pay policy statements, a local policy on the use of such arrangements within their workforces.

Scope for local variation

29. Pay policy statements must include an authority's policies towards the remuneration of its lowest paid employees. The Act also does not seek to impose a single definition of "lowest paid" for these purposes. Instead, the Act requires authorities to develop their own definition of "lowest paid", one which fits appropriately with their own local circumstances and explain why they have chosen that definition. In formulating such a definition, authorities may wish to consider any guidance provided by the sector for this purpose and whether it is appropriate to consult with relevant parties.
30. Section 38(4) sets out in detail the specific elements which a pay policy statement must include in relation to senior pay. In addition to the information which is required by section 38(2)(b) (policies on the remuneration of an authority's lowest paid employees), it is open to authorities to mirror this level of detail within the pay policy statement for their approach to the pay of those who are not chief officers.
31. While section 38 of the Act specifies the information which must be included in a pay policy statement, authorities can include any additional information relating to their policies on pay that they consider is appropriate to do so.
32. For example, an authority which has or develops a local policy towards the pay of staff working for external contractors with whom the authority has contracted to perform services, may wish to articulate that policy in their pay policy statement. Similarly, an authority may consider it relevant or appropriate to explain their approach to any shared senior management arrangements that it has in place. Where these arrangements exist, an authority should use its pay policy statement to explain its approach to its share of the reward of the staff concerned taking account of principle of the provisions.
33. Pay policy statements may be amended during the course of a financial year to reflect changes or developments in an authority's pay policy. However, section 39(5) of the Act requires that amendments can only be made by resolution of

¹¹ Hansard: www.publications.parliament.uk/pa/cm201212/cmhansrd/cm120202/debtext/120202-0001.htm#12020240000004

the full council, or a meeting of members, and that any amended statement must be published as soon as is reasonably practicable.

Queries

34. If you have any queries on this guidance, please submit them using the details below.

Workforce and Pay Team
Department of Communities and Local Government
Zone 5/F5 Eland House
Bressenden Place
London
SW1E 5DU

Payaccountability@communities.gsi.gov.uk



Pay Policy Statement 2018

Purpose

This document covers the requirements to publish a pay policy statement under s38 of the Localism Act 2011.

Full Council has approved the Pay Policy Statement.

Version	Date	Description
1	01/04/12	Annual Review
2	01/09/15	Updated to comply with regulations.
3	01/07/16	Updated to comply with regulations.
4	01/07/17	Updated to comply with regulations.
5	01/06/18	Updated to comply with regulations

Document Approvals	
Author:	Sarah Swindley
Approval:	Personnel Board Full Council

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1. Purpose

- 1.1 Under sections 38 to 43 of the Localism Act 2011, we are required to prepare, approve by full Council (as a Part 1 item) and publish on our website, a pay policy statement for the financial year 2018/2019
- 1.2 We may amend this statement during the financial year in which it is effective; however any change must be approved by full Council. Any amended statement will be published on our website within 10 working days of the meeting.
- 1.3 In drawing up this statement, we have taken into account the guidance issued by the Department of Communities and Local Government and the advice supplied jointly by the Local Government Association and the Association of Local Authority Chief Executives (ALACE).
- 1.4 This statement does not include staff based in our schools as this is outside the scope of the legislation.
- 1.5 This updated statement was approved by full Council on 19th July 2018.

2. Definitions used in this document

- 2.1 Under the current structure of the Council, the following posts are included in the definition of 'Chief Officer':
 - Chief Executive
 - Director, Corporate Services (S151 Officer)
 - Director, People Services
 - Director, Localities & Customer Service
 - Director, 21st Century Programme
- 1.2 Although falling within the definition of Chief Officer under the Localism Act, the pay policy applying to the following posts is as set out in Section 3 below for Senior Managers:
 - Assistant Director, People Commissioning
 - Assistant Director, Place Commissioning
 - Assistant Director, Governance Services (Monitoring Officer & Returning Officer)
 - Assistant Director, Business Services
 - Assistant Director, People Services (Children)
 - Assistant Director, People Services (Adults)
 - Assistant Director, Education
 - Assistant Director, Integrated Mental Health
 - Assistant Director, Quality Assurance & Safeguarding Standards
 - Assistant Director, Customer & Localities
 - Assistant Director, Place
 - Assistant Director, Delivery & Infrastructure
 - Assistant Director, 21st Century Implementation
 - Assistant Director, IMT and Business Analysis
- 2.2 Employees who are not chief officers; all other employees (including those employed on a casual basis) employed directly by the Council.

This policy does not cover the remuneration of other 'workers' employed by the Council, as employees of agencies or as self-employed consultants.

- 2.3 Lowest paid employee; minimum of grade 1 on the Council's pay scales (£16,775 per annum full time (37 hours per week) or £8.68 per hour).

Apprentices aged 16-18, may be paid on the age-related National Minimum Wage. The Apprentice NMW rate is not used. Apprentices have been excluded from this definition on the basis that they are in specific posts created for training purposes.

- 2.4 Median salary; £27,358 (full-time equivalent). This is a measure of the 'average' salary for employees in the Council. It is defined as the 'midpoint' salary, such that there is an equal probability of falling above or below it.

- 2.5 Mean salary; £30,250 (full-time equivalent). This is an alternative measure of the 'average' salary for employees in the Council. The arithmetic mean is defined as the sum of all the salaries divided by the number of salaries.

- 2.6 Highest paid employee: the Interim Chief Executive is paid £146,000.

3. Pay Policy from April 2018

3.1 Policy on level and elements of remuneration for Chief Officers

- 3.1.1 The Council benchmarks its pay rates against relevant comparator groups. For Chief Officers the Council pays "spot salaries" (i.e. no incremental range) and seeks to position itself appropriately in the market in terms of pay.

Their salary is increased by nationally negotiated increases agreed by the:

- Joint Negotiating Committee (JNC) for Chief Executives and;
- Joint Negotiating Committee (JNC) for Chief Officers

Similarly, terms and conditions agreed nationally by these bodies are also applied, with local variations as appropriate

- 3.1.2 There is a performance related pay ('PRP') scheme for Chief Officers, approved by the Personnel Board and based on an assessment of performance against objectives.

- 3.1.3 Salary upon appointment will be made in line with 3.1.1

- 3.1.4 In accordance with the Accounts and Audit (England) Regulations 2011 and the Code of Recommended Practice for Local Authorities on Data Transparency, we publish annually the remuneration of our senior staff on our [website](#).

3.2 Policy on level and elements of remuneration for Senior Managers

- 3.2.1 Assistant Directors report to either a Director of the Chief Executive. There are 2 levels, dependent upon responsibility as determined by budgets, headcount and impact on front line service delivery:

SM3: £68,558 to £75,700

SM4: £77,214 to £81,594

3.2.2 Payment arrangements for local returning officer are in line with the “Dorset Scheme” developed by Dorset County Council and updated annually in line with any pay increase agreed by the National Joint Council (NJC) for local government services.

3.2.3 All other terms and conditions are in line with all other employees and described in 3.4 onwards.

3.3 All other employees

3.3.1 The Council applies the national pay agreements reached by the:

- National Joint Council (NJC) for Local Government Services
- National Joint Council (NJC) for Youth & Community Services
- Soulbury Committee

3.3.2 Local variations are applied as appropriate.

3.3.3 All jobs below Assistant Director (excluding those covered by national Youth & Community and national teaching-related Soulbury grades) are evaluated using either the Peodesy job evaluation system or HAY, depending on whether they have been through the restructure programme.

3.3.4 All jobs are assigned to a grade within the Wokingham Borough Council salary structure on the basis of the job evaluation score. The Council benchmarks its pay rates against a comparator group and will seek to position itself appropriate to the market in terms of pay.

3.4 Salary on appointment

3.4.1 Appointments will normally be made to the minimum point of the grade. Managers may take into account the previous experience and skills of the employee to offer appointment above the salary minimum for the post.

3.5 Incremental progression

3.5.1 Each of the Grades has a series of incremental steps, progression within which is subject to satisfactory performance. Increments can be withheld in the event of unsatisfactory performance.

3.5.2 Progression by more than one increment, up to the maximum of the grade, can be made in acknowledgement of exceptional performance.

3.6 Additional payments – all employees

3.6.1 The Council will consider the use of market supplements to be applied to specific posts in the event of recruitment and /or retention difficulties. Where such supplements are introduced they will be applied, reviewed and withdrawn in accordance with the Council’s policy.

3.6.2 Additional payment may be made for additional hours, overtime, undertaking higher responsibilities, and for non-standard working arrangements such as stand-by or evening work, or for exceptional working conditions.

3.6.3 All employees can claim for qualifying payments under our travel & expense policy.

4. Policies on redundancy and pension enhancement

- 4.1 Our Policies and Procedures for Organisational Change, Retirement and Employer Discretions outline how we will approach redundancy including redundancy pay
- 4.2 We calculate redundancy pay using the individual's actual weekly salary.
- 4.3 We do not enhance the number of statutory week's redundancy pay an individual is entitled to under the Employment Rights Act 1996.
- 4.4 The Local Government Pension Scheme contains provision for employers to enhance pension payments. Employers are required to determine how they will use these discretionary provisions. We have determined generally not to use our discretion to enhance pension payments by either additional years or additional pension.
- 4.5 In certain circumstances, eligible employees may request early retirement or flexible retirement. (Flexible retirement gives access to accrued pension, whilst allowing the scheme member to continue working). In both these cases, there must be sufficient financial or other benefit to the Council for such retirements to be approved and if there is a cost associated with the request, approval sought from the Personnel Board.

5. Pay ratios in the Council

- 5.1 It is the policy of the Council to ensure that the ratio of the salary of the highest paid officer and the lowest paid officer is well below the 20:1 ratio recommended as a maximum in the terms of reference for the 2011 Hutton Review of Fair Pay in the Public Sector.
- 5.2 As at 1st April 2018, pay ratios within the Council stand as follows;
 - Highest : lowest = 8.7:1
 - Highest : median = 5.3:1
- 5.3 This is based on the following salary packages:
 - Highest paid (Interim Chief Executive) = £146,000
 - Lowest paid (Grade 1 SCP 9) = £16,755
 - Median (average) = £27,358

6. Review

- 6.1 This policy will be reviewed at least annually and more frequently if necessary to respond to any changes.
- 6.2 The Personnel Board is responsible for recommending the policy statement for approval

7. Other relevant Council documents

Policies & Procedures relating to:

- Travel Expenses

- Retirement
- Honoraria
- Market Supplements
- Overtime
- Pension's discretions
- Organisational Change

Pay Scales relating to:

- National Joint Council (NJC) for Local Government Services
- National Joint Council (NJC) for Youth & Community Services
- Soulbury Committee

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TITLE	Changes to the Constitution
FOR CONSIDERATION BY	Council on 19 July 2018
WARD	None Specific;
DIRECTOR	Director of Corporate Services - Graham Ebers

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) that Rule 4.2.10.8 Length of [Member] Question Time be amended as follows:
*'The time allotted to questions submitted under Notice, including those relating to urgent issues, shall not exceed ~~twenty~~ 30 minutes for **Full Council meetings and 20 minutes for all other committees**. Any questions not answered within the allotted time shall be the subject of a written reply within seven working days to the questioner and the reply shall be recorded in the Minutes of the Meeting.'*
- 2) that Rule 4.4.44 Health and Wellbeing Board Partnership Groups be amended as follows:
 - d) **Wokingham Integrated Partnership**
- 3) that Rule 5.5.1 List of items delegated to Individual Executive Members be amended as follows:
 - d) *Writing off of irrecoverable amounts above ~~£20,000~~ **£25,000***
- 4) that Rule 5.2.12.24 Executive Member for Finance and Corporate Resources be amended as follows:
'To act as the primary press spokesman on all matters relating to the whole of the Finance, ~~21st Century Council, Internal Services and Human and Corporate Resources portfolio (including aspects that are delegated to the Deputy Executive Member for Finance and Corporate Resources).~~
- 5) that Rule 11.2 Responsibility for Local Choice Functions be amended to reflect the appointment of the Assistant Director Governance as the Council's Data Protection Officer.
- 6) that Sections 11.4 Officers' Code of Conduct, 11.5 Officer Employment Procedure Rules and 11.6 Delegated Powers Relating to Staffing Matters be amended as set out in Appendix 1 of 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 20 June 2018.

Background

SECTION 4 – THE COUNCIL MEETING

1. The Constitution Review Working Group (CRWG) considered a request from Councillor Ferris, Leader of the Liberal Democrat Group, to review the length of Members' Question Time at meetings of Full Council.

The CRWG considered this request and following discussion it was proposed that Members' Question Time at meetings of Full Council be extended from 20 minutes to 30 minutes to enable a greater number of questions to be answered within the timeframe.

The following change is therefore proposed to Rule 4.2.10.8 Length of [Member] Question Time:

*'The time allotted to questions submitted under Notice, including those relating to urgent issues, shall not exceed ~~twenty~~ 30 minutes for **Full Council meetings and 20 minutes for all other committees**. Any questions not answered within the allotted time shall be the subject of a written reply within seven working days to the questioner and the reply shall be recorded in the Minutes of the Meeting.'*

2. The CRWG was informed that the Integrated Health and Social Care Strategic Partnership, a sub partnership of the Health and Wellbeing Board, had changed its name to Wokingham Integrated Partnership.

It is proposed that Rule 4.4.44 Health and Wellbeing Board Partnership Groups be amended as follows:

*'d) **Wokingham Integrated Partnership'***

SECTION 5 – THE EXECUTIVE

3. It is proposed that Rule 5.5.1 List of items delegated to Individual Executive Members be amended as follows to correct an inconsistency in the Constitution:

*'d) **Writing off of irrecoverable amounts above ~~£20,000~~ £25,000'***

4. It is proposed that Rule 5.2.12.24 Executive Member for Finance and Corporate Resources be amended as follows to correct an inconsistency:

*'To act as the primary press spokesman on all matters relating to the whole of the Finance, ~~21st Century Council, Internal Services and Human~~ **and Corporate***

Resources portfolio (including aspects that are delegated to the Deputy Executive Member for Finance and Corporate Resources).

SECTION 8 – REGULATORY AND OTHER COMMITTEES

5. Section 8.1.1 Planning Committee Terms of Reference

The Planning Committee terms of reference currently state that Ward Members have 28 days from the date of the notification letter in which to list a planning application in writing. Officers proposed that this be reduced to 21 days. It was felt that this would enable more efficient processing of householder applications and also bring the Council in line with other local authorities. Town and Parish Councils would be informed of this change should it be agreed.

This proposal was supported by the Executive Member for Planning and Enforcement and the Chairman of the Planning Committee.

It is proposed that Rule 8.1.1 Planning Committee Terms of Reference be amended as follows

l) Applications where the Ward Member(s), or consultations where the affected Ward Member(s), wish(es) the item to be 'listed'. This is conditional in that the listing must: -

i) Be in writing and within 28 21 days of the notification letter;

SECTION 11 – OFFICERS

6. Rule 11.2 Responsibility for Local Choice Functions

Members were informed that the General Data Protection Regulations had introduced a requirement for councils to appoint a Data Protection Officer. The Assistant Director Governance has been appointed to this role and it is proposed that Rule 11.2 Responsibility for Local Choice Functions Constitution be amended to reflect this.

7. Sections 11.4 Officers' Code of Conduct, 11.5 Officer Employment Procedure Rules and 11.6 Delegated Powers Relating to Staffing Matters

The CRWG considered proposals that parts of Section 11 – Officers be updated to reflect new job titles following the 21st century council programme, clarification regarding processes to be followed with regards to suspension, the disciplinary procedures and flexible working arrangements and also the appointment of senior officers. The proposed changes were previously circulated to the Personnel Board and are highlighted and set out in Appendix 1 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)	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

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

Cross-Council Implications
N/A

Reasons for considering the report in Part 2
N/A

List of Background Papers
Council's Constitution

Contact Madeleine Shopland	Service Governance
Telephone No Tel: 0118 974 6319	Email madeleine.shopland@wokingham.gov.uk

CHAPTER 11.4 - OFFICERS' CODE OF CONDUCT

11.4.1 Policy Statement

The Council believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and also to protect the well-being of all its employees and clients/customers/service users. The following policy will make sure that all employees are aware of the standards set by the Council. The Council is committed to carry out its business in a fair, open and honest way.

11.4.1.1

Full details are described in the "~~Policy for Conduct and Personal Behaviour~~ [Conduct Policy](#)". Managers also need to make employees aware of additional policy and guidance within their departments. This policy does not include the Code of Conduct for Members.

11.4.2 Purpose

The purpose of this policy is to establish, and encourage all employees to achieve, high standards of conduct at work, and to help provide a fair and consistent way of dealing with alleged failures to observe them.

11.4.2.1

All employees of Wokingham Borough Council are expected to give the highest possible standard of service to the public. Employees should conduct themselves with integrity, impartiality and honesty. They should give honest and impartial advice to councillors, fellow employees and customers/clients. Breaches of conduct and personal behaviour will be dealt with under the ~~Policy and Guidance for Discipline~~ [Discipline Policy](#) and [Procedure](#).

11.4.3 Scope

The policy applies to all employees and temporary/casual workers of Wokingham Borough Council, Contractors, agency workers and volunteers with the exception of staff employed in schools (teaching and non-teaching). These latter staff are covered by a separate procedure.

11.4.4 Equal Opportunities

Our Equal Opportunity Policy reflects one of the Council's core values. All employees are entitled to fair treatment by others, and to be treated with respect and dignity. In return, they are expected to treat others in this way.

11.4.5 Procedure Description

The policy and procedure for conduct consists of the following components:

- a) confidentiality
- b) political neutrality;
- c) additional activities;

- d) conflict of interest;
- e) gifts and hospitality; and
- f) personal behaviour.

11.4.6 Confidentiality

In the course of their work, employees will have access to and be entrusted with confidential information in respect of the clients, business and finances of the Council and their dealings, transactions and affairs. Employees shall keep all such “confidential information” strictly private and confidential and under the terms of their contract shall not during or after the period of their employment, divulge to any person whatever or otherwise make use of, any such confidential information except:

- a) in the proper course of their duties, or
- b) unless the Council has decided to carry out the defence on their behalf, as necessary to defend an employee in any claim, suit or proceeding brought against them with respect to, arising out of, in consequence of, or in any way related to their employment, ~~or-~~
- c) In the event a court, litigant or governmental body requests or requires disclosure of anything protected by this sub paragraph, the employee from whom disclosure is sought shall immediately give written notice to the Council.

11.4.7 Political Neutrality

Employees provide a service to the Council as a whole. It follows they must treat all Councillors equally and not just those of the controlling group, and must ensure that the individual rights of all Councillors are respected.

11.4.8 Additional Activities

Employees who have more than one employment (either inside or outside the Council) should seek approval before undertaking another job, employees must also inform their “primary” manager of other work undertaken so that the total level of work undertaken can be monitored. The policy does not bar all outside work, however, all employees must be clear about their contractual obligations and must not take outside employment that conflicts with or damages the Council’s interests or reputation.

11.4.9 Conflict of Interest

The Council expects its employees to give the highest possible standard of service to the public and to avoid any situation where private and Council interests may conflict. Employees must declare in writing to their line manager any financial and/or non-financial interest that may potentially conflict or be seen to conflict with the Council’s interests.

11.4.10 Gifts and Hospitality

Employees must not accept any gift, inducement or reward, including hospitality, for showing favour or disfavour to any person or other organisation. It is the responsibility of the person receiving the favour to prove that it was not received dishonestly. All offers whether or not approved to be accepted must be recorded. Under the Bribery Act (2010) it is an offence to offer or receive bribes or improper inducements for any purpose.

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

However, managers may wish to allow employees to keep insignificant items of token value such as pens, diaries, etc. not exceeding the value of £25.

It is important that all offers are recorded including those that are offered and not accepted.”

11.4.11 Personal Behaviour

This policy is fundamental to the conduct of employees in the course of their duties. It is the Council's policy that any employee who fails to observe the expected standards of behaviour and who impedes the service to our customers or brings the Council into disrepute may be liable to disciplinary action.

11.4.11.1

The Policy and Guidance for Discipline will be initiated where any employee is found to be in breach of this Policy. If an employee is found guilty of gross misconduct he or she may face dismissal. Expectations with regard to personal behaviour are detailed in the policy [under the following subject areas:](#)

- a) [Absence from work](#)
- b) [Abuse of E-mail/Internet](#)
- c) [Alcohol/drugs](#)
- d) [Council Property](#)
- e) [Data Protection Policy and Guidance](#)
- f) [Deductions from Salary](#)
- g) [Derogatory Statements](#)
- h) [Discrimination](#)
- i) [False statements](#)

- j) — ~~Fraud and Corruption~~
- k) — ~~Harassment/bullying~~
- l) — ~~Health & safety~~
- m) — ~~Negligence~~
- n) — ~~Occupational Drivers~~
- o) — ~~Poor timekeeping~~
- p) — ~~Private use of official facilities~~
- q) — ~~Refusal to obey a reasonable instruction~~
- r) — ~~Reporting arrests, prosecutions, etc.~~
- s) — ~~Security Compliance~~
- t) — ~~Smoking~~
- u)a) Social behaviour

CHAPTER 11.5 – OFFICER EMPLOYMENT PROCEDURE RULES

11.5.1 Recruitment and Appointment

Declarations

- a) The Council will draw up a statement requiring any candidate for appointment as an Officer to state in writing whether they are the parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing Councillor or Officer of the Council; or of the partner of such persons.
- b) No candidate so related to a Councillor or an Officer will be appointed without the authority of the relevant Director or an Officer nominated by him/her.

11.5.1.1

Seeking support for appointment.

- a) The Council will disqualify any applicant who directly or indirectly seeks the support of any Councillor for any appointment with the Council. The content of this paragraph will be included in any recruitment information.
- b) No Councillor will seek support for any person for any appointment with the Council.

11.5.2 Recruitment of Head of Paid Service, Directors, S151 Officer and Monitoring Officer

Where the Council proposes to appoint any of the aforementioned and it is not proposed that the appointment be made exclusively from among their existing Officers, the Council will:

- a) draw up a job description and person specification:
- b) make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it; and
- c) make arrangements for a copy of the job description and person specification to be sent to any person on request.

11.5.3 Permanent or Interim Appointment of Head of Paid Service, S151 Officer, ~~and Permanent or Interim appointment of Monitoring Officer~~ and Director(s) with statutory responsibility for Adult Social Services and Children's Services

- a) Executive members will be informed of Personnel Board's decision and given an opportunity to object to the appointment then:

- b) Subject to the majority of Executive Members not objecting, Personnel Board make the recommendation to approve the appointment to Council

11.5.4 Permanent Appointment of Directors (excluding Statutory Chief Officers) and the Interim Appointment of the Head of Paid Service and S151 Officer

- a) Executive members will be informed of Personnel Board's decision and given an opportunity to object to the appointment then:
- b) Subject to the majority of Executive Members not objecting, Personnel Board to make the appointment.

11.5.5 Interim Appointment of Directors (excluding Statutory Chief Officers)

The Head of Paid Service will appoint on an interim basis a Director for a period not exceeding 12 months, pending permanent replacement.

11.5.6 Other Appointments

Officers below Director. Appointment of Officers below Director is the responsibility of the Head of Paid Service or his/her nominee, and may not be made by Councillors. The exception to this is;

- a) Assistants to Political Groups. Appointment of an assistant to a political group shall be made in accordance with the Council's recruitment procedure and involve that political group in the selection process and decision.
- a)b) The Monitoring Officer – appointment of the Monitoring Officer will be made in accordance with the process detailed in 11.5.2 and 11.5.3

11.5.7 Disciplinary Process to be followed for the Head of Paid Service, Monitoring Officer and Section 151 Officer

- a) **Suspension.** The Head of Paid Service, Monitoring Officer and S151 Officer may be suspended whilst an investigation takes place into alleged misconduct. That suspension will be on full pay and last no longer than two months. The decision to suspend will be taken by the Leader of Council in consultation with the remaining Statutory Officers and with advice from the Service Manager Lead Specialist, Human Resources.
- b) **Final Decision.** A final decision on whether or not to approve a proposal to dismiss the relevant Officer will be taken by full Council who must consider:
 - i) any advice, views or recommendations from an Independent Panel;
 - ii) the conclusions of any investigation into the proposed dismissal; and

- iii) any representations from the Officer concerned.
- c) **Independent Panel.** An Independent Panel will be set up at least 20 working days prior to the relevant full Council meeting to investigate the alleged misconduct. Independent persons who have been appointed for the purposes of the Members' conduct regime under section 28(7) of the Localism Act 2011 will be invited to form an Independent Panel. The Independent Panel will be formed if two or more independent persons accept the invitations which should be issued in accordance with the following priority order:
 - i) an independent person who has been appointed by the Council and who is a local government elector;
 - ii) any other independent person who has been appointed by the Council; and
 - iii) an independent person who has been appointed by another council or councils.

11.5.8 Disciplinary Process to be ~~f~~Followed for Other Director Level Positions

- a) **Suspension.** Other Directors may also be suspended whilst an investigation takes place into alleged misconduct. That suspension will be on full pay and last no longer than two months. The decision to suspend will be taken by the Chief Executive with advice from the ~~Service Manager~~Lead Specialist, Human Resources. The Chief Executive will inform the Leader of Council.
- b) **Final Decision.** A final decision on whether or not to approve a proposal to dismiss the relevant Officer will be taken by Personnel Board who must consider:
 - i) any advice, views or recommendations from the Investigating Officer;
 - ii) the conclusions of any investigation into the proposed dismissal; and
 - iii) any representations from the Officer concerned.
- c) **Investigation.** Where the allegation is in relation to performance or behaviour, Internal Audit an independent investigator will be appointed to conduct the investigation. If the allegation is in relation to financial or operational irregularities, Internal Audit will lead the investigation.

11.5.9 Disciplinary Action for Positions below Director Level

Councillors will not be involved in the disciplinary action against any Officer below Director except where such involvement is necessary for any investigation or inquiry into alleged

misconduct, through the Council's disciplinary, capability and related procedures, as adopted from time to time.

CHAPTER 11.6 – DELEGATED POWERS RELATING TO STAFFING MATTERS

All the following delegated powers are subject to, and are exercised in accordance with the Council's Rules of Procedure and Contract and Financial Regulations and within the Council's policies and procedures and agreed budgets. This document applies to all non-schools Services.

Officers occupying a post with specific delegation as outlined below must decide to what extent they will assign in writing the powers delegated to them to another responsible Officer for whom they will always be accountable.

Any delegation made to a Director may also be exercised by the Chief Executive.

11.6.1 Directors

The term "Director" relates to Officers who report directly to the Chief Executive. ~~with the exception of the Head of Governance and Improvement Services and the Head of Town Centre Regeneration Assistant Director, Strategic Property and Commercial Assets who also reports directly to the Chief Executive, but are Heads of Service.~~

11.6.2 ~~Head of Service~~ Assistant Director

The term "~~Head of Service~~ Assistant Director" (3rd tier) relates to Officers who report directly to Directors.

11.6.3 Budget Manager

The Budget Manager has approval for staffing matters within budget.

11.6.4 Transacting Delegations

11.6.4.1

In all cases in the event that the ~~Service Manager~~ Lead Specialist, Human Resources is not available a nominated Human Resources ~~Business Partner~~ Senior Specialist will substitute.

11.6.4.2

Once a decision has been made in line with the appropriate delegation the decision should be transacted in accordance with the current procedures.

11.6.4.3

Any decisions that result in additional expenditure that exceeds currently agreed budgets has to be agreed by Executive via a Supplementary Estimate.

11.6.5 Delegations

All the delegations below are subject to being used in line with the relevant policy.

SUBJECT	LEVEL	RESPONSIBILITY / DELEGATED POWER
11.6.5.1 Terms & Conditions of employment	To determine changes to terms and conditions of employment of all non-teaching staff	Personnel Board – recommendations are in consultation with Chief Executive and Section 151 Officer
		Recommendation must be made to Executive where there are budget implications
		Process managed by Service Manager <u>Lead Specialist</u> , Human Resources
11.6.5.2 HR Policy	New or revised policy with significant staff impact and/or budgetary implications	Personnel Board
		Recommendation must be made to Executive where there are budget implications
		Process managed by Service Manager <u>Lead Specialist</u> , Human Resources
	New or revised policy due to statutory requirement	Chief Executive
		Inform Personnel Board
Revised policy to reflect best practice and/or process improvement with little or no staff impact and no additional cost	Process managed by Service Manager <u>Lead Specialist</u> , Human Resources	
11.6.5.3 Appointment	Permanent and <u>Interim appointment of Head of Paid Service (Chief Executive), Section 151 Officer, Monitoring Officer and -Director(s) with statutory</u>	Personnel Board
		Executive members to be informed of Personnel Board's decision and given an opportunity to object to appointment then

SUBJECT	LEVEL	RESPONSIBILITY / DELEGATED POWER
	<u>responsibility for Adult Social Services and Children's Services.</u>	<u>Subject to the majority of Executive Members not objecting</u> Personnel Board make recommendation to Council Process managed by Service Manager <u>Lead Specialist</u> , Human Resources
	<u>Directors (excluding statutory chief officers)</u> Interim Chief Executive, Permanent Directors AND Monitoring Officer	Personnel Board Executive members will be informed of Personnel Board's decision and given opportunity to object to appointment <u>Subject to the majority of Executive Members not objecting</u> Subject to no objections , Personnel Board make appointment with the exception of the Monitoring Officer where Personnel Board will make a recommendation to Council.
		Process managed by Service Manager <u>Lead Specialist</u> , Human Resources
	<u>Interim Appointment of Directors (excluding Statutory Chief Officers)</u> Interim Appointment of Directors & Monitoring Officer	<u>The Head of Paid Service will appoint on an interim basis a Director for a period not exceeding 12 months, pending permanent replacement.</u> Chief Executive — where it applies to internal competition and it is not likely to be more than 12 months before re-appointment.. In relation to the Interim Appointment to the role of Monitoring Officer the Chief Executive will make a recommendation to Council. Process managed by Service Manager <u>Lead Specialist</u> , Human Resources
	All other Employees	Budget manager - agree the recruitment and appointment of staff within budget and to create delete or change posts within budget and in line with HR Policy.
11.6.5.4	Chief Executive	Leader of the Council, Mayor, and Leader of the Opposition
Appraisals	All other Employees	Line Manager

SUBJECT	LEVEL	RESPONSIBILITY / DELEGATED POWER
<p><u>11.6.5.5</u></p> <p><u>Suspension</u></p>	<p><u>Head of Paid Service</u></p>	<p><u>Leader in consultation with S151 and Monitoring Officer with advice from Lead Specialist Human Resources</u></p> <p><u>Investigated by: Independent Investigator</u></p>
	<p><u>S151 and Monitoring Officer</u></p>	<p><u>Chief Executive who will inform the Leader:</u> <u>Advice from Lead Specialist, Human Resources</u></p> <p><u>Investigated by: Independent Investigator</u></p>
	<p><u>Other Directors</u></p>	<p><u>Chief Executive who will inform the Leader:</u> <u>Advice from Lead Specialist, Human Resources</u></p> <p><u>Investigated by: Independent Investigator if conduct or behaviour related</u> <u>Investigated by: Internal Audit if financial or operational irregularities</u></p>
	<p><u>Assistant Directors</u></p>	<p><u>Director</u></p> <p><u>Investigated by: Internal Audit</u></p>
	<p><u>All other employees</u></p>	<p><u>Assistant Director</u></p> <p><u>Investigated by: Nominated Manager</u></p>
<p><u>11.6.5.65</u></p> <p>Dismissal (excluding redundancy)</p>	<p>Chief Executive (Head of Paid Service, Director, Finance & Resources (S151 Officer), Monitoring Officer and Director(s) with statutory responsibility for Adult Social Services and Children's Services Head of Governance & Improvement Services (Monitoring Officer)</p>	<p>Personnel Board to carry out dismissal.</p> <p>Full Council must approve dismissal and after representation from the Officer being dismissed which will constitute the appeal.</p> <p>Advice provided by Service Manager <u>Lead Specialist</u>, Human Resources</p>

SUBJECT	LEVEL	RESPONSIBILITY / DELEGATED POWER	
	Other Directors	<p>Delegated to Personnel Board by the Executive.</p> <p>HR inform Executive to give them opportunity to object to dismissal <u>and subject to the majority of Executive Members not objecting.</u></p> <p>Appeal heard by another Council Committee. Members with previous involvement must not be part of this committee, except to give evidence. Membership of the committee will reflect the political balance of the Council</p>	
	Heads of Service <u>Assistant Directors</u>	<p>Hearing and Dismissal: Director (with advice from HR Business Partner<u>Specialist</u>)</p> <p>Appeal: Chief Executive (with advice from Service Manager<u>Lead Specialist</u>, HR)</p>	
	All Other Employees	<p>Hearing and Dismissal: Hearing to be conducted by manager two levels above employee and decision to be agreed by appropriate Head of Service if not involved in hearing with advice from HR Consultant<u>Specialist</u></p> <p>Appeal: Director with advice from <u>a different</u> HR Business Partner<u>Specialist</u></p>	
	11.6.5. <u>67</u> Grievance (raising)	Chief Executive	<p>Raises to and responsible for investigation: S151/Monitoring Officer</p> <p>Hearing: Independent Panel</p> <p>Appeal: Leader with Personnel Board. Any members with previous involvement must not be part of this committee, except to give evidence</p> <p>Advice: Service Manager<u>Lead Specialist</u>, Human Resources</p>
		S 151 Officer <u>and</u> Monitoring Officer	<p>Raises to and responsible for investigation: Chief Executive (<u>see 11.6.5.8 if against Chief Executive</u>)</p> <p>Hearing: Chief Executive</p> <p>Appeal: Leader who will send to Personnel Board for determination</p> <p>Advice: Service Manager<u>Lead Specialist</u>, Human Resources</p>

SUBJECT	LEVEL	RESPONSIBILITY / DELEGATED POWER
	All Other employees	In accordance with the Grievance Procedure
11.6.5.7-8 Grievance (against)	Chief Executive	Raises to and responsible for investigation: Leader, with the support of Service Manager <u>Lead Specialist</u> , Human Resources
		Investigated by: Independent Investigator
		Hearing: Leader
		Appeal: Personnel Board
	Directors and Monitoring Officer	Raises to and responsible for investigation: Chief Executive, with the support of Service Manager <u>Lead Specialist</u> , Human Resources
		<u>Investigated by: Independent Investigator</u>
		Hearing: Chief Executive
		Appeal: Leader who will send to Personnel Board for determination
	All other employees	In accordance with the Grievance Procedure
11.6.5.8-9 Redundancy	Directors	Chief Executive following consultation with Personnel Board and S151 Officer.
		Director at risk of redundancy has right to make representation to Personnel Board as part of consultation
		Advice: Service Manager <u>Lead Specialist</u> , Human Resources
	All other employees	5 or less within budget
		Jointly agreed by S151 Officer <u>and</u> appropriate Director
		Advice from HR BP or Consultant
Above 5 within budget		
	As above plus in consultation with Lead Member for HR/Chair of Personnel Board	
	Advice from HR Business Partner <u>Specialist</u>	
	Outside of budget	
	As above plus refer to section 11.6.4.3	
	Advice from HR Business Partner <u>Specialist</u>	

SUBJECT	LEVEL	RESPONSIBILITY / DELEGATED POWER
11.6.5.9-10 Early Retirement Discretions	Use of employer discretions where there are no enhancements under the LGPS Regulations 2013 and Organisational Change Policy	S151 Officer and Director of appropriate Service. Advice from HR Business Partner <u>Specialist</u>
	Recommendations on augmentation of payments	Within budget Personnel Board Outside budget Personnel Board make a recommendation to Executive where there are budget implications. A supplementary estimate must be made by the relevant budget manager. Advice from HR Business Partner/HR Consultant <u>Specialist</u>
	Flexible Early Retirement	With no additional cost in line with policy Budget Manager in consultation with Director of Service With additional cost still in line with policy Budget Manager in consultation with Director of Service and S151 Officer. <u>Advice from HR Specialist and</u> HR must inform Personnel Board
	11.6.5.10-11 Structures <i>Where this relates to a reduction in staffing numbers please see section 11.6.5.8</i>	To approve overall strategy for organisation and <u>Tier 1 and 2 structure staffing structures.</u>
To approve organisation structure at Tier 3 and 4 To approve overall organisation structure.	Chief Executive and Lead Member in consultation with Directors <u>Relevant Director, in consultation with the other Directors</u> (advice from Service Manager <u>Lead Specialist</u> , Human Resources)	
To approve organisation structure below Tier 4 To approve service level staffing structures that require a formal consultation period	Director <u>of Service</u> Advice from HR Business Partner or Consultant	
11.6.5.12	Chief Executive	Recommendation: Leader of the Council

SUBJECT	LEVEL	RESPONSIBILITY / DELEGATED POWER
Pay progression		Approval: Personnel Board
		Advice from Service Manager <u>Lead Specialist</u> , Human Resources
	Directors and Monitoring Officer	Recommendation: Chief Executive
		Approval: Personnel Board
		Advice from Service Manager <u>Lead Specialist</u> , Human Resources
	Pay policy for Chief Executive, Directors and Monitoring Officer	Personnel Board with advice from Service Manager <u>Lead Specialist</u> , Human Resources
	Dealing with salary and pay progression outside of the published pay scales	Chief Executive, appropriate Director and Section 151 Officer. Advice from Service Manager <u>Lead Specialist</u> , Human Resources
	Dealing with salary and pay progression in line with published pay scales	In line with relevant policies
	Honorariums, Acting Up payments, High Mileage Allowance and Market Supplements	In line with relevant policies
	To accelerate salary increments within budget or withhold salary increments	Budget Manager Advice from Human Resources
	Performance Related Pay	Refer to current scheme guidance
	Career Grade Progression	Head of Service
11.6.5.13	Agree conversion of any period of sick pay entitlement from half to full pay.	Budget Manager in consultation with Director
Sick Pay	Agree the extension of sick pay beyond the aggregate of full and half pay.	Budget Manager in consultation with Director

SUBJECT	LEVEL	RESPONSIBILITY / DELEGATED POWER
	Agree recovery of sick pay where employee has been off sick due to their own misconduct	Budget Manager in consultation with Director
11.6.5.14 Leave	Annual Leave Carry over leave in excess of 5 days	Line Manager, subject to compliance with Working Time Directive
	Pay in lieu of leave instead of carry over	Budget Manager and Director, subject to compliance with Working Time Directive
	To authorise payment of outstanding leave on termination	Budget Manager
	Compassionate Leave Compassionate leave beyond provisions of policy	Budget Manager in consultation with Director
	Sabbatical (unpaid leave up to 12 months for personal/ professional development)	Budget Manager in consultation with Director
	Career Break (unpaid leave for 1 – 3 years).	Budget Manager in consultation with Director
	Other shorter periods of Unpaid leave	Budget Manager in consultation with Director
	Other Unpaid Leave	Line Manager
11.6.5.15 Secondments	To agree secondments outside and into WBC	Head of Service <u>Assistant Director</u>
	To agree secondments within WBC	Budget Manager
11.6.5.16 Political Activity	To authorise “Political Activity” for post holders in politically restricted posts	Standards Committee

SUBJECT	LEVEL	RESPONSIBILITY / DELEGATED POWER
11.6.5.17 Health & Safety	To ensure compliance with Health and Safety at Work Regulations and other legislation.	Chief Executive <u>Head of Paid Service</u> and Directors
<u>11.6.5.18</u> <u>Flexible Working Arrangements</u>	<u>Head of Paid Service</u>	<u>Recommendation: Leader of the Council</u> <u>Approval: Personnel Board</u> <u>Advice from Lead Specialist, Human Resources</u>
	<u>Directors</u>	<u>Recommendation: Head of Paid Service</u> <u>Approval: Personnel Board</u> <u>Advice from Lead Specialist, Human Resources</u>
	<u>Assistant Director</u>	<u>Director in Consultation with the Head of Paid Service</u>
	<u>All other employees</u>	<u>Line Manager in consultation with the Assistant Director</u>