



WOKINGHAM BOROUGH COUNCIL

A Meeting of the **COUNCIL** will be held in the Council Chamber - Civic Offices, Shute End, Wokingham RG40 1BN on **THURSDAY 21 FEBRUARY 2019 AT 8.00 PM**

Heather Thwaites

Heather Thwaites
Interim Chief Executive
Published on 13 February 2019

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

Please note that other people may film, record, tweet or blog from this meeting. The use of these images or recordings is not under the Council's control.



WOKINGHAM BOROUGH COUNCIL

Our Vision

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

Our Priorities

Improve educational attainment and focus on every child achieving their potential

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

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

Tackle traffic congestion in specific areas of the Borough

Improve the customer experience when accessing Council services

The Underpinning Principles

Offer excellent value for your Council Tax

Provide affordable homes

Look after the vulnerable

Improve health, wellbeing and quality of life

Maintain and improve the waste collection, recycling and fuel efficiency

Deliver quality in all that we do

To: The Members of Wokingham Borough Council

ITEM NO.	WARD	SUBJECT	PAGE NO.
83.		MAYOR'S ANNOUNCEMENTS To receive any announcements by the Mayor.	
84.		APOLOGIES To receive any apologies for absence.	
85.		MINUTES OF PREVIOUS MEETINGS To confirm the Minutes of the Council meeting held on 22 November 2018 and the Extraordinary Council meetings held on 14 December 2018 and 24 January 2019.	11 - 76
86.		DECLARATIONS OF INTEREST To receive any declarations of interest.	
87.		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	
87.1	Wescott	Spencer Deering has asked the Executive Member for Regeneration the following question: Question Why was all of Denmark St down to the roundabout at the Dukes Head not re tarmacked when the regeneration work to the town centre was going on? The road surface is an absolute disgrace and I feel it would lift the look of the town centre nicely. Seems very odd that this opportunity was missed. But I guess as most of the roads in and around Wokingham are terrible it fits in nicely.	

87.2 Wescott

Martin Branch has asked the Executive Member for Planning and Enforcement the following question:

Question

A recent new window next door which overlooks me was stipulated on the 22/11/17 as fixed and obscured to protect me. However, retrospective permission was given omitting the 'fixed' requirement. As a result, I am seriously over-looked upstairs and downstairs including bedroom and bathroom with clear glass and downstairs living room.

After complaining, the council said 'one would have to be 6'2" to be able to view into my home'. To me, this merely exemplifies that one can see into my home.

I have learned that this salient omission of 'fixed' was more likely a mistake rather than a deliberate act. The council has refused to answer two related questions I put to them and has also refused to answer any further correspondence from me.

When will this mistake be rectified?

87.3 None Specific

Philip Meadowcroft has asked the Leader of the Council the following question:

Question

I believe that you and your Executive colleagues, and indeed the Full Council, need to focus on and consider the implications of what was actually said by three eminent Court of Appeal judges in respect of WBC's appeal against a ruling from Reading Crown Court halting this Council's Breach of Enforcement prosecution against eleven defendants associated with Hare Hatch Sheeplands.

At the last Executive Meeting on January 31 Councillor Weeks chose to emphasise the over-arching importance of WBC bringing enforcement action against those who break planning regulations. Quite so, and this is not a matter on which any right-minded person would doubt; it's motherhood and apple pie. But we are now in a position where it is crucial WBC don't merely learn lessons (whether or not from an internal enquiry if such could be credibly undertaken).

As background to my question it is crucial to highlight two key points so clearly made in Lady Justice Hackett's summing up which I personally heard since I attended the entire proceedings:

1. The Court of Appeal was not engaged to conduct a re-run of the prosecution brought by WBC to Reading Crown Court last June. WBC had merely sought to appeal the collapse of the trial at Reading. Councillor Weeks' statement on January 31 that the Court of Appeal had been "inconsistent" with other WBC prosecutions is thus wholly irrelevant to the HHS issue.

2. The "unjust and unfair" verdict against WBC at Reading Crown Court was upheld without any difficulty by the Court of Appeal despite five grounds of appeal presented by WBC's QC because:

a) damning email evidence of the exchanges between Members and Officers over a lengthy period prior to breach of enforcement proceedings being instigated had been presented at Reading Crown Court, and

b) WBC had failed to follow the Code for Crown Prosecutors as shown by email evidence that WBC was planning to benefit from any Proceeds of Crime related to the case. Under the Code, when an LPA acts as a prosecutor it cannot at the same time be a beneficiary. The Court of Appeal found this failure to follow the Code particularly repugnant given that the defendants, if convicted, could have received jail sentences.

We have to thank the Court of Appeal for assembling and documenting in the 60-minute summing up just what went on in WBC's pursuit of the breach of enforcement action. I think it is relevant to let you know that the Court of Appeal judges took particular exception, expressed when the hearing commenced, to the unprofessional presentation of WBC's evidence bundle mentioning that emails were filed "all over the place" and indexing and tabbing "was in a mess".

WBC is now permanently tainted by this affair and the Court of Appeal's decision about WBC is very likely to be quoted in similar future cases in the Crown Court in the UK, the High Court, and the Court of Appeal. That is why you, Councillor McGhee-Sumner, as Leader, need to decide whether you are going to be part of the problem or whether you are going to be the originator of the solution.

Councillor McGhee-Sumner: Given the essential background I have presented, here is my question:

will you please give urgent consideration to suspending from office all those Members and Officials named and shamed by the Court of Appeal for a series of actions and events of unacceptable culture and practice - such suspensions would only be lifted after the completion of an internal inquiry whose unredacted report is openly published and fully debated by a Full Council Meeting with contributions from WBC council taxpayers ? It is a simple choice and crucial to your standing as a respected and credible Leader of WBC.

87.4 Bulmershe and Whitegates; South Lake

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

Question

I am a member of the Earley and Woodley Town Councils Joint Working Party and we have been working together to protect the area known as Bulmershe Fields which is a Site of Urban Landscape Value (or SULV) from development. In the sites put forward for the Local Plan Update this area has had the category of "Leisure Services" added to the existing "Public Open Spaces" classification. This would mean that, if agreed, development could be carried out on this public space as long as the use is for leisure. Both Town Councils are adamant that this change should not be accepted especially as there is already a "campus" for leisure facilities close by with schools, football pitches and a new Bulmershe leisure centre being built. Will the Executive Member agree with me that this change is inappropriate and will be removed during the review of sites process?

88.

PETITIONS

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

89. None Specific

MEDIUM TERM FINANCIAL PLAN AND ASSOCIATED REPORTS

The following Budget reports will be taken as one Agenda item and a period of 1½ hours will be allowed to debate the item.

89.1 None Specific

Housing Revenue Account Budget 2019/22

77 - 92

To consider the recommendations of the Executive in respect of the Housing Revenue Account budget for 2019/22.

RECOMMENDATION That the Council approve:

- 1) the Housing Revenue Account budget;
- 2) Council house dwelling rents be reduced by 1% effective from April 2019 in line with the Welfare Reform and Work Act 2015;
- 3) garage rents be increased by 3.70% effective from April 2019 in line with Council fees and charge;
- 4) Shared Equity Rents will be increased by 3.27% based on September RPI, effective from April 2019;
- 5) Tenant Service Charges are set in line with estimated costs.
- 6) the Housing Major Repairs (capital) programme for 2019/20 as set out in Appendix C.
- 7) Sheltered room guest charges increase from £9.00 per night to £9.50 per night.

89.2 None Specific

Capital Programme and Strategy 2019/22

93 - 130

To consider the recommendations of the Executive in respect of the Capital Programme and Strategy 2019/22.

RECOMMENDATION That the Council is asked to:

- 1) approve the Capital strategy for 2019/22 - Appendix A;
- 2) approve the 3 year capital programme 2019/22 – Appendix B;
- 3) note the draft vision for capital investment over the next 10 years - Appendix C;
- 4) approve the developer contributions S106 and CIL as set out in Appendix D. The S106 and CIL values are estimated and approval is sought up to the scheme budget;
- 5) note the commercial activities of the Council – Appendix E.

89.3 None Specific **Treasury Management Strategy 2019/20 - 2021/22** **131 - 174**

To consider the recommendations of the Executive in respect of the Treasury Management Strategy 2019/20.

RECOMMENDATION That the Council approve the following:

- 1) Capital Prudential indicators, 2019/20;
- 2) Borrowing Strategy 2019/20;
- 3) Annual Investment Strategy 2019/20;
- 4) Flexible use of capital receipts strategy;
- 5) MRP policy; and
- 6) Treasury indicators: limits to borrowing activity 2019/20.

89.4 None Specific **Medium Term Financial Plan 2019/22** **175 - 180**

To consider the recommendations of the Executive in relation to the Medium Term Financial Plan 2019/22 and the Budget submission and Council Tax for 2019/20.

RECOMMENDATION That Council is recommended to approve:

- 1) the Medium Term Financial Plan (MTFP) 2019/22, including the budget submission for 2019/20.
- 2) the statutory resolution that sets out the 2019/20 council tax levels (as set out in Appendix A to the report).
- 3) that in the event that there are any changes to the provisional precept of the Fire Authority or parishes, arising from their precept setting meetings being held before the end of February, the Deputy Chief Executive (S151 Officer) is delegated authority to enact all relevant changes to the MTFP, Statutory Resolution and council tax levels.

- 90.** None Specific **TREASURY MANAGEMENT - MID YEAR REPORT 2018/19** **181 - 206**
 To consider the mid-year Treasury Management report for 2018/19.
- RECOMMENDATION** That Council is asked to:
- 1) approve the mid-year Treasury Management report for 2018/19;
 - 2) note the actual 2018/19 prudential indicators within the report.
- 91.** None Specific **COUNCIL TAX REDUCTION SCHEME 2019 / 2020** **207 - 212**
 To reconsider the decision made by Council on 24 January 2019 and adopt a revised Council Tax Reduction Scheme for 2019/20.
- RECOMMENDATION:** That the Council agree the proposed Council Tax Reduction Scheme for 2019/20 as set out in the report.
- 92.** None Specific **CHANGES TO THE CONSTITUTION** **213 - 270**
 To consider proposed changes to the Council's Constitution as recommended by the Constitution Review Working Group.
- RECOMMENDATION** That Council agree the following changes to the Constitution as recommended by the Constitution Review Working Group:
- 1) that Section 4.2.9.7 Asking the Question at the Meeting and Section 5.4.31 Asking the Question at the meeting [Executive] be amended as set out in paragraph 1 of the report;
 - 2) that Section 4.2.11 Motions on Notice be amended as set out in paragraph 2 of the report;
 - 3) that Section 3.5.4.2 Debating a Petition at a Council Meeting be amended as set out in Appendix 1 to the report;
 - 4) that Sections 6.3.29 Call In-6.3.36 Dispute be amended as set out in Appendix 2 to the report;
 - 5) that Section 8.4 Licensing And Appeals Committee Procedure Rules be amended as

set out in Appendix 3 to the report;

- 6) that Section 11 Officers be amended as set out in Appendix 4 to the report;
- 7) that Sections 1.6.4 Authentication of Documents and 13.3.3.2 Table – Acceptance of Tenders and Signing of Contracts be amended as set out in paragraph 7 and Appendix 5 to the report.

93. None Specific

TIMETABLE OF MEETINGS

271 - 272

To consider the proposed Timetable of Meetings for the 2019/20 Municipal Year.

RECOMMENDATION: That the Timetable of Meetings for the 2019/20 Municipal Year be agreed.

CONTACT OFFICER

Anne Hunter
Tel
Email
Postal Address

Democratic and Electoral Services Lead Specialist
0118 974 6051
anne.hunter@wokingham.gov.uk
Civic Offices, Shute End, Wokingham, RG40 1BN

MINUTES OF A MEETING OF THE COUNCIL

HELD ON 22 NOVEMBER 2018 FROM 7.00 PM TO 11.00 PM

Members Present

Councillors: John Kaiser (Mayor), Bill Soane (Deputy Mayor), 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, Kate Haines, Mike Haines, Charlotte Haitham Taylor, John Halsall, David Hare, Pauline Helliard-Symons, Emma Hobbs, Tim Holton, Philip Houldsworth, Graham Howe, John Jarvis, Clive Jones, Norman Jorgensen, Pauline Jorgensen, Dianne King, Abdul Loyes, Julian McGhee-Sumner, Philip Mirfin, Stuart Munro, Barrie Patman, Ian Pittock, Anthony Pollock, Malcolm Richards, Angus Ross, Daniel Sargeant, Imogen Shepherd-DuBey, Rachelle Shepherd-DuBey, David Sleight, Wayne Smith, Simon Weeks and Shahid Younis

54. APOLOGIES

Apologies for absence were submitted from Alistair Auty, Guy Grandison, Charles Margetts, Ken Miall, Helen Power and Oliver Whittle.

55. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Council held on 20 September 2018 were confirmed as a correct record and signed by the Mayor.

56. DECLARATIONS OF INTEREST

Councillor John Kaiser declared a Personal Interest in Item 59 Petition Debate on the grounds that he had signed the petition and that as Barkham was a one Member ward he wished to support his residents who had raised the petition. He therefore advised of his intent to stand down as Mayor for that item in order to participate in the debate.

57. MAYOR'S ANNOUNCEMENTS

The Mayor presented awards to three recipients of the Mayor's Roll of Honour.

The first recipient was Steve Bowers, who was Chairman of the Tenant and Landlord Improvement Group and the Gorse Ride Regeneration Project Steering Group. He was involved in many local community groups and an active advocate of community housing. Last year he had carried out 450 hours of volunteer work despite being visually impaired.

The second recipient was Wallis Ferne who volunteered for the Me2Club and many other local organisations such as the Thumbs Up Club. Wallis had used her experience of autism and coordination disorder to help others. She had enabled a 6 year old with autism to attend a gymnastics club.

The third recipient was Tony Lack. A Wokingham Town Councillor, Tony represented the Town Council with the Armed Forces and Cadets and worked with a local school to educate children about graffiti. He also removed graffiti in his spare time.

The Mayor reminded Members to purchase a copy of the Christmas Picture Quiz at a cost of at least £2, the proceeds from which would be donated to the Mayor's Charity the Me2 Club.

58. STATEMENT FROM COUNCILLOR HAITHAM TAYLOR

The Mayor provided Councillor Haitham Taylor with the opportunity to make a personal statement.

Charlotte Haitham Taylor:

Thank you for acquiescing to my request to make a personal statement to Council. Last week the Conservative Group met to discuss the issues that have been raised by some of our Members in recent weeks. This is not an unusual occurrence for any political group, but on this occasion certain Members wanted to challenge my position in order to promote their particular narrative. While the debate that ensued was not as long as the matters in question deserved, it was clear that on this occasion that I would not convince all of those present that I had the right approach, and when tested with a vote, the alternative narrative prevailed by a narrow margin. As a result the Conservative Group now has a new Leader and in due course this person, Councillor McGhee-Sumner, will need to be nominated for the leadership of Wokingham Borough Council. In the next few minutes I want to do three things; highlight the achievements under my leadership; put on record the key issues that concern me for this Council in the coming months; and thank those who have supported me since I became Leader in May 2017.

In the last 18 months I have achieved much more than I have at times felt was possible. I challenged some of the myths held by my Group especially that the Finance brief was insurmountably complex. Indeed, the more important achievement is that we are on course to deliver a balanced budget. So I am leaving a sound financial position for the next Leader, despite all of the unhelpful rumours to the contrary. Let me be clear, we are not the next Northamptonshire, as some would have it. We know the difference between the capital and the revenue spend for a start. We have furthermore launched a successful Investment Strategy, which is now bringing in income to support our bottom line and to fund vital Council services. Who could have dreamt that I would be part of a team that would bring back a bookshop into the Wokingham Town Centre? I will have many happy memories going there with my daughter.

My heart has sunk at the pain of the regeneration for the existing shopkeepers and business owners, who have suffered, and this I very much regret. I do believe that in the coming months, as each stage of the regeneration is complete, our vision to revive Wokingham Town Centre will be fully vindicated. Without our actions, the demise of the Market Square would have been inevitable and permanent.

Yes, we are still collecting the bins every week. We are winning the argument over the revenue support grant. We have opened new schools, sport centres, leisure centres, new parks, new playgrounds, and constructed many more affordable homes, many more than some would have expected.

My administration had sought to strengthen our top team of Officers, in particular we have a great line up of candidates to be interviewed on 5 December for the position of Chief Executive. In this, I believe we were right to hold out for a stronger field of candidates than we were able to compile last year, even though it meant continuing with a temporary Chief Executive for longer than I would have liked. Our Borough deserves the very best Head of Paid Service and I hope colleagues will take this opportunity to select someone with a fresh new energy that is needed to drive this Council forward, through the challenging years ahead.

But what of my concerns. As a key objective I have aimed to raise the levels of transparency in the decision making of this Council. It was disappointing that for some in my Group this has not been seen as a priority and for a few it still appears not to be. We need to distance ourselves from the old boy's network style of the past and ensure that like all other public bodies we operate to the highest level of public accountability and probity. This is the "Me Too" age and it is no longer acceptable to turn a blind eye.

Strategically under previous leadership I felt that we plodded along a path of just muddling through. We sometimes lacked clarity in decision making and did not always benefit from the professional acumen of some of our most senior Officers or Executive Members. I have looked to establish a more long term view with a clear political vision of what Wokingham Borough should be as a Council under a Conservative administration. This has meant that some of my Executive has been challenged to work harder and give clearer leadership in their areas of responsibility. Tough decisions were needed in some cases and these were not always welcomed by all. Regardless, under the new Leader, we cannot slide back into the old ways. No political leadership, local or national, can duck out of the tough decisions any more.

As Leader I have worked hard to build healthy relationships with the Conservatives' opposition too. I have tried to be more constructive, recognising that we are all here to serve our complete community. I brought a vision to the Council through the Borough Plan and everybody has been able to have a voice in shaping this. I took the vision out to as many residents as I could with roadshows, and now a future workshop is planned where we will be taking it out to our partners to collect their views and ideas. Even with the change of leadership, I hope this will still be achieved in the new year. The resultant Borough Plan will be aligned for the first time with the budget and the key performance indicators and this transparent model should be for us, a measure of our progress, and it should be open and transparent. Here again, I fear that there are some that do not share these aspirations.

The decision to go back for further consultation with the Local Plan Update was also controversial. However, I believe that our residents must contribute to the debate on where our Borough future homes will go. Unless Government housing building targets change after Brexit, we will have some tough decisions ahead and we cannot fudge them.

Improving governance is the one thing that I have started, but unlike in Mastermind, I will not get to finish. History will not be a kind judge to Leaders who turn a blind eye to plausible complaints and whistleblowing. It is my sincere hope, and in this respect, as in others, that this Council will not slip back.

Fear not Mr Mayor I am wrapping up soon and it is the very last line that you are waiting all to hear. Making the most of opportunities is what Conservatives have always been about, but not all of the answers to the questions can be found in this Chamber, and we have to realise that Wokingham Borough is not the best at everything. We need to be a learning council with a new and more inquisitive culture. We have to be open minded and be prepared to change our minds when the facts change. We the Members are not always the target demographic for our policies and sometimes we need to walk in other people's shoes to see what they see. I am striving for politics where the majority understand and respect our aims, where the resident is at the heart of what we do, and where the citizen feels empowered not disenfranchised from their dealings with us.

I would like to thank the many residents who have got in touch with me since last week. I have been totally overwhelmed by their support and the response had been completely amazing. So thank you very much to everyone that got in touch. I also want to take this opportunity to express my sincere gratitude to those people who have supported me in my time as Leader. My incredibly supportive and very able Deputy, Pauline Jorgensen, thank you for everything you have done. I also want to say thank you to my Executive Members and my many fellow Conservative Members who have supported me. I also must say thank you to my Opposition Members across the Chamber for all of their help and support as well. I want to especially applaud those of you who have backed my vision of good governance and transparency when others have dismissed my concerns as unfounded or indeed exaggerated. I also wanted to offer my thanks to our talented team of Officers who have helped me with my role over the last 18 months'. I have been challenging, not always intentionally, and I have learnt that we have not always given you the political leadership that you deserve, but you have tried throughout to promote the best possible services to our residents with what you have been given.

I have had the privilege to lead this Council. I have made mistakes and learnt much about those around me and about myself in the course of my term. I have worked selfishly in pursuit of those things that matter to our residents and in that my successor will seek to follow me. I must humbly tender to this Council, and ask all of you to formally accept, my resignation as Leader with immediate effect.

Pauline Jorgensen, Deputy Leader:

I would like to thank Charlotte for all her work on behalf of the residents of Wokingham Borough. Being Leader is not an easy job as I have found out over the last couple of days, with the amount of emails. Charlotte has been tireless lobbying Government to improve both funding for Council services and local schools, championing our Looked After Children, driving forwards our local housing companies to deliver much needed affordable housing, and of course ensuring our residents get an excellent service from the Council.

I would really also like to thank Charlotte for her energy and dedication. I have really enjoyed working with her and admire her grit and determination and her passion for helping our most disadvantaged residents. I hope you will join me in wishing her well for the future.

Lindsay Ferris, Leader of the Liberal Democrat Group:

Charlotte and I have worked together on a number of issues, where in the past it was often not possible to get any sort of agreement. The issues where we have worked together this year includes lobbying our respective political parties with a jointly produced document covering the five year land supply, where some developers have been abusing the planning system; support for the recent new Highways Contract due to start on 1 April 2019; and even tonight we have a Motion on sprinklers in schools, which is supported across both Groups. I wish her well in whatever future role she plays in the Council.

59. PUBLIC QUESTION TIME

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

59.1 Stephen Ollerhead asked the Executive Member for Business, Economic Development and Strategic Planning the following question:

What measures do Wokingham Borough Council have in place to use or develop Brownfield sites across the Borough (e.g. empty houses left by the MOD in Arborfield) on a

large portion of land and building owned by Wokingham Borough Council to help meet the Borough's housing target?

Answer:

Wokingham Housing Limited has already brought forward a number of affordable housing developments on brownfield Council-owned sites. These include former garage sites, a derelict print works and a former residential care home.

More generally, the Council will publish a brownfield register annually to help encourage the development of brownfield land, which has been found suitable for new housing. This allows anyone interested in developing a brownfield site to see where opportunities are. Most sites on the existing register already have planning permission for new housing.

Through the Local Plan Update, the Council will put in place an extended strategy for managing development in the period to 2036. In doing this, the clear process and requirements set out in legislation and government policy must be followed. This includes assessing all sites promoted by landowners and developers, and consulting on potential approaches towards managing development.

We are currently out to consultation seeking views on a number of key issues which will help us define options for managing development in the future. This includes inviting comments on the role different places might take in providing new homes, for example through the use of higher development densities and more flexibility to building heights in town centres. I would encourage everyone to engage with this and submit their views to us.

Supplementary Question:

Can you confirm that the houses built on brownfield sites will actually reduce the number of houses built on greenfield sites by an equal amount?

Supplementary Answer:

Not necessarily, I cannot say that definitely. Obviously we would prefer to go for the sites that meet the criteria rather than going to greenfields.

59.2 Stewart Richardson asked the Executive Member for Business, Economic Development and Strategic Planning the following question:

Wokingham Borough Council can improve their control of housing delivery, managing the 5 year land supply and passing the housing delivery test by decreasing dependence on the developers who have different agendas. How is WBC planning to use the considerable financial capacity available to it to contract directly with builders to construct a higher proportion of the housing needed?

Answer:

Our last five year housing land supply assessment found a 7.84 year supply of deliverable sites against the Government's standardised methodology for calculating local housing need and the required buffer. This has stood up to the challenge in recent planning appeals.

The Council has engaged with the Government on housing issues, including ways to encourage developers to get on and build once planning permission has been granted. Sir Oliver Letwin MP, the Chairman of the Independent Review of Build Out, met with Councillors and Officers when researching the gap between permissions and completions.

We keenly await the Government's response to his report.

Turning to local building, while the delivery of housing by private developers will always be required, we as an organisation are already undertaking a number of actions to bring forward housing ourselves.

Wokingham Housing Limited (WHL) has already delivered a number of affordable housing developments on Council-owned sites. WHL completed 123 affordable homes last year, with around a further 360 homes in the pipeline, including the Gorse Ride regeneration.

New homes are also being provided through the Wokingham town centre regeneration, with over 230 additional homes being delivered on land owned by the Council.

Supplementary Question:

Is there not already registered providers such as Loddon Homes that can take on this role now?

Supplementary Answer:

Yes indeed and we are looking at potential sites with them.

59.3 Alan Scott asked the Executive Member for Planning and Enforcement the following question:

Policy CP18 of the Core Plan provided for measures to maintain separation between the Arborfield Garrison SDL and surrounding settlements; Policy CP11 made similar provision in more general terms for all of the SDLs. Residents in the surrounding areas relied on those provisions when they acquiesced to these major developments taking place. There are now a number of housing proposals being considered in the area around the Arborfield Garrison SDL and in particular at Barkham Square. Such developments would be in violation of policies CP11 and CP18 of the Core Plan. Would you affirm that CP11 and CP18 are still in force and that it would be perfidious to renege upon them and allow these proposals to go ahead or to be included in the Local Plan Update?

Answer

The Core Strategy sets out the spatial strategy for managing development in the period to 2026. A key element was locating the majority of housing development in the four Strategic Development Locations, an approach that has enabled significant new infrastructure to be delivered to help mitigate impacts and to alleviate pressure on other areas.

The strategy set out in the Core Strategy is working. It is clear from the number of homes built, under construction and already permitted, that homes will be delivered to meet and indeed exceed current government expectations.

With the Core Strategy delivering applications which are contrary to its provisions should be refused, unless there are specific, locally important reasons for flexibility. This will rarely be the case. Robust defence is made of our delivery record at planning appeals, however I am sure we would all agree that some of the decisions by some Government Planning Inspectors to allow developments contrary to our decisions is extremely disappointing and undermines the principle of a plan-led system.

Through the Local Plan Update, the Council will put in place an extended strategy through to the period to 2036. In doing this, the clear process and requirements set out in

legislation and Government policy must be followed. This includes assessing all sites submitted by landowners and developers, and consulting on potential approaches towards managing development.

We are currently consulting on and seeking views on a number of key issues which will help us define options for managing development in the future. This includes inviting comments on all of the land promoted by landowners and developers. I would encourage everyone with an interest to engage with this and to submit their views to us.

In conclusion given the stage of the Local Update, it is not possible for me to comment on what might be the future spatial strategy or the policies associated with this. This is for future debate. I can however confirm that the assessment of promoted land will include the consideration of the important roles that land plays in the separation of settlements.

Supplementary Question:

In her speech on 'Making Housing Fairer' on 5 March 2018, the Prime Minister endorsed the Government's policy saying our 25 year Environment Plan commits us to leaving the natural environment in a better state than when we found it. So we will expect any development, whether in the greenbelt or outside it, to look first at sites which have previously been built on, rather than opting immediately for virgin countryside.

Paragraph 170b of the revised National Planning Policy Framework states that planning policies and decisions should contribute to an enhanced natural and local environment, by recognising the intrinsic character and beauty of the countryside and the wider benefits of the natural capital and ecosystem services – including the economic and other benefits of the best and most versatile agricultural land and of trees and woodland. The promoted development nature site on Barkham Square comprises 144 acres of virgin countryside. Do you agree that approving a development of this site and including the Local Plan Update would not only be seen as a breach of faith by the local electorate, but would also be incompatible with both the Government's explicit policy position articulated by the Prime Minister, and the provisions of the National Planning Policy Framework?

Supplementary Answer:

It was a little challenging to identify the question in that, but I think that what I would say is that the Arborfield Strategic Development Location is a classic case of the Council preferring to build on brownfield sites, and at this point in time there are no planning applications for any other sites beyond that in that location.

59.4 Paul Steel asked the Executive Member for Highways and Transport the following question:

The Inspector conducting an Inquiry regarding Woosehill in 1974 ruled that Barkham Road was 'already operating at about its theoretical capacity'. The roads in and out of Barkham have not changed since then, and being locked in by housing, offer little scope for increased capacity.

The population of Barkham directly affects the traffic using those roads. Census data shows that the population of Barkham had increased by over 40% by 2001, after the building of Elizabeth Park, an estate of some 350 houses.

The SDL development of Arborfield Green is adding 3,500 new houses to the area, 10 times as many as on Elizabeth Park. About half of these will fall within Barkham. With only about 15% of the SDL so far completed, the bulk of the impact has yet to be felt.

There are whole series of bottlenecks in and around Barkham, and clearing only some simply releases traffic to worsen the situation at the next.

The Local Transport Plan fails to acknowledge any known congestion spots within Barkham. However, those who use the roads are painfully aware of how serious the problem already is.

If a further 1000 houses were to be allowed at Barkham Square, in the middle of Barkham, how would the Council address the accompanying incremental congestion without destroying the remaining rural ambience?

Answer

The Inspector's decision you refer to is 44 years old and much has changed since 1974 as you allude to in your question. However, as my colleagues have already said, we will evaluate the 280 sites based on current planning policy, which includes traffic congestion issues projected from these developments. I am very aware that the current network is close to capacity and will be making my own representation as Executive Member for Highways, to the Local Plan Update, for alleviation measures to be incorporated into the update of the Local Plan.

Supplementary Question:

Does that mean you will be supportive of another thousand houses injected into Barkham?

Supplementary Answer:

I do not think I can make a comment on what I will or will not be supporting. What I said is that I am very well aware of the congestion issues on all the network south of the M4 and south of A329M and we are going to have to take those into account in the Local Plan Update.

59.5 Pam Stubbs asked the Executive Member for Housing the following question:

Providing affordable housing is understood to be one of the Council's key objectives. So, with the Cap on Council borrowing having now been lifted on the amount local authorities can borrow to fund social housing, how does WBC intend to make maximum use of this initiative aimed at increasing the number of affordable homes within the Borough?

Answer

The Council is already delivering significant numbers of new affordable homes through the planning process and the housing companies. Last year, as Stuart mentioned a minute ago, Wokingham Housing Limited completed over 120 new affordable homes, which were funded through a combination of committed sums, government grants, and on-lending from the Council. The lifting of the HRA borrowing cap provides another option for us to explore in the future.

I can confirm that the Council has engaged financial consultants to work with Officers and stakeholders to develop the new Housing Revenue Account business plan. This will take into consideration opportunities given by the removal of the Housing Revenue Account borrowing cap and inform the development of the Housing Strategy for 2019 onwards.

Supplementary Question:

You have some 1400 people on your waiting list at the moment and you have 35% of the 13,500 houses which should be built around Wokingham, designated as affordable. Is there any reason why the Council cannot reduce this waiting list to zero, unless it is the

determination of developers to build only 4 and 5 bedroom houses, which are obviously going to make them more money, and to pay their way out of affordable housing by handing money over to Wokingham to build affordable housing well away from their development?

Supplementary Answer:

Firstly, I would like to straighten out your points on the waiting list. As you may know there are four bands in the waiting list for housing priority. Band 1 is the highest priority. As of 26 October there were 90 people on that list. That is people who have a statutory overcrowding or have a really serious need for housing. Band 2 has currently got 68 people on the list and again these are people who are in overcrowded housing and really need proper housing. For Band 3 we have got 196 people, and these are in significant health and social welfare need. Band 4 however, can have anyone throughout the country regardless of whether they have got a local link or not, in it. They are already adequately housed, they are in shared accommodation but it is not overcrowded, they are out of the area, or they are deliberately worsening their circumstances. There is 1,086 people on the housing waiting list in that category. So when you look at housing waiting list numbers you need to apply some intelligence and some extra information about how the waiting list is made up.

We are certainly committed to building more affordable housing. We have built a lot of affordable housing through our companies last year. We use money, both borrowings which we can get at relatively low rates, and also money from developers, which we reinvest in housing using our own land. We quite often take commuted sums from developers where otherwise it would be half a house that could be built or one house. Housing Associations are not willing to manage such small pockets of houses in bigger estates but we are looking at the moment at opportunities for our housing companies to manage those on behalf of the developers. I can reassure you that we are very, very keen to provide more affordable housing. We have done a lot to improve the situation in Wokingham but there is a lot more to do. Do not take housing numbers at face value.

59.6 Andrew Mickleburgh asked the Executive Member for Highways and Transport the following question:

Recently, a keen motorcyclist living in Earley expressed grave concern that the wooden fence beside the cycle-path on Lower Earley Way is a dangerous hazard to motorcyclists. Organisations I have canvassed since have made observations and raised sufficient issues to suggest that the resident's safety concerns may have substance and need investigation. I have conveyed their written responses to the Executive Member for Highways and Transport. In light of the matters raised in those responses, can the safety of this fence be assessed by Highway engineers, and the full findings and any recommendations reported publicly?

Answer

I confess I am surprised that there is safety issues with this fence since it was added to the cycle scheme specifically to improve safety for cyclists. However, I have asked Officers to review the design and will report back to you and local Members once the review is completed.

Supplementary Question:

Is it possible at this point to give an indication of the timeframe for reporting on this investigation?

Supplementary Answer:

I would have to get the relevant papers out of archive storage and I do not know how long that is going to take. I will try and get an answer by Christmas.

59.7 Peter Dennis asked the Executive Member for Business, Economic Development and Strategic Planning the following question:

Wokingham has grown massively in prosperity and size in the last 25 years, due mainly to its highly convenient location next to J10/11 of the M4 corridor which is the artery providing easy access to Heathrow, the M25 and London for the ever-expanding IT, science, biotech and engineering industries which have made the Thames Valley their home. Considering the Council is going to be short of £7,000,000 in government grant next year plus will no longer have access to EU funding, what steps has the Council taken to counter the threat of these large and small companies relocating their European headquarters into the EU, along with the other huge multinational conglomerates who have settled in the Thames Valley who may also relocate or splinter, or have indeed already done so or are in the process of planning to do so, if they lost their current passporting facility of goods, services, capital and staff into the EU after Brexit?

Answer

The Council is increasing the frequency with which we monitor the economy and will be working with partners, including the Thames Valley Berkshire Local Enterprise Partnership, which I sit on the forum of, to plan for the range of outcomes that might impact the local economy as a result of Brexit. We are also in the process of developing a Brexit Impact Assessment in readiness for when the final details of the Withdrawal Agreement are confirmed.

According to local businesses, Wokingham Borough remains a competitive location despite Brexit, because businesses have access to local talent, close proximity to London and good communication networks.

Brexit is unlikely to have a major impact on Council finances as the Council currently only receives a relatively small amount of EU funding. The UK Government is however planning to implement a 'Shared Prosperity Fund' to replace the European Structural and Investment Funds, which the Council will have the opportunity to apply for in the future.

Supplementary Question:

When will the Brexit Impact Assessment be available for us, bearing in mind that local businesses over the last 2 years have received £5million worth of EU funding, so that funding is going to disappear and that will have an impact on jobs and so forth, so when are you going to be looking at delivering that?

Supplementary Answer:

Hoping to have that available in the new year.

59.8 Vanessa Rogers asked the Executive Member for Adult Social Care, Health and Wellbeing the following question which was answered by the Deputy Executive Member for Adult Social Care, Health and Wellbeing:

The Borough relies heavily on EU migrant labour in the health and manual labour markets, as well as on the highly skilled sectors of its local industries. Has the Borough recognised and prepared for the impact of a labour shortage in all these sectors and especially the care/NHS sectors, in view of the fact that EU migrants are leaving the UK and the area en masse and the numbers are not being replaced by EU migration?

Answer

Recruitment and retention of workers within the NHS and social care is well established as a priority and it is only right that we the public, and users of the services also care about this issue, so thank you for raising it tonight.

To answer your question, we have to relook at the data so 5% of NHS staff are EU nationals. NHS figures published this year shows currently there are more EU nationals joining the NHS than leaving. 8% of social care staff are EU nationals. If we look locally at Optalis, at social care, and this applies to a number of our residents locally, as well as social care staff employed directly by this Council, both have a lower staff turnover than the national average. It is also worth highlighting that as part of the Local Integrated Care System, we have a dedicated Workforce Strategy Group. That is made up of representatives from the local care companies and one of their focuses is the recruitment and retention of social workers. When I asked the CEO of Optalis, Martin Farrow, about your question he said that there had been no adverse recruitment and retention issues linked to Brexit, but of course we can only go on the current evidence that we have and if this changes then we will adapt. I want to assure you that recruitment and retention of the staff will be a priority whatever the eventuality.

Supplementary Question:

Yesterday the Prime Minister proudly announced an end to freedom of movement and that EU nationals would not be able to jump the queue but be in line with other multi nationals who would be considered for immigration based on their skills and talents. Britain faces a nursing shortage of 20,000 permanent staff this year from the EU. The number registering dropped by 87% compared with 2016/17 figures (Christie and Co Consultations) and considering the UK has put a cap on skills levels, plus veto on migrant staff coming into the UK at less than Band 7 or higher in the NHS, has the Borough put in place any training scheme or enterprise awards which could be offered to young, unemployed, eligible people in the area to entice them to fill this gap?

Supplementary Answer:

It might be worth if we both get in touch with the Workforce Strategy Group that I mentioned as well as the CEO of Optalis. So after the Public Question Time I will give you my card and if you want to get in contact with me, we will see what they are up to and what they have planned in light of the announcement.

59.9 Paul Fishwick asked the Executive Member for Highways and Transport the following question:

The central island traffic signal pole on the King Street Lane approach to the Sainsbury's junction was damaged in an accident during March 2018 and was repaired by Wokingham Borough Council during May 2018. However, a torn plastic bag covering a circular hole still 'flaps around in the breeze' on the lower part of the secondary signal. How long will it be before Wokingham Borough Council either replaces the torn plastic bag or installs a more meaningful sign for drivers?

Answer

Speaking with Officers about this matter, my understanding is that it has been dealt with.

Supplementary Question:

Firstly thank you for getting the temporary plastic bag replaced with a standard traffic sign to comply with the traffic signs and general directions.

However, I do wonder what processes the Borough Council has got in place to track incomplete works such as this, and from your answer, it appears none. Therefore it would appear that if it was not for my question to the Executive Member tonight, how long would it have taken the Borough Council to finish these works at such an important junction?

Supplementary Answer:

I am afraid I was trying to be brief as Mr Mayor has asked us to be brief in our answers. We were well aware of the issue with this lightbulb. The reason for the temporary fix was so that the traffic lights could be put back into operation very quickly on, as you rightly say, a very important junction. Officers were well aware of it and fixed it as soon as they could.

59.10 Lisa Kelly asked the Leader of the Council the following question which was answered by the Executive Member for Business, Economic Development and Strategic Planning:

Because of its location and its rural market town charm, Wokingham has attracted a huge influx of highly qualified and highly paid residential owner occupiers and the attendant manual labour to service them, prompting massive residential and infrastructure development and redevelopment in recent years with the town's population expanding exponentially. What contingency plans or risk assessments have the council undertaken to assess the impact of an economic slump on its finances and services after Brexit, both commercial and residential, and especially in light of the current ambitious and very expensive and extensive town centre schemes whose development is financed by loans?

Answer

As explained in response to Mr Dennis earlier, the Council is in the process of developing a Brexit Impact Assessment in readiness for when the final details of the Withdrawal Agreement are known. We are also increasing the frequency with which we monitor the economy and will be working with the Thames Valley Berkshire Local Enterprise Partnership, as I explained earlier, and other partners to plan how we can signpost businesses to a range of support should there be an 'economic slump' resulting from Brexit. Nobody knows that yet.

Council finances or services are not reliant on EU funding as the Council currently receives a very small amount of EU funding. The UK Government is however, as I mentioned earlier, planning to implement a 'Shared Prosperity Fund' to replace the European Structural and Investment Funds, which the Council will have the opportunity to apply for in the future.

59.11 Carl Hammond asked the Executive Member for Environment, Leisure and Libraries the following question. Due to his inability to attend a written answer was provided:

Regarding littering, there is more or less zero enforcement of littering around town, while Car Parking enforcement is very actively and efficiently managed with plenty of fines and wardens around town. It's a shame to see endless littering of the new town centre, especially cigarette butts, which are everywhere. Would you please consider employing environmental enforcement officers to issue fixed penalty notices for littering?

Answer

The introduction of Civil Parking Enforcement within the Borough last year brought the responsibility and enforcement of parking restrictions in line with practices across the Thames Valley region. This has made the Council's enforcement practices more visible to

those who live within and visit the Borough.

The Council regularly cleans the town centre so any litter is recent. It is a great shame that some people litter our streets and parks. It makes the place feel untidy. Why can't they take it home or put it in a bin?

We will continue to monitor the situation with regards to littering within Wokingham town centre and elsewhere and where possible mitigate its impact through a range of deterrents and other methods.

As with a lot of issues faced by the Council we need to find a balance between competing priorities, and whilst we do not want our public spaces to be made untidy through excessive littering, we also do not want to deter people from visiting because of overly rigid enforcement practices.

59.12 Peter Humphreys asked the Executive Member for Environment, Leisure and Libraries the following question:

There is a history of lack of foresight within the council such as installing new LED lights on London Road a few months before the road was widened leaving the lampposts stranded in the middle of the inside lane rather than on the pavement.

Likewise, a large number of trees have been planted in the past couple of decades and subsequently uprooted or scheduled for felling even though it was known at the time of planting that those trees were in the way of planned developments. Would you please inform me how many trees, and at what cost, have been planted during this period only to be scheduled for demolition relatively shortly afterwards.

Answer

The Council's street lighting replacement project was planned prior to the Coppid Beech part of the Northern Distributor Road being agreed by the developer. Had the two schemes been contemporary they would have joined up via our collaborative planning process and abortive works prevented. The timing in this case did not allow for this and we are therefore making sure that all the materials are reused, that is the lamp columns, light heads and the controllers, and any damage will be replaced at the developer's expense.

When highway works are done, the Council requires that appropriate landscaping is carried out. Where new works become desirable it is regrettable that original landscaping may need to be removed, however we ensure appropriate new landscaping is installed as part of this process. Any trees cut down can be used.

We do not retain records which itemise the detail and cost of works in the form that you have requested.

Supplementary Question:

I would like an answer to the first question really because it is specifically about the trees. I will give you an actual couple of examples which might well change your answer. Planning permission for the Plough Lane housing development required that a SANG was built and that meant several hundred trees were planted in the line of the new North Wokingham Development routes. The Council were clearly aware that the road was going to be built at the time. It is on this Council map which I can show you afterwards. I did point it out to several Officers at the time, and likewise at the western end of said road, the

Millennium Wood is going to be destroyed by the same road and that was also known about at the time because this route has been long planned. I have clearly stated that this proposed route was known before these trees were planted, thousands of them in fact. What I want to know is why the Council do not plan ahead, wasting public money planting these trees when they knew they were going to uproot them not that long afterwards, and are there any more examples? I know of these two and there are probably several others.

Supplementary Answer:

You cannot just sit around for any developments and not do anything else. I think also trees, we grow trees, we crop them and we use them for other things, so it is not a disaster when that sort of thing happens. So I think trees get planted and trees get cut down.

59.13 Motion to extend Public Question Time

At this point in the meeting 7.51pm, it was moved by Prue Bray and seconded by Pauline Jorgensen that, in accordance with Procedure Rule 4.2.12n), Procedure Rule 4.2.9.1 be suspended to allow Public Question Time to be extended to enable all Public questions to be asked.

Upon being put to the vote, the Motion was carried.

59.14 John Booth asked the Executive Member for Highways and Transport the following question:

East Reading Park and Ride: This site by the Thames riverbank at the north end of the A3290, just to the east of Kennet Mouth, has been purchased by Wokingham. Planning permission has been given for a 258-place Park and Ride site primarily to address demand from regular weekday morning peak-hour traffic into Reading. It was projected to cost £3.6 million with operational costs of £45,000 per year. The site has been cleared of trees and scrub but if left the vegetation will revert to 'green' landscape and wildlife habitat. I am concerned that: The operational and maintenance costs may have been underestimated and the revenues from such a small site overestimated; In use, especially with lighting, it will adversely affect landscape and amenity and wildlife habitat; To address cost, congestion, clean air and climate change it would be better if commuters used public transport or shared vehicles for the greater part of their journeys rather than taking cars so close to Reading; In particular it will increase traffic in the area around Suttons roundabout increasing congestion suffered by peak hour traffic to and from Reading. I think the Council should put this project on hold and re-assess it before spending more public money on it and causing long-term environmental loss. Priority should be given to getting more residents to use bus or train for most of the distance from their homes to Reading. If the Council is still convinced that Park and Ride in the proposed area is a good idea it should run a trial scheme using the vacant car parks in Thames Valley Park to test viability. What are the current plans, timescales and cost projections for this proposed Park and Ride?

Answer

The Thames Valley Park and Ride is funded through the Local Enterprise Partnership and has been subject to rigorous analysis by the Department of Transport's WebTAG evaluation system. Therefore the costs and the revenues and the viability have been assessed and reassessed because it is, as you rightly say, public money, and it is Government public money that we are using. Therefore, I think there is no doubt that we have the costs and the revenues on the viability and the need of this scheme. We have considered it and it has passed the test. Therefore we will continue to proceed with it and aspects you talked about in respect of public transport. That is really why we are building

this scheme, because people want to get close to this scheme before they use the buses. They do not want to take buses from long distance and we believe that this will have a positive impact on congestion within Reading and climate change and all the other environmental aspects that, that will bring to Reading itself.

Supplementary Question:

I asked particularly about timescales for actually starting the next phase of the development work on this site. Can you enlighten me a bit more about the Council's thinking on this?

Supplementary Answer:

I am going to have to give you a written answer as I cannot remember the exact dates, but I will let you know.

59.15 James Box asked the Executive Member for Business, Economic Development and Strategic Planning the following question:

The announcement of plans to close Wokingham's Crown Post Office and move the service to WH Smith has caused a lot of concern amongst people in Wokingham as they feel this will have a negative impact on the town centre. While the Council is not responsible for the Post Office, what is the Council doing to support efforts to save this valued service in our community?

Answer:

As you quite rightly point out Post Office Counters Ltd is a commercial organisation that has a national strategy to move Post Office Counters into WH Smith stores nationwide. That is my understanding. This has already happened in places such as Slough and Camberley. The move is part of a new 10 year agreement to relocate more Post Office branches into the retailer's stores.

My colleague Councillor Philip Mirfin will be writing to Post Office Counters Ltd to ask that they reconsider their position of moving the Wokingham Post Office into the WH Smith store in light of the investment that has been made in the town centre regeneration programme.

With the town centre regeneration work creating a vibrant and successful town centre demand for town centre facilities, such as post office services, are likely to increase, particularly with the housing growth, that is taking place in and around Wokingham.

Supplementary Question:

Will the Council be asking John Redwood to lobby to save the Post Office?

Supplementary Answer:

Yes.

60. PETITIONS

There were no petitions submitted.

61. PETITION DEBATE

(John Kaiser stepped down as Mayor and Chairman of the meeting for the petition debate. He participated in the debate. Bill Soane, Deputy Mayor chaired the petition debate item).

Bill Soane reminded Members that the petition sought a debate on impending plans for development of housing on Barkham Square and any other sites that may be considered in the future. The rules in the Council's Constitution around petitions did not allow for debate on any planning decision, or any current or proposed planning application. Members were therefore unable to debate the details of the allocated Sustainable Development Locations, or other specific planning applications. The petition envisaged debate about traffic matters, loss of countryside and other implications for Barkham and the surrounding areas as a result of housing generally.

The following members of public presented a petition in relation to the matter indicated.

61.1 Petition submitted by Chris Heyliger and Graeme Dexter

The Deputy Mayor announced that a petition containing in excess of 1,500 signatures, the threshold to trigger a debate at Council, had been received at the Council meeting on 20 September 2018:

Chris Heyliger and Laurence Heath, petition organisers, presented the petition the wording of which was:

“Please sign our petition to generate a debate at Wokingham Borough Council and help defeat any impending plans for development of housing on Barkham Square and any other unsuitable sites that may be considered in the future. We the undersigned urge Council Members to hold a debate addressing proposals for 1,000+ houses which are in addition to the 3,500 houses already with planning permission. This is not only contrary to the adopted current Council planning policy but will have serious traffic and other implications for Barkham and surrounding parishes.

The main site proposed is Barkham Square. Residents accepted the development of the former Arborfield Garrison site as it involved largely regeneration of brownfield land but now the wider area is being exposed to potential development creep, meaning encroachment upon the much valued countryside and on our overstretched roads within Barkham, Arborfield and Finchampstead. This goes against current Council planning policies (such as CP11) which were designed to protect the separate identify of settlements.”

Mr Heyliger addressed the meeting and set out the background to the petition. He stated that over 4,000 residents had shown concern over redevelopment in Barkham and the surrounding area by signing the petition. It was the largest petition submitted to Council. It was time for the Council to listen to residents and demonstrate its commitment by taking action to address residents' concerns.

Mr Heyliger commented that enough was enough with regards to development in Barkham. With regards to traffic, Mr Heyliger stated that Barkham was a rural parish with narrow roads that could not be easily widened. The Strategic Development Location would more than double the area's size and if an additional thousand homes were built in Barkham Square, it would more than triple in size. With less than 15% of development built so far, he believed that intolerable pressure would be placed on the surrounding roads. He highlighted that 86% of local residents currently travelled to work by car. Planned road improvements at Nine Mile Ride Extension and the Arborfield Relief Road would not alleviate traffic issues within Barkham.

With regards to the countryside, Mr Heyliger stated that a neighbourhood survey

highlighted the importance of the countryside to many residents. The Strategic Development Location had been sold as a separate community within a separate separation boundary. However, this would not be the case if Barkham Square and surrounding areas were built upon and the separation distances would be filled in. Mr Heyliger felt that Planning Policy CP18, which intended to maintain separation between the Strategic Development Location and the surrounding settlements, would be contravened. The importance of the separation gap had been recognised.

Mr Heyliger went on to state that Barkham Square was not a sustainable location. It was poorly served by roads and there were no shops. 1800 additional houses within the Strategic Development Location had been accepted by Barkham so Barkham was not opposed to development overall.

Members discussed the petition. John Kaiser stated that it did not matter whether there were many more housing applications agreed, it was down to the ability of the developers to deliver the housing, something which the Council had no control over. Development of the area he felt would place a blight on existing residents' homes, destroy the countryside and have an impact on the local way of life. John Kaiser went on to state that the levels of traffic congestion in Barkham and the surrounding area would increase and create problems. In Wokingham less than 20% of the houses approved had been built and there were already traffic congestion problems. He was of the view that two other potential sites identified were unlikely to proceed so Barkham Square was an easy target.

Andy Croy commented that the concerns raised were shared by residents in other areas in the Borough.

Ian Pittock stated that the site allocated for 3,500 houses in the Arborfield Strategic Development Locations had been largely a brownfield site. He believed therefore that the Arborfield, Finchampstead and Barkham areas had done their bit with regards to development across the Borough and that other areas could do more. There should not be any creep in development around the edges of the Strategic Development Locations. He felt that traffic issues in Finchampstead South would be exacerbated by development in Barkham and went on to state that new residents would be expected to make use of the already busy Finchampstead and Swallowfield surgeries.

Stuart Munro emphasised that the petition was premature in the process, in that the consultation on the Local Plan Update had only begun that week. All sites would be subject to comprehensive assessment and engagement before the Council approved its preferred strategy and allocations through the statutory Local Plan process. The Council would then advocate these to the Independent Local Plan Inspector and resist the alternative options being promoted, taking account of the specific circumstances in each case.

Carl Doran stated that the Government had created a climate which was favourable to developers.

David Chopping emphasised that there was a requirement for affordable and local new homes across the Borough but only where local need and appropriate available sites were identified. Decisions should be driven by local need and sustainability. Before building could take place planning for appropriate infrastructure and facilities was vital. He went on to emphasise that the Council's decisions were sometimes overruled by the Planning Inspectorate.

Lindsay Ferris commented that the Objectively Assessed Housing Need number (OAN) for the Borough was at least 200 higher than that of neighbouring authorities. The increase in homes represented a 30% growth in properties over an 18 year period. He felt that a lower OAN, in line with that of neighbouring authorities, needed to be achieved.

Gary Cowan stated that a development in this location was unsustainable and unachievable.

Wayne Smith emphasised that Barkham Square was one of over 300 possible sites identified and that all would be assessed comprehensively. He encouraged residents to come to one of eight consultation events across the Borough to give their views.

In summing up Laurence Heath stated that the Local Plan Update had supposedly been well under way at the time the petition had been circulated but consultation had only recently been announced. He felt that Wokingham was the victim of unrealistic housing targets and that developing Barkham Square would create an urban sprawl to the east and west. He encouraged the Council to lobby central Government with regards to planning policy and to explain why the housing targets were unrealistic.

The following Motion was proposed by Stuart Munro and seconded by Wayne Smith:

‘All sites will be subject to comprehensive assessment and engagement before the Council approves its preferred strategy and site allocations through the statutory Local Plan process. Subsequently, we will advocate these to the Independent Local Plan Inspector and resist the alternative options being promoted taking account of the specific circumstances in each case. The process will only be complete once the plan has been endorsed by the Inspector and adopted by the Council.’

Upon being put to the vote, the Motion was declared by the Deputy Mayor to be carried.

RESOLVED: That all sites will be subject to comprehensive assessment and engagement before the Council approves its preferred strategy and site allocations through the statutory Local Plan process. Subsequently, we will advocate these to the Independent Local Plan Inspector and resist the alternative options being promoted taking account of the specific circumstances in each case. The process will only be complete once the plan has been endorsed by the Inspector and adopted by the Council.

62. IRP REVIEW OF MEMBERS' ALLOWANCES

(John Kaiser resumed his position as Mayor and that of Chairman)

The Council considered the report of the Independent Review Panel (IRP), set out at Agenda pages 55 to 74, following their annual review of the Members' Allowances Scheme.

The IRP Chairman, Tom Berman, addressed the Council and thanked his colleagues Nick Oxborough and David George for their contribution. He also thanked Democratic Services, and in particular Callum Wernham, for their support to the Panel.

In presenting the report Mr Berman highlighted the following points:

- The Panel was independent and their recommendations were based purely on: evidence and whether it was affordable; similar to that of other local authorities; and whether residents would consider the recommendation fair. There had been accusations that the Panel was politically motivated but this was not the case.
- The Panel had looked at the issue of Special Responsibility Allowances (SRA). In doing this, the Panel had looked at the job descriptions for the different posts rather than the individual post holders and had also visited committee meetings to see work first-hand.
- The Panel had recommended a revision to the SRA for the Leader of the Council, which had last been increased 9 years ago. Mr Berman stated that the levels of responsibility of the Leader were similar to that of a Chairman within a high powered company. Conversely the Leader of the Opposition did not have accountability in the decision making process, although it was appreciated that having a strong Opposition was important.
- The Council was unusual in awarding SRAs to Deputy Executive Members. The Panel recommended that the budgeted cost covering SRAs for Executive Members and Deputy Executive Members be capped at the current level of £100,000.
- The Panel's most valuable source of information had been the Members themselves. Mr Berman expressed disappointment that less than half the Members had been to see the Panel to give their views over the last 2 years.
- The remuneration of Non-Executive Directors and Outside Body representatives was outside of the Panel's remit.

A number of Members thanked the Panel for their hard work and time.

Several Members felt that it was the wrong time to increase the Members Allowances and that this would send a negative message to residents. It was suggested that there be a cross party review of the Independent Remuneration Panel's remit.

A number of Members were of the view that the Childcare and Dependents Allowance should be increased.

Pauline Jorgensen commented that it was important to have a properly resourced Opposition. Prue Bray also emphasised the role of the Opposition, particularly given that there were now three parties.

It was clarified that the Panel's report was required to be published prior to the meeting at which the report would be considered.

It was proposed by Pauline Jorgensen and seconded by Julian McGhee-Sumner that the report be considered. It was agreed that each of the Panel's recommendations would be voted on individually.

Upon being put to the vote it was:

RESOLVED: That

- 1) Recommendation 1, (*that the time contributed component of the Basic Allowance be increased by 2% in line with the 2018/19 increase in Officer pay, and backdated to 1 April 2018*), not be supported;

- 2) The £500 component of the Basic Allowance for the provision of IT should continue to be claimed only by those Members who provide facilities which allow constituents and Officers to communicate with them by e-mail and the self-certification process be continued;
- 3) The out of pocket expenses component of the Basic Allowance be reduced by £40 to allow for the mass registration of Members to the Information Commissioners Office by Wokingham Borough Council, from April 2019;
- 4) Recommendation 4 (*that the Leader of the Council's SRA be increased to 4.5 x SRA = £22,500, from April 2019*), not be supported;
- 5) Recommendation 5 (*that the Leader of the Opposition SRA be restructured via a new formula whereby all opposition group leaders with a membership of more than 2 receive an SRA based in part on a figure of £100 per group member. In addition, if the lead opposition group has four or more members more than the next largest group, its leader should receive a further £5,000; but if the lead over the next largest group was less than 4 members the addition to the Leader of the Opposition's SRA should be reduced to £4,000. In the event that there were two or three leading opposition groups, each with the same number of members, then £5000 should be distributed equally between them as well as the £100 per group member*

A condition of this formula should be that the gross cost of the SRA to all Groups should not exceed £8,000 (compared to the £7,500 now), and that in the event of any excess over £8,000 occurring, that excess should be deducted from the SRA granted to the Opposition Group leader with the fewest Members. These changes are recommended to be implemented from April 2019.) not be supported;

- 6) Recommendation 6 (*that the budgeted cost covering SRAs for Executive Members and Deputy Executive Members be capped at the current level of £100,000*), not be supported;
- 7) Recommendation 7 (*that the Chairman of the Planning Committee's SRA be increased to 1.2 x SRA = £6,000, and the SRA for Members of the Planning Committee SRA be increased to 0.3 x SRA = £1,500, from April 2019. A condition be agreed whereby there be a maximum budget of £18,000 for Chairman and Members of the Planning Committee*) not be supported;
- 8) Recommendation 8 (*that the Members Subsistence Allowance and Overnight Accommodation Allowance be amended as follows:*

(i) Overnight approved absence (from normal place of residence):

Bed and Breakfast as charged by no higher than a 3 star hotel (with the exception that, if an approved conference takes place in a 4 star hotel with the expectation that attendees will stay at the same hotel, 4 star bed and breakfast is allowed).

(ii) Daily subsistence (for more than four hours away from normal place of residence covering any meals or refreshments) up to a maximum of £25 receipted expenditure not be supported;

- 9) The publication of Members' remuneration on the WBC website be reviewed with the intention that a single document be created and be accessible via an easy to find

hyperlink, which would show for each Councillor all WBC related remunerations (Basic Allowance, SRA, NED remuneration and Outside Body (namely the Royal Berkshire Fire Authority) remuneration) received by that Member;

- 10) The Mayoral and Deputy Mayoral Allowances be included within the IRP's remit, from April 2019;
- 11) No changes be made to the current Childcare and Dependant Carers Allowance;
- 12) Apart from the above recommendations, no further adjustments to Members' Remuneration are necessary until the next review by the Independent Remuneration Panel.

63. APPOINTMENT OF INTERIM CHIEF EXECUTIVE

It was proposed by Stuart Munro and seconded by Pauline Jorgensen that the recommendation be agreed.

Upon being put to the vote it was:

RESOLVED: That Heather Thwaites be appointed Interim Chief Executive, and carry out the functions of Head of Paid Service, until such time as a permanent Chief Executive is appointed and commences employment.

64. WOKINGHAM'S HEALTH AND WELLBEING STRATEGY

The Council considered Wokingham's Health and Wellbeing Strategy, set out at Agenda pages 75 to 130.

Pauline Helliard-Symons and David Hare commented that the document highlighted the positive work that the Board was undertaking.

Keith Baker requested that any future documents refer to 'Wokingham Borough' as opposed to 'Wokingham.'

Angus Ross commented that the document highlighted the Wellbeing Board's increased focus on wellbeing and the importance of the prevention agenda.

Andy Croy stated that he felt that the Health Overview and Scrutiny Committee should have had an opportunity to comment on the Strategy prior to its presentation to Council. He was also of the view that there should be greater reference to the causes of particular health problems and the impact of austerity on health and wellbeing in the Borough.

It was proposed by Pauline Helliard-Symons and seconded by David Hare that the recommendation be agreed.

Upon being put to the vote it was:

RESOLVED: That the revised Joint Health and Wellbeing Strategy and accompanying focused Joint Strategic Needs Assessment (JSNA) chapters be approved to allow for implementation of the engagement plan and creation of an action plan.

65. CHANGES TO THE CONSTITUTION

The Council considered a report regarding proposed changes to the Constitution as recommended by the Constitution Review Working Group, as set out on Agenda pages 131 to 170.

Chris Bowring highlighted the recommendation that those asking a supplementary question be given no longer than 1 minute in which to do so.

Clive Jones stated that he would have liked to have seen more wide ranging changes with regards to the Council meeting process and that he believed that question time and the Council meeting should not have a time limit and that written answers should be provided to questions at least 24 hours prior to the meeting to facilitate the formulation of a supplementary question.

Imogen Shepherd-DuBey highlighted the proposed amendment regarding the Procurement and Contracts Rules and Procedures.

It was proposed by Chris Bowring and seconded by Pauline Jorgensen that the recommendations set out in the report be approved.

Upon being put to the vote it was:

RESOLVED: That the following changes to the Constitution as recommended by the Constitution Review Working Group be agreed:

- 1) that Section 3.3 Freedom of Information Policy and Section 3.4 Data Protection Policy be amended as set out in Appendix 1 to the report;
- 2) that Section 3.5 Petition Scheme be amended as set out in Appendix 2 to the report;
- 3) that Sections 4.2.9.3 Notice of Question (Public), 4.2.10.4 Notice of Questions (Members), 5.4.27 Notice of Question (Public – Executive) and 5.4.36 Rules of Procedure for Questions by Members (Members – Executive) be amended as set out in paragraph 3 of the report;
- 4) that Sections 4.2.9.8 Supplementary Question [Public] and 4.2.10.7 Supplementary Question [Member] and Sections 5.4.32 Supplementary Question [Public - Executive] and 5.4.39 Supplementary Questions [Members – Executive] be amended as set out in paragraph 4 of the report;
- 5) that Section 4.4.23 Membership [Health and Wellbeing Board] be amended as set out in paragraph 5 of the report;
- 6) that Section 8.1 Planning Committee Terms of Reference be amended as set out within paragraph 6 of the report;
- 7) that Section 8.2.7 Speaking by Members other than [Planning] Committee members be amended as set out within paragraph 7 of the report;
- 8) that Section 11.3 Scheme of Delegation to Officers be amended as set out in Appendix 3 to the report;

- 9) that Section 13 Procurement and Contracts Rules and Procedures and Section 5.5.1 List of Items Delegated to Individual Executive Members be amended as set out in paragraph 9 of the report;
- 10) minor amendments as set out in Appendix 4 to the report.

66. APPROVAL OF A PERIOD OF ABSENCE FROM MEETINGS BY COUNCILLOR OLIVER WHITTLE

The Council considered a report proposing the approval of a period of absence from meetings by Councillor Oliver Whittle, as set out on Agenda pages 171 to 172.

Lindsay Ferris and Andy Croy asked that their best wishes be passed on to Councillor Whittle.

It was proposed by Pauline Jorgensen and seconded by Julian McGhee-Sumner that the recommendations set out in the report be approved.

Upon being put to the vote it was:

RESOLVED: That:

- 1) it be noted that Councillor Oliver Whittle has not been able to attend meetings of the Council due to ill-health since his attendance at Council on 19 July 2018;
- 2) Council extend its sympathy to Councillor Whittle and wish him a speedy recovery;
- 3) Councillor Oliver Whittle's non-attendance at meetings of the Council due to ill-health up to 22 May 2019 be approved.

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

Pauline Jorgensen, Deputy Leader and Executive Member for Housing:

I have got nothing to say as Deputy Leader at the moment. I just wanted to give a quick update on housing to point out that the Council remains committed to delivering much needed affordable housing in the Borough, helping people get on the first rung of the housing ladder through shared ownership and providing more affordable rented accommodation. Current development programmes suggest that there will be 386 affordable housing completions in the Borough this year, made up of 188 social rent, 166 shared ownership and 32 intermediate affordable rent.

We will also open Broadway House in January next year, providing an extra 10 units of temporary accommodation to reduce our use of Bed and Breakfast, which is obviously better for the people concerned and also saves us money, so it benefits us both ways.

I am also pleased to be able to confirm that we are progressing the Wheatsheaf Close self-build project, which was discussed recently at the Affordable Housing Implementation Group.

Norman Jorgensen, Executive Member for Environment, Leisure and Libraries:

I have three things that I would just like quickly to bring to your attention tonight. Firstly, as you are aware, Re3 over the last year have been running a campaign to increase the

amount of glass we recycle called 'Lot of Bottle'. A number of events have even named the new glass collection trucks to get more and more publicity. That has resulted in a more than 4% increase in glass recycling during this year, so that has been a great success. There were 49 groups engaged in that process, around 30 of those were schools and young people's groups, for example Wokingham Brownies got involved in the process. There was a competition for that and the prizes are going to be awarded very soon.

The second item is just to update you on the introduction of food waste collection from April next year. The preparations for that are well under way and all the containers and instructions and what to do will be getting rolled out in February and March next year. The blue bags will be distributed earlier than in the previous year to get them out of the way before all of the food waste items are delivered. The blue bags are on order now and will be going out early in the new year. So just to remind everyone, there is no change in weekly collections, same number of blue bags and the food waste will get added.

The third item I would like to bring up is that the site for the new build of Bulmershe Leisure Centre has now been officially handed over to the construction company. The demolition site clearance has finished and the construction company took over earlier this week. They are doing all the preparatory work and setting up on site. You will begin to see the building coming out of the ground in early Spring, still on schedule to open in Summer next year.

Anthony Pollock, Executive Member for Highways and Transport:

In early October I think it was, there was an article in the Wokingham newspaper which said that I had disbanded the Traffic Advisory Group which David Lee had previously set up in the beginning of the year in response to a petition, which was actually untrue. We got our wires crossed because it clashed with the Party Conference. I would like to announce that we will have our first meeting on the 27th of this month, and I am particularly wanting it to focus on congestion, congestion alleviation, both the tactical stuff that we have currently and also, as we have heard tonight, we have got challenges of new housing developments over the next 20 or 30 years. Having done the Highways brief before, and as David Chopping and I well know, the roads we put on the Local Transport Plan in 2006 are only now just being built. If we want roads in 2030 or 2035 we need to have a good idea where they should be going now because it takes 10-15 years for them to come through the process. I am looking forward to that Group and I trust that it will provide an opportunity for particularly some local residents to contribute to our deliberations.

Two Council meetings ago we approved the new Highways Services Contract and Highways Maintenance Contract and I am pleased to tell everyone that the mobilisation and demobilisation of the various contractors is taking place. I would like to thank Rachelle for attending our cross party meetings. We are monitoring this and say that we missed you Lindsay, although I understand that you were otherwise engaged.

The other aspect, links again back to congestion. I was driving into Wokingham a couple of weeks ago and there was an accident on the M4, which meant that there was problems on the M4 and traffic was being diverted. There was a murder in Finchampstead, I must admit I thought Finchampstead was a lot more civilised than that but there we are. Was it Wokingham Without? Then I apologise to Finchampstead for maligning them but there are obviously parts of Wokingham Without that are a little uncivilised. I also discovered later that there were problems on the M3 and the M25. This shows what happens when a few things happen on the wider network. It took me an hour I think to get into Wokingham. I

subsequently came across an app on Google, which Simon sort of looked at me askance and said 'well did you not know about that?' The answer was no I did not. For those of you that do know, you will know it, for those of you that do not, in Google Maps you can switch on a congestion aspect, the more information that I think residents need and have at their disposal to plan their journey as I am very aware of a lot issues about that in my ward. The second point linked into that is that I have had long discussions with Officers around how we communicate congestion issues and network disruption issues to residents because I am very, very conscious that Officers do a lot of communicating but sometimes residents do not receive it. So with Sarah and her team I have been working on that because I think it is really important that if there is an issue, and I have got an issue which is in my ward and has been going on for a number of months, the more residents and drivers that know that is going to take place, they can either leave half an hour earlier or they can find another route. I think the more information we give people the better.

Pauline Helliar-Symons, Executive Member for Children's Services:

Three things I would like to report on. Given the challenges over the last year or so in Children's Services we were pleased with the outcome of the recent Ofsted inspection, which focused on our front door and on our working with the multi-agency support hub. The challenges are well known. There has been an increasing number of children coming through our front door, coming our way, for child protection, and the impact that, that has had on social workers' caseloads and the number of interims that we have had in our senior staff. Use of agency staff has brought caseloads down to a normal level and we have a Working Group looking at future recruitment and retention issues. The Inspectors liked the plans that we are developing. They also recognise that we now have stability in our senior officer team. We have a permanent Director in place and just today we appointed an excellent new Assistant Director for Education whose name is Paul Doherty, subject to all the usual Occupational Health checks. On Monday we have interviews for an Assistant Director of Social Care. From next week we hope to have a fully permanent senior team. Three things stood out for me in the Ofsted report. Firstly, that we know ourselves well and what needs to be done and we are doing it, that the Inspectors were satisfied that no children were found to be unsafe, and lastly that our staff are making a difference to children's lives. That is particularly pleasing to me.

Secondly, St Dominic Savio Primary School has come in at number 184 in The Times' best Primary Schools list. They are the only Wokingham state primary school in the top 250. I should like publicly to congratulate the Headteacher, the staff and the pupils for their hard work.

Lastly, you will all be getting a letter from me to ask you if you will contribute to a Christmas gift from you as corporate parents, to our children in care. The Officer in charge of children in care has asked that this year we contribute to hampers for the children in care leavers who often live on their own and have few opportunities to spend Christmas with their loved ones. I have already circulated an email asking your view on that before I go back to Anisha Reed, who is in charge of these children. Please could you email me with what you think so I can go back to her with the majority view of what we would like to do? Thanks very much to all of those who have replied and to those who have not could you let me know by the end of this week, being flexible let us say the end of Sunday, rather than the end of tomorrow, but if you could let me know by the end of the weekend then I can start to get that organised.

68. STATEMENT FROM COUNCIL OWNED COMPANIES

Anthony Pollock, Non-Executive Director Optalis Limited:

I would like to draw Members' attention to David Lacey who is our Independent Broker at Optalis and who has been nominated for a Pride of Reading Award, whilst two other members of the Optalis team have been nominated for leadership and teamwork awards at the Great British Care Awards. I am sure you will all join me in wishing them well, but also it is a reflection of the quality of staff that Optalis have and the quality of services that they provide.

Our registered CQC rated services continue to show great progress through a combination of introducing technology and a constant attention to detail from our staff. Today 70% of our estate is rated 'Good,' the opposite position to that of 9 months' ago. The remaining areas are awaiting inspections. I would like to pay tribute to the CEO Martin Farrow because when he was appointed there were rather a large number of services that were rated as 'Requiring Improvement' so I have been very impressed with his turning it around. CQC have asked our Suffolk Lodge service to advise a local provider how to improve their CQC rating. This follows our recent CQC inspection which resulted in a straight 'Good' rating which previously had 'Requires Improvement.' There has been a big turnaround at Suffolk Lodge and again I want to pay tribute to the work that they have done there.

Finally, a slightly humorous note, Optalis press releases in the last month hit a circulation of more than 120,000, which surprises me but all good to them.

David Chopping, Non-Executive Director of Berry Brook Homes Ltd:

Just a brief note from the housing companies. You have heard a number of points about our statistics earlier on this evening, but the housing companies do continue their search for sites to provide more affordable homes across the whole of the Borough. The current cycle sees the completion of a number of small sites with the redevelopment of Gorse Ride North now really gathering pace.

We are also moving towards planning on sites to provide about another 80 houses or so, hopefully during this new financial year. We are equally taking possession of units aimed for essential workers over this winter at Peach Place. What I would like to do at this stage is to caution some Members who tend to put their party politics before the needs of residents in opposing sites they know are appropriate and will eventually be built on. From the housing companies' point of view this is extremely disappointing and is counterproductive and leaves families without the homes that they need.

69. MEMBER QUESTION TIME

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

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

We have spoken several times about changing the traffic signals to part time rush hours only on the three roundabouts (not the Loddon Bridge (Showcase) roundabout) next to the A329M in Winnersh Triangle. Is there any progress on this project?

Answer

As you are aware these roundabouts and their signals were designed specifically as a result of the redevelopment of Winnersh Triangle. I think David, you and I remember them going in, in the first place. We were told by Mark Moon at the time that they had to be

done because of the levels of future traffic flow. However, I do share your frustration about traffic lights on roundabouts, particularly when they interfere with natural traffic flows, and particularly outside peak hours. I have used those roundabouts late at night and nobody else is there and yet you have to stop and wait for non-existent traffic to take priority. Previously, and David will remember this, we were told that the Government did not like them and had forbidden them and therefore we could not do them. However, I am and I have sought clarification from our Officers on the Department of Transport guidance on this design, since as I said, I was told that it was forbidden. What I will do is I will keep you informed of what I hear and if we can, make some changes, which I think will help traffic flows outside peak hours. I will do so and I will let you know.

Supplementary Question:

Bracknell already has them and has had them for a long time. I do not know if the 'Storm Troopers' are going to shut down the traffic signals or not or whether the Department of Transport is coming to get them.

Supplementary Answer:

I think I will take some advice from Bracknell then.

69.2 Gary Cowan asked the Executive Member for Environment, Leisure and Libraries the following question:

Looking at the time scale for progressing the Minerals and Waste Plan and the Local Plan can one explain why when minerals are required to build houses that the timing would appear to be back to front. By that I mean you need sand and gravel to build houses so one needs to know the number of houses being planned to determine that amount of sand and gravel needed or are there other reasons?

Answer:

National policy and guidance sets out the importance of the plan-led system to ensure there is certainty and clarity on future development. The existing Berkshire Minerals Plan dates from 2001 and the Waste Plan from 1998. Both plans are therefore in need of review.

Wokingham Borough Council, Bracknell Forest Council, Reading Borough Council and the Royal Borough of Windsor and Maidenhead are working together to produce a Joint Minerals and Waste Plan. On adoption, this will replace the existing plans, ensuring an up-to-date policy and thereby greater certainty as to where development is directed, and where it is not.

The Joint Minerals and Waste Plan is being prepared at the same time that the Berkshire local authorities are having to update and extend their existing Core Strategy Local Plans due to changes in national planning policy and guidance.

If we are to provide a complete set of up-to-date planning policies, which provide the greatest level of transparency for residents and certainty for decision-making, both the Minerals and Waste Plan and the Local Plan must be updated on overlapping timeframes.

Turning to the link between the plans. Whilst it is desirable that minerals are extracted and used within the same general area, it is generally not possible to achieve this on a very localised scale. Whilst some minerals extracted in the Borough will be used here, minerals will also be used to support development across Reading, Bracknell and Windsor and Maidenhead and probably further afield. Similarly, some minerals extracted elsewhere will

be used for development within the Borough.

Regardless of whether a Local Plan or Minerals and Waste Plan is progressed, sites for housing, mineral extraction and other uses will continue to come forward and will need to be assessed.

Supplementary Question:

The Minerals and Waste, although it has been a long time since there was a plan, the Minerals and Waste existing plan shows minerals as a 7 year surplus, so I thought I did not see any particular rush to get this passed in 2019. It was interesting that the housing and the minerals and waste were both going to public inquiries in 2019, and for reasons best known to themselves, when the housing numbers are pretty much in place, the minerals and waste stays where it is, but the housing has been moved to 2021. I just wondered if that is because it is a fallow year when there is no election?

Supplementary Answer:

Well, the answer is no. They are being progressed. It is early stages with the Minerals and Waste Plan. The first stage of public consultation is being carried out. There will be more consultation. Nothing is certain as yet and there is a lot more to do, so there might be changes to the timescales.

69.3 Imogen Shepherd-DuBey asked the Executive Member for Highways and Transport the following question:

The Woosehill Underpass in my ward has been progressively attacked by vandals who persist in scrawling graffiti on the walls. These messages and images are violent, sexually explicit, homophobic and deeply offensive to most. It is visible to all; including children who walk through the tunnel on the way to school and it makes residents feel unsafe when using the tunnel.

I have been advised that this tunnel used to have anti-graffiti rendering, which seems to be working well in nearby locations. I would like to know why this graffiti resistant rendering was not replaced.

Answer

I have received this morning some photographs of the mural, which I have been very impressed with. On the mural itself I cannot see any graffiti on that and I am told by Pete Baveystock that they have cleaned that relevant graffiti off. There is a couple of bits of graffiti on another wall, which I am told will be removed, but I do not think it meets the standard that you are objecting to. I have even looked up Matthew 26:52 and I do not think that was insulting in the way you were referring to the other things. I thank you for bringing it to our attention and if happens again then let Pete Baveystock know so that it can be removed. I will check the rendering and if it needs to be upgraded, I will sort it out.

Supplementary Question:

My original question was about the rendering and my supplementary was about what they were going to do to try and stop it happening again.

Supplementary Answer:

I think stopping it happening is beyond my powers but dealing with it is probably within my powers.

69.4 Clive Jones asked the Executive Member for Environment, Leisure and Libraries the following question:

What plans does the Council have to improve Air Quality in the Borough?

Answer

The Council is committed to improving air quality in the Borough. We monitor nitrogen dioxide at over 40 sites in the Borough and have identified two areas, in Wokingham Town Centre and Twyford Crossroads that have nitrogen dioxide levels slightly above the recommended limits. These locations have been declared as Air Quality Management Areas and Air Quality Action Plans have been approved and are being implemented by the Council to address the issues.

Supplementary Question:

It is well known that lower speed limits result in lower emissions. Would this Council support reductions in speed limits on the M4 after the completion of the Smart motorway between Junctions 10 and 12, which pass close by Lower Earley and Emmbrook, Winnersh and Shinfield? A reduction in the maximum speed limit from 70mph to 50mph would significantly improve air quality for thousands of residents and their children, especially those living in Hillside and Hawkedon wards, close to the M4. Please be bold. Commit the Council to this policy of lobbying the Government to take this measure to improve air quality. You have got an opportunity to make a name for yourself Norman.

Supplementary Answer:

As you well know, because I was at the same public meetings that you were at as far as the M4 Smart motorway is concerned. You put forward the proposal of a permanent 50mph speed limit on the M4 and Highways England declined that request. The speed limits on the M4 are a matter for them and the whole idea of the Smart motorway is that they will control speed limits according to the flow of traffic on the motorway. So at times when it is not busy it will be the national speed limit and at times when it is more congested then it will be lower, so that they can smooth out the flow of traffic. It is not necessarily the case that the lower the speed the lower the emissions. It is quite a complicated story but certainly moderate speeds in high gears are probably the best for fuel economy.

69.5 Lindsay Ferris asked the Executive Member for Regeneration the following question which was answered by the Executive Member for Business, Economic Development and Strategic Planning:

According to papers that went to Audit Committee, Wokingham Borough Council has paid £14.5M for three commercial properties in Wokingham including Barclays Bank in Market Place for which the gross annual rental income is forecast to be circa £507k p.a. No information was provided to show

- (a) What responsibilities (including financial) do Wokingham Borough Council have as Landlords (for example repairs etc.).
- (b) What the estimated annual costs are of servicing both the borrowing costs, the costs of repairs and administration of these properties.

With these costs taken into account, the net income could be considerably less than £507k a year.

What figures for costs and income were used in the business case that was made for

purchasing these three properties?

Answer

The Council as a landlord may have different responsibilities at different properties, let me try and explain that, depending on the nature of the property or estate and the terms of the leases in place. As you know we have a very professional team that is running this for many years in large organisations. We are very lucky to have an experienced team to do this.

Generally we are responsible for tenant care, income collection, insurance and the monitoring of tenant's obligations and restrictions under the lease. A lot of due diligence has been done on these properties I can assure you.

The nature of the tenant's obligations depends on whether the tenants are on a Full Repairing and Insuring Lease such as Barclays and Fishponds Road or an Internal Repairing and Insuring Lease, as at Mulberry. They are different depending on what they are.

In the case of FRI leases the tenants are responsible for the property in every way so we just collect the income. This lease model is popular with investors so attracts a lower rate of return as landlord risk and expertise to manage are lower.

In the case of IRI, like we have got at Mulberry, these are usually larger multi-let estates requiring a more professional management at the expense of the occupying tenants. These tend to be larger and more complex. However, the added complexity of risk and rewards are reflected in the rate of return.

Our portfolio is a mix of both types of lease. The income quoted of £507,000 is not the annual income from the assets required but an estimate of the likely gross income from the date of purchase to the end of March 2019. Annual income would be considerably greater.

Net in Year is measured on net rent receivable after any non-recoverable costs but before deductions for any debt costs. That is the basis on which the £507,000 that was reported for this period. It is an estimate of likely rental income before paying out interest on money borrowed.

After allowing for interest on debt and based on the current tenants, leases and income streams at all the properties the actual net income after interest payments for the full year 2019/20 is likely to be just under £600,000 showing a true net return of 3.80% on cost, which is a pretty good rate of return.

Supplementary Question:

Can you advise what interest rate this £14.5million was borrowed at by the Council? My information is that it was at 2.9%. Are you able to confirm this?

Supplementary Answer:

Obviously the rate from the Public Works Loan Board and where the Treasury function uses for using this money varies, but that is my understanding of the average rate.

69.6 Carl Doran asked the Leader of the Council the following question which was answered by the Deputy Leader:

At the Tory party conference, Theresa May said that austerity is over.

Can the Executive member for finance tell us whether the austerity refund cheque for the £35.9 million taken from this council, since 2010, has been received yet?

Answer

I think firstly you have probably misunderstood the basis of austerity. Austerity was called because over the years that Labour were in power they tripled the debt, they increased public sector debt by 125% and they generally spent all the money. As is confirmed by the letter from Liam Byrne that he left for the Chief Secretary. Just to remind you I have brought you a copy.

The Council has not budgeted to receive any such refund because the money has been used to pay back the deficit caused by the Labour Party.

Supplementary Question:

Whatever the figure for the money that we are owed, are you going to ask the Government for our money back?

Supplementary Answer:

As you know we have continually been lobbying the Government as the lowest funded authority in the country and we will continue to do that. We have recently had some good news on roads and also adult social care where we have got some money back. We will obviously continue to ask for more money.

70. MINUTES OF COMMITTEE MEETINGS AND WARD MATTERS

70.1 Tim Holton asked the Executive Member for Highways and Transport the following question:

Earlier tonight a member of the public raised a question re the safety of the fence along Lower Earley Way. Can the requested report also make reference to the number of times that the fence has prevented a cyclist wobbling in to the road or a young child from straying into an oncoming car? I appreciate that non-accidents may be difficult to measure, perhaps the local press present could ask their readers?

Answer:

As you say, a difficult question to answer, but if I can and there is evidence that supports your request I will do so.

70.2 Andy Croy asked the Deputy Leader the following question:

A few weeks ago I was campaigning in my ward and I came across this fantastic couple. They were European Union citizens and they were moving back to Ireland because they felt very, vey unwelcome. What can you do to reassure them if they are still here, and the hundreds of other European Union citizens in my ward, who have just been told that they are queue jumpers? What can you do to reassure them that this Borough will not treat them as queue jumpers?

Answer:

I would reiterate that all European Union citizens, together with the rest of the citizens from all around the world that we have living in our Borough, are very welcome and are very

productive and contribute greatly to our community. It is not a thing about the EU, it is a thing about everybody who lives here is equally welcome.

70.3 Prue Bray asked the Executive Member for Highways and Transport the following question:

There are two stations in Winnersh. Winnersh Triangle has no disabled access facilities whatsoever and Winnersh itself, according to the National Rail enquiries, has level access to passengers wishing to go to Wokingham or Waterloo but not for passengers wanting to go to Reading. It used to be ok and the platforms have not changed so I do not really understand why it is only on one side, although actually I do have doubts whether there is even access on one side at the moment because they do not seem to carry the ramp at all any more. It is really not good enough. The Vice Chair of the Parish Council has already been actively working on this. Will the Council work with the Parish and the Borough councillors to persuade South Western Railways to improve disabled access to these two stations?

Answer:

I am very happy to work with you and your Parish Council, though as you are aware it is not a function of the Borough Council and given the experiences that Wokingham station had to go through to comply with disability access I do not know what we may be able to achieve. If we can I am very happy to do so.

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

Since the Winnersh Relief Road was approved by Planning Committee already, what is taking so long to actually start doing things? I will say that I would like to thank the Officers very much for the work they have helped us with to redesign a few small pieces that were necessary. But it is taking a year, it is not even going to start until next winter practically at this point. What are they doing?

Answer:

I do not have that information to hand but I do know that it is being funded through the Local Enterprise Partnership so there may be aspects relating to that but I will get you a written answer.

70.5 Clive Jones asked the Executive Member for Environment, Leisure and Libraries the following question:

Will the Executive Member find the resources from either Earley Town Council or Wokingham Borough Council or both to reinstate the public footpath between numbers 29-31 Kitwood Drive in Hawkedon ward to a longer footpath which runs behind Kitwood Drive and Wickham Road, which is also in need of repair? These paths have fallen into disrepair since they were laid well over 30 years ago. Our residents in Hawkedon deserve better from the Council.

Answer:

You have not brought this up with me previously but if they are Borough Council owned assets, and it sounds as if they are, then we should be doing something about it yes.

70.6 Imogen Shepherd-DuBey asked the Executive Member for Highways and Transport the following question:

Several roads around the Joel Park area of Emmbrook North have recently been resurfaced. This excludes Jubilee Avenue which is the main route in and out of the area.

This has multiple potholes and a heavily rutted surface. I find it very odd that this one road has been missed during the resurfacing work and this is probably in the worst condition. Please could you advise when this road is likely to get resurfaced?

Answer:

I do not have details of those roads to hand and I do not have the details of the assessment of the relevant road that you are talking about, but I will get you an answer.

71. CONTINUATION OF THE MEETING

At this point in the meeting, 10.15pm, in accordance with Procedure Rule 4.2.12 (m), the Council considered a Motion to continue the meeting beyond 10.30pm for a maximum of 30 minutes to enable further business on the Agenda to be transacted. This was proposed by Prue Bray and seconded by Pauline Jorgensen.

Upon being put to the meeting, the Motion was declared by the Mayor to be carried.

72. MOTIONS

72.1 Motion 412 submitted by Rachelle Shepherd-DuBey

The Council considered the following Notice of Motion submitted by Rachelle Shepherd-DuBey and seconded by Pauline Helliard-Symons.

‘Wokingham Borough Council requires the correct installation of sprinkler systems in newly built schools and school buildings within Wokingham Borough.

WBC has recognised the importance of sprinklers in schools for many years and a previous motion passed by this Council required a risk assessment to be undertaken, but this opens the way for sprinklers not to be required, and needs to be strengthened.

School fires continue to occur and latest reports suggest they are getting bigger and more costly. The impact of these fires is significant not just in financial terms but also in terms of the devastating effect on the communities they serve, the environment and the disruption to students, teachers and families. The impact on children's education is not confined to lost coursework but often includes longer travelling times, disrupted social groups and poorer facilities. There is an additional effect of interrupting a child's education due to damage to their classrooms which may hinder their learning of essential skills.

There is a misconception that water systems often cause more damage than they prevent, but with modern technology sprinkler fire suppression systems are far smarter and only activate in the areas that require suppression and only for the time that the risk is evident. In respect of Sprinkler Installations Building Regulations, Regulatory Reform orders and insurers are increasingly calling for active fire suppression systems such as sprinklers as part of the design of new schools. DCSF BB100 sets out a risk assessment methodology which dictates the use of sprinklers in the majority of new school build.

WBC believes if sprinklers were considered at the design stage of new builds, costs could be kept to a minimum. Each year more than 1300 schools in the UK suffer fires large enough to be attended by Fire services, and over half are non-accidental.

Sprinklers reduce the impact of fires in schools on children, and the public by reducing the costs of insurance and of rebuilding, and most importantly by reducing the cost to the child's education and future. For all these reasons this Council supports the installation of

sprinklers in all new school buildings and will work cross-party and with Officers to see how this can be best implemented in all new build schools, whoever is the organisation seeking to build a new school.'

Rachelle Shepherd-DuBey and Pauline Helliar-Symons emphasised the importance of having sprinklers in schools and the devastating impact that fires could have on schools and the local communities.

Andy Croy commented that he believed that the Council should also look at ways to work with existing schools.

It was moved by Angus Ross and seconded by Lindsay Ferris that the Motion be amended by inserting the words in Bold as follows:

'Wokingham Borough Council requires the correct installation of sprinkler systems in newly built schools and school buildings within Wokingham Borough.

WBC has recognised the importance of sprinklers in schools for many years and a previous motion passed by this Council required a risk assessment to be undertaken, but this opens the way for sprinklers not to be required, and needs to be strengthened.

School fires continue to occur and latest reports suggest they are getting bigger and more costly. The impact of these fires is significant not just in financial terms but also in terms of the devastating effect on the communities they serve, the environment and the disruption to students, teachers and families. The impact on children's education is not confined to lost coursework but often includes longer travelling times, disrupted social groups and poorer facilities. There is an additional effect of interrupting a child's education due to damage to their classrooms which may hinder their learning of essential skills.

There is a misconception that water systems often cause more damage than they prevent, but with modern technology sprinkler fire suppression systems are far smarter and only activate in the areas that require suppression and only for the time that the risk is evident. In respect of Sprinkler Installations Building Regulations, Regulatory Reform orders and insurers are increasingly calling for active fire suppression systems such as sprinklers as part of the design of new schools. DCSF BB100 sets out a risk assessment methodology which dictates the use of sprinklers in the majority of new school build.

WBC believes if sprinklers were considered at the design stage of new builds, costs could be kept to a minimum. Each year more than 1300 schools in the UK suffer fires large enough to be attended by Fire services, and over half are non-accidental. Sprinklers reduce the impact of fires in schools on children, and the public by reducing the costs of insurance and of rebuilding, and most importantly by reducing the cost to the child's education and future.

For all these reasons this Council supports the installation of sprinklers in all new school buildings, **that is:**

a. Specifically new schools and new large teaching blocks separate from the existing school buildings larger than 150 square metres floor area or more than more storey;

and

b. not on extensions of existing buildings not fitted with sprinklers, nor on temporary new buildings.

This Council will work cross-party and with Officers to ascertain how this can best be implemented, whoever is the organisation seeking to build new school buildings.'

Angus Ross stated that the practicality and cost to retrofit sprinklers was often not financially viable. The Council would aim to encourage private schools and academies within the Borough to fit sprinklers.

Lindsay Ferris commented that the amendment would close a loophole identified in a previously agreed Motion.

The proposer of the original Motion, Rachele Shepherd-DuBey accepted the proposed amendment to the Motion and it therefore became the substantive Motion.

A number of Members reiterated the importance of the fitting of sprinklers within school buildings.

Following debate the amended (substantive) Motion was then put to the vote and was declared by the Mayor to be carried.

RESOLVED: That Wokingham Borough Council requires the correct installation of sprinkler systems in newly built schools and school buildings within Wokingham Borough.

WBC has recognised the importance of sprinklers in schools for many years and a previous motion passed by this Council required a risk assessment to be undertaken, but this opens the way for sprinklers not to be required, and needs to be strengthened.

School fires continue to occur and latest reports suggest they are getting bigger and more costly. The impact of these fires is significant not just in financial terms but also in terms of the devastating effect on the communities they serve, the environment and the disruption to students, teachers and families. The impact on children's education is not confined to lost coursework but often includes longer travelling times, disrupted social groups and poorer facilities. There is an additional effect of interrupting a child's education due to damage to their classrooms which may hinder their learning of essential skills.

There is a misconception that water systems often cause more damage than they prevent, but with modern technology sprinkler fire suppression systems are far smarter and only activate in the areas that require suppression and only for the time that the risk is evident. In respect of Sprinkler Installations Building Regulations, Regulatory Reform orders and insurers are increasingly calling for active fire suppression systems such as sprinklers as part of the design of new schools. DCSF BB100 sets out a risk assessment methodology which dictates the use of sprinklers in the majority of new school build.

WBC believes if sprinklers were considered at the design stage of new builds, costs could be kept to a minimum. Each year more than 1300 schools in the UK suffer fires large enough to be attended by Fire services, and over half are non-accidental. Sprinklers reduce the impact of fires in schools on children, and the public by reducing the costs of insurance and of rebuilding, and most importantly by reducing the cost to the child's

education and future.

For all these reasons this Council supports the installation of sprinklers in all new school buildings, that is:

a. Specifically new schools and new large teaching blocks separate from the existing school buildings larger than 150 square metres floor area or more than more storey;

and

b. not on extensions of existing buildings not fitted with sprinklers, nor on temporary new buildings.

This Council will work cross-party and with Officers to ascertain how this can best be implemented, whoever is the organisation seeking to build new school buildings.

72.2 Motion 413 submitted by Gary Cowan

The Council considered the following Notice of Motion, submitted by Gary Cowan and seconded by Lindsay Ferris.

'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 TPO or protected 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 TPO trees felled. For trees which are to be felled which are protected by TPOs, green routes 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 reviewed to reflect these changes as soon as it practicable.'

Several Members highlighted the importance of protecting trees within the Borough.

Following debate, upon being put to the meeting, the Motion was declared by the Mayor to be carried.

RESOLVED: That 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 TPO or protected 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 TPO trees felled. For trees which are to be felled which are protected by TPOs, green routes 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 reviewed to reflect these changes as soon as it practicable.

72.3 Motion 414 submitted by Prue Bray

It was agreed that the consideration of Motion 414 would be deferred to the Extraordinary Council meeting scheduled for 14 December 2018 due to Philip Mirfin having to leave the meeting earlier as the result of a family emergency.

72.4 Motion 415 submitted by Rachel Burgess

The Council considered the following Notice of Motion submitted by Rachel Burgess and seconded by Andy Croy.

‘This Council opposes the closure of Wokingham’s Post Office and its franchising to WH Smith.

Wokingham’s Post Office is at the heart of the local community and an important community hub for many residents, particularly the older and more vulnerable. It is part of the historic character of our market town.

This Council is concerned that there was no proper consultation on whether this controversial proposal to franchise the Post Office should take place.

Wokingham’s residents are concerned that WH Smith’s record for quality of service and queuing times is one of the poorest, and many believe that the retailer will provide a reduced service with longer queues and the provision of inferior advice to customers.

This Council notes that WH Smith currently does not have adequate disabled access.

A number of jobs are at risk of being replaced with minimum wage jobs. Public money will be used to seal the deal in the form of compensation payments to remove existing staff.

This Council will write to the Post Office calling for the abandonment of plans to franchise Wokingham’s Post Office to WH Smith and calls on John Redwood MP to write to the Minister for the Post Office to request that this proposal to be abandoned.’

Rachel Burgess and Andy Croy highlighted the importance of the Post Office to the town, the potential impact the proposals would have on staff and the lack of public consultation.

It was moved by Clive Jones and seconded by Prue Bray that the Motion be amended by inserting the words in Bold as follows:

‘This Council **will oppose** the closure of Wokingham’s Post Office and its franchising to WH Smith.

Wokingham’s Post Office is at the heart of the local community and an important community hub for many residents, particularly the older and more vulnerable. It is part of the historic character of our market town.

This Council **acknowledges the consultation on the proposal that is planned for early in the New Year but** is concerned that there was no proper consultation on whether this controversial proposal to franchise the Post Office should take place **at an earlier stage**.

Wokingham's residents are concerned that WH Smith's record for quality of service and queuing times is one of the poorest *locally*, and many believe that the retailer will provide a reduced service with longer queues and the provision of inferior advice to customers.

This Council notes that WH Smith currently does not have adequate disabled access *inside the store*.

A number of jobs are at risk of being replaced with minimum wage jobs. Public money *might* be used to seal the deal in the form of compensation payments to remove existing staff.

Unless the Post Office provides guarantees on disabled access, jobs and the quality and scope of services including the ability to collect parcels currently provided by the Royal Mail in the existing building, this Council will write to the Post Office calling for the abandonment of plans to franchise Wokingham's Post Office to WH Smith and will call on John Redwood MP to write to the Minister for the Post Office to request that this proposal to be abandoned.'

The amendment to the Motion was not accepted by the proposer of the original Motion.

Upon being put to the vote it was:

RESOLVED: That the amended Motion become the substantive Motion.

Clive Jones stated that he wanted to see the same level of service currently enjoyed, provided. He believed that there would be a public consultation in January, including a public exhibition.

Some Members questioned what effect the proposals would have on the parcel sorting service.

Following debate and upon being put to the vote, the amended (substantive) Motion was declared by the Mayor to be carried.

RESOLVED: That this Council will oppose the closure of Wokingham's Post Office and its franchising to WH Smith.

Wokingham's Post Office is at the heart of the local community and an important community hub for many residents, particularly the older and more vulnerable. It is part of the historic character of our market town.

This Council acknowledges the consultation on the proposal that is planned for early in the New Year but is concerned that there was no proper consultation on whether this controversial proposal to franchise the Post Office should take place at an earlier stage.

Wokingham's residents are concerned that WH Smith's record for quality of service and queuing times is one of the poorest locally, and many believe that the retailer will provide a reduced service with longer queues and the provision of inferior advice to customers.

This Council notes that WH Smith currently does not have adequate disabled access inside the store.

A number of jobs are at risk of being replaced with minimum wage jobs. Public money might be used to seal the deal in the form of compensation payments to remove existing staff.

Unless the Post Office provides guarantees on disabled access, jobs and the quality and scope of services including the ability to collect parcels currently provided by the Royal Mail in the existing building, this Council will write to the Post Office calling for the abandonment of plans to franchise Wokingham's Post Office to WH Smith and will call on John Redwood MP to write to the Minister for the Post Office to request that this proposal to be abandoned.

This page is intentionally left blank

**MINUTES OF A MEETING OF
THE COUNCIL
HELD ON 14 DECEMBER 2018 FROM 6.00 PM TO 7.00 PM**

Members Present

Councillors: John Kaiser (Mayor), Alistair Auty, Keith Baker, Parry Batth, Chris Bowring, Prue Bray, Rachel Burgess, Jenny Cheng, David Chopping, UllaKarin Clark, Gary Cowan, Andy Croy, Richard Dolinski, Carl Doran, Lindsay Ferris, John Halsall, David Hare, Pauline Helliard-Symons, Tim Holton, Philip Houldsworth, Graham Howe, John Jarvis, Clive Jones, Norman Jorgensen, Pauline Jorgensen, Dianne King, Abdul Loyes, Julian McGhee-Sumner, Stuart Munro, Ian Pittock, Malcolm Richards, Imogen Shepherd-DuBey, Rachelle Shepherd-DuBey, David Sleight, Chris Smith and Simon Weeks

73. APOLOGIES

Apologies for absence were submitted from Laura Blumenthal, Guy Grandison, Kate Haines, Mike Haines, Charlotte Haitham-Taylor, Emma Hobbs, Charles Margetts, Ken Miall, Philip Mirfin, Barrie Patman, Anthony Pollock, Helen Power, Angus Ross, Daniel Sargeant, Wayne Smith, Bill Soane, Oliver Whittle and Shahid Younis.

74. DECLARATIONS OF INTEREST

There were no declarations of interest.

75. PUBLIC QUESTION TIME

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

75.1 Rachel Bishop-Firth asked the Executive Member for Business, Economic Development and Strategic Planning the following question:

Where can I find the decision which gives the total overall scope and budget for the Wokingham regeneration project?

Answer

Rather than one decision the regeneration has been the subject of multiple decisions to ensure that the process has been followed correctly and that all deliverables, costs and risks have been fully understood before proceeding.

On completion of the Competitive Dialogue procurement process in October 2010 the Council's cross party Special Council Executive Committee unanimously approved the selection of Wilson Bowden as the Council's preferred regeneration partner.

This was then followed by further reviews of the decision by the Executive in March 2011, the cross-party Special Council Executive Committee in October 2011 and the Executive in June 2012 when the Council granted approval to enter into a Development Agreement with Wilson Bowden. This was then followed by the process of securing planning consent for the detailed schemes.

As you would expect each of these reports has included detailed and up-to-date information relating to the scope of works, deliverables, risks, costs and benefits – such as projected income or community elements of the scheme.

Information on project scope is easily available and can be found on the Council and regeneration websites and in the detailed planning consents for the different sites. However, due to the nature of the detailed financial information, this is generally within the

confidential Part 2 section of the report and is not public.

Whilst we recognise this can be frustrating for some, the requirement for confidentiality is important as the appraisals include a range of highly sensitive information such as maximum purchase prices for named properties, detailed cost breakdowns for evaluating build tenders, and minimum acceptable rental levels to name a few critical ones.

All of which, if made public, would prevent us from being able to achieve best value for the Borough and its residents. However we do try to share as much cost information as we can with budgets clearly set out and approved by Full Council each February within the annual Medium Term Financial Plan.

We also publish summarised figures on the Regeneration website showing the total costs of each element and the value of the completed asset

To ensure scrutiny, officers meet regularly with Members, both Conservative and Opposition Groups, to discuss the scheme and look at the detailed financial appraisals to update them on latest information. I'm pleased to report that the regeneration remains completely within the agreed budget and continues to represent an excellent investment that we hope to be able to replicate in the future.

Supplementary Question

What differences are there between the original scope and spend and now?

Supplementary Answer

That is a good question. I wasn't involved in the original scoping, so I can't tell you and I haven't done an analysis, but I do know that we are within the scope that we have agreed and was approved by this Council.

75.2 Lizzie Bishop asked the Executive Member for Business, Economic Development and Strategic Planning the following question:

Part of the regeneration includes providing a new library at Carnival Pool. What is going to happen to the current library building?

Answer

The decision to re-locate the library to the new Carnival development is based upon an improvement of the services being offered to residents.

The relocation of Wokingham Library to the Carnival site will provide the Library Service with greater flexibility and adaptability in providing high quality services to Wokingham residents, along with more usable floor space that is more efficient to manage.

Residents will be able to combine visits to the library with a range of other activities, and the site offers substantially better access and parking.

The timing of the re-location is based upon several factors:

- Substantial completion of the Elms Field scheme – so as not to overly impact upon the town's highways;
- Completion of the redevelopment of the Bulmershe Leisure Centre – we would not wish to have two leisure centres out of action at the same time;
- Completion of the Carnival build process.

All of the above leads to a commencement of the build process in mid-2020 and a completion in mid-2022. It is at this point that the library can re-locate.

This is three and a half years away and, therefore, no decision has been made in respect of the existing library site – this decision will be made nearer the time of re-location.

Supplementary Question

Is it usual to make multi-million pound decisions without producing a business case or having any firm proposals?

Supplementary Answer

Yes. We did both.

75.3 Adrian Mather asked the Executive Member for Business, Economic Development and Strategic Planning the following question:

With particular regard to the Wokingham Town Centre Regeneration, who makes the decisions on spending, in regard to these Council Projects?

Answer

The Executive make decisions in public in respect of expenditure of Wokingham Town Centre Regeneration projects. The detail of all such decisions is included in the response I gave to the question from Rachel Bishop-Firth earlier.

Supplementary Question

How have these decisions been made available for scrutiny and transparency to Councillors and other people?

Supplementary Answer

Regular Overview and Scrutiny reviews have occurred on this project with a further review happening in the New Year.

76. ELECTION OF THE LEADER OF THE COUNCIL

Following the previous Leader of the Council's decision to step down from the role and, in accordance with the governance arrangements which were adopted by the Council at its meeting on 18 November 2010, the Council elected a new Leader. The new Leader would serve for four years (or until his/her term of office as a Councillor expired).

It was proposed by Alistair Auty and seconded by John Halsall that Julian McGhee-Sumner be elected as Leader of the Council.

On being put to the vote it was:

RESOLVED that Julian McGhee-Sumner be elected as Leader of the Council.

Councillor McGhee-Sumner addressed the Council as follows:

"Every Councillor in this chamber tonight sits here with one common objective, to represent our residents. It is on this fundamental principle that I wish to address the Council this evening.

Over the past few weeks I have spoken to a number of our residents from across the Borough and a common message has emerged. They like a lot of what we do – building more affordable homes, building new schools, looking after our vulnerable residents. However, they have highlighted how we communicate and manage priorities, like cutting the grass, filling in potholes and collecting the rubbish, as less than adequate. It is clear that mistakes have been made, for which I apologise, and I therefore wish to outline for you this evening the changes I will be making to address these issues.

Shortly, each Executive Member will be set five key targets that impact on our residents in order to improve upon the services we offer. Each Executive Member will be aligned to a Director, so it will be abundantly clear to all our residents who is responsible for which area of Council policy.

Effective communication will be a core requirement for each Executive Member. With responsibility comes accountability and I want us to be a Council which listens to our residents, which tries to find solutions to problems and which residents can have trust in. All too often, we forget why we are here and that must change.

For some time now, residents have raised concerns about Executive Members receiving additional payments for the work they undertake in addition to their Executive roles. I have, therefore, decided to change that and, from the start of the New Year, no Executive Member will be able to claim any allowance in excess of the £10k set for each Executive role. Some will remain on the Fire Authority or a Housing Company, but will not claim the additional allowance regardless of the work undertaken. This is a big step change, but one readily accepted by those Executive Members impacted. I would like to thank them for their commitment to public service.

Another big area the Council is judged on is housing. At the present time we have various areas in the Council that deal with housing. We have Tenants Services, Wokingham Housing Ltd. and the development of Gorse Ride to name but three. But no single Director is tasked with bringing all these together in order to deliver our ambitions. We will, therefore, be recruiting a new Assistant Director in early 2019 to fulfil this role. I sincerely hope that this person can be found internally but, should that not be the case, we will look externally. Once this person is in place I will appoint a new Executive Member tasked with delivering on this agenda.

As we head into 2019 we still continue to face significant financial pressures and, although we have just received confirmation of our Government settlement, which is looking favourable, as always the devil is in the detail. However, what I can say is that we have won the argument against negative RSG which is encouraging and we will be able to report a clearer picture in the coming days.

As you are aware, we have been without an Executive Member for Finance for some time. I have asked Anthony Pollock to take on this role again. Councillor Pollock has spent many years carrying out this role under numerous Leaders and his knowledge in this area is second to none. With the financial uncertainty faced by all Councils, Councillor Pollock is ideally positioned to handle this situation. At the same time, I welcome Charles Margetts back as Councillor Pollock's Deputy and to his former responsibility for the 21st Century Council programme.

You will, no doubt, have read the communications sent out earlier this week announcing the appointment of a new CEO, Susan Parsonage, who will be joining us in mid-March

2019, or possibly a little earlier. This recruitment has taken time and the Personnel Board has been extremely demanding in their selection and interviewing of all six candidates. Although all the candidates brought different strengths, I am happy that we have selected a leader who is not only well regarded in local government but comes with a reputation as an inspirational leader who delivers against stringent objectives and does so in a manner that builds trust in her team and builds relationships with partners. I look forward to welcoming Susan to this authority next year.

With Councillor Pollock moving to Finance, I am extremely pleased to announce that Pauline Jorgensen will be moving to look after Highways and Transport and will continue in the role of Deputy Leader. Those who are active on social media know that Councillor Jorgensen is extremely active on highways matters and has built up an excellent reputation for sorting things out. When residents are asked about their priorities, highways is always in the top three. This area deserves a top class Executive Member and Councillor Jorgensen fulfils that. She will continue in the role of Deputy Leader and David Chopping will continue as her Deputy Executive Member.

Finally, the vacant position for Health and Wellbeing has been filled by Parry Batth, backed by his Deputy, UllaKarin Clark. The Executive Member for Environment will be John Halsall and his Deputy will be Graham Howe. Councillor Halsall has had much to say over recent years regarding grass cutting and has resolved to understand and prioritise this service for our residents. All the other Executive roles remain unchanged.”

Lindsay Ferris, Leader of the Opposition, addressed the Council as follows:

“At the last Council meeting I thanked Charlotte for her cooperation. At this meeting I would like to thank Richard Dolinski for his hard work in his former role as Executive Member for Adult Social Services. David Hare, from my team, has been working closely with Richard on a number of important issues. This is an area where we have shared concerns.

I do not know Julian very well, but I am encouraged that he has said that he would like to continue with regular meetings between the two leaders. I am also very pleased to hear “no negative RSG”. No “theft” as I call it. I am pleased to hear that.

Julian is the fourth Leader of the Council in a little over four years. This, to me, clearly shows that the ruling Conservative Group is badly divided, have lost their way and are just floundering about, hoping that someone will provide a way forward. It is rather like changing the Captain on the Titanic. The splits, lack of leadership and direction here simply mirrors what is going on with the Conservatives in Westminster.

The Council has all but stalled under the leadership of the Conservatives with the Local Plan delayed until 2022, borrowing out of control, escalating from £50m a few years ago to over £450m now and forecast to reach £600m by 2020. There are serious levels of overspend in Children’s Services and Adult Social Care. The number of interim and temporary staff has sky rocketed these past couple of years leading to a lack of leadership at the Council and to poor staff morale. Many of our best officers have left due to the uncertainty caused by the 21st Century Council project. A project that I feel has not been managed properly.

A recent Ofsted inspection considered Children's Services not good enough and, what is more, deteriorating. Adult Social Services has a significant overspend to rectify, whilst the way the Council carries out consultations is an utter disgrace. The recent decision to close down the School Crossing Patrol service is a case in point. Over 97% of residents who responded wanted to keep the service, but the arrogant dismissive way in which these responses were ignored beggared belief.

This administration has treated residents across the Borough in an increasingly arrogant manner. Under the Conservatives the Council has left local businesses in the centre of Wokingham to fend for themselves whilst leaving the town centre like a bomb site for 17 months. The standard of business cases, when they are provided, are simply not good enough. How can we control costs if we cannot even do this properly? This is one of the many reasons why I recently wrote to the Secretary of State, raising our concerns about the financial stability of the Council, a lack of leadership and the poor way in which it was being run. We may not be Northamptonshire yet but we are heading in that direction.

We, in the Opposition, will be directly challenging the ruling Group over the coming months. Many in the Borough feel it is time for a change. It is our role to provide that change.

77. CONFIRMATION OF PERMANENT APPOINTMENT OF CHIEF EXECUTIVE AND HEAD OF PAID SERVICE

Following the recent recruitment exercise, the Council considered the recommendation of the Personnel Board regarding the appointment of the Council's Chief Executive and Head of Paid Service.

As Chairman of the Personnel Board, Alistair Auty confirmed that, following a rigorous recruitment process involving six strong candidates, Susan Parsonage was recommended for appointment. Susan had significant experience in senior local government leadership roles and was currently Chief Executive of Lancaster City Council.

It was proposed by Alistair Auty and seconded by Julian McGhee-Sumner that Susan Parsonage be appointed as the Council's Chief Executive and Head of Paid Service.

On being put to the vote it was:

RESOLVED that Susan Parsonage be appointed as the Council's Chief Executive and Head of Paid Service.

78. COUNCIL TAX BASE 2019/20

The Council considered a report, set out at Agenda pages 7 to 11, which gave details of the proposed Council Tax Base (the number of properties liable for Council Tax) for 2019/20.

The report stated that every local authority must ensure that their Council Tax Base for the forthcoming financial year was approved by the Council by 31st January. This year's Tax Base calculations showed that with a total of 67,635 properties on the Council Tax register at 1st October 2018, after making all relevant adjustments the proposed Tax Base of Band D equivalents was 70,176.60 for 2019/20.

The report also recommended an allocation of £20,000 to Towns and Parishes to offset some of the reduction in the Council Tax Base for them arising from the Council Tax Reduction Scheme, which replaced Council Tax benefit in 2013.

Finally, the report recommended increasing the Empty Homes Premium on long-term empty properties (two years or more) from 50% to 100%. This would encourage owners of long-term empty homes to bring them back into use.

It was proposed by Julian McGhee-Sumner and seconded by Stuart Munro that the recommendations set out in the report be approved.

On being put to the vote it was:

RESOLVED that:

- 1) the proposed Tax Base, for the whole of the area and by Parish, as set out in the report, be approved;
- 2) the proposed allocation of £20,000 grant to the Parishes in respect of Council Tax reduction, as set out in the Council Tax Base Table, be approved;
- 3) a premium payment of 100% (increased from 50%) on those homes that have been empty and unfurnished for a period of two years or more, be approved.

79. REDESIGNATION OF POLLING PLACES

The Council considered a report, set out at Agenda Pages 13 to 15, which set out proposals for two alternative Polling Places.

The report stated that a Member working group was currently preparing recommendations for Polling Places throughout the Borough for 2020 onwards. In the meantime it was necessary to consider proposals for Maiden Erlegh and Charvil wards for any elections to be held in 2019. Specifically:

- As Maiden Erlegh school no longer had the space to facilitate voting it was proposed that Aldryngton School be used instead;
- In Charvil ward, the designated polling place for polling district CAM1 was the Jubilee Hall, which was likely to be demolished. It was, therefore, proposed that Charvil Village Hall be designated as the Polling Place for the whole of the Charvil ward.

It was proposed by David Chopping and seconded by John Halsall that the recommendations set out in the report be approved.

On being put to the vote it was:

RESOLVED that for any elections held in 2019:

- 1) Aldryngton School be designated as the Polling Place for Maiden Erlegh ward instead of Maiden Erlegh School;
- 2) Charvil Village Hall be designated as the polling place for the whole of the Charvil ward.

80. MOTIONS

80.1 Motion 414 submitted by Prue Bray

The Council considered the following Notice of Motion, submitted by Prue Bray and seconded by Imogen Shepherd-Dubey.

“The Constitution commits this Council to ensuring that “the principles of efficiency, transparency and accountability are demonstrated throughout the decision making process and the delivery of services.”

The Wokingham town centre regeneration project has now been running for some years. It is the largest single project being undertaken by the Council. No income and expenditure figures for the project as a whole have been published. Nor has any assessment of progress or variation from the original specification. This makes it extraordinarily difficult for both residents and Councillors to find out how the project is going, and means that the Council’s constitutional commitment to transparency and accountability is not being observed.

While ongoing spend and future commitments may be difficult to quantify, or may need to be kept confidential for commercial reasons, income and expenditure which has already happened in previous financial years must have been accounted for in the Council’s accounts, which have all been properly signed off. In addition, any contracts entered into are required to be published by the Transparency Regulations. This means that all the information relating to past spend on the Wokingham town centre regeneration project should be readily identifiable and available to be pulled together into one document covering the whole project.

Therefore, in order to ensure the transparency and accountability to which it has committed itself, this Council will by the end of December 2018 publish a report detailing:

- The total income and expenditure from 1st April 2012 to March 31st 2018 on all works associated with the regeneration of Wokingham town centre, including the Market Place joint project with Wokingham Town Council, broken down to show separately the figures for Peach Street phase 1, Peach Place, Elms Field, Carnival Pool, the Market Place and any other subprojects, and, for each project, broken down to the stages of the project, such as design, and construction;
- The original budget and timetable for each of those elements;
- An explanation of any variances between the original budget and actual income and expenditure and original timetable and actual progress;
- The sources of the funding, with the amounts obtained from each separate source.”

It was moved by Keith Baker and seconded by Stuart Munro that the Motion be amended as follows:

“The Constitution commits this Council to ensuring that “the principles of efficiency, transparency and accountability are demonstrated throughout the decision making process

and the delivery of services.”

The Wokingham town centre regeneration project has now been running for some years. It is the largest single project being undertaken by the Council. No income and expenditure figures for the project as a whole have been published. Nor has any assessment of progress or variation from the original specification. This makes it extraordinarily difficult for both residents and Councillors to find out how the project is going, and means that the council’s constitutional commitment to transparency and accountability is not being observed.

While ongoing spend and future commitments may be difficult to quantify, or may need to be kept confidential for commercial reasons, income and expenditure which has already happened in previous financial years must have been accounted for in the Council’s accounts, which have all been properly signed off. In addition, any contracts entered into are required to be published by the Transparency Regulations. This means that all the information relating to past spend on the Wokingham town centre regeneration project should be readily identifiable and available to be pulled together into one document covering the whole project.

Therefore, in order to ensure the transparency and accountability to which it has committed itself, this Council will **at the eventual conclusion of each individual project publish a full audit which will be reviewed by the relevant Scrutiny Committee detailing:**

- The total income and expenditure from 1st April 2012 to March 31st 2018 on all works associated with the regeneration of Wokingham town centre, including the Market Place joint project with Wokingham Town Council, broken down to show separately the figures for Peach Street phase 1, Peach Place, Elms Field, Carnival Pool, the Market Place and any other subprojects, and, for each project, broken down to the stages of the project, such as design, and construction;
- The original budget and timetable for each of those elements;
- An explanation of any variances between the original budget and actual income and expenditure and original timetable and actual progress;
- The sources of the funding, with the amounts obtained from each separate source.”

Subject to the normal restrictions due to commercial sensitivity.”

The proposer of the original Motion, Prue Bray stated that the proposed amendment was accepted.

The amended (substantive) Motion was then put to the vote and was declared by the Mayor to be carried.

RESOLVED: “That the Constitution commits this Council to ensuring that “the principles of efficiency, transparency and accountability are demonstrated throughout the decision making process and the delivery of services.

The Wokingham town centre regeneration project has now been running for some years. It is the largest single project being undertaken by the Council. No income and expenditure

figures for the project as a whole have been published. Nor has any assessment of progress or variation from the original specification. This makes it extraordinarily difficult for both residents and Councillors to find out how the project is going, and means that the council's constitutional commitment to transparency and accountability is not being observed.

While ongoing spend and future commitments may be difficult to quantify, or may need to be kept confidential for commercial reasons, income and expenditure which has already happened in previous financial years must have been accounted for in the Council's accounts, which have all been properly signed off. In addition, any contracts entered into are required to be published by the Transparency Regulations. This means that all the information relating to past spend on the Wokingham town centre regeneration project should be readily identifiable and available to be pulled together into one document covering the whole project.

Therefore, in order to ensure the transparency and accountability to which it has committed itself, this Council will at the eventual conclusion of each individual project publish a full audit which will be reviewed by the relevant Scrutiny Committee detailing:

- The total income and expenditure from 1st April 2012 to March 31st 2018 on all works associated with the regeneration of Wokingham town centre, including the Market Place joint project with Wokingham Town Council, broken down to show separately the figures for Peach Street phase 1, Peach Place, Elms Field, Carnival Pool, the Market Place and any other subprojects, and, for each project, broken down to the stages of the project, such as design, and construction;
- The original budget and timetable for each of those elements;
- An explanation of any variances between the original budget and actual income and expenditure and original timetable and actual progress;
- The sources of the funding, with the amounts obtained from each separate source.

Subject to the normal restrictions due to commercial sensitivity.”

**MINUTES OF A MEETING OF
THE COUNCIL
HELD ON 24 JANUARY 2019 FROM 7.30 PM TO 9.10 PM**

Members Present

Councillors: John Kaiser (Mayor), Bill Soane (Deputy Mayor), Keith Baker, Parry Bath, Laura Blumenthal, Chris Bowring, Prue Bray, Rachel Burgess, David Chopping, UllaKarin Clark, Gary Cowan, Andy Croy, Richard Dolinski, Carl Doran, Lindsay Ferris, Guy Grandison, Charlotte Haitham Taylor, John Halsall, Pauline Helliar-Symons, Emma Hobbs, Tim Holton, Philip Houldsworth, John Jarvis, Clive Jones, Norman Jorgensen, Pauline Jorgensen, Dianne King, Abdul Loyes, Charles Margetts, Julian McGhee-Sumner, Ken Miall, Philip Mirfin, Stuart Munro, Anthony Pollock, Malcolm Richards, Angus Ross, Daniel Sargeant, Imogen Shepherd-DuBey, Rachelle Shepherd-DuBey, David Sleight, Chris Smith, Wayne Smith, Simon Weeks and Shahid Younis

81. APOLOGIES

Apologies for absence were submitted from Councillors Alistair Auty, Kate Haines, Mike Haines, David Hare, Graham Howe, Barrie Patman, Ian Pittock and Oliver Whittle.

82. STATEMENT FROM COUNCILLOR FERRIS

Councillor Lindsay Ferris updated the Council on former Councillor Helen Power who had sadly been diagnosed with incurable cancer. Members wished Helen and her family well. Councillor Ferris also wished Councillors Barrie Patman and Oliver Whittle well as they had both recently undergone surgery.

83. DECLARATIONS OF INTEREST

Councillor Tim Holton, as Chairman of the Planning Committee declared a Personal interest in Item 81 Petition Debate, on behalf of himself, Councillors Bowring, Jarvis, Richards, Ross, Rachelle Shepherd-DuBey, Wayne Smith and Soane. He stated that the Council was currently in receipt of a planning application which was directly related to the petition under debate and was due to be considered by the Planning Committee. The Borough Solicitor had advised that should Planning Committee members take part in the discussion of the petition they risked demonstrating pre determination or bias with regards to the application when it came to be considered at Planning Committee.

Councillors Holton, Bowring, Jarvis, Richards, Ross, Rachelle Shepherd-DuBey, Wayne Smith and Soane left the meeting during the discussion of this item and did not vote on this item.

84. PUBLIC QUESTION TIME

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

It was proposed by Councillor Keith Baker and seconded by Councillor Shepherd-DuBey that, in accordance with Procedure Rule 4.2.12n), Procedure Rule 4.2.9.1 be suspended to allow Public Question Time to be extended to 45 minutes.

Upon being put to the vote the Motion was declared by the Mayor to be carried.

84.1 Mark Chatfield asked the Executive Member for Business, Economic Development and Strategic Planning the following question:

From 2013 onwards we have seen systematically increased housing numbers over and

above the consulted and approved strategic numbers. Housing numbers vary with every new communication, sometimes they even vary within the same document. As an example a Shinfield site was 'offered' by the Wokingham Executive to the landowner to be brought forwards by over 8 years. How can residents trust any planning related information from WBC if it is simply changed behind closed doors without any resident consultation and how do you intend to restore residents' trust in the planning process?

Answer

It is true that housing needs have varied over recent years. This has been caused by the Government changing the way housing need is calculated. I agree that this can be confusing and brings unhelpful complexity to our work on the local plan.

It is clear from the number of homes built, under construction and permitted, that the strategy set out in the Core Strategy is working. More than sufficient homes will be delivered to meet past and current Government expectations.

Notwithstanding doing our part, Government rules around housing supply look at the number of new homes built which is of course controlled by developers. This has meant that the Government rules have worked against us, not because we have not done our part in granting planning permissions, but because developers have not been building fast enough.

To help defend residents against unsustainable, unplanned developments being granted by Government Planning Inspectors, the Executive decided to release allocated reserve sites and invite an application on land which is allocated for development within the Shinfield Strategic Development Location. This boosted our land supply in places where it was already planned.

The decision to release the sites was made through a public meeting of Executive in July 2017 and was not made behind closed doors.

Supplementary Question:

I am not quite sure that I can understand how you say the Core Strategy is working when we are faced with relentless infrastructure, traffic in particular, and so on and so forth. We were actually sold the Neighbourhood Development Plan as the way forward for Shinfield Parish area. That land was not on that plan. It has now been brought forward by yourselves. Can you explain to the public why that is? Why are we sold one thing and then told something else?

Supplementary Answer:

I understand what you are saying and I get the part about congestion. It was a historic thing that happened and we are kind of stuck with that. I think that your Neighbourhood Plan was adopted after this happened, but I do agree with you. We took it up with the Government's Chief Planner, who came to see us recently, that we thought that it was ridiculous that one of the decisions that was made by the Planning Inspectors took no regard to the Neighbourhood Plan at all and we are fighting that hard.

84.2 Jim Frewin asked the Executive Member for Business, Economic Development and Strategic Planning the following question which was answered by the Executive Member for Planning and Enforcement.

Planning applications can receive a large number of objections many of which highlight significant factual inaccuracies in the applicant's submissions. Why does it take residents

to highlight what are seen as obvious inaccuracies and concerning methodologies. For example – multiple reports that were openly stated to be based mainly on desktop research with outcomes based on ‘likely’. Will WBC please assure residents that due diligence is applied to reviewing and assessing developer applications and provide clarity about how this will be applied and enforced?

Answer

I am answering several questions that have been posed to my colleague. All applications are scrutinised by both internal and external technical experts from various service areas including highways, drainage and ecology. Applications can be refused on lack of information or where the information is incorrect or incomplete. However, where information is lacking, the Council will ask applicants and developers to provide this during the application process and this approach is supported by both best practice and government guidance. In addition, planning conditions can be imposed to a planning permission requiring that further details are submitted at a later stage even after the application has been granted. Whichever approach is adopted, the Council always ensures that all planning issues are fully and adequately addressed.

Supplementary Question:

Given the significant factual inaccuracies which are quite obvious to residents that live in the area, the developers are given opportunity to resubmit, so they are given opportunity to go away, resubmit and put more accurate information in that. Is that same flexibility applied to residents’ applications? The other thing with the application process is that developers are actually putting up signs saying ‘Houses for Sale. Please contact this number.’ They are actually going to public consultation meetings and saying if you have got a problem with this application talk to WBC because it has already been approved. This is prior to approval, so why are developers so confident in getting approval? This causes so much mistrust with residents because it is almost a done deal. Can you give us some assurance that this is not the case?

Supplementary Answer:

I can give you that assurance and in fact the second part of the question that you have just posed is actually another question later on this evening that another resident has posed, and I will give that the appropriate answer then, if that is satisfactory.

84.3 Steph Frewin asked the Executive Member for Business, Economic Development and Strategic Planning the following question which was answered by the Executive Member Planning and Enforcement. The question was asked on her behalf by Mark Chatfield

There are examples of developers erecting ‘houses for sale’ signage and publicly stating that work is due to start in advance of any planning decision. This presupposes approval. Can WBC please provide assurance that applications are fairly assessed and explain why developers should be openly and repeatedly preassuming approval?

Answer

All applications are considered on their own merits with due regard to prevailing local and national planning policies and relevant material planning considerations. There is no certainty for an approval of planning permission until proposals have been thoroughly assessed by us as the Local Planning Authority and permission fully granted in writing. However it is not uncommon for developers to erect signage before sites are granted planning permission and also without the relevant advertising approval. In these cases, the developer is contacted by the Council to request either the removal of the signage or to

submit a retrospective advertising application. A developer's premature decision to pre-empt the planning process has absolutely no bearing on the outcome of the final decision relating to the planning application, so it is very much at their risk.

84.4 Kelly Williams asked the Executive Member for Business, Economic Development and Strategic Planning the following question which was answered by the Executive Member Planning and Enforcement. The question was asked on her behalf by Mark Chatfield

Recently the Planning Inspectorate 'disallowed' a planning application in Swallowfield as it would be against it being a 'small village'. Can you please clarify why this does not also apply to Shinfield, Spencers Wood, Three Mile Cross and Grazeley where WBC have allowed and even encouraged saturation development potentially making these rural villages the biggest housing estate in Europe?

Answer

Firstly, I think it is worth clarifying that Planning Inspectors are not a party that we have any control over, and if they choose to interpret planning rules differently in different cases that is something I am afraid that you need to take up with the Planning Inspectorate because of potential inconsistency.

Where a Council is unable to demonstrate a deliverable housing land supply of five years or more, national planning policy means that something called the 'tilted balance' is applied. This means that the decision taker, in this case you refer to the Planning Inspector, must allow the development unless he or she considers the impacts of doing so would significantly and demonstrably outweigh the benefits.

The Government Planning Inspector considering 'land at Wyvols Field', which I think is the site you referred to, dismissed the application as they found the adverse impacts of the proposed development, and in particular the harm to the character and appearance of the area, significantly and demonstrably outweighed the benefits.

As each application and appeal is judged on its individual merits, decisions can vary. For instance, whilst Wyvols Field was dismissed in November 2017, another appeal 'land to the west of Trowes Lane', also in Swallowfield, was allowed by another Planning Inspector in February 2018.

We robustly defend all our decisions, including resorting to court action where appropriate. I am glad to say that more recent decisions by Government Planning Inspectors have generally agreed with our decisions and they have dismissed speculative and inappropriate developments; however we must and will continue to defend our decisions.

84.5 Sean Sommerville asked the Executive Member for Highways and Transport the following question. The question was asked on his behalf by Mark Chatfield:

A large number of residents already complain about the volume of traffic on Shinfield Road at peak times which makes it difficult to get their kids to school and them off to work. Any further development in this area will add further traffic to the Black Boy roundabout and then on to Shinfield Road which will exacerbate the issue. How is this being taken into account for any further development when this will knowingly make the traffic situation worse?

Answer

I understand what you are saying. I use Shinfield Road regularly and know what it is like at rush hour. All applications are considered on their own merits and with due regard to local and national planning policies and material planning considerations. There will be no certainty for decisions until proposals have been thoroughly assessed, which will include the provision of a Transport Assessment and the identification and securing of any required transport mitigation.

84.6 Lorraine Chatfield asked the Executive Member for Business, Economic Development and Strategic Planning the following question which was answered by the Executive Member Planning and Enforcement. The question was asked on her behalf by Mark Chatfield:

Planning applications can receive a large number of objections many of which highlight significant and multiple factual inaccuracies in the applicant's submissions. Can you please provide detail of how residents' objections to planning applications should be followed up and communicated back to residents?

Answer

Residents' comments and objections on a planning application are given full consideration as part of the planning assessment process. The planning officer will also often have noted the same inaccuracies as the objectors. The comments are summarised in the planning officer report and the assessment section of the report addresses the relevant planning considerations and the reasons for the outcome of the application, so there is a written record of points raised by all commenters and the planning officer's assessment of each of those points. Whilst, the Council considers all the comments received, it does not have the capacity and nor is it practical to respond individually to every representation raised on an application, and that is normal practice across all planning authorities.

84.7 Marcus Cox asked the Executive Member for Business, Economic Development and Strategic Planning the following question which was answered by the Executive Member for Planning and Enforcement. The question was asked on his behalf by Mark Chatfield:

It is difficult for residents to engage with planning related issues and this has especially been made even more difficult now WBC don't even provide a named planner for residents but does provide a developer support service (see planning portal). This leaves residents with the feeling that developer applications are done deals and objections are simply ignored. Can you assure residents that applications are being fully and appropriately assessed irrespective of them being from a resident or a developer?

Answer

Absolutely, I can give you that assurance. The Council consults all effected residents about planning applications and I can confirm any representations received from residents are taken into account during the determination process. For larger schemes such as those within the Strategic Development Locations there are also public forums designed to provide updates to local residents and to give residents the opportunity to voice their opinions about development proposals.

During the planning application process, local residents can also contact the Council's Customer Delivery Officers who are part of the planning team and who can help them with their questions. They will be provided with the case officer name and contact details if they need to talk to a planning case officer about more complex issues.

The Council must determine all applications in line with relevant local and national planning policies and standards. If an application accords with these policies, the Council is unlikely to be able to substantiate refusal.

84.8 Richard Ingram asked the Executive Member for Business, Economic Development and Strategic Planning the following question. The question was asked on his behalf by Oliver Jones:

Thames Water has highlighted significant concerns relating to foul water and other service infrastructure not being able to cope with additional development in Shinfield. Can WBC assure residents that they are not going to left in the effluent?

Answer

Thames Water are the authority who determine network capacity and the Council consults with them on all major applications for housing growth to identify any capacity issues. Where upgrades are required, this is planned and conditions are imposed on any planning permission to ensure that these are undertaken to enable the development to go ahead. Significant sewage upgrades have been delivered as part of the housing growth in Shinfield.

84.9 Simon Prince asked the Executive Member for Business, Economic Development and Strategic Planning the following question. The question was asked on his behalf by Mark Chatfield:

In the Shinfield area planning permissions have been given for c.3500 houses yet only a third of these have been built. As a result, we have not seen the total impact on the local area nor have any infrastructure improvements had time to kick in. What is the Council planning to do to address this issue when the overall impact of the existing development on the lives of its residents is not yet known and when the overall impact on the infrastructure is unknown?

Answer

The growth in Shinfield has been planned as part of the Core Strategy and the adopted supporting documents including the Infrastructure Delivery and Contributions SPD which ensures that planning infrastructure is brought forward to meet the needs of the new development secured through planning agreements or the Community Infrastructure Levy (CIL).

The new infrastructure is not all provided up front, sadly, which we would all like, but on a phased basis when the new development is actually in place. Examples of new infrastructure delivered to date include the Eastern Relief Road, sports pitch improvements, a new leisure centre at Ryeish, Shinfield Meadows Primary school and a Suitable Alternative Natural Greenspace amongst other localised projects. In addition, Shinfield Surgery was built to take into account the planned housing growth although the provision of GPs remains the responsibility of the Primary Health Trust and not the Council. As development is implemented, this will also be supported by further supporting infrastructure.

84.10 Brian Wood asked the Executive Member for Business, Economic Development and Strategic Planning the following question. The question was asked on his behalf by Mark Chatfield:

The Shinfield Parish Neighbourhood Plan was created to allow the local community to have more of a say in the developments which would take place in the surrounding area. Yet since this plan was formally adopted by WBC in Feb 2017 there have been

developments proposed which didn't feature in it. Why is WBC ignoring the plan and, therefore, the wishes of the local population?

Answer

The Council has never ignored the Shinfield Parish Neighbourhood Plan, and in fact we very much support it and use it to make and support our decisions.

The Neighbourhood Plan was made in February 2017, as you quite rightly said, and forms part of the statutory development plan, alongside Core Strategy and Managing Development Delivery local plans, and the minerals and waste local plans. Together these plans form the starting point for assessing planning applications.

A landowner has the right to submit a planning application on any piece of land. The Council must determine all applications received against all relevant local policies and national guidance.

Where we refuse planning permission, the applicant may appeal to a Government Planning Inspector. When this happens, we put up a robust defence, as I explained earlier. I am glad to say that more recent decisions by Government Planning Inspectors have agreed with our decisions and dismissed speculative developments; however there have been a number of extremely disappointing decisions, one I discussed earlier, over the last two years or so where Inspectors have allowed development contrary to our judgement and the adopted Neighbourhood Plan.

84.11 Jenny Cox asked the Executive Member for Business, Economic Development and Strategic Planning the following question which was answered by the Vice Chairman of the Berkshire Fire and Rescue Authority. The question was asked on her behalf by Mark Chatfield:

Berkshire Fire Brigade have publicly raised concerns about the shortage of fire hydrants and its concerns about access and through routes hydrants across the Shinfield area. How are WBC taking these concerns into account for any proposed further development?

Answer

Berkshire Fire Brigade is consulted on all major planning applications and has not objected to any application for development in Shinfield SDL on the basis that there is a shortage of fire hydrants. Fire hydrants are addressed and secured through the building regulation process and that ensures that there is suitable provision for the new developments.

84.12 Jude Sommerville asked the Executive Member for Business, Economic Development and Strategic Planning the following question. The question was asked on her behalf by Mark Chatfield.

Rightmove currently shows 1418 houses for sale within a 3 mile radius of Shinfield. Estate Agents are currently stating that sales are less than 1 a week. At this rate the current market conditions mean about a 3 to 5 year housing supply. Can you assure residents that housing market conditions are being taken into account for additional housing number approvals?

Answer

We are aware of the uncertainty in the economy and the influence this might have on housing delivery and sales. No housing developer within the Borough has advised they are slowing their construction rates, despite the fact we all know they are.

Should the housing market slow, we will take this into account in our decisions. However, the Government has made a clear commitment to boosting housing delivery across the country, and sees a solution to delivery simply being to grant further planning permissions.

We do not agree with this and are strongly lobbying Government to change the planning rules to recognise that delivery is controlled by the development industry where decisions are made on a commercial basis. In this, we welcome the support of other political parties and a number of town and parish councils.

The strategy set out in the Core Strategy is working. It is clear from the number of homes built, under construction and permitted, that more than sufficient homes are capable of being delivered to meet past and current Government expectations. In short we have done our part.

84.13 Gail Wood asked the Executive Member for Business, Economic Development and Strategic Planning the following question which was answered by the Executive Member for Planning and Enforcement. The question was asked on her behalf by Mark Chatfield:

Across the existing development sites in the Shinfield vicinity it is evident that the pace of building completion and resultant sales has dramatically slowed from this time last year. In fact the construction companies have recently moved staff off a number of sites. What is the Council planning to do to address this issue?

Answer

I think it is actually very similar to the last question that you posed that my colleague answered. However, I will add that the Council has no way of compelling developers to build houses. This is simply determined by market forces. As stated, we believe the Government should change the planning rules so that delivery issues outside the control of ourselves as the local authority are not exploited by developers to try and undermine our locally agreed planning strategy. I have personally raised this as an issue of concern in separate meetings here at Wokingham with the Prime Minister, with Sir Oliver Letwin who led the independent review of build out rates and with Steve Quartermain who is Chief Planner for the Ministry of Housing Communities and Local Government.

84.14 Adam Frewin asked the Executive Member for Highways and Transport the following question. The question was asked on his behalf by Mark Chatfield:

Any further development in Shinfield will put pressure on the surrounding roads and major junctions such as Junction 11. What consideration has been given to the additional pressure that will be placed on the junction from all of the additional developments in the surrounding area?

Answer

I think this was largely covered before. All applications are considered on their merits with due regard to local and national planning policies and material planning considerations. All major planning applications are accompanied by a Transport Assessment that needs to review and address any associated highway impacts related to the proposed development. The Transport Assessment, which includes the use of strategic and local junction traffic modelling data, and the use of latest traffic surveys, independently obtained to assist with the validation of traffic data, is fully reviewed by the Council's Highways and Planning teams and in most cases by the Planning Committee also. Junction 11 is a key strategic part of the Strategic Road Network and associated impacts will require assessments and

approval from Highways England also. This process will be the same for any future planning application and ensures that the associated traffic impact is identified and addressed properly.

84.15 Penny Smith asked the Executive Member for Highways and Transport the following question. The question was asked on her behalf by Mark Chatfield:

Occupancy of approved development is around 30% with the completion rate around the same level. The area is already being impacted by the additional traffic with regular long delays and multiple jams. Please clarify how traffic modelling is taking into account the rural type roads and how they will cope with the proposed additional tens of thousands houses.

Answer

I think I will refer you to my previous answer. The rural roads are included in the traffic models.

84.16 Alan Davis asked the Executive Member for Business, Economic Development and Strategic Planning the following question. The question was asked on his behalf by Mark Chatfield:

There are examples of developers only willing to commit to very low numbers of completions per year due to both market conditions and the shortage of skilled craft persons. This could condemn residents to over 10 years of building disruption. Do Councillors consider this to be acceptable and would they agree to this for their residents?

Answer

The Core Strategy set out the spatial strategy managing development in the period to 2026.

The strategy set out in the Core Strategy is working. It is clear from the number of homes built, under construction and permitted, as I mentioned earlier, that more than sufficient homes are capable of being delivered to meet past and current government expectations. In short, as I said before, we have done our part.

Notwithstanding this, Government rules around housing supply are based not on the actions in the control of a local authority but on actual delivery of homes which of course is controlled by the development industry. Ultimately developers decide whether they wish to develop a site or not, and the rate at which sites are built out. Like many industries, housebuilding is affected by changes in national and local market conditions, with decisions being made on a commercial basis.

We do not agree with this situation and have been strongly lobbying Government on this matter. In this, we welcome the support of other political parties and a number of town and parish councils.

Once the principle of development is established, communities should expect the approved development to be delivered swiftly as it is in the public interest. We also believe that all councils should simply be assessed against the allocation of land and approval of planning permissions. This reflects the true assessment of our performance and disincentivises land banking either through not starting construction or by going slow.

84.17 Julie Headly asked the Executive Member for Business, Economic Development and Strategic Planning the following question which was answered by the Leader of the Council. The question was asked on her behalf by Mark Chatfield:

This petition is one of a series from residents across Wokingham. What assurances can WBC give that they are actually listening or are residents simply wasting their time?

Answer

I can assure you that we do listen to the views of our residents, including the views presented in the form of petitions and through the consultation exercises, and they are definitely not wasting their time.

We always take the views of residents into account when making decisions however given the many factors that may be involved when making a particular decision you must appreciate that it is not always possible to take the course of action that some residents are asking for. The only variation to that is when we have also been governed by planning law.

84.18 James Reid asked the Executive Member for Environment, Leisure and Libraries the following question:

The planned developments for Shinfield which now total in excess of 3,500 homes will mean that the residents of Shinfield will have to cope with an increase in noise pollution as a result of the construction activity over a protracted period of time as the homes are built and air pollution as a result of the additional road traffic which these homes will generate. What analysis has WBC done to show the cumulative impact of the planned developments on the overall level of pollution in the area?

Answer

The Council sympathises with existing residents and understands that noise and disturbance is often generated through the construction of new homes. Unfortunately, government guidance and case law is very clear that councils are unable to use this as a reason to refuse development. Despite this, the Council does routinely apply conditions to planning permissions to control environmental issues though the construction phase of the development. Examples include conditions to restrict hours of working and construction traffic routes, also measures to control dust

Although the Council has not undertaken a single comprehensive assessment of all the environmental impacts of the new housing at the Shinfield SDL, addressing these is at the heart of the planning process. At the plan making stage the Council works closely with its environmental and transport advisers who use the latest study and monitoring for information to ensure that development is allocated in those areas where the environmental impact is the least harmful. Where necessary they identify measures to mitigate the environmental impacts of development. At the planning application stage these expert advisers are again consulted to provide more detailed advice, and schemes that have unacceptable environmental impacts that cannot be mitigated will not be given planning permission.

The Council also routinely measures the level of pollution where it believes that there may be a risk to residents through our Environmental Protection Service.

Supplementary Question:

It is encouraging to hear about the restrictions that have been put on planning applications,

however, there is evidence to suggest that those are being ignored by the developers. Do you have any statistics on how many enforcements have been made against those restrictions?

Supplementary Answer:

I am sorry offhand I do not. I shall have to investigate and come back to you.

85. PETITION DEBATE

The Mayor reminded all who took part in this item that its purpose was to debate the principle of overdevelopment in the general area of Shinfield and as such no reference or comment could be made with regards to any planning application which had been submitted to the Council and would therefore be considered in the future either by Officers under delegated authority or by the Council's Planning Committee. He went on to state that failure to abide by these rules could lead to the petition debate being suspended.

A petition in relation to the matter indicated was presented.

85.1 Petition submitted by Councillor Gary Cowan

The Mayor announced that a petition relating to overdevelopment in the Borough and specifically development in the Shinfield area was submitted at the Council meeting held on 20 September 2018. The petition contained approximately 1,500 signatures which was the threshold to trigger a debate at Council.

Mr Chatfield addressed the meeting and set out the background in the petition. He thanked residents for their support and for signing the petition. He indicated that he hoped to convey the depth and strength of feeling that Shinfield South residents had against the mass, inappropriate and ill thought out housing development in the area.

With regards to the Council's own policies, Mr Chatfield questioned what they meant and what they were used for. It was felt that these policies were often ignored. Mr Chatfield referred to the 2010 Core Strategy which stated 'to maintain and enhance the separation and distinctiveness of Borough settlements' and 'to provide housing in appropriate locations, scales and types to meet the needs of the Borough.' The Vision of the Core Strategy referred to 'improvement in infrastructure is a key to the success of the Strategy. It aims to ensure that everyone has improved access to high quality services such as schools, open space and recreation, health and community facilities to maintain social wellbeing, health and quality of life.' He felt that this had not been applied in the case of Shinfield, Spencers Wood, Three Mile Cross, Arborfield and Grazeley

Mr Chatfield went on to state that residents had been encouraged to support the Shinfield Neighbourhood Plan as a way of protecting the parish from mass inappropriate development. Although adopted, he felt that the Neighbourhood Plan was now ignored. The land south of Cutbush Lane had not been due to be considered for development in this plan.

Mr Chatfield stated that many residents felt betrayed and that enough was enough. There should be a pause in development in the area and time allowed for an independent assessment of the impact of the current approvals and what the impact of what further development would be. He also wanted to see the commissioning of an independent review of the infrastructure and any gaps.

Members discussed the petition. Parry Bath commented that he was pleased to see so

many residents present in support of the petition. He represented Shinfield North and development in Shinfield South also had a direct impact on his residents, particularly with regards to traffic congestion on Shinfield Road. Parry Bath stated that any further development needed to be sustainable and suitable with green spaces and the identity of the villages maintained. It was important that development was strategically rather than developer led. He emphasised that it was vital that a viable Local Plan was in place to protect from the vagaries of Government Inspectors and housing numbers. He went on to comment that the Council had met with senior Government officials to highlight issues faced by the Borough.

Lindsay Ferris stated that a new Local Plan would run until 2036. On current projections the Borough would have an increased number of properties, between 752 and 896 homes per year, between 15-18,000 properties, depending on the formula used. This represented a 30% growth. Lindsay Ferris went on to comment that there would be an impact on the character of the Borough and that he believed infrastructure would struggle to cope. Shinfield was one area that had taken more than its fair share of new properties and its character had changed considerably. He was of the view that the number of properties was unsustainable and that the Council should lobby Government to lower the figure that Wokingham Borough was projected to take.

Charlotte Haitham Taylor indicated that over 10,000 residents had signed petitions objecting to overdevelopment in different areas of the Borough. This provided a clear mandate to tell the Government that although the Council supported economic growth it should not be at the expense of the residents and the ecology of the area. Central Government had assessed their housing projection numbers. She felt that the new figure of 894 should be much lower, below 700. She commented that residents in her ward were already subjected to traffic congestion on a daily basis. Inappropriate development on flood plains had already been approved on appeal leading to poor quality homes and other successful appeals had led to the erosion of settlement gaps. Charlotte Haitham Taylor emphasised the importance of working with residents to build the solid foundations for communities for current and future generations.

Gary Cowan stated that the petition clearly showed the concerns of Shinfield residents and those of the surrounding area around the proposed Local Plan. He indicated that the plan showed over 650ha of green field submitted for proposed development in Shinfield, Grazeley, Arborfield and Barkham alone. The greenbelt in the northern parishes was also threatened. He referred to the three petitions already submitted on the subject of over development and commented that he expected more to come. Gary Cowan expressed concern regarding the process around the submission of Motions following a petition debate.

Simon Weeks stressed that all Governments wanted more houses built. Additionally many employers in the area also wanted houses built for their staff. The South East was a major driver of the economy and the need for new homes inevitable as the population grew. The Council as the Planning Authority had to ensure that the right type of homes were built in the right place, in the right numbers and at the right time. However, supporting infrastructure was a challenge. Simon Weeks stressed that prior to the development of the current Local Plan the Council had surveyed every household explaining the requirement to have a Plan as to where new homes needed to be built. Responses had shown support for several new communities which were delivered as the Strategic Development Locations. The current plan incorporated approximately £0.5bn investment in essential infrastructure and the average developer contribution for each new home was over

£40,000. The Council now had the second highest rates for Community Infrastructure Levy paid by developers or landowners on developments outside London. Simon Weeks emphasised that between 2008 and 2013 the Council had had a target of 3,200 homes but less than half had actually been built and the shortfall had been added to future targets. Build rates in the last three years had surged helped by a variety of Government incentives. Nevertheless, the housing delivery numbers over the Local Plan cumulative period were now back on track. The Council was in a stronger position to refuse and defend speculative applications at appeal.

Andy Croy stated that he was sympathetic to residents' concerns and that there was a real future threat to more of the Borough's communities. He commented that there was too much demand for housing in the area.

Anthony Pollock indicated that Shinfield had seen a large number of houses built over the last few years with more to come as the sites allocated under the Local Plan up to 2026, were completed. Since the approval of the Local Plan there had been an upward drift in the number of houses. The Council had resisted additional houses at planning appeals for Beech Hill House, Stanbury House and Parklands, amongst others. He commented that residents were justifiably upset with the system that had allowed this upward drift in housing numbers and referred to areas of particular infrastructure difficulty. Anthony Pollock emphasised that even if the Planning Authority refused an application the Planning Inspector could override this. It was therefore vital to have a robust Local Plan in place.

Stuart Munro commented that he understood residents' concerns. However, the Council was constrained by the law. It was necessary to take control of more affordable and social housing.

Prue Bray noted that it had been a Member from another ward that had presented the petition rather than a Shinfield South ward Member.

Clive Jones commented that development was a major issue nationally. There was a need for more one and two bedrooms houses and bungalows but developers preferred not to build these as there was less return on investment. He questioned why Wokingham Borough was required to build more homes than other local areas and emphasised that Shinfield had taken more than its fair share.

In summing up Mr Chatfield stated that there had been a slowdown in development in Shinfield. He felt that the Core Strategy was not working and that it was significantly different to the one originally put to residents. He encouraged the Council to say no to further development in the area as residents had had enough.

The following Motion was proposed by Stuart Munro and seconded by Parry Bath.

"This Council recognises that residents rightly feel that the number of houses being imposed on our Borough is currently too high. This Council, as a champion of our community, will continue to robustly make our case to Government to lower the recent housing numbers. The number of houses is determined by a Government formula and has been mandated by successive governments of all major parties.

Further, this Council will continue to challenge inappropriate developments in our Borough, and we are supported in this approach by recent decisions to dismiss several planning appeals.

This Council is currently undertaking a comprehensive consultation across the Borough with residents, to get their views on the sites that have been proposed as part of the statutory Local Plan process.

All sites will be subject to comprehensive assessment and engagement before the Council approves its preferred strategy and site allocations through the Local Plan process.”

A number of Members expressed concern with regards to the process around Motions submitted following a petition debate and requested that this be reviewed by the Constitution Review Working Group.

Upon being put to the vote it was:

RESOLVED: That this Council recognises that residents rightly feel that the number of houses being imposed on our Borough is currently too high. This Council, as a champion of our community, will continue to robustly make our case to Government to lower the recent housing numbers. The number of houses is determined by a Government formula and has been mandated by successive governments of all major parties.

Further, this Council will continue to challenge inappropriate developments in our Borough, and we are supported in this approach by recent decisions to dismiss several planning appeals.

This Council is currently undertaking a comprehensive consultation across the Borough with residents, to get their views on the sites that have been proposed as part of the statutory Local Plan process.

All sites will be subject to comprehensive assessment and engagement before the Council approves its preferred strategy and site allocations through the Local Plan process.

86. COUNCIL TAX REDUCTION SCHEME 2019/2020

The Council considered a report on the Council Tax Reduction Scheme 2019/2020 as set out in Agenda pages 5 to 9.

It was proposed by Anthony Pollock and seconded by Parry Batth that the recommendation contained in the report be approved.

Lindsay Ferris stated that he had concerns about the proposals. Whilst he understood the approach taken he felt that the scheme was too punitive on some of the Borough’s poorest residents. He asked that, in future, details of how many residents had problems in paying during the coming financial year, be provided.

Andy Croy emphasised that the Council should be protecting its most vulnerable residents. He stressed that individuals in receipt of child maintenance income would now see a third of that taken into account and their Council Tax reduction reduced. He believed that the scheme should be amended.

Rachel Burgess stated that she believed child maintenance income should not be included as income for the purposes of calculating Council Tax support.

Carl Doran also emphasised the potential impact of the scheme on some of the Borough's most vulnerable residents.

Prior to a vote being held, six Members, in accordance with Rule of Procedure 4.2.15.5, requested that a recorded vote be taken on the proposed Motion.

The voting was as follows:

For	Against	Abstained
Keith Baker	Prue Bray	John Kaiser
Parry Batth	Rachel Burgess	Bill Soane
Laura Blumenthal	Gary Cowan	
Chris Bowring	Andy Croy	
David Chopping	Carl Doran	
John Halsall	Lindsay Ferris	
Pauline Helliard Symons	Clive Jones	
Emma Hobbs	Imogen Shepherd-DuBey	
Philip Houldsworth	Rachelle Shepherd-DuBey	
Norman Jorgensen		
Pauline Jorgensen		
Dianne King		
Abdul Loyes		
Charles Margetts		
Julian McGhee Sumner		
Ken Miall		
Philip Mirfin		
Stuart Munro		
Anthony Pollock		
Malcolm Richards		
Angus Ross		
Daniel Sargeant		
David Sleight		
Chris Smith		
Wayne Smith		
Simon Weeks		
Shahid Younis		

Upon being put to the vote, the Motion was declared by the Mayor to have been carried.

RESOLVED: That the proposed Council Tax Reduction Scheme 2019/2020 be approved.

This page is intentionally left blank

TITLE	Housing Revenue Account Budget 2019/20
FOR CONSIDERATION BY	Council on Thursday, 21 February 2019
WARD	None specific

PURPOSE OF REPORT (INC STRATEGIC OUTCOMES)

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

RECOMMENDATION

That the Council approve:

- 1) the Housing Revenue Account budget;
- 2) Council house dwelling rents be reduced by 1% effective from April 2019 in line with the Welfare Reform and Work Act 2015;
- 3) garage rents be increased by 3.70% effective from April 2019 in line with Council fees and charge;
- 4) Shared Equity Rents will be increased by 3.27% based on September RPI, effective from April 2019;
- 5) Tenant Service Charges are set in line with estimated costs.
- 6) the Housing Major Repairs (capital) programme for 2019/20 as set out in Appendix C.
- 7) Sheltered room guest charges increase from £9.00 per night to £9.50 per night.

EXECUTIVE SUMMARY

The proposed Housing Revenue Account (HRA) for 2019/20 is set out for consideration and recommendation to Council. An indication of the budget for 2020/21 and 2021/22 is provided for information. Proposed 2019/20 rent levels for council housing and council-owned garages are also set out for recommendation to Council. The budget takes account of forecast economic changes and movement in interest rates using relevant available information from various sources, including the Council's treasury management advisors.

Wokingham Borough Council's ability to utilise retained right to buy receipts will continue to be a challenge for the HRA. For 19/20, the HRA will need to borrow to help fund its 70% share of spend from revenue. Attention is drawn to the reducing level of reserves from £4.9m in 2016/17 to £1.8m in 2021/22. Officers are actively working to efficiently manage voids levels and effectively target expenditure.

BACKGROUND

HOUSING REVENUE ACCOUNT 2019/20

Housing Ring Fence

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

Rent Restructuring, Convergence, Housing Self Financing and the 2018/19 Rental Reduction

2. For four years, commencing in 2016/17 the Government introduced a compulsory 1% reduction in Social and Affordable rents. There is no discretion in making this change and it applies to all council tenants. The 1% reduction was implemented in April 2016 will be followed by a further 1% cumulative reduction from April each year for the three years to 2019/20. The rent restructuring and convergence initiative to create a fair rental system for social rents can therefore no longer be implemented, although the Council will continue increasing rents to target rent when properties are re-let whilst still maintaining the compulsory 1% reduction. Initially the 30 year model included year on year rent increases so the real reduction in income compared to the model will therefore be more than the 1% reduction.
3. At 28 March 2012 the self-financing system was introduced for the HRA. The self-financing system allocated a debt cap of £102m to the Council, and a loan portfolio of thirty one loans totalling £96.5m was created to ensure the best interest rates were achieved for the HRA at an average of 2.55% as opposed to the forecast average headline rate of 4.2%. As part of the change to the self-financing system, the Council has prepared a 30-year business plan for the HRA. The allocated debt is based on an up-to-date valuation of the Council's housing stock and a 30 year notional business plan of income and expenditure. The HRA will incur an annual interest charge and principal debt repayment over the first twenty three years of the plan. Over the next three years a further £5.6m of debt is to be repaid. The estimated debt as at the 31st March 2021 is £81.84m this includes a new loan to be taken out in 2019/20 to fund the 70% expenditure needed for the use of RTB receipts in 2020/21, budget provision is included under the HRA principal repayments line in Appendix D for these loans.
4. The council's 30 year business plan is being reviewed and updated to reflect known changes including the rent policy issues highlighted above. The business plan includes the following:-
 - a. As at the 31st March 2013 the HRA had a capital financing requirement of £96.5m, this has now reduced to £88.1m (estimate as at 31/03/2019). The Government announced in the 2018 Budget Statement that the HRA borrowing cap would be removed. Although the cap has been lifted, it is important that any additional borrowing is still affordable. The HRA business plan will be reviewed during 2019/20 to explore what options are affordable in light of the borrowing changes. Any decisions on future

borrowing will follow the prudential borrowing rules set out in the Treasury Management Strategy.

- b. The Council set its HRA Authorised Debt Limit at £102m and the HRA Operational Boundary for Borrowing as £100m as set out in the Treasury Management Strategy.
- c. The HRA Capital Programme for 2019/20 will be £12.1m plus any carry forwards, followed by £6.2m in 2020/21 and £6.2m in 2021/22. The programme now includes the requirements to utilise the retained right to buy receipts.
- d. Rental income will be based on government requirements for a 1% reduction each year to 2019/20. This is the final year of rent reductions. Government have announced that rents will be increased by 1% + Consumer Price Inflation (CPI) in future years.

Garage Rents

5. It is proposed to increase garage rents by 3.70% for 2019/20 in line with the council wide increase to fees and charges.

Shared Equity Rents

6. It is proposed to increase shared equity rents by 3.27% based on September RPI, effective from April 2019.

2019/20 Budget Assumptions & Risks

7. The 2019/20 budget includes expenditure of £3m for repairs and maintenance and a revenue contribution of £0.5m to capital to help fund the capital investment programme.

Housing Major Repairs (Capital Programme)

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

The breakdown of the funding of the £12.1m capital expenditure in 2019/20 is:

- a. Revenue contributions £0.5m,
- b. Major Repairs Reserve £5.9m
- c. Right to buy receipts £2.4m
- d. Developer contributions £1.5m
- e. Borrowing £1.8m

The proposed Housing Capital Programme is shown at Appendix C.

Consultation

9. The draft budget submission has been considered by Corporate Leadership Team on the 22 January 2019, and the Tenants & Landlord Improvement Panel on 24th January 2019.

BUSINESS CASE (Including Options and Evidence of Need)

The Housing Revenue Account budget for 2019/20 is shown at Appendix D. The budget has been drawn up on a self-financing basis and reflects:

- Interest charge of £3.0m, depreciation of £3.7m and revenue contributions to capital of £0.5m as determined by the Council's 30-year business plan under the self-financing system.
- Management and repairs costs have increased from £6.1m to £6.3m to reflect ongoing cost pressures from void properties. The projected HRA balance (see Appendix A) at 31 March 2019 will be £2.8m.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

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

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

Other Financial Information

None

Stakeholder Considerations and Consultation

Budget proposals have been reported to the Tenants & Landlord Improvement Panel.

Resourcing and Timeline for Next Steps

As outlined above.

Timeline for Review and Evaluation

The HRA budget will be monitored on a regular basis and reported to Executive on a quarterly basis.

List of Background Papers

Appendix A – Housing Revenue Account Reserves
 Appendix B – Sample Rents & Service Charges 19/20
 Appendix C – HRA Capital Budget
 Appendix D – HRA Revenue Budget

Contact Mark Thompson	Service Business Services
Telephone Tel: 0118 974 6555	Email mark.thompson@wokingham.gov.uk

This page is intentionally left blank

HOUSING REVENUE ACCOUNT RESERVES

APPENDIX A

Reserve	Policy	Estimated Level at 31 March	Benefits	Opportunity Costs
Housing Revenue Account	<p>Local Government and Housing Act 1989 section 76 (3) forbids a year end deficit on the HRA</p> <ul style="list-style-type: none"> Balance is determined by level of risk associated with the budget Minimum 5% of gross spend <p>Current recommended minimum level of reserves is: £0.8m - minimum level</p>	<p>2018 £4.1m 2019 £2.8m 2020 £1.8m 2021 £1.8m 2022 £1.8m</p>	<ul style="list-style-type: none"> Provides general contingency for unavoidable and unseen expenditure or fall in income Stability for longer term planning and for meeting the decent homes standards Interest on Balances helps to reduce costs: Interest on Balances @ 0.5% = £21k 	<ul style="list-style-type: none"> Could be used to fund HRA Capital expenditure to help meet decent homes standard which would result in loss of interest £5k per £1m Could be used to fund HRA debt repayment
Major Repairs Reserve	<ul style="list-style-type: none"> Use of Capital to meet Decent Homes Standard Redevelopment and regeneration of the Council's housing stock 	<p>2018 £3.5m 2019 £3.2m 2020 £1.0m 2021 £1.5m 2022 £1.5m</p>	<ul style="list-style-type: none"> Provides capital to invest in stock to meet the government's Decent Homes Standard policy Provides general contingency for unavoidable or unseen expenditure 	<ul style="list-style-type: none"> Will be used to fund HRA capital expenditure to help meet decent homes standard

This page is intentionally left blank

APPENDIX B

PROPOSED RENT 2019/20 – Sample Rents, Service Charges & Fees

Address	Date Built	Weekly Rent 2017/18	Weekly Rent 2018/19	% Increase/ Decrease	Weekly Rent 2019/20	% Increase/ Decrease
Bed-sit Flat, Longs Way	1959	£ 76.84	£ 76.07	-1.0%	£ 75.31	-1.0%
Bed-sit Bungalow, Finch Road	1954	£ 85.98	£ 85.12	-1.0%	£ 84.27	-1.0%
1 Bed Flat, Cobham House	1964	£ 92.78	£ 91.85	-1.0%	£ 90.93	-1.0%
1 Bed Bungalow, Firs Close	1974	£ 89.57	£ 88.67	-1.0%	£ 87.78	-1.0%
2 Bed Flat, Field End	1984	£ 108.32	£ 107.24	-1.0%	£ 106.17	-1.0%
2 Bed Maisonette, Clements Close	1977	£ 102.30	£ 101.28	-1.0%	£ 100.27	-1.0%
2 Bed Bungalow, Emblen Crescent	1951	£ 104.10	£ 103.06	-1.0%	£ 102.03	-1.0%
2 Bed House, Mole Road	<1945	£ 118.53	£ 117.34	-1.0%	£ 116.17	-1.0%
3 Bed Maisonette, Patten Ash Drive	1965	£ 119.39	£ 118.20	-1.0%	£ 117.02	-1.0%
3 Bed Bungalow, Glebe Gardens	1969	£ 142.49	£ 141.07	-1.0%	£ 139.66	-1.0%
3 Bed House, Hurst Road	<1945	£ 132.61	£ 131.28	-1.0%	£ 129.97	-1.0%
4 Bed Maisonette, Patten Ash Drive	1969	£ 130.94	£ 129.63	-1.0%	£ 128.33	-1.0%
4 Bed House, Chestnut Crescent	1969	£ 136.08	£ 134.72	-1.0%	£ 133.37	-1.0%
5 Bed House, Bayley Court	1969	£ 140.97	£ 139.56	-1.0%	£ 138.16	-1.0%

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

APPENDIX B

Communal Area Address	Service Charge per property per week 2019/20*		
	Electricity	Grounds Maintenance	Cleaning
Arnett Avenue	£1.73	£0.18	£3.38
Ashridge Road	£1.95	£0.27	£0.00
Barker Court	£0.00	£0.38	£0.00
Budges Road	£1.09	£0.08	£0.00
Chatsworth Avenue	£0.00	£0.03	£0.00
Chestnut Crescent	£1.01	£0.02	£0.00
Cheviot Drive	£0.88	£0.47	£2.56
Chiltern Drive	£0.57	£0.47	£0.00
Cobham House	£1.08	£0.18	£4.39
Ditchfield Lane	£1.04	£0.06	£1.76
Dowding Court	£0.00	£0.50	£0.00
Field End	£0.00	£0.25	£0.00
Finch Road	£0.00	£0.05	£0.00
Frensham Green	£0.00	£0.09	£0.00
Glebe Gardens	£0.17	£1.73	£0.00
Halpin House	£9.94	£0.51	£0.00
Hunters Court	£0.59	£0.20	£3.29
Kingsbridge Cottages	£0.00	£0.46	£5.48
Loddon View	£0.00	£0.38	£0.00
Martineau Lane	£0.00	£0.09	£0.00
Middlefields Court	£0.00	£0.18	£0.00
Norreys Avenue	£0.00	£0.00	£2.10
Ormonde Road	£0.51	£0.08	£0.00
Patten Ash Drive	£2.01	£0.04	£0.00
Pennfields	£0.26	£0.08	£0.00
Queen Victoria House	£0.77	£0.05	£2.52
Recreation Road	£0.90	£1.75	£5.60
Roycroft Lane	£0.00	£0.10	£0.00
Stephanie Chase Court	£0.31	£0.59	£0.00
Toutley Road	£1.27	£0.47	£0.00

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

APPENDIX B

Sheltered Accommodation Address	Service Charge per property per week 2019/20*
Arnett Avenue	£4.52
Dickens Court	£36.39
Glebe Gardens	£18.27
Harman Court	£26.81
Meachen Court	£38.08
Palmer Court	£46.68
Polehampton Court	£30.35
Sale Gardens	£27.47
Spring Gardens	£37.30
Treacher Court	£22.33
<p>* The service charge may include any of the following Grounds Maintenance, Cleaner, Cleaning, Communal Water, Water, Communal Electric, Electric, Communal Gas, Gas, Warden, Scheme Telephone, Alarm Phones, Window Cleaning, Common Room Cooker & Refrigerator, Heating Plant & Equipment, Lift Servicing, Ventilation System, Fire Fighting Equipment, Sewerage Pumps, Warden Call System/Entry Phones/Emergency Lighting, Forest Care, Malibu Bath, CCTV, Business Rates, where applicable.</p>	

Sheltered Accommodation Guest Charges	Guest Charge Per Night 2019/20
Dickens Court	£9.50
Harman Court	£9.50
Meachen Court	£9.50
Palmer Court	£9.50
Polehampton Court	£9.50
Sale Garden Cottages	£9.50
Spring Gardens	£9.50

Garages	Weekly Rent 2019/20
Council Tenants (Non vatable)	£8.40
Non Tenants (vatable)	£11.90 (Includes VAT @ 20.0%)

Leaseholder Charges	Per Annum 2019/20
Ground Rent	£10.00
Management	£90.00

This page is intentionally left blank

HOUSING REVENUE ACCOUNT CAPITAL BUDGET

	2019/20 £'000 Budget	2020/21 £'000 Budget	2021/22 £'000 Budget
EXPENDITURE			
Estate Improvements	10	10	10
Capitalised Staffing Costs	605	605	605
Adaptations for the Disabled	400	400	400
Voids	450	450	450
Housing Purchase & New Builds (Note 1)	8,000	2,054	2,054
Planned & Cyclical Works	1,495	1,495	1,495
Improvements & Projects including Decent Homes	1,140	1,140	1,140
Total Expenditure	12,100	6,154	6,154
FUNDED BY			
Major Repairs Reserve (Note 2)	(5,900)	(3,140)	(3,140)
Right to Buy Receipts (Note 3)	(2,400)	(616)	(616)
Other Receipts / Grants (Note 4)	(1,516)	(2,398)	(2,398)
Revenue Contributions (Note 5)	(476)	0	0
New loan for 70% of RTB purchase (Note 6)	(1,808)	0	0
Total Capital Funding	(12,100)	(6,154)	(6,154)
Balances at Year End	0	0	0
<p>Note 1. Additional expenditure in year 1 to utilise right to buys receipts. Note 2. Increased use of MRR to fund housing purchases in year 1. Note 3. Year 1 shows utilisation of right to buys receipts to invest in new homes. Note 4. Developer contributions to support capital investment in affordable housing. Note 5. Available revenue contribution to support capital investment. Note 6. Additional borrowing to support maximising right to buy receipts.</p>			

This page is intentionally left blank

HOUSING REVENUE ACCOUNT REVENUE BUDGET

Appendix D

	2019/20 £'000 Budget	2020/21 £'000 Budget	2021/22 £'000 Budget
INCOME			
Rents			
Dwelling Rents	(13,617)	(13,773)	(14,091)
Garage Rents	(238)	(243)	(248)
Commercial Rents	(2)	(2)	(2)
Total Rents	(13,857)	(14,018)	(14,341)
Fees & Charges			
Service Charges	(408)	(408)	(408)
Leasehold Charges	(123)	(123)	(123)
Other Charges for Services & Facilities	(48)	(48)	(48)
Interest on Balances	(59)	(51)	(56)
Total Income	(14,495)	(14,648)	(14,976)
EXPENDITURE			
Housing Repairs	3,048	3,048	3,048
General Management	3,012	3,140	2,889
Sheltered Accommodation	257	257	257
Depreciation (Note 1)	3,664	3,664	3,664
Revenue Contribution to Capital (Note 2)	476	0	0
Capital Finance Interest Charge	3,002	3,030	3,033
HRA Principle Repayments (Note 3)	1,998	1,503	2,080
Total Expenditure	15,457	14,642	14,971
Net Expenditure / (Income)	962	(6)	(5)
REVENUE ACCOUNT			
Balance at Beginning of Year	(2,762)	(1,800)	(1,806)
Transfer (to) / from earmarked reserves	962	(6)	(5)
Balance at End of Year (Note 4)	(1,800)	(1,806)	(1,811)

Note 1. The contribution from HRA to Major Repairs Reserve.

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

Note 3. Repayment of HRA loans taken during self financing introduction.

Note 4. Reserve balances guided by assessments of financial risks.

This page is intentionally left blank

TITLE	Capital Programme and Strategy 2019/22
FOR CONSIDERATION BY	The Council on Thursday, 21 February 2019
WARD	None Specific;
LEAD OFFICER	Deputy Chief Executive- Graham Ebers

PURPOSE OF REPORT (INC STRATEGIC OUTCOMES)

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

RECOMMENDATION

The Council is asked to:

- 1) approve the Capital strategy for 2019/22 - Appendix A;
- 2) approve the 3 year capital programme 2019/22 – Appendix B;
- 3) note the draft vision for capital investment over the next 10 years - Appendix C;
- 4) approve the developer contributions S106 and CIL as set out in Appendix D. The S106 and CIL values are estimated and approval is sought up to the scheme budget;
- 5) note the commercial activities of the Council – Appendix E.

EXECUTIVE SUMMARY

The overarching aim of the Wokingham Borough Council capital strategy is to provide a framework within which the Council's capital investment plans will be delivered and has been prepared to cover a 10 year time frame from 2019 to 2029. However recognising that there is some uncertainty, especially in relation to needs and funding in later years, the strategy therefore focuses on 2019/20 to 2021/22.

BACKGROUND

The current 10 year capital vision and any new capital scheme bids are periodically reviewed. The Council seeks to allocate scarce capital resources in line with the Council's borough plan, priorities and underpinning principles by scoring and evaluating the capital programme.

Based on these evaluations the attached capital programme has been prepared. Members are presented with the proposed Capital Budget and Strategy 2019/22 for recommendation to Council. A summary by Exec member can be found in Appendix A, section 7. The sources of funding for this programme are outlined in Appendix A, section 8.

BUSINESS CASE (including Options and Evidence of Need)

The proposed capital programme helps deliver the key priorities of the borough plan and is set over the next three years. Most schemes deliver across more than one priority area; the schemes are have been allocated to the most significant priority.

Capital Programme by Borough Plan Priorities	Year 1 2019/20	Year 2 2020/21	Year 3 2021/22	Total
	£'000	£'000	£'000	£'000
Promoting Quality of Life for Vulnerable Adults	2,774	3,873	3,392	10,039
Affordable Housing	22,470	20,692	10,338	53,500
Traffic Congestion	6,484	10,530	6,948	23,962
Clean, Green and Enjoyable Spaces	1,504	469	419	2,392
Sustainable Towns and Parishes	101,052	81,580	58,515	241,147
Economic Prosperity	70,576	12,806	15,726	99,108
Ensuring Opportunity for all Children	22,118	7,667	3,323	33,108
Encouraging Physical and Mental Wellbeing	10,219	12,825	75	23,119
Total	237,197	150,442	98,736	486,375

The Council's plans to make capital investment of £484 million over the next 10 years. Appendix C shows every scheme by asset type. A summary of these investments are:

	Year 1 2019/20	Year 2 2020/21	Year 3 2021/22	Total
Asset area greater than 10m in year 1	£'000	£'000	£'000	£'000
Strategic asset enhancement/New build	64,655	1,100	4,175	69,930
Road & Highways infrastructure improvement scheme	47,729	62,478	46,261	156,468
Town Centre Regeneration	42,276	11,482	3,951	57,709
Schools-enhancements, extensions and new build	20,558	7,667	3,323	31,548
Social Housing	22,470	20,692	10,338	53,500
Subtotal	197,688	103,419	68,048	369,155
Assets area less than 10m in year	39,509	47,023	30,688	117,220
Total	237,197	150,442	98,736	486,375

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)	£237,197,000	Yes	Capital
Next Financial Year (Year 2)	£150,442,000	Yes	
Following Financial Year (Year 3)	£98,736,000	Yes	

Other Financial Information
None

Stakeholder Considerations and Consultation
N/A

Resourcing and Timeline for Next Steps
N/A

Timeline for Review and Evaluation
N/A

List of Background Papers
Appendix A - Capital Strategy for 2019/22 Appendix B - 3 Year Capital Programme 2019/22 Appendix C – Capital Investment over 10 Years

Appendix D – Schemes Funded by Developer Contributions
Appendix E – Commercial Activities

Contact Martin Jones	Service Business Services
Telephone Tel: 0118 974 6877	Email martin.jones@wokingham.gov.uk

WOKINGHAM BOROUGH COUNCIL



WOKINGHAM BOROUGH COUNCIL

Treasury Management Capital Strategy Report 2019/20

Contents

1. Introduction	3
1.1 Purpose of the Capital Strategy	3
2. Governance Frame Work & Core Principles	3
3. Capital Vision Planning	4
4. Asset Management	4
5. Commercial Activity and Investment Property	5
6. Loans	6
7. Capital Expenditure 2019-22.....	6
8. Capital Funding	6
8.1 Financing Need (Borrowing)	7
9. Long Term Revenue Implications of Capital Investment Decisions	7
10. Risk Appetite	7
11. Knowledge and Skills	7
11.1 Training	8

Appendices

3 Year Meduim Term Capital Programme by Service	Appendix B
10 Year Capital Vision by Asset Type	Appendix C
Developers Contributions Funded Schemes	Appendix D
Commercial Activities Capital Programme	Appendix E

1. Introduction

The CIPFA revised 2017 Prudential and Treasury Management Codes require, for 2019-20, all local authorities to prepare a capital strategy report, which will provide the following:

- A high-level long term overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services
- An overview of how the associated risk is managed
- The implications for future financial sustainability

1.1 Purpose of the Capital Strategy

The purposes of the capital strategy are:

- To drive the authority's capital investment ambition
- Ensure appropriate capital expenditure, Capital financing and treasury management in the context of the sustainable, long term delivery of services
- Comparison of different capital schemes through:
 - Measuring financial and non-financial impacts
 - Identifying the optimum level of investment, set against the authority ambition
 - Benchmarking to assess future performance

This report will provide a strong basis for decision making and accountability.

2. Governance Framework & Core Principles

The 10 year capital vision and any new capital scheme bids is periodically reviewed. The Council seeks to allocate scarce capital resources in line with the Council's vision, priorities and objectives. Capital schemes are evaluated under the governance of the Capital Prioritisation Group.

The group consists of senior officers from each directorate with support from the financial specialist team.

The objective of the group is to create a balanced, achievable capital programme with clear objectives and outcomes (value and delivery) which are aligned with the Council's strategic objectives. To enable the group to do this the following tasks will need to be carried out:

- To produce a balanced capital programme
- To review and approve bids for capital funding
- To make recommendations on the use of contingency
- To make recommendations on budget carry forwards
- To review and approve in year changes to project budgets
- To ensure alignment with Council Plan objectives
- To monitor the delivery and expenditure of the current capital programme
- To ensure profiling of project spend is accurate

The scoring was against the Council key priorities which are as follows:

- Economic Prosperity
- Community Safety
- Sustainable Towns and Parishes
- Affordable Housing
- Tackling Congestion
- Impact of Development
- Clean, Green and Enjoyable Spaces
- Promoting Quality of Life for Vulnerable Adults
- Ensuring Opportunity for all Children
- Ensuring Physical and Mental Wellbeing

The bids are also scored on three additional criteria:

- Value for Money
- Availability of Ring-fenced Funding
- Risk / Legislation Impact

Based on these evaluations, the capital programme has been prepared. Members are presented with the proposed capital budget submission 2019/22 for recommendation to Council (Appendix B).

Democratic decision-making and scrutiny processes provide overall political direction and ensure accountability for investment in the capital programme. These processes include:

- The Council approves the Council vision and priorities
- The Council is ultimately responsible for approving the Capital Strategy, Treasury Management Strategy and Capital programme
- The Executive receives regular capital monitoring reports, approves variations to the programme and considers new bids for inclusion in the capital programme
- Portfolio holders are assigned projects in line with their responsibilities
- Scrutiny committees can call in Cabinet reports, receive and scrutinise reports
- All projects progressing to the capital programme follow the constitution, and financial regulations
- The capital programme is subject to internal and external audit.

3. Capital Vision Planning

Wokingham Borough Council maintains an approved capital vision that covers a ten year period. This is broken down to a 1-3 year balanced capital programme and 4-10 year capital vision. These are reviewed and updated on annual basis.

4. Asset Management

The overriding objective of asset management within the Council is to achieve a corporate portfolio of property assets that is appropriate, fit for purpose and affordable. The Council's property portfolio consists of operational property, investment property and property held for

specific community or regeneration purposes. The Council has specific reasons for owning and retaining property:

- Operational Purposes - assets that support core business and service delivery e.g. schools, office buildings.
- Investment Properties - held to provide a financial return to the Council that supports service provision.
- Parks, playgrounds and open spaces.
- Regeneration - enabling strategic place shaping and economic growth.

Asset management is an important part of the Council's business management arrangements and is crucial to the delivery of efficient and effective services, the ongoing management and maintenance of capital assets will be considered as part of the strategy. The asset management planning includes an objective to optimise the Council's land and property portfolio through proactive estate management and effective corporate arrangements for the acquisition and disposal of land and property assets. The Council will continue to realise the value of any properties that have been declared surplus to requirements in a timely manner, having regard to the prevailing market conditions.

5. Commercial Activity and Investment Property

The Chartered Institute of Public Finance and Accountancy (CIPFA) defines investment property as property held solely to earn rentals or for capital appreciation or both. Returns from property ownership can be both income driven (through the receipt of rent) and by way of appreciation of the underlying asset value (capital growth). The combination of these is a consideration in assessing the attractiveness of a property for acquisition.

In the context of the Capital Strategy, the Council is using resources to purchase property to provide a positive financial return. The Council may fund the purchase of the property by borrowing money, normally from the Debt Management Office as part of HM Treasury. The rental income paid by the tenant should exceed the cost of repaying the borrowed money each year. The annual surplus then supports the Council's budget position, and enables the Council to continue to provide services for local people.

The reasons for buying and owning property assets are primarily;

- Financial returns to help fund services to residents
- Market and economic opportunity
- Economic development and regeneration activity in the Borough (all investment property is currently located within Wokingham)

Historically, property has provided strong investment returns in terms of capital growth generation of stable income. Property investment is not without risk as property values can fall as well as rise and changing economic conditions could cause tenants to leave with properties remaining vacant. The strategy makes it clear that the Council will continue to invest prudently on a commercial basis and to take advantage of opportunities as they present themselves, supported by our robust governance process.

6. Loans

The Council has discretion to make loans for a number of reasons, primarily for economic development. These loans are treated as capital expenditure. In making loans the Council is exposing itself to the risk that the borrower defaults on repayments. The Council, in making these loans, must therefore ensure they are prudent and has fully considered the risk implications, with regard to both the individual loan and that the cumulative exposure of the Council is proportionate and prudent. The Council will ensure that a full due diligence exercise is undertaken and adequate security is in place. The business case will balance the benefits and risks.. All loans will be subject to close, regular monitoring.

7. Capital Expenditure 2019-2022

The following table shows a breakdown of expenditure over the next three years broken down by Executive member.

Table 1 Capital expenditure 2019-2022

Lead member	Responsibility	Year 1	Year 2	Year 3
		2019/20	2020/21	2021/22
		£	£	£
Parry Bath (PB)	Health and Wellbeing, Adult Social Care & Housing	23,671	24,475	13,830
Anthony Pollock (AP)	Finance, HR and Corporate Resources	18,796	14,646	17,376
Pauline Jorgensen (PJ)	Highways and Transport	11,995	20,530	19,912
John Halsall (JH)	Environment, Leisure and Libraries	18,637	18,531	8,806
Pauline Helliard-Symons (PHS)	Children's Services	22,118	7,667	3,323
Stuart Munro (SM)	Business, Economic Development & Strategic Planning	99,619	53,111	31,538
Philip Mirfin (PM)	Regeneration	42,361	11,482	3,951
Total		237,197	150,442	98,736

8. Capital funding

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

Table 2 Capital funding

	Year 1	Year 2	Year 3
	2019/20	2020/21	2021/22
Capital Receipts	(9,150)	(6,150)	(150)
Capital Grant Income	(14,456)	(23,824)	(23,929)
Developer Contributions (S106 / CIL)	(53,909)	(40,049)	(23,691)
Revenue Contributions to Capital	(1,697)	(1,221)	(1,220)
Right to Buy Receipts / HRA receipts	(4,290)	(2,054)	(2,054)
Borrowing	(147,795)	(74,004)	(44,552)
Major Repairs Reserve	(5,900)	(3,140)	(3,140)
Total	(237,197)	(150,442)	(98,736)

8.1 Financing Need (Borrowing)

In approving the inclusion of schemes and projects within the capital programme the Council ensures all of the capital and investment plans are affordable, prudent and sustainable. In doing so the Council will take into account the arrangements for the repayment of debt, through a prudent Minimum Revenue Provision (MRP) policy in line with guidance produced by the Ministry of Housing, Communities and Local Government. The capital financing charges and any additional running costs arising from capital investment decisions are incorporated within the annual budget and medium term financial plans. This enables members to consider the consequences of capital investment alongside other competing priorities for revenue funding.

Existing Council debt is therefore the consequence of historical capital expenditure. The Council can temporarily utilise other resources in lieu of external borrowing to fund capital expenditure. This is referred to as internal borrowing.

A summary of our external and internal debt over the medium term financial plan time period, can be found in the Treasury management strategy approved by Council on the 21ST February 2019 .

9. Long Term Revenue Implications of Capital Investment Decisions

Capital investment decision making is not only about ensuring the initial allocation of capital funds meets the corporate and service priorities but ensuring the asset is fully utilised, sustainable and affordable throughout its whole life. This overarching commitment to long term affordability is a key principle in any capital investment appraisal decision. In making its capital investment decisions the Council must have explicit regard to consider all reasonable options available.

10. Risk Appetite

This section considers the Council's risk appetite with regard to its capital investments and commercial activities, i.e. the amount of risk that the Council is prepared to accept, tolerate, or be exposed to at any point in time. It is important to note that risk will always exist in some measure and cannot be removed in its entirety. A risk review is an important aspect of the consideration of any proposed capital or investment proposal. The risks will be considered in line with the risk management strategies we have in place and commensurate with the Council's low risk appetite. Subject to careful due diligence, the Council may consider a moderately higher level of risk for strategic initiatives, where there is a direct gain to the Council's revenues or the ability to deliver its statutory duties more effectively and efficiently.

11. Knowledge and Skills

The Council has professionally qualified staff across a range of disciplines including finance, legal and property and follow continuing professional development (CPD) requirements attending courses on an ongoing basis to keep up to date with new developments and skills.

External professional advice is taken where required.

11.1 Training

Internal and external training is offered to members to ensure they have up to date knowledge and expertise to understand and challenge the capital and treasury decisions taken.

This page is intentionally left blank

Project (Description)	2019/20 £'000	2020/21 £'000	2021/22 £'000	Responsible Member
ASC and Optalis Transformation Programme	1,500	0	0	PB
Older People's Dementia Home	250	2,750	2,250	PB
Connected Care	100	100	100	PB
Investment in Manual Handling Equipment to Reduce Domiciliary Care Costs	89	89	89	PB
Day Service Provision for the Physically Disabled	50	0	0	PB
Urgent Maintenance & Refurbishment	50	50	50	PB
Project Management Costs for New Enhanced Assistive Technology Service	25	10	10	PB
Investment in Assistive Technology to Reduce Domiciliary Care Costs	5	24	44	PB
Adult Services	2,069	3,023	2,543	

Project (Description)	2019/20 £'000	2020/21 £'000	2021/22 £'000	Responsible Member
Strategic Property and Commercial Assets	55,000	0	0	SM
Town Centre Regeneration - Elms Field	37,953	1,028	0	PM
Carnival Pool Area Redevelopment	2,624	10,454	3,951	PM
Peach Place New Development	1,700	0	0	PM
Maintaining an Enhanced Level of IT Infrastructure	300	300	300	AP
Support Services Energy Reduction Schemes	250	250	250	JH
Commercial Property Site Initial Design Work	85	0	0	PM
Commercial Portfolio - Improvement to WBC Commercial Properties	0	0	0	SM
Chief Executive	97,912	12,032	4,501	

Project (Description)	2019/20 £'000	2020/21 £'000	2021/22 £'000	Responsible Member
Primary strategy - Arborfield Primary school	7,000	2,000	0	PHS
Primary strategy - Matthews Green	6,000	2,000	0	PHS
Addington Special School Expansion	4,500	0	0	PHS
Children's and Education Transformation Programme	1,500	0	0	PHS
Schools Urgent Maintenance	630	630	630	PHS
Basic Needs Primary Programme	500	1,500	2,000	PHS
Schools Devolved Formula	375	375	375	PHS
New Secondary School in South-West to Meet Demand Due to SDL and Other Developments	350	216	0	PHS
Foundry College Accommodation Project	255	0	0	PHS
Primary Strategy - Shinfield West FFE	235	75	50	PHS
Wescott Resource Base Expansion	225	0	0	PHS
Healthy Pupils Capital Fund Programme	153	0	0	PHS
School Kitchens	100	100	100	PHS
SEND Investment Programme	100	307	0	PHS
Primary Strategy - Montague Park	37	34	34	PHS
Children in Care Website Upgrade	30	0	0	PHS
Special Educational Needs Website Development	30	0	0	PHS
Primary Strategy - East Park Farm	27	27	0	PHS
Primary Strategy - Windmill Pri. Sch	27	22	0	PHS
ICT Equipment for Children in Care	22	22	22	PHS
Primary Strategy - Wheatfield Pri. Sch	22	22	0	PHS
Primary Strategy - Arborfield Primary school	0	225	75	PHS
Primary Strategy - Matthews Green	0	113	38	PHS
Children's Services	22,118	7,668	3,324	

Project (Description)	2019/20 £'000	2020/21 £'000	2021/22 £'000	Responsible Member
Bulmershe Swimming Pool / Leisure Centre - New build	9,044	1,000	0	JH
WBC (Holdings) Ltd Loan	7,590	6,000	6,000	AP
Gorse Ride Regeneration (Phase 2 & 3)	4,463	7,699	3,124	PB
Central Contingency	2,000	2,000	2,000	AP
Bulmershe Campus Access Improvement Works	750	0	0	JH
Temporary Accommodation Improvement Works at Grovelands Park (Non HRA assets)	600	0	0	PB
Environmental Improvement Works at Carters Hill (Non HRA assets)	500	0	0	PB
Leisure Centre Refurbishments / Upgrades across the Borough (x5 facilities)	375	75	75	JH
Property Maintenance and Compliance	350	350	350	AP
IT Refresh	275	0	0	AP
Communications and Engagement	250	250	250	SM
Replacement of the Fundamental Operating System for CRM / Workflow	250	150	0	AP
Network Hardware Replacement	100	100	100	AP
IT Network Capability and Resilience Improvement	100	35	0	AP
Gypsy, Roma, Traveller (GRT) Additional Pitches	100	500	1,000	PB
Gorse Ride Regeneration Project Management	60	60	60	PB
Laptop Refresh	0	350	0	AP
Carnival Pool Leisure Facilities Redevelopment	0	10,000	0	JH
Gorse Ride Regeneration (Phase 4,5 & 6)	0	3,205	0	PB
Corporate Services	26,807	31,774	12,959	

Project (Description)	2019/20 £'000	2020/21 £'000	2021/22 £'000	Responsible Member
SCAPE - Road Infrastructure (dist. roads etc.)	35,847	47,875	27,797	SM
GCN District Level Licence	4,800	0	0	JH
Shinfield Eastern Relief Road	4,386	3,986	3,491	SM
Housing (Tenants Services)	4,100	4,100	4,100	PB
Land Acquisition for Major Road Schemes	4,000	0	0	SM
Purchase of Council Houses HRA (1 for 1)	8,000	2,054	2,054	PB
Toutley Highways Depot Modernisation and Contract Mobilisation	2,620	0	0	PJ
Highways Carriageways Structural Maintenance	2,280	2,280	2,280	PJ
Payment of Commuted Sums	1,673	190	0	AP
Gorse Ride Regeneration (Phase 1)	1,579	2,884	0	PB
Wokingham Borough Cycle Network	1,309	500	500	PJ
Greenways	1,000	1,000	1,000	JH
A4 Public Transport Corridor Improvements - Shepherds Hill to TVP P&R	1,000	0	0	PJ
HRA Future Build Programmes	945	0	0	PB
Park and Ride Schemes	900	0	0	PJ
Mandatory Disabled Facility Grants	806	950	950	PB
Cantley Park Destination Play Area Project	605	0	0	JH
Nine Mile Ride Extension	520	576	6,419	PJ
Completed Road Schemes Retention	475	0	0	PJ
Safety / Crash Barriers	450	750	750	PJ

Project (Description)	2019/20 £'000	2020/21 £'000	2021/22 £'000	Responsible Member
Self-Build Project	450	0	0	PB
Food Waste Collection	450	20	20	JH
Wokingham Town Centre Regeneration Environmental Improvements	380	300	300	PJ
Borough Wide Non SDL Play Area Enhancement Project	360	360	310	JH
California Crossroads	350	3,900	1,447	PJ
Library Offer	350	0	0	JH
Coppid Beech Park and Ride	300	2,700	0	PJ
Integrated Transport Schemes	250	250	250	PJ
Traffic Signal Upgrade Programme	250	250	250	PJ
Highway Drainage Schemes	200	200	200	PJ
Bridge Strengthening	200	3,000	225	PJ
Feasibility Case for Developing New Crematorium	175	225	3,300	JH
Longmoor Lake Reservoir Lake Outlet	150	0	0	JH
Shinfield SDL Community Centre	136	1,000	0	SM
Refresh of Libraries Public IT Estate	104	0	0	JH
Highways Footway Structural Maintenance Programme	100	100	100	PJ
Byways	100	100	100	PJ
Winnersh Triangle Parkway	100	500	0	PJ
Coppid Beech Northbound on-slip Widening	100	200	2,603	PJ
Waste Schemes – Recycling	89	89	89	JH
Bus Stop Infrastructure Works to Support North Arborfield SDL Bus Strategy	71	54	0	PJ
Dinton Activity Centre Project	50	1,750	0	JH
Sports Provision Across the Borough	40	3,000	3,000	JH
Wokingham Biodiversity Capital Projects	25	25	25	JH
Street Lighting Column Structural Testing	20	0	20	PJ

Project (Description)	2019/20 £'000	2020/21 £'000	2021/22 £'000	Responsible Member
Strengthening Approach Embankments to Bridges	20	20	1,500	PJ
Rural Byways	20	0	0	JH
Public Rights of Way Network	0	737	737	JH
Highway Infrastructure Flood Alleviation Schemes	0	1,000	0	PJ
Wokingham Highways Investment Strategy (WHIS)	0	3,850	2,968	PJ
Locality & Customer Services	82,135	90,775	66,785	

Project (Description)	2019/20 £'000	2020/21 £'000	2021/22 £'000	Responsible Member
Repayment of Forward Funding	6,155	5,169	8,626	AP
Repayment of Forward Funding	6,156	5,169	8,626	

	2019/20 £'000	2020/21 £'000	2021/22 £'000	Responsible Member
Total Medium Term Financial Plan Capital Programme	237,197	150,442	98,736	

Key for responsible member

Lead member	Name	Responsibility
PB	Parry Bath	Health and Wellbeing, Adult Social Care & Housing
AP	Anthony Pollock	Finance, HR and Corporate Resources
PJ	Pauline Jorgensen	Highways and Transport
SW	Simon Weeks	Planning and Enforcement
JH	John Halsall	Environment, Leisure and Libraries
PHS	Pauline Helliard-Symons	Children's Services
SM	Stuart Munro	Business, Economic Development & Strategic Planning
PM	Philip Mirfin	Regeneration

111

This page is intentionally left blank

Wokingham Borough 10 Year Capital Vision by Asset Type

Appendix C

Project (Description)	Key areas	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000	2028/29 £'000	Responsible Member
Older People's Dementia Home	Promoting quality of life for vulnerable adults	250	2,750	2,250	0	0	0	0	0	0	0	PB
Investment in Manual Handling Equipment to Reduce Domiciliary Care Costs	Promoting quality of life for vulnerable adults	89	89	89	89	89	89	89	89	89	89	PB
Day Service Provision for Physically Disabled	Promoting quality of life for vulnerable adults	50	0	0	0	0	0	0	0	0	0	PB
H&W Urgent Maintenance & Refurbishment	Promoting quality of life for vulnerable adults	50	50	50	50	50	50	50	50	50	50	PB
Project Management Costs for New Enhanced Assistive Technology Service	Promoting quality of life for vulnerable adults	25	10	10	10	10	0	0	0	0	0	PB
Investment in Assistive Technology to Reduce Domiciliary Care Costs	Promoting quality of life for vulnerable adults	5	24	44	63	82	0	0	0	0	0	PB
Adult social care Asset enhancement / new build		469	2,923	2,443	212	231	139	139	139	139	139	

113

Wokingham Borough 10 Year Capital Vision by Asset Type

Appendix C

Project (Description)	Key areas	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000	2028/29 £'000	Responsible Member
Gorse Ride Regeneration	Affordable Housing	6,043	13,789	3,122	4,760	1,562	0	1,944	0	0	0	PB
Payment of Commuted sums	Affordable Housing	1,673	190	0	0	0	0	0	0	0	0	AP
Self-Build Project	Affordable Housing	450	0	0	0	0	0	0	0	0	0	PB
Gorse Ride Regeneration Project Management	Affordable Housing	60	60	60	60	60	60	60	60	0	0	PB
Affordable housing initiatives		8,226	14,039	3,182	4,820	1,621	60	2,004	60	0	0	
Park and Ride Schemes	Traffic congestion	900	0	0	0	0	0	0	0	0	0	PJ
Coppid Beech Park and Ride	Traffic congestion	300	2,700	0	0	0	0	0	0	0	0	PJ
Car parking		1,200	2,700	0	0	0	0	0	0	0	0	
114 Cantley Park Destination Play Area Project	Clean, green and enjoyable spaces	605	0	0	0	0	0	0	0	0	0	JH
114 Borough Wide Non SDL Play Area Enhancement Project	Clean, green and enjoyable spaces	360	360	310	0	0	0	0	0	0	0	JH
Country parks & play areas		965	360	310	0	0	0	0	0	0	0	
Shinfield SDL Community Centre	Sustainable towns and parishes	136	1,000	0	0	0	0	0	0	0	0	SM
Cultural enhancement/new build		136	1,000	0	0	0	0	0	0	0	0	

Wokingham Borough 10 Year Capital Vision by Asset Type

Appendix C

Project (Description)	Key areas	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000	2028/29 £'000	Responsible Member
Wokingham Borough Cycle Network	Traffic congestion	1,309	500	500	1,000	1,000	1,000	1,000	1,000	1,000	1,000	PJ
Cycle infrastructure improvement scheme		1,309	500	500	1,000	1,000	1,000	1,000	1,000	1,000	1,000	
Repayment of Forward Funding	Economic prosperity	6,155	5,169	8,626	18,681	11,224	17,349	21,781	16,148	3,218	8,008	AP
Developer contributions (forward funded schemes)		6,155	5,169	8,626	18,681	11,224	17,349	21,781	16,148	3,218	8,008	
Highway Drainage Schemes	Sustainable towns and parishes	200	200	200	200	200	200	200	200	200	200	PJ
Highway Infrastructure Flood Alleviation Schemes	Sustainable towns and parishes	0	1,000	0	0	0	0	0	0	0	0	PJ
Longmoor Lake Reservoir Lake Outlet	Sustainable towns and parishes	150	0	0	0	0	0	0	0	0	0	JH
Flood Alleviation / Drainage		350	1,200	200	200	200	200	200	200	200	200	
Greenways	Traffic congestion	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	JH
South Wokingham Railway Crossings (Foot and cycle)	Traffic congestion	0	0	0	1,500	1,500	1,500	1,500	0	0	0	PJ
Byways	Traffic congestion	100	100	100	0	0	0	0	0	0	0	PJ
Rural Byways	Traffic congestion	20	0	0	0	0	0	0	0	0	0	JH
Foot/bridal/cycle ways enhancements/new build		1,120	1,100	1,100	2,500	2,500	2,500	2,500	1,000	1,000	1,000	
Strengthening Approach Embankments to Bridges	Sustainable towns and parishes	20	20	1,500	20	1,780	20	20	20	20	20	PJ
Bridge Strengthening	Sustainable towns and parishes	200	3,000	225	225	225	225	225	225	225	225	PJ
Highway Bridges		220	3,020	1,725	245	2,005	245	245	245	245	245	

Wokingham Borough 10 Year Capital Vision by Asset Type

Appendix C

Project (Description)	Key areas	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000	2028/29 £'000	Responsible Member
Highways Carriageways Structural Maintenance	Traffic congestion	2,280	2,280	2,280	2,280	2,280	2,280	2,280	2,280	2,280	2,280	PJ
Highways and Maintenance		2,280	2,280	2,280	2,280	2,280	2,280	2,280	2,280	2,280	2,280	
Highways Footway Structural Maintenance Programme	Traffic congestion	100	100	100	100	100	100	100	100	100	100	PJ
Highways Footway Structural Maintenance & improvement		100	100	100	100	100	100	100	100	100	100	

Wokingham Borough 10 Year Capital Vision by Asset Type

Appendix C

Project (Description)	Key areas	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000	2028/29 £'000	Responsible Member
Childrens and Education Transformation Programme	Ensuring opportunity for all children	1,500	0	0	0	0	0	0	0	0	0	PHS
ASC and Optalis Transformation Programme	Promoting quality of life for vulnerable adults	1,500	0	0	0	0	0	0	0	0	0	PB
Maintaining an Enhanced Level of IT Infrastructure	Economic prosperity	300	300	300	300	300	300	300	300	300	300	AP
IT Refresh	Economic prosperity	275	0	0	0	0	0	0	0	0	0	AP
Replacement of the Fundamental Operating System for CRM / Workflow	Economic prosperity	250	150	0	0	0	0	0	0	0	0	AP
Refresh of Libraries Public IT Estate	Economic prosperity	104	0	0	0	0	0	0	0	0	0	JH
Network Hardware Replacement	Economic prosperity	100	100	100	100	100	100	100	100	100	100	AP
Connected Care	Economic prosperity	100	100	100	100	100	100	100	0	0	0	PB
IT Network Capability and Resilience Improvement	Economic prosperity	100	35	0	100	0	0	100	0	0	100	AP
Children in Care Website Upgrade	Ensuring opportunity for all children	30	0	0	0	0	0	0	0	0	0	PHS
Special Educational Needs Website Development	Ensuring opportunity for all children	30	0	0	0	0	0	0	0	0	0	PHS
Laptop Refresh	Economic prosperity	0	350	0	0	0	0	0	0	0	0	AP
IT Systems (including hardware/software)		4,289	1,035	500	600	500	500	600	400	400	500	

Wokingham Borough 10 Year Capital Vision by Asset Type

Appendix C

Project (Description)	Key areas	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000	2028/29 £'000	Responsible Member
Bulmershe Swimming Pool / Leisure Centre - New build	Encouraging physical and mental wellbeing	9,044	1,000	0	0	0	0	0	0	0	0	JH
Leisure Centre Refurbishments / Upgrades - Across the Borough (x5 facilities)	Encouraging physical and mental wellbeing	375	75	75	75	75	75	75	75	75	75	JH
Dinton Activity Centre Project	Encouraging physical and mental wellbeing	50	1,750	0	0	0	0	0	0	0	0	JH
Sports Provision Across the Borough	Sustainable towns and parishes	40	3,000	3,000	580	0	0	0	0	0	0	JH
New Pool at Arborfield	Encouraging physical and mental wellbeing	0	0	0	1,000	6,000	0	0	0	0	0	JH
Carnival Pool Leisure Facilities Redevelopment	Encouraging physical and mental wellbeing	0	10,000	0	0	0	0	0	0	0	0	JH
Leisure Facilities		9,509	15,825	3,075	1,655	6,075	75	75	75	75	75	
Mandatory Disabled Facility Grants	Promoting quality of life for vulnerable adults	806	950	950	950	950	950	950	950	950	950	PB
Mandatory Disabled Facility Grants		806	950									

118

Wokingham Borough 10 Year Capital Vision by Asset Type

Appendix C

Project (Description)	Key areas	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000	2028/29 £'000	Responsible Member
SCAPE - Road Infrastructure (dist roads etc)	Sustainable towns and parishes	35,847	47,875	27,797	0	0	0	0	0	0	0	SM
Shinfield Eastern Relief Road	Sustainable towns and parishes	4,386	3,986	3,491	2,751	1,307	654	0	0	0	0	SM
Land Acquisition for Major Road Schemes	Sustainable towns and parishes	4,000	0	0	0	0	0	0	0	0	0	SM
A4 Public Transport Corridor Improvements - Shepherds Hill to TVP P&R	Sustainable towns and parishes	1,000	0	0	0	0	0	0	0	0	0	PJ
Nine Mile Ride Extension	Sustainable towns and parishes	520	576	6,419	1,584	0	0	0	0	0	0	PJ
Completed Road Schemes Retention	Traffic congestion	475	0	0	0	0	0	0	0	0	0	PJ
119 Wokingham Town Centre Regeneration Environmental Improvements	Sustainable towns and parishes	380	300	300	0	0	0	0	0	0	0	PJ
California Crossroads	Sustainable towns and parishes	350	3,900	1,447	0	350	0	0	0	0	0	PJ
Integrated Transport Schemes	Sustainable towns and parishes	250	250	250	400	400	400	400	400	400	400	PJ
Traffic Signal Upgrade Programme	Sustainable towns and parishes	250	250	250	250	250	250	250	250	250	250	PJ
Winnersh Triangle Parkway	Sustainable towns and parishes	100	500	0	0	0	0	0	0	0	0	PJ
Coppid Beech Northbound on-slip Widening	Sustainable towns and parishes	100	200	2,603	0	0	0	0	0	0	0	PJ
Bus Stop Infrastructure Works to Support North Arborfield SDL Bus Strategy	Sustainable towns and parishes	71	54	0	0	30	30	30	0	0	0	PJ
Public Rights of Way Network	Sustainable towns and parishes	0	737	737	737	737	737	737	737	737	737	JH
Wokingham Highways Investment Strategy (WHIS)	Traffic congestion	0	3,850	2,968	8,871	10,258	9,701	10,111	9,996	7,130	5,855	PJ
Road & Highways infrastructure improvement scheme		47,729	62,478	46,262	14,593	13,332	11,772	11,528	11,383	8,517	7,242	

Wokingham Borough 10 Year Capital Vision by Asset Type

Appendix C

Project (Description)	Key areas	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000	2028/29 £'000	Responsible Member
Safety / Crash Barriers	Sustainable towns and parishes	450	750	750	750	750	750	750	750	750	750	PJ
Safety / Crash Barriers		450	750									
Primary Strategy - Arborfield Primary school	Ensuring opportunity for all children	7,000	2,000	0	0	0	0	0	0	0	0	PHS
Primary Strategy - Matthews Green	Ensuring opportunity for all children	6,000	2,000	0	0	0	0	0	0	0	0	PHS
Addington Special School Expansion	Ensuring opportunity for all children	4,500	0	0	0	0	0	0	0	0	0	PHS
Schools Urgent Maintenance	Ensuring opportunity for all children	630	630	630	630	630	630	630	630	630	630	PHS
Basic Needs Primary Programme	Ensuring opportunity for all children	500	1,500	2,000	2,500	3,000	3,500	4,000	0	0	0	PHS
Schools Devolved Formula	Ensuring opportunity for all children	375	375	375	375	375	375	375	375	375	375	PHS
New Secondary School in South-West to Meet Demand Due to SDL and Other Developments	Ensuring opportunity for all children	350	216	0	0	0	0	0	0	0	0	PHS
Foundry College Accommodation Project	Ensuring opportunity for all children	255	0	0	0	0	0	0	0	0	0	PHS
Primary Strategy - Shinfield West FFE	Ensuring opportunity for all children	235	75	50	30	30	30	30	0	0	0	PHS
Wescott Resource Base Expansion	Ensuring opportunity for all children	225	0	0	0	0	0	0	0	0	0	PHS
Healthy Pupils Capital Fund Programme	Ensuring opportunity for all children	153	0	0	0	0	0	0	0	0	0	PHS

120

Wokingham Borough 10 Year Capital Vision by Asset Type

Appendix C

Project (Description)	Key areas	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000	2028/29 £'000	Responsible Member
School Kitchens	Ensuring opportunity for all children	100	100	100	100	100	100	100	100	100	100	PHS
SEND Investment Programme 2017 to 2020	Ensuring opportunity for all children	100	307	0	0	0	0	0	0	0	0	PHS
Primary Strategy - Montegue Park	Ensuring opportunity for all children	37	34	34	34	11	0	0	0	0	0	PHS
Primary Strategy - East Park Farm	Ensuring opportunity for all children	27	27	0	0	0	0	0	0	0	0	PHS
Primary Strategy - Windmill Pri. Sch	Ensuring opportunity for all children	27	22	0	0	0	0	0	0	0	0	PHS
ICT Equipment for Children in Care	Ensuring opportunity for all children	22	22	22	22	22	22	22	22	22	22	PHS
Primary Strategy - Wheatfield Pri. Sch	Ensuring opportunity for all children	22	22	0	0	0	0	0	0	0	0	PHS
Schools Access	Ensuring opportunity for all children	0	0	0	45	45	45	45	45	45	45	PHS
Basic Needs Secondary - Additional Places	Ensuring opportunity for all children	0	0	0	968	968	968	968	968	968	968	PHS
Primary Strategy - Spencer's Wood Primary School	Ensuring opportunity for all children	0	0	0	4,000	3,500	1,000	0	0	0	0	PHS
Primary Strategy - Spencer's Wood Primary School	Ensuring opportunity for all children	0	0	0	113	38	25	15	15	15	15	PHS
Primary Strategy - Arborfield Primary school	Ensuring opportunity for all children	0	225	75	50	30	30	30	30	0	0	PHS
Primary Strategy - Matthews Green	Ensuring opportunity for all children	0	113	38	25	15	15	15	15	5	0	PHS
Schools		20,558	7,668	3,324	8,892	8,764	6,740	6,230	2,200	2,160	2,155	

Wokingham Borough 10 Year Capital Vision by Asset Type

Appendix C

Project (Description)	Key areas	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000	2028/29 £'000	Responsible Member
Housing (Tenants Services)	Provide affordable homes;	4,100	4,100	4,100	4,100	4,100	4,100	4,100	4,100	4,100	4,100	PB
Purchase of Council Houses HRA (1 for 1)	Provide affordable homes;	8,000	2,054	2,054	2,500	2,500	2,500	2,500	2,500	2,500	2,500	PB
HRA Future Build Programmes	Provide affordable homes;	945	0	0	0	0	0	0	0	0	0	PB
Temporary Accommodation Improvement Works at Grovelands Park (Non HRA assets)	Provide affordable homes;	600	0	0	0	0	0	0	0	0	0	PB
Environmental Improvement works at Carters Hill (Non HRA assets)	Provide affordable homes;	500	0	0	0	0	0	0	0	0	0	PB
Gypsy, Roma, Traveller (GRT) Additional Pitches	Provide affordable homes;	100	500	1,000	0	0	0	0	0	0	0	PB
Social Housing		14,245	6,654	7,154	6,600							

122

Wokingham Borough 10 Year Capital Vision by Asset Type

Appendix C

Project (Description)	Key areas	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000	2028/29 £'000	Responsible Member
Strategic Property and Commercial Assets	Economic prosperity	55,000	0	0	0	0	0	0	0	0	0	SM
GCN District Level Licence	Sustainable towns and parishes	4,800	0	0	0	0	0	0	0	0	0	JH
Toutley Highways Depot Modernisation and Contract Mobilisation	Sustainable towns and parishes	2,620	0	0	0	0	0	0	0	0	0	PJ
Bulmershe Campus Access Improvement Works	Encouraging physical and mental wellbeing	750	0	0	0	0	0	0	0	0	0	JH
Property Maintenance and Compliance	Economic prosperity	350	350	350	350	350	350	350	350	350	350	AP
Library Offer	Sustainable towns and parishes	350	0	0	0	0	0	0	0	0	0	JH
Support Services Energy Reduction Schemes	Economic prosperity	250	250	250	250	250	250	250	250	250	250	JH
Communications and Engagement	Sustainable towns and parishes	250	250	250	250	250	250	250	250	250	250	SM
Feasibility Case for Developing New Crematorium	Sustainable towns and parishes	175	225	3,300	300	0	0	0	0	0	0	JH
Commercial Property Site Initial Design Work	Sustainable towns and parishes	85	0	0	0	0	0	0	0	0	0	PM
Wokingham Biodiversity Capital Projects	Sustainable towns and parishes	25	25	25	0	0	0	0	0	0	0	JH
Commercial Portfolio - Improvement to WBC Commercial Properties	Sustainable towns and parishes	0	0	0	100	100	100	100	100	100	100	SM
Strategic asset enhancement/New build		64,655	1,100	4,175	1,250	950	950	950	950	950	950	
Central Contingency	Sustainable towns and parishes	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	AP
Strategic Capital Reserve		2,000										

Wokingham Borough 10 Year Capital Vision by Asset Type

Appendix C

Project (Description)	Key areas	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000	2028/29 £'000	Responsible Member
Street Lighting Column Structural Testing	Sustainable towns and parishes	20	0	20	0	20	0	20	0	20	0	PJ
Street Lighting Asset Replacement & column testing		20	0	20	0	20	0	20	0	20	0	
Town Centre Regeneration - Elms Field	Sustainable towns and parishes	37,953	1,028	0	0	0	0	0	0	0	0	PM
Carnival Pool Area Redevelopment	Sustainable towns and parishes	2,624	10,454	3,951	6,357	0	0	0	0	0	0	PM
Peach Place New Development	Sustainable towns and parishes	1,700	0	0	0	0	0	0	0	0	0	PM
Town Centre Regeneration		42,277	11,482	3,951	6,357	0	0	0	0	0	0	
Food Waste Collection	Clean, green and enjoyable spaces	450	20	20	20	20	20	20	20	20	20	JH
Waste Schemes - Recycling	Clean, green and enjoyable spaces	89	89	89	89	89	89	89	89	89	89	JH
Waste Schemes		539	109	109	109	109	109	109	109	109	109	
WBC (Holdings) Ltd Loan	Economic prosperity	7,590	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	AP
Wokingham Housing Limited		7,590	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	
Full council		237,197	150,442	98,736	79,794	67,211	60,319	66,061	52,589	36,713	40,303	

124

Key for responsible member

Lead member

Name

Responsibility



Wokingham Borough 10 Year Capital Vision by Asset Type

Appendix C

PB	Parry Bath	Health and Wellbeing, Adult Social Care & Housing
AP	Anthony Pollock	Finance, HR and Corporate Resources
PJ	Pauline Jorgensen	Highways and Transport
SW	Simon Weeks	Planning and Enforcement
JH	John Halsall	Environment, Leisure and Libraries
PHS	Pauline Helliard-Symons	Children's Services
SM	Stuart Munro	Business, Economic Development & Strategic Planning
PM	Philip Mirfin	Regeneration

This page is intentionally left blank

**Below are schemes which have been identified to be part / fully funded by
Developers Contributions**

The Executive are asked to approve the allocation of Section 106 and Community Infrastructure Levy (CIL) funding up to the value of the budget of each scheme.

The schemes shown below are Schemes which are eligible for developer contributions. The budget shown is the full budget of the schemes and this document is asking for approval for either S106 or Cil to fully fund or partially fund.

Project (Description)	Total Budget for scheme- Request to fund up to this amount from Developer contributions			
	2019/20 £'000	2020/21 £'000	2021/22 £'000	Total
Completed Road Schemes Retention	475	0	0	475
Basic Needs Primary Programme	500	1,500	2,000	4,000
New Secondary School in South-West to Meet Demand Due to SDL and Other Developments	350	216	0	566
Bulmershe swimming pool/Leisure centre - New build	9,044	1,000	0	10,044
Public Rights of Way Network	0	737	737	1,473
Wokingham Borough Cycle Network	1,309	500	500	2,309
Greenways	1,000	1,000	1,000	3,000
Shinfield Eastern Relief Road	4,386	3,986	3,491	11,863
Nine Mile Ride Extension	520	576	6,419	7,515
Park and Ride Schemes	900	0	0	900
Sports Provision Across the Borough	40	3,000	3,000	6,040
Town Centre Regeneration - Elms Field	37,953	1,028	0	38,981
Repayment of Forward Funding	6,158	5,171	8,626	19,955
California Crossroads	350	3,900	1,447	5,697
Primary strategy - East Park Farm	27	27	0	54
Primary strategy - Wheatfield Pri. Sch	22	22	0	44
Primary strategy - Windmill Pri. Sch	27	22	0	49
Primary strategy - Montegue Park	37	34	34	105
Primary strategy - Arborfield Primary school	7,000	2,225	75	9,300
Primary strategy - Matthews Green	6,000	2,113	38	8,150

**Below are schemes which have been identified to be part / fully funded by
Developers Contributions**

Primary strategy - Shinfield west FFE	235	75	50	360
Purchase of council houses HRA (1 for 1)	8,000	2,054	2,054	12,108
Carnival Pool Leisure Facilities Redevelopment	0	10,000	0	10,000
Borough Wide Non SDL Play Area Enhancement Project	360	360	310	1,030
Cantley Park Destination Play Area Project	605	0	0	605
Shinfield SDL Community Centre	136	1,000	0	1,136
Gorse Ride Regeneration (Phase 1)	1,579	2,884	0	4,462
Gorse Ride Regeneration (Phase 2 & 3)	4,463	7,699	3,124	15,286
Gorse Ride Regeneration (Phase 4,5 & 6)	0	3,205	0	3,205
Self-Build Project	450	0	0	450
Payment of Commuted sums	1,673	190	0	1,863
SCAPE - Road infrastructure (dist roads etc)	35,847	47,875	27,797	111,519
Gorse Ride Regeneration Project Management	60	60	60	180
Winnersh Triangle Parkway	100	500	0	600
Coppid Beech Park and Ride	300	2,700	0	3,000
Coppid Beech Northbound on-slip widening	100	200	2,603	2,903
Bus Stop Infrastructure Works to Support North Arborfield SDL Bus Strategy	71	54	0	125
Rural Byways	20	0	0	20
Foundry College Accommodation Project	255	0	0	255
Addington Special School Expansion	4,500	0	0	4,500
Feasibility Case for Developing New Crematorium	175	225	3,300	3,700
Wokingham Biodiversity Capital Projects	25	25	25	75
Leisure Centre Refurbishments/upgrades across the borough (x5 facilities)	375	75	75	525
Refresh of Libraries public IT estate	104	0	0	104
Total	135,531	106,238	66,765	308,532

Wokingham Borough Council Capital Commercial Activities

Project (Description)	Reason for activity	2019/20 £'000	2020/21 £'000	2021/22 £'000	Responsible Member
Strategic Property and Commercial Assets	Borough regeneration	55,000	0	0	SM
Town Centre Regeneration - Elms Field	Borough regeneration	37,953	1,028	0	PM
Carnival Pool Area Redevelopment	Borough regeneration	2,624	10,454	3,951	PM
Peach Place New Development	Borough regeneration	1,700	0	0	PM
Commercial Property Site Initial Design Work	Borough economic prosperity	85	0	0	PM
WBC (Holdings) Ltd Loan	Housing	7,590	6,000	6,000	AP
Total Commercial Activity		104,952	17,482	9,951	

Please refer to the Treasury Management Strategy for further financial information of the assets.

This page is intentionally left blank

TITLE	Treasury Management Strategy 2019/20 – 2021/22
FOR CONSIDERATION BY	The Council on Thursday, 21 February 2019
WARD	None Specific;
LEAD OFFICER	Deputy Chief Executive – Graham Ebers

PURPOSE OF REPORT (INC STRATEGIC OUTCOMES)

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

RECOMMENDATION

The Council are asked to approve the following:

- 1) Capital Prudential indicators, 2019/20;
- 2) Borrowing strategy 2019/20;
- 3) Annual Investment Strategy 2019/20;
- 4) Flexible use of capital receipts strategy;
- 5) MRP policy; and
- 6) Treasury indicators: limits to borrowing activity 2019/20.

EXECUTIVE SUMMARY

This report outlines the expected treasury activity for the forthcoming year and includes prudential indicators relating specifically to treasury management for the next three years. Further reports are produced during the year: a mid-year monitoring report and post-year end outturn report. A key requirement of this report is to explain the risks associated with the treasury service and how they will be managed.

The key changes from previous strategies are as follows:

- Increase the duration the council can invested in other local authorities from 365 days to 732 days (see Appendix D)
- Commercial activities are now shown separately for borrowing and return on investment - Wokingham Housing Limited (WHL), Wokingham Town Centre Regeneration (WTCR), Housing Revenue Account (HRA), commercial property investment portfolio
- Rephasing of borrowing into future years due to re-profiling of capital expenditure

- Amendment to the MRP policy on in-borough properties – the council will now charge 10% of value over the economic life of the asset per year (i.e. 15 years will be 0.667% per annum), whilst the balance will be underwritten by the asset value.

BACKGROUND

The Council must operate a balanced budget; this means cash raised during the year should meet its cash expenditure. A key part of the Council's treasury management operations is to ensure that this cash flow is adequately planned and managed, with temporarily surplus monies being invested in suitable low risk counterparties, thus providing adequate liquidity initially before considering maximising investment return.

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

BUSINESS CASE (including Options and Evidence of Need)

External Debt

For 2019/20, the Council's level of external debt is estimated to increase by £125m to £304m. This increase is a prudent estimate based on the capital expenditure plans but will be influenced by the rate of delivery of the capital programme.

	2018/19 Estimated Outturn £'000	2019/20 Budget £'000	2020/21 Budget £'000	2021/22 Budget £'000
CFR (Year-end position)	334,954	468,375	524,448	547,536
Less other long term liabilities	(8,600)	(8,600)	(8,600)	(8,600)
Expenditure to be funded by borrowing	326,354	459,775	515,848	538,936
External Borrowing c/fwd.	(145,256)	(181,908)	(295,170)	(348,182)
Loan Maturities	3,348	2,738	41,988	3,482
New Loans	(40,000)	(116,000)	(95,000)	(30,000)
External borrowing	(181,908)	(295,170)	(348,182)	(374,700)
Internal borrowing	(144,446)	(164,605)	(167,666)	(164,236)
External Borrowing	(181,908)	(295,170)	(348,182)	(374,700)
Total borrowing	(326,354)	(459,775)	(515,848)	(538,936)
Expenditure to be funded by borrowing	326,354	459,775	515,848	538,936
Variance	0	0	0	0

The total forecast additional borrowing (£539M - £327M = £212M) (as Appendix A paragraph 10) will be fully met by the following resources within 20 years

- Returns on investments from WTCR and WHL including capital receipts
- Returns on investments from Commercial properties
- Developer contributions from forward funded programmes

The Council will only borrow when needed and the decision on the optimum time to borrow will be taken by the Chief Finance Officer.

Capital Expenditure

For 2019/20 capital expenditure is £237m; all capital expenditure must be for the benefit of the local taxpayer and in accordance with the Council's Borough Plan and its priorities. The table below shows the three-year programme by council key priorities:

	Year 1 2019/20	Year 2 2020/21	Year 3 2021/22	Total
	£'000	£'000	£'000	£'000
Asset area greater than 10m in year 1				
Strategic asset enhancement/New build	64,655	1,100	4,175	69,930
Road & Highways infrastructure improvement scheme	47,729	62,478	46,261	156,468
Town Centre Regeneration	42,276	11,482	3,951	57,710
Schools	20,558	7,667	3,323	31,548
Social Housing	22,470	20,692	10,338	53,499
Subtotal	197,688	103,418	68,049	369,155
Assets area less than 10m in year	39,509	47,023	30,688	117,220
Total	237,197	150,442	98,736	486,375

Investment forecast year end outturn

For 2019/20 the budgeted returns on investments (external and internal companies) is set to increase from 2018/19 estimated outturn by £3m to £3.6m. This increase is due to further investment in the commercial activities of the Council. The interest received will be used to repay the debt-financing costs on the borrowing of the commercialisation agenda and make a contribution to the Council's balances.

	2018/19 Estimated Outturn £'000	2019/20 Budget £'000	2020/21 Budget £'000
Commercial activities *	(2,515)	(3,182)	(3,357)
Local Authorities/fund managers *	(546)	(451)	(451)
	(3,061)	(3,634)	(3,808)

- Note: * interest is charged for loans to be commercial activities, which are as follow:

Wokingham Housing Limited (WHL)
Wokingham Town Centre Regeneration (WTCR)
Housing Revenue Account (HRA)
Commercial property investment portfolio

Appendices

Treasury Management Strategy 2019/20 – 2020/21	Appendix A
Capital Programme and funding 2019/20 to 2021/22	Appendix B
Prudential Indicators forecast 2019/2022	Appendix C
Investment policies and strategies	Appendix D
Treasury Management Practice (TMP1)	Appendix D
Approved counter parties	Appendix E
Minimum revenue provision policy (MRP)	Appendix F
Treasury management scheme of delegation	Appendix G
The treasury management role of the section 151 officer	Appendix G
Glossary of terms	Appendix H

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)	£237m capital £3.0m revenue income	Yes all figures will be incorporated into the MTFP	Revenue & Capital
Next Financial Year (Year 2)	£150m capital £3.6m revenue income	Yes all figures will be incorporated into the MTFP	Revenue & Capital
Following Financial Year (Year 3)	£98.7m Capital £3.8m revenue income	Yes all figures will be incorporated into the MTFP	Revenue & Capital

Other Financial Information
None

Stakeholder Considerations and Consultation
N/A

Resourcing and Timeline for Next Steps
N/A

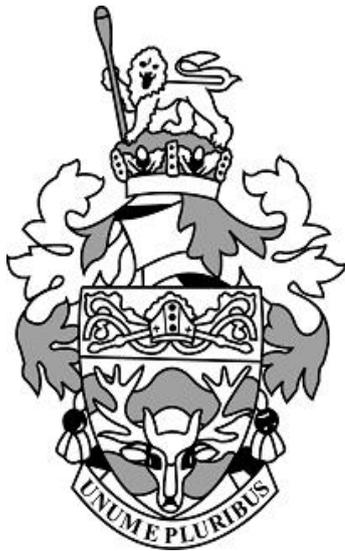
Timeline for Review and Evaluation
N/A

List of Background Papers
Appendices as listed above

Contact Martin Jones	Service Business Services
Telephone Tel: 0118 974 6877	Email martin.jones@wokingham.gov.uk

This page is intentionally left blank

WOKINGHAM BOROUGH COUNCIL



WOKINGHAM BOROUGH COUNCIL

Treasury Management

Treasury Management Strategy Report 2019-20

Contents

1. Introduction	3
2. Treasury management policy statement	4
3. The Economy and Interest Rates forecast	5
4. The Council's Capital Expenditure and Financing 2019/20	6
5. Balance sheet forward projection	10
6. Minimum revenue provision (MRP) policy statement	12
7. External borrowing and compliance with treasury limits and Prudential Indicators for debt	13
8. Investments	14
8.1 Annual investment strategy	14
8.2 Investment projections treasury and non-treasury	15
8.3 Non-Treasury Investments	15
8.4 Cash flow management	15
8.4 Estimated Investment return rates	15
8.5 Compliance with treasury limits and prudential indicators for investments	16
9. Flexible use of Capital Receipts	16
10. Updates to Treasury Management Strategy	16

Appendices

Capiatl programme by council key priorities and funding	Appendix B
Prudential Indicators forecast 2019/2022	Appendix C
Investment policies and strategies	Appendix D
Treasury Management Practice (TMP1) – Credit and Counterparty Risk Management	Appendix D
Approved Counter parties	Appendix E
Minimum revenue policy (MRP)	Appendix F
Treasury management scheme of delegation	Appendix G
The treasury management role of the section 151 officer	Appendix G
Glossary of Terms	Appendix H

1. Introduction

This report presents the Council's Treasury Management Strategy for 2019-20 in accordance with the Council's Treasury Management practices.

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

Treasury Management Strategy:

The first and most important report covers:

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

Treasury Management mid-year report

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

Annual Treasury report

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

Training

The CIPFA Code requires the responsible officer to ensure that members with responsibility for treasury management receive adequate training in treasury management. This especially applies to members responsible for scrutiny. Training for members will be arranged in the period covered by this report.

The training needs of treasury management officers are periodically reviewed.

Treasury management consultants

The Council uses Link Asset Services Treasury Solutions (LAS TS) as its external treasury management advisors. The Council recognises that responsibility for treasury management decisions remains with the organisation at all times and will ensure that undue reliance is not placed upon our external service providers. It also recognises that there is value in employing external providers of treasury management services in order to acquire access to specialist skills and resources. The Council will ensure that the terms of their appointment and the methods by which

their value will be assessed are properly agreed and documented, and subjected to regular review.

2. Treasury management policy statement

Factors that shape the Treasury Strategy



Wokingham Borough Council Treasury Management Policy Statement for 2019/20 is:

- The Council defines its treasury management activities as:
 - the management of the Council's investments and cash flows, banking, money market and capital market transactions,
 - the effective control of the risks associated with above mentioned activities and,
 - The pursuit of optimum performance consistent with those risks.
- The Council regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for the Council.
- The Council acknowledges that effective treasury management will provide support towards the achievement of its business and service objectives. It is therefore committed to the principles of achieving best value in treasury management, and to employing suitable comprehensive performance measurement techniques, within the context of effective risk management.

3. The Economy and Interest Rates forecast

World update

Most European stocks rose to near two month highs on the 25-01-19, following gains on Wall Street the day before, and further helped by US Treasury Secretary saying that the US and China were “making a lot of progress” on trade talks, The DAX and CAC close 1.4% and 1.1% higher respectively. By contrast the FTSE dipped by 0.1% to post a fourth successive negative session dragged lower by Vodafone, which stumbled to an eight and a half year low, and stronger Sterling, which pushed to a fourteen week high 1.3201, helped by news that the Democratic Unionist Party will support the PMs Brexit deal this week and hopes that exit from the EU will not occur without a deal. Wall Street closed strongly higher, with gains of 0.75-1.3% on the news of the government reopening. Asia/Pacific markets have had a mixed session this morning, as investors remain cautious ahead of earnings reports. The Nikkei turned lower as the Yen firmed but gains were seen in Sydney, lifted by energy and mining stocks.

UK update

According to the CBI Distributive Trades Survey, retail sales volumes were unchanged in the year to this month, following the contraction in December. The outlook for the coming months is more upbeat, with sales volumes and orders expected to increase next month. In December The British Bankers Association reported that mortgages approvals are up by 6.4% from a year earlier. Net mortgage lending rose to £1.325bn, the weakest since August 2016, with credit card lending falling by £0.02bn, the largest fall since April 2016.

Investments

The December MPC meeting delivered the expected no change vote with a unanimous 9-0 vote. The November Inflation Report suggested that inflation could breach the target level within the three year time horizon and later comments that the budget measures had the “potential to be significant” will add to the view that the Bank has its finger on the rate trigger, but has been restrained by the impasse over Brexit. A February/March rate hike is off the table. The markets are still slightly pricing in a hike later in the year, the expectations for November/December rated around 50% likely.

The markets' expectations of a rate cut by the end of this year are seen as about 5% in December, but the possibility has been weakened by a potential of a Brexit delay. Given the volatility of sentiment, and the UK's uncertain Brexit position, the prospect that 2019 may pass without a rate hike remains a possibility

Table 2: Interest rate forecast @ 28-01-19:

	Mar 2019	Jun 2019	Sept 2019	Dec 2019	Mar 2020	Jun 2020	Sept 2020	Dec 2020
Bank rate								
Link	0.75%	1.00%	1.00%	1.00%	1.25%	1.25%	1.25%	1.50%
Cap econ	0.75%	1.00%	1.25%	1.50%	1.75%	2.00%	2.00%	2.00%
5yr PWLB rate								
Link	2.10%	2.20%	2.20%	2.30%	2.30%	2.40%	2.50%	2.50%
Cap econ	1.90%	2.20%	2.40%	2.70%	2.70%	2.80%	2.80%	2.90%
10yr PWLB rate								
Link	2.50%	2.60%	2.60%	2.70%	2.80%	2.90%	2.90%	3.00%
Cap econ	2.30%	2.60%	2.80%	3.10%	3.10%	3.10%	3.10%	3.10%
25yr PWLB rate								
Link	2.90%	3.00%	3.10%	3.10%	3.20%	3.30%	3.30%	3.40%
Cap econ	2.80%	3.10%	3.30%	3.60%	3.50%	3.50%	3.40%	3.40%
50yr PWLB rate								
Link	2.70%	2.80%	2.90%	2.90%	3.00%	3.10%	3.10%	3.20%
Cap econ	2.70%	2.90%	3.20%	3.20%	3.40%	3.40%	3.40%	3.40%

4. The Council's Capital Expenditure and Financing 2019/20

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

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

The capital expenditure plan is one of the key drivers of the treasury management activity. The output of the capital expenditure plans is reflected in the prudential indicators, which are designed to assist members' overview and confirm capital expenditure plans.

Table 3a: Capital expenditure

	2018/19 Estimated outturn	2019/20 Budget	2020/21 Budget	2021/22 Budget
	£'000	£'000	£'000	£'000
Council's infrastructure capital	81,923	119,200	126,806	82,631
HRA	6,995	13,045	6,154	6,154
Commercial activities	56,602	104,952	17,482	9,951
Total	145,520	237,197	150,442	98,736

Note: The capital strategy forms part of the Council's budget submission which will be presented to full Council in February 2019 and summary by key area can be found in appendix B

The capital financing requirement (CFR) is the total historic outstanding capital expenditure which has not yet been paid for from resources (e.g. capital receipts, capital grants etc.). It is essentially a measure of the Council's indebtedness and its underlying borrowing need to support its capital expenditure plans. Any capital expenditure above which has not immediately been paid for will increase the CFR. Tables 3, 4 and 5 below demonstrate the Council's infrastructure capital, HRA, and Commercial activities CFR.

Table 3b: Capital financing requirement:	2018/19 Estimated Outturn £'000	2019/20 Budget £'000	2020/21 Budget £'000	2021/22 Budget £'000
Council's infrastructure capital				
Opening balance (estimated)	182,899	162,289	200,023	248,413
Capital expenditure funded by Borrowing	69,414	41,422	52,078	22,024
Transfer to commercial activities CFR	(87,113)			
Sub Total	165,200	203,711	252,101	270,437
Less Minimum Revenue Provision				
MRP charge	(2,495)	(3,340)	(3,340)	(3,340)
PFI principal charge	(283)	(215)	(215)	(215)
Swap funding /repayment of forward funding	(133)	(133)	(133)	(133)
Loan repayment				(976)
Sub Total	(2,911)	(3,688)	(3,688)	(4,664)
Closing Balance	162,289	200,023	248,413	265,773
Movement	(20,610)	37,734	48,390	17,360

The increase in the general fund borrowing requirement is due to a large increase in the capital programme for schemes such as the town centre regeneration, loans to group companies and commercial investments; this will later reduce when capital receipts from scheme asset disposals are received or loans repaid. It has also increased as a result of forward funded schemes (where the Council funds infrastructure in advance of agreed developer contributions, to enable developments to proceed). These will be cleared as the developer contributions are received. The CFR is also reduced each year by the minimum revenue provision (MRP) (see section 4).

Table 4: Capital financing requirement:

	2018/19 Estimated Outturn £'000	2019/20 Budget £'000	2020/21 Budget £'000	2021/22 Budget £'000
--	--	----------------------------	----------------------------	----------------------------

HRA

Opening balance (estimated)	88,650	85,552	85,372	81,890
Capital expenditure funded by Borrowing	0	1,808	0	0
Sub Total	88,650	87,360	85,372	81,890
Less Minimum Revenue Provision				
Loan repayment	(3,098)	(1,988)	(3,482)	(4,223)
Sub Total	(3,098)	(1,988)	(3,482)	(4,223)
Closing Balance	85,552	85,372	81,890	77,667
Movement	(3,098)	(180)	(3,482)	(4,223)

The table above shows the Housing Revenue account (HRA). The capital expenditure of £13,045k in 2019/20 is funded by the major repairs reserve, HRA revenue contribution, Right to Buy Receipts and borrowing

Table 5: Capital financing requirement:

	2018/19 Estimated Outturn £'000	2019/20 Budget £'000	2020/21 Budget £'000	2021/22 Budget £'000
--	--	----------------------------	----------------------------	----------------------------

Commercial activities

Opening balance (estimated)	0	87,113	182,979	194,145
Capital net expenditure funded by Borrowing	0	95,866	11,166	9,951
Transfer from Council's infrastructure capital CFR	87,113			
Sub Total	87,113	182,979	194,145	204,096
Less Minimum Revenue Provision				
*see note below				
Sub Total	0	0	0	0
Closing Balance	87,113	182,979	194,145	204,096
Movement	87,113	95,866	11,166	9,951

*MRP to reviewed and realigned between capital infrastructure CFR and commercial activities CFR during 2019-20

Due to central Government support falling, part of the Council's financial strategy is also based on diversifying income streams, by growing revenue generating assets through its commercial activities (e.g.: housing companies).

Part of the Council's treasury activities is to address the funding requirements for this borrowing need. Depending on the capital expenditure programme, the treasury service organises the Council's cash position to ensure that sufficient cash is

available to meet both the day-to-day running costs of the Council and also its capital plans.

The treasury team manages the daily cash balances to meet daily cash requirements, but on occasions the Council may have to borrow short-term to meet cash-flow requirements and this is permissible under this strategy.

For its capital expenditure, the Council does not have to borrow all of this money externally but uses some of its internal cash reserves to fund this expenditure. This is referred to as “internal borrowing”. This means that the Council’s capital financing requirement is higher than its external borrowing figures. External borrowing may be sourced from bodies such as the Public Works Loan Board [PWL] or the money markets, and the decision on when to borrow is taken by the chief finance officer.

5. Balance sheet forward projection

The following is a forecast funds available for investment/internal borrowing position at year end. Where the funds available for investments go into deficit, this illustrates the need for further external loans.

Table 6: Wokingham Borough Council -Balance Sheet Projections:

	2018/19 Estimated Outturn £'000	2019/20 Budget £'000	2020/21 Budget £'000	2021/22 Budget £'000
CFR (Year-end position)	334,954	468,375	524,448	547,536
Less other long term liabilities	(8,600)	(8,600)	(8,600)	(8,600)
Expenditure to be funded by borrowing	326,354	459,775	515,848	538,936
External Borrowing c/fwd.	(145,256)	(181,908)	(295,170)	(348,182)
Loan Maturities	3,348	2,738	41,988	3,482
New Loans	(40,000)	(116,000)	(95,000)	(30,000)
External borrowing	(181,908)	(295,170)	(348,182)	(374,700)
Internal borrowing	(144,446)	(164,605)	(167,666)	(164,236)
External Borrowing	(181,908)	(295,170)	(348,182)	(374,700)
Total borrowing	(326,354)	(459,775)	(515,848)	(538,936)
Expenditure to be funded by borrowing	326,354	459,775	515,848	538,936
% of internal borrowing to CFR	42.04%	34.51%	31.45%	29.53%
Internal borrowing funded by				
General Fund Balance	9,124	9,124	9,124	9,124
Housing Revenue Account Balance (Inc. MRA)	7,511	7,511	7,511	7,511
Collection Fund Adjustment Account	9,338	9,338	9,338	9,338
Earmarked reserve	51,200	51,200	51,200	51,200
Capital Receipts Reserve	5,567	5,567	5,567	5,567
Provisions (exc. any accumulating absences)	3,005	3,005	3,005	3,005
Capital Grants Unapplied	26,397	26,397	26,397	26,397
Reserves available for Investment	112,142	112,142	112,142	112,142
Working Capital (Deficit) / Surplus	66,222	66,222	66,222	66,222
Internal borrowing	(144,446)	(164,605)	(167,666)	(164,236)

*Total amount available for investment/ (external borrowing required)	33,918	13,759	10,698	14,128
--	---------------	---------------	---------------	---------------

Total borrowing broken down into CFR Categories				
Council's infrastructure capital	162,289	200,024	248,413	265,773
Housing Revenue Account (HRA)	85,552	85,372	81,890	77,667
Commercial activities	87,113	182,979	194,145	204,096
Less other long term liabilities	(8,600)	(8,600)	(8,600)	(8,600)
Total	326,354	459,775	515,848	538,936

Total borrowing	326,354	459,775	515,848	538,936
------------------------	----------------	----------------	----------------	----------------

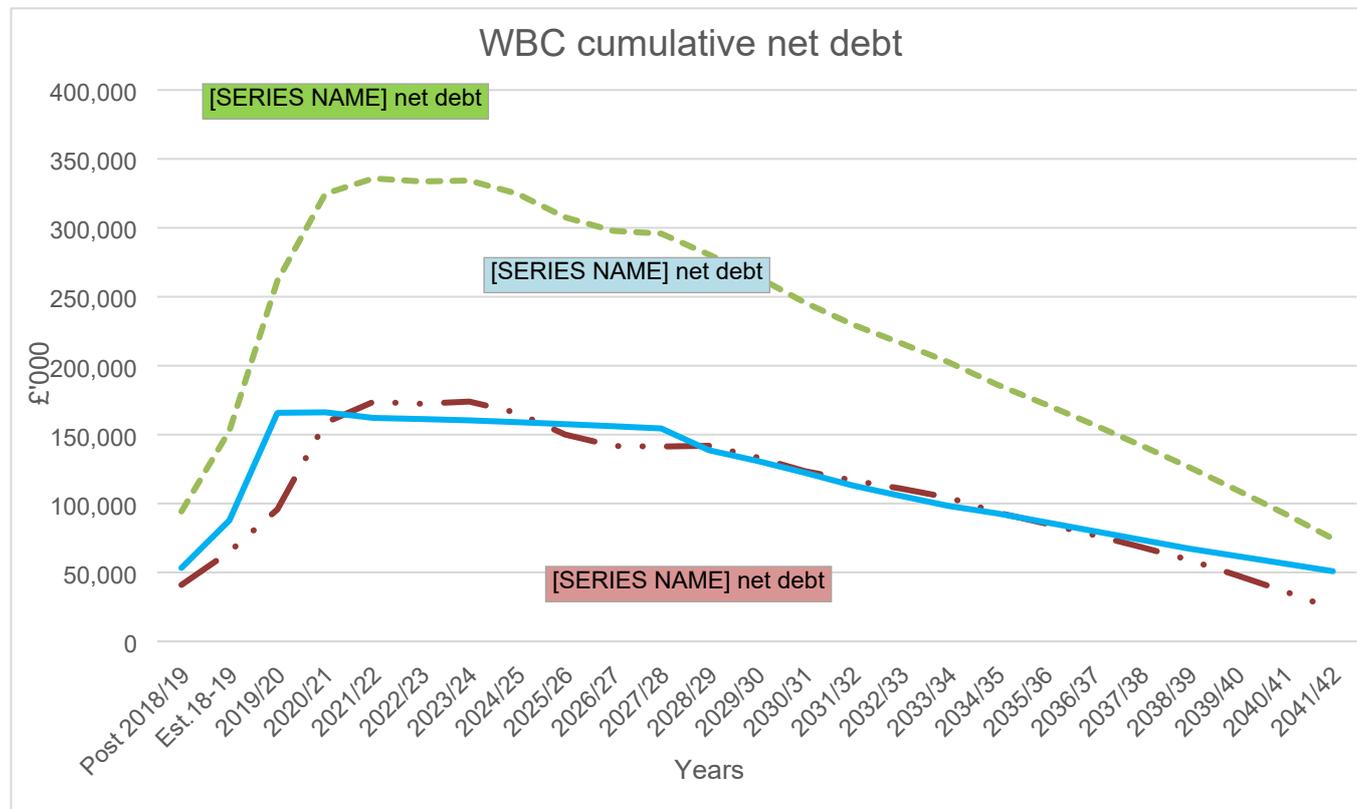
NB*: a targeted sustainable surplus balance of £10m is considered prudent

Total forecast additional borrowing (£539m - £327m = £212m)

The additional borrowing of £212m taken out between 1st April 2019 and 31st March 2022 will be a mixture of external and internal. This is planned to be repaid within 20 years by the following resources:

- Returns on investments from WTCR and WHL including capital receipts
- Returns on investments from Commercial properties
- Developer contributions from forward funded programmes

The graph below illustrates the additional borrowing cumulative net debt over the next 20 years.



The council's capital programme now includes many large infrastructure schemes that span a number of years. It is not uncommon or unreasonable for the profiling of

these to be further refined once the initial budget has been approved and the precise timing of expenditure becomes clearer as projects move from feasibility and planning through to delivery.

Our capital finance specialists meet regularly with our key project and programme managers to update predictions and find ways to improve the accuracy of our capital monitoring. This has included the receipt of more detailed information on projects and a new profiling methodology for the capital programme in accordance with The Royal Institute of British Architects (RIBA) planned stage process. Work will continue to do what we can to improve the financial arrangements, however it should be recognised that it contains by its nature, sizeable and often uncontrollable, fluctuations which can often impact on the level of debt financing costs and investment returns in-year.

6. Minimum revenue provision (MRP) policy statement

The Council is required to pay off an element of the accumulated General Fund capital spend each year (the 'CFR') through a revenue charge known as the minimum revenue provision (MRP). The Council is also permitted to undertake additional voluntary payments known as voluntary revenue provision (VRP).

The Ministry for Housing, Communities and Local Government (MHCLG) regulations have been issued which require the full Council to approve a MRP Statement in advance of each financial year. The decision lies with the Council although a prudent provision must be made. The Council is recommended to approve the MRP Statement which can be found in Appendix G.

Some principles in the guidance have been reflected in the Council strategy now the guidance has been finalised. However where we identify an alternative prudent and more pertinent MRP policy, we are permitted to follow that instead.

For 2019/20 Wokingham Borough Council's MRP policy will follow the main MHCLG principles, except in some instances, the table below summarises other areas where WBC are planning to divert from the draft guidance.

Table 7: Changes to MRP Guidance

Expenditure type	Guidance maximum 'C', (MRP repayment period)	WBC MRP charging policy
Freehold land bridges	maximum of 50 years	Maximum 60 years
Investment assets	maximum of 50 years	10% of maximum 60 years asset life
loan capital in WBC holdings	20 years	No charge - Loan covered by Asset
Forward funding Schemes	maximum of 50 years	No charge – Developer contribution are used to repay principle

Under section 21(1A) of the Local Government Act 2003 local authorities are required to “have regard” to this guidance.

The guidance remains guidance not an enforced treatment.

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

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

Table 8: Prudential Indicator – Debt

	2018/19 Estimated Outturn £'000	2019/20 Budget £'000	2021/22 Budget £'000	2021/22 Budget £'000
Authorised limit £,000	334,954	585,500	656,000	684,500
Gross external borrowing £,000	(181,908)	(295,170)	(348,182)	(374,700)
HRA debt limit £,000	102,000	102,000	102,000	102,000
% of internal borrowing to CFR	42.04%	34.51%	31.45%	29.53%
Maturity structure of borrowing	See Appendix C			
Operational boundary for external debt £'000	334,954	492,000	551,000	575,000
Ratio of financing costs to net revenue stream*	2.55%	3.59%	5.38%	5.79%

*Note: The increase is due to the estimated increase in borrowing for the capital programme but as shown above the savings from this investment are already being shown. (These figures are estimates and will be updated once the MTFP has been approved by budget)

The borrowing requirement above is based on the estimates of capital expenditure in the Council’s capital programme and represents the maximum if the programme proceeds as planned. These estimates have been subject to a robust challenge process as the capital programme has been developed. Historical evidence suggests that the programme could be subject to re-profiling between years of up to 50% of the programme on average which means that the figure for borrowing in 2019/20 could be closer to £150 million. This is not a reduction in the overall planned borrowing, but just a deferment to match any capital re-profiling.

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

indicator allows the Council some flexibility to borrow in advance of its immediate capital needs.

8. Investments

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

8.1 Annual investment strategy

CIPFA Code and the MHCLG Guidance require the Council to invest its funds prudently, and to have regard to the security and liquidity of its investments before seeking the highest rate of return, or yield. The Council's investment priorities will be security first, liquidity second, then return.

The Council may invest its surplus funds in accordance with its time and monetary limits for institutions on the Council's counterparty list, as shown below

	* Minimum credit criteria / colour band*	Money Limit	Max. maturity period
DMADF – UK Government	UK sovereign rating	£20M	3 months
UK Government gilts	UK sovereign rating	£5m	1 year
UK Government Treasury bills	UK sovereign rating	£5m	1 year
Money market funds	AAA	£5m	Liquid
Local authorities	N/A	£5m	2 year
Term deposits with banks and building societies**	AA	£5m	Liquid
Term deposits with building societies	A-	£5m	Liquid
CDs or corporate bonds with banks and building societies	AA	£5m	Liquid

Note*: The credit criteria shown here is Fitch credit ratings agencies long term, When using the credit rating the Council will use the lower of the three credit rating agencies.(See appendix D)

Note **for each banking group the following limits will apply, dependent on the rating of the Parent Bank (i.e. Lloyds group)

- AAA : £7m with a maximum average duration of 1 year
- AA- :£5m with a maximum average duration of 6 months

The investment policies can be found in Appendix D

8.2 Investment projections treasury and non-treasury

The table below shows the Councils investment projections

Table 9: Investments

	2018/19 Estimate £'000	2019/20 Budget £'000	2020/21 Budget £'000	2021/22 Budget £'000
Loans to WHL/HRA/WTCR balance @ 31-03-19	79,032	115,159	123,205	128,887
Rate of return (average)	3.2%	2.8%	2.7%	2.7%
Returns on investment	(2,515)	(3,182)	(3,357)	(3,532)
Local Authorities/fund managers balance @ 31/03/19	83,512	70,770	49,539	34,677
Rate of return (average)	0.5%	0.8%	1.0%	1.2%
Returns on investment	(546)	(531)	(495)	(399)

Interest rates on historic loans to WHL/HRA/WTCR (commercial activities) have been reviewed and updated to reflect current market conditions this has resulted in a small reduction in the average rate of return on historic loans

8.3 Non-Treasury Investments

Although not classed as treasury management activities and therefore not covered by the CIPFA Code or the MHCLG Guidance, the Council may also make loans and investments for service purposes or where the local authority is setting up local authority owned companies. Such loans and investments will be subject to the Council's normal approval processes for revenue and capital expenditure and need not comply with this Treasury Management Strategy. Commercial properties investment will be made in line with previously strategy agreed by Council on 23/11/2017. Where these investments have treasury or MRP implications this strategy will be followed.

8.4 Cash flow management

The Council's officers maintain a detailed cash flow forecast for each coming year revising it as more information is available. This informs the short term investments such as those to cover precept payments. The forecast is compiled on a prudent basis to minimise the risk of the Council being forced to borrow on unfavourable terms to meet its financial commitments. Long term investment strategy is based on the Council's medium term financial strategy.

8.4 Estimated Investment return rates

Investment returns are likely to remain low during 2019/20 but to be on a gently rising trend over the next few years'. Political uncertainty will continue to weigh on the economy and imported inflation is likely to be a feature for some time.

8.5 Compliance with treasury limits and prudential indicators for investments

As with debt, the Council has a framework prudential indicators for investment which it uses to assess its investment strategy. The Council is asked to approve the following indicators found in table 7. Further detail on each of these indicators is included in Appendix D.

Table 8: Prudential Indicator – Investment

2019/20

Review of investment strategy to be undertaken during year	Yes
Investment risk benchmarking	
Security - The Council's maximum security risk benchmark for the current portfolio, when compared to these historic default tables	0.10%
Liquidity – in respect of this area the Council seeks to maintain:	
Bank overdraft	£0.5m
Liquid short term deposits available with a week's notice of at least	£5m
Weighted average life benchmark is expected to be 0.25 years, with a maximum of 0.5 years.	0.5 Years
Investments – internal returns above the 7 day LIBID rate	
Investment Balance as 31st March 2020	£40.m
Returns on investments	£3.6m

9. Flexible use of Capital Receipts

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

The guidance recommends that a strategy should be prepared that includes separate disclosure of the individual projects that will be funded or part funded through capital receipts flexibility and that the strategy is approved by full Council. The Council currently does not plan to use this flexibility.

10. Updates to Treasury Management Strategy

The Director of Corporate Services confirms that the treasury team will abide by the strategy set out within this document and will report to the Audit Committee in November 2019 as part of the mid-year report any breaches to limits and prudential indicators.

Wokingham Borough Council Capital Program 2019-2022

	Year 1 2019/20	Year 2 2020/21	Year 3 2021/22
MTFP Category	£'000	£'000	£'000
Affordable Housing	22,470	20,692	10,338
Clean, green and enjoyable spaces	1,504	469	419
Economic prosperity	70,577	12,806	15,726
Encouraging physical and mental wellbeing	10,219	12,825	75
Ensuring opportunity for all children	22,118	7,667	3,323
Promoting quality of life for vulnerable adults	2,774	3,873	3,392
Sustainable towns and parishes	101,052	81,580	58,515
Traffic congestion	6,484	10,530	6,948
Total	237,197	150,442	98,736

Note: To see the detail of the capital programme and strategy 2019/22 refer to papers for the executive 22nd February 2019

This page is intentionally left blank

Prudential Indicators - Forecast 2019-2022

Debt

Table 1: Capital financing requirement:

	2018/19 Estimated Outturn £'000	2019/20 Budget £'000	2020/21 Budget £'000	2021/22 Budget £'000
Council's infrastructure capital				
Opening balance (estimated)	182,899	162,289	200,023	248,413
Capital expenditure funded by Borrowing	69,414	41,422	52,078	22,024
Transfer to commercial activities CFR	(87,113)	0	0	0
Sub Total	165,200	203,711	252,101	270,437
Less Minimum Revenue Provision				
MRP charge	(2,495)	(3,340)	(3,340)	(3,340)
PFI principal charge	(283)	(215)	(215)	(215)
Swap funding /repayment of forward funding	(133)	(133)	(133)	(133)
Loan repayment				(976)
Sub Total	(2,911)	(3,688)	(3,688)	(4,664)
Closing Balance	162,289	200,023	248,413	265,773
Movement	(20,610)	37,734	48,390	17,360

Table 2: Capital financing requirement:

	2018/19 Estimated Outturn £'000	2019/20 Budget £'000	2020/21 Budget £'000	2021/22 Budget £'000
Commercial activities				
Opening balance (estimated)	0	87,113	182,979	194,145
Capital net expenditure funded by Borrowing	0	95,866	11,166	9,951
Transfer from Council's infrastructure capital	87,113			
Sub Total	87,113	182,979	194,145	204,096
Less Minimum Revenue Provision				
	0			
Sub Total	0	0	0	0
Closing Balance	87,113	182,979	194,145	204,096
Movement	87,113	95,866	11,166	9,951

Prudential Indicators - Forecast 2019-2022

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

Council's infrastructure capital & Commercial activities

	2018/19 Estimate	2019/20 Estimate	2020/21 Estimate	2021/22 Estimate
	£'000	£'000	£'000	£'000
Financing Costs (including MRP & interest costs)	3,527	4,453	6,809	7,463
Divide By				
Net Revenue Stream	115,289	123,996	126,476	129,006
Total services	3.06%	3.59%	5.38%	5.79%

Note: These will be updated once the MTFP budget is set by council

HRA

Table 4: Capital financing requirement HRA

	2018/19 Estimated Outturn £'000	2019/20 Budget £'000	2020/21 Budget £'000	2021/22 Budget £'000
Opening balance (estimated)	88,650	85,552	85,372	81,890
Capital expenditure funded by Borrowing	0	1,808	0	0
Sub Total	88,650	87,360	85,372	81,890
Less Minimum Revenue Provision				
Loan repayment	(3,098)	(1,988)	(3,482)	(4,223)
Sub Total	(3,098)	(1,988)	(3,482)	(4,223)
Closing Balance	85,552	85,372	81,890	77,667
Movement	(3,098)	(180)	(3,482)	(4,223)

Prudential Indicators - Forecast 2019-2022

General Fund & HRA

Table 5: Capital financing requirement – General fund and HRA

	2018/19 Estimated Outturn £'000	2019/20 Budget £'000	2021/22 Budget £'000	2021/22 Budget £'000
Wokingham Borough council (tables 1,2 &4)				
Opening balance (estimated)	271,549	334,954	468,375	524,448
Capital net expenditure funded by Borrowing	69,414	139,097	63,243	31,975
Sub Total	340,963	474,051	531,618	556,423
Less Minimum Revenue Provision				
MRP charge / loan repayment	(5,593)	(5,328)	(6,822)	(8,539)
PFI principal charge	(283)	(215)	(215)	(215)
Swap funding /repayment of forward funding	(133)	(133)	(133)	(133)
Sub Total	(6,009)	(5,676)	(7,170)	(8,887)
Closing Balance	334,954	468,375	524,448	547,536
Movement	63,405	133,421	56,073	23,088

Table 6: Borrowing – Internal/external split

	2018/19 Estimated Outturn £'000	2019/20 Budget £'000	2020/21 Budget £'000	2021/22 Budget £'000
External Borrowing c/fwd.	(145,256)	(181,908)	(295,170)	(348,182)
Loan Maturities	3,348	2,738	41,988	3,482
New Loans	(40,000)	(116,000)	(95,000)	(30,000)
External borrowing	(181,908)	(295,170)	(348,182)	(374,700)
Internal borrowing	(144,446)	(164,605)	(167,666)	(164,236)
External Borrowing	(181,908)	(295,170)	(348,182)	(374,700)
Total borrowing	(326,354)	(459,775)	(515,848)	(538,936)
Expenditure to be funded by borrowing	326,354	459,775	515,848	538,936
% of internal borrowing to CFR	42.04%	34.51%	31.45%	29.53%
Total borrowing broken down into CFR Categories				
Council's infrastructure capital	162,289	200,024	248,413	265,773
Housing Revenue Account (HRA)	85,552	85,372	81,890	77,667
Commercial activities	87,113	182,979	194,145	204,096
Less other long term liabilities	(8,600)	(8,600)	(8,600)	(8,600)
Total	326,354	459,775	515,848	538,936
Total borrowing	326,354	459,775	515,848	538,936

Prudential Indicators - Forecast 2019-2022

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

The council's capital programme now includes many large infrastructure schemes that span a number of years. It is not uncommon or unreasonable for the profiling of these to be refined once the initial budget has been approved and the precise timing of expenditure becomes clearer as projects move from feasibility and planning through to delivery. Our capital finance specialists meet regularly with our key project and programme managers to update predictions and find ways to improve the accuracy of our capital monitoring. This has included the receipt of more detailed information on projects and a new profiling methodology for the capital programme in accordance with The Royal Institute of British Architects (RIBA) planned stage process. Work will continue to do what we can to improve the financial arrangements, however it should be recognised that it contains by its nature, sizeable and often uncontrollable, fluctuations

Table 7: Budgeted Maturity structure of borrowing

	Estimated 18-19	budgeted 19-20
Under 12 months	1.51%	2.00%
12 months to 2 years	18.41%	15.00%
2 years to 5 years	10.27%	15.00%
5 years to 10 years	12.77%	10.00%
10 years and above	57.05%	58.00%
	100.00%	100.00%
Average borrowing rate	3.10%	3.50%

Prudential Indicators - Forecast 2019-2022

Investment

Table 8 : Investments

	2018/19 Estimate £'000	2019/20 Budget £'000	2020/21 Budget £'000	2021/22 Budget £'000
Loans to WHL/HRA/WTCR balance @ 31-03-19	79,032	115,159	123,205	128,887
Rate of return (average)*	3.2%	2.8%	2.7%	2.7%
Returns on investment	(2,515)	(3,182)	(3,357)	(3,532)
Local Authorities/fund managers balance @ 31/03/19	83,512	70,770	49,539	34,677
Rate of return (average)	0.5%	0.8%	1.0%	1.2%
Returns on investment	(546)	(531)	(495)	(399)

Interest rates on historic loans to WHL/HRA/WTCR (commercial activities) have been reviewed and updated to reflect current market conditions this has resulted in a small reduction in the average rate of return on historic loans

Please note the rate of return for internal investments is a very prudent estimate

This page is intentionally left blank

Investment policies and strategies

ANNUAL INVESTMENT STRATEGY

The CIPFA Code and MHCLG Guidance require the Council to invest its funds prudently, and to have regard to the security and liquidity of its investments before seeking the highest rate of return, or yield. The Council's investment priorities will be security first, liquidity second, then return.

The council may invest its surplus funds in accordance with its time and monetary limits for institutions on the Council's counterparty list, as shown below

	Fitch Long term Rating	Moody's	Standard & Poors	Money Limit	Time Limit
Banks 1 higher quality	<i>F1+/AAA</i>	<i>P-1Aaa</i>	<i>A-1+/AA-</i>	£5m	365 days
Banks 1 medium quality	<i>F1+/AA-</i>	<i>P-1Aa3</i>	<i>A-1+/AA-</i>	£3m	365 days
Building Societies				£2m	6 Months
Debt Management Office Account (DMADF)	-	-	-	£20m	3 Months
Guaranteed Organisations	-	-	-	£2m	3 Months
other local authorities*				£5m	732 days
Other Institution Limits (Money Market Funds, Gilts and Supranational investments)	-	-	-	£5m	365 days

Note: * this has increased to 732 days as we will be able to increase the return on investment without a rise in risk.

Creditworthiness policy

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

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

Investment policies and strategies

The Director of Corporate Services will maintain a counterparty list in compliance with the following criteria and will revise the criteria and submit them to Council for approval as necessary.

Credit Rating criteria:

Credit rating information is supplied by Link Asset Services, our treasury advisors, on all active counterparties that comply with the criteria below. Any counterparty failing to meet the criteria would be omitted from the counterparty (dealing) list.

- Banks a minimum, the following Fitch, Moody's and Standard and Poors credit ratings (where rated):
 - i. Short term – F1+ (Fitch), P-1 (Moody's), A-1+ (Standard and Poor's)
 - ii. Long term – AA (Fitch), Aa2 (Moody's), AA (Standard and Poor's)
- Building societies. Subject to a minimum asset size of £5bn and meeting a minimum credit rating of A-.
- UK Government: including Money market funds – the Council and its Fund Managers will use AAA rated funds.

Bank criteria

The Council will only use good credit quality banks which:

- are UK banks; and/or
- are non-UK and domiciled in a country which has a minimum sovereign long term rating of AAA (in house team only)
- Group Limits – For each banking group the following limits will apply, dependent on the rating of the Parent Bank
 - AAA : £7m with a maximum average duration of 1 year
 - AA- : £5m with a maximum average duration of 6 months

Other institutions

Gilts and the Debt Management Account Deposit Facility (DMADF)

- Local authorities, parish councils etc.
- Supranational institutions – multilateral investment organisations such as the World Bank or European Investment Bank (sometimes used by the Fund Managers)

Note: investment decisions are never made solely based on credit ratings, and all other relevant factors including external advice will be taken into account.

Investment policies and strategies

TREASURY MANAGEMENT PRACTICE (TMP1) – CREDIT AND COUNTERPARTY RISK MANAGEMENT

The CLG issued Investment Guidance in 2010, and this forms the structure of the Council's policy below. These guidelines do not apply to either trust funds or pension funds which operate under a different regulatory regime.

The key intention of the Guidance is to maintain the current requirement for councils to invest prudently, and that priority is given to security and liquidity before yield. In order to facilitate this objective the guidance requires this Council to have regard to the CIPFA publication Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes. This Council applies its principles to all investment activity. In accordance with the Code, the Director of Corporate Services has produced its treasury management practices (TMPs). This part, TMP 1(1), covering investment counterparty policy requires approval each year.

Annual investment strategy - The key requirements of both the Code and the investment guidance are to set an annual investment strategy, as part of its annual treasury strategy for the following year, covering the identification and approval of the following:

- The strategy guidelines for choosing and placing investments, particularly non-specified investments.
- The principles to be used to determine the maximum periods for which funds can be committed.
- Specified investments that the Council will use. These are high security (i.e. high credit rating, although this is defined by the Council, and no guidelines are given), and high liquidity investments in sterling and with a maturity of no more than a year.
- Non-specified investments, clarifying the greater risk implications, identifying the general types of investment that may be used and a limit to the overall amount of various categories that can be held at any time.

The investment policy proposed for the Council is:

Strategy guidelines – The main strategy guidelines are contained above in this Appendix and in the body of the treasury strategy statement found in Appendix A section 7.

Investment policies and strategies

SPECIFIED INVESTMENTS:

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

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

NON-SPECIFIED INVESTMENTS:

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

a.	Supranational Bonds greater than 1 year to maturity (a) Multilateral development bank bonds - These are bonds defined as an international financial institution having as one of its objects economic development, either generally or in any region of the world (e.g. European Investment Bank etc.). (b) A financial institution that is guaranteed by the United Kingdom Government (e.g. The Guaranteed Export Finance Company {GEFCO}) The security of interest and principal on maturity is on a par with the Government and so very secure, and these bonds usually provide returns above equivalent gilt edged securities. However the value of the bond may rise or fall before maturity and losses may accrue if the bond is sold before maturity.
b.	Gilt edged securities with a maturity of greater than one year. These are Government bonds and so provide the highest security of interest and the repayment of principal on maturity. Similar to category (a) above, the value of the bond may rise or fall before maturity and losses may accrue if the bond is sold before maturity.
c.	Building societies which are subject to a minimum asset size of £5billion and meeting a minimum credit rating of A-. These investments will be restricted to a maximum period of 6 months and £2m per institution.

Investment policies and strategies

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

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

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

	* Minimum credit criteria / colour band	Money Limit	Max. maturity period
DMADF – UK Government	UK overiegn rating	£20M	3 months
UK Government gilts	UK sovereign rating	£5m	1 year
UK Government Treasury bills	UK sovereign rating	£5m	1 year
Money market funds	AAA	£5m	Liquid
Local authorities	N/A	£5m	2 year
Term deposits with banks and building societies	AA	£5m	Liquid
CDs or corporate bonds with banks and building societies	AA	£5m	Liquid
Corporate bond funds	AA	£5m	3 Years

Investment policies and strategies

Currently not in our strategy are the following investment categories:

a.	Share capital in a body corporate – The use of these instruments will be deemed to be capital expenditure, and as such will be an application (spending) of capital resources. Revenue resources will not be invested in corporate bodies.
b.	Loan capital in a body corporate.
c.	Property funds – The use of these instruments can be deemed to be capital expenditure, and as such will be an application (spending) of capital resources. This Authority will seek guidance on the status of any fund it may consider using.

Accounting treatment of investments

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

The monitoring of investment counterparties

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

Use of external fund managers

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

Wokingham Borough Council's approved counter parties

Banks and Building Societys

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

Money Market

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

Government Bodies & Local Authorities

All Government bodies and all local authorities in the United Kingdom local authorities are available to the council to invest in.

This page is intentionally left blank

2019/20 Wokingham Borough Council MRP policy

The Council is required to pay off an element of the accumulated General Fund capital spend each year (the Capital Financing Requirement (CFR) through a revenue charge (the minimum revenue provision - MRP), and it is also allowed to undertake additional voluntary payments (voluntary revenue provision - VRP).

Department for Communities and Local Government (DCLG) regulations have been issued which require the full Council to approve a MRP Statement in advance of each financial year. The decision lies with the Council although a prudent provision must be made. The Council is recommended to approve the following MRP Statement:

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

- MRP will be based on the CFR (option 2);

These options provide for an approximate 4% reduction in the borrowing need (CFR) each year.

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

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

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

Wokingham will follow the statutory guidance, except in some instances, as disclosed below. Final guidance is expected to be issued by the Secretary of State under section 21(1A) of the Local Government Act 2003. Under that section local authorities are required to "have regard" to this guidance.

For some investment assets WBC believes it would be overly prudent to charge MRP in line with the draft guidance, as it would stop the Council making an investment which could otherwise strengthen its financial position, due to an artificial self-implemented restriction.

For assets which WBC or one of its subsidiary companies is investing in purely for the return on investment, we will charge a 10% charge for MRP. The MRP will be applied with a maximum useful economic life of 50 years for freehold land, and 40 years for other asset classes.

2019/20 Wokingham Borough Council MRP policy

Alternative prudent assumptions will be used in the following circumstances.

Expenditure type	Guidance maximum 'C', (MRP repayment period)	WBC MRP charging policy
Freehold land	maximum of 50 years	Maximum 60 years
bridges	maximum of 50 years	Maximum 60 years
Investment assets	maximum of 50 years	10% of maximum 15 years (Average Rental contract life)
loan capital in WBC holdings	20 years	No charge - Loan covered by Asset
Forward funding Schemes	maximum of 50 years	No charge – Developer contribution are used to repay principle

TREASURY MANAGEMENT SCHEME OF DELEGATION

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

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

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

This page is intentionally left blank

Glossary of terms

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

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

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

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

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

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

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

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

ECB - European Central Bank.

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

Fair value - Is defined as the amount for which an asset could be exchanged or a liability settled, assuming that the transaction was negotiated between parties

knowledgeable about the market in which they are dealing and willing to buy/sell at an appropriate price, with no other motive in their negotiations other than to secure a fair price

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

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

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

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

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

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

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

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

PWLB - Public Works Loan Board

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

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

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

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

TITLE	Medium Term Financial Plan 2019/22 Revenue Budget Submission 2019/20
FOR CONSIDERATION BY	Council on 21 February 2019
WARD	None specific
LEAD OFFICER	Deputy Chief Executive – Graham Ebers

PURPOSE OF REPORT (INC STRATEGIC OUTCOMES)

For Council to approve the Medium Term Financial Plan (MTFP) for 2019/22 including the proposed revenue budget submission for 2019/20.

RECOMMENDATION

Council is recommended to approve:

- 1) the Medium Term Financial Plan (MTFP) 2019/22, including the budget submission for 2019/20.
- 2) the statutory resolution that sets out the 2019/20 council tax levels (as set out in Appendix A to the report).
- 3) that in the event that there are any changes to the provisional precept of the Fire Authority or parishes, arising from their precept setting meetings being held before the end of February, the Deputy Chief Executive (S151 Officer) is delegated authority to enact all relevant changes to the MTFP, Statutory Resolution and council tax levels.

EXECUTIVE SUMMARY

Members are presented with the Medium Term Financial Plan for 2019/22 including the proposed revenue budget submission for 2019/20 for recommendation to Council. *(Due to the size of this document a copy has been circulated separately to all Members. A copy can also be obtained from the Council's website or on request from Democratic Services).*

BACKGROUND

The Local Government Act 2003 requires the Chief Finance Officer (Deputy Chief Executive) to report to Members as part of the budget setting process. The report will highlight the key financial and service risks contained in the 2019/20 budget proposals. This will be presented to Council on the 21 February 2019 as part of the MTFP.

BUSINESS CASE (Including Options and Evidence of Need)

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

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

The net revenue budget for 2019/20 is approximately £121m excluding capital and internal recharges. The Council needs to set a balanced budget in the context of this. The budget requirements for 2020/21 and 2021/22 will be shown in the plan as indicative figures only.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

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

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

Other Financial Information

The budget requirements for the General Fund, HRA, DSG and Capital are set out in the MTFP.

Stakeholder Considerations and Consultation

The revenue budget submission represents the budget needed to deliver the strategic objectives and priorities of the Council.

Resourcing and Timeline for Next Steps

N/A

Timeline for Review and Evaluation

None

List of Background Papers
Medium Term Financial Plan 2019/20

Contact Bob Watson	Service Business Services
Telephone 07801 664389	Email bob.watson@wokingham.gov.uk

This page is intentionally left blank

REVENUE BUDGET & STATUTORY RESOLUTION 2019/20

The Leader of the Council proposes the budget submission contained in the Medium Term Financial Plan and moves the following statutory resolution required to fix the Council Tax for each Band in each part of the Council's area in accordance with the decision on the level of Council Tax. The Localism Act 2011 has made significant changes to the Local Government Finance Act 1992, and now requires the billing authority to calculate a Council Tax requirement for the year, not its budget requirement as previously.

The Leader of the Liberal Democrat Group will make his budget speech and propose any amendments that he wishes to the budget proposals put forward by the Leader of the Council.

1. That it be noted that at its meeting on 14th December 2018 Council calculated the following amounts for the year 2019/20 in accordance with regulations made under Section 31B of the Local Government Finance Act 1992, as amended by the Localism Act 2011 and the Local Government Finance Act 2012:-

(a) 70,176.60 being the amount calculated by the Council, (Item T) in accordance with regulation 31B of the Local Authorities (Calculation of Council Tax Base) Regulations 1992 (as amended by the Localism Act 2011 and the Local Government Finance Act 2012), as its council tax base for the year

(b) Part of the Council's area.

Arborfield and Newland	1,292.3
Barkham	1,687.1
Charvil	1,411.9
Earley	11,894.1
Finchampstead	5,933.3
Remenham	326.3
Ruscombe	498.8
St. Nicholas Hurst	1,064.4
Shinfield	5,656.8
Sonning	817.6
Swallowfield	1,069.9
Twyford	3,011.8
Wargrave	2,119.6
Winnersh	4,117.7
Wokingham	15,513.8
Wokingham Without	3,232.4
Woodley	10,528.8
	<u>70,176.6</u>

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

2. Calculate that the Council Tax requirement for the Council's own purposes for 2019/20 (excluding Parish precepts) is £104,137,162. This includes £7,363,631 in respect of the Adult Social Care precept for 2019/20; this is based on a 0.5% increase on the 2018/19 council tax.

3. That the following amounts be now calculated by the Council for the year 2019/2020 in accordance with Sections 32 to 36 of the Local Government Finance Act 1992, amended by the Localism Act 2011. However, the precepts shown below for the parishes of Earley and Winnersh are provisional and are subject to approval at the parishes annual precept meetings by the end of February 2019. The precept shown below for the Royal Berkshire Fire Authority is also provisional subject to approval at a meeting of the Fire Authority on 25 February 2019:-

- (a) £295,419,152 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2)(a) to (f) of the Act taking into account all precepts issued to it by parish councils
- (b) (£186,903,124) being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3)(a) to (d) of the Act
- (c) £108,516,028 being the amount by which the aggregate at 3(a) above, exceeds the aggregate at 3(b) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its council tax requirement for the year (Item R)
- (d) £1,546.33 being the amount at 3(c) above (Item R), all divided by 1(a) above (Item T), calculated by the Council, in accordance with Section 31B of the Act, as the 'basic amount of its Council Tax for the year (including Parish precepts).
- (e) £4,378,866 being the aggregate amount of all special items (parish precepts) referred to in Section 34(1) of the Act (as per the table below).

	2019/20			2018/19			Council
	TAX	PARISH	PARISH	TAX	PARISH	PARISH	Tax
	BASE	PRECEPT	BAND D	BASE	PRECEPT	BAND D	Increase
		£	£		£	£	%
Arborfield and Newland	1,292.3	105,020	81.27	1,272.4	100,231	78.77	3.17
Barkham	1,687.1	54,858	32.52	1,594.4	50,318	31.56	3.04
Charvil	1,411.9	48,684	34.48	1,409.7	47,070	33.39	3.26
Earley	11,894.1	881,817	74.14	11,842.5	859,700	72.59	2.14
Finchampstead	5,933.3	153,698	25.90	5,769.5	139,638	24.20	7.02

Remenham	326.3	24,919	76.37	320.0	24,076	75.24	1.50
Ruscombe	498.8	33,725	67.61	496.8	35,500	71.46	(5.39)
St. Nicholas Hurst	1,064.4	41,600	39.08	1,058.1	40,000	37.80	3.39
Shinfield	5,656.8	412,500	72.92	5,371.7	356,144	66.30	9.98
Sonning	817.6	37,187	45.48	815.3	36,280	44.50	2.20
Swallowfield	1,069.9	20,530	19.19	1,041.4	19,984	19.19	0.00
Twyford	3,011.8	85,360	28.34	3,004.9	81,645	27.17	4.31
Wargrave	2,119.6	184,373	86.98	2,110.3	175,660	83.24	4.49
Winnersh	4,117.7	137,325	33.35	4,011.3	113,760	28.36	17.60
Wokingham	15,513.8	853,332	55.00	15,052.5	809,335	53.77	2.29
Wokingham Without	3,232.4	180,409	55.81	3,179.5	163,673	51.48	8.41
Woodley	10,528.8	1,123,528	106.71	10,318.8	1,101,119	106.71	0.00
Total / Average	70,176.6	4,378,866	62.40	68,669.1	4,154,134	60.49	3.15

(f) £1,483.93 being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by the amount at 1(a) above, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its council tax for the year for dwellings in those parts of its area to which no special items relates.

4. That it be noted that for the year 2019/2020 the Police and Crime Commissioner for the Thames Valley has issued a precept to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Council's area as indicated in the table below. The Royal Berkshire Fire and Rescue Authority is due to approve its precept on 25th February 2019, and their provisional precept has been used below.

5. That the Council in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the tables below as the amounts of Council Tax for 2019/2020 for each part of its area and for each of the categories of dwellings.

SUMMARY OF COUNCIL TAX 2019/2020

Valuation Bands

	A	B	C	D	E	F	G	H
Wokingham Borough Council	989.29	1,154.17	1,319.05	1,483.93	1,813.69	2,143.45	2,473.22	2,967.86
Thames Valley Police Authority	137.52	160.44	183.36	206.28	252.12	297.96	343.80	412.56
Royal Berkshire Fire Authority	44.19	51.55	58.92	66.28	81.01	95.74	110.47	132.56

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

Arborfield and Newland	1,043.47	1,217.38	1,391.29	1,565.20	1,913.02	2,260.84	2,608.67	3,130.40
Barkham	1,010.97	1,179.46	1,347.96	1,516.45	1,853.44	2,190.42	2,527.42	3,032.90
Charvil	1,012.28	1,180.99	1,349.70	1,518.41	1,855.83	2,193.25	2,530.69	3,036.82
Earley	1,038.72	1,211.83	1,384.95	1,558.07	1,904.31	2,250.54	2,596.79	3,116.14
Finchampstead	1,006.56	1,174.31	1,342.07	1,509.83	1,845.35	2,180.86	2,516.39	3,019.66
Remenham	1,040.20	1,213.57	1,386.93	1,560.30	1,907.03	2,253.76	2,600.50	3,120.60
Ruscombe	1,034.36	1,206.76	1,379.15	1,551.54	1,896.32	2,241.11	2,585.90	3,103.08
St. Nicholas Hurst	1,015.34	1,184.57	1,353.79	1,523.01	1,861.45	2,199.90	2,538.35	3,046.02
Shinfield	1,037.90	1,210.89	1,383.87	1,556.85	1,902.81	2,248.78	2,594.75	3,113.70
Sonning	1,019.61	1,189.54	1,359.48	1,529.41	1,869.28	2,209.14	2,549.02	3,058.82
Swallowfield	1,002.08	1,169.10	1,336.11	1,503.12	1,837.14	2,171.17	2,505.20	3,006.24
Twyford	1,008.18	1,176.21	1,344.24	1,512.27	1,848.33	2,184.39	2,520.45	3,024.54
Wargrave	1,047.28	1,221.82	1,396.37	1,570.91	1,920.00	2,269.09	2,618.19	3,141.82
Winnersh	1,011.52	1,180.11	1,348.69	1,517.28	1,854.45	2,191.62	2,528.80	3,034.56
Wokingham	1,025.96	1,196.95	1,367.94	1,538.93	1,880.91	2,222.89	2,564.89	3,077.86
Wokingham Without	1,026.50	1,197.58	1,368.66	1,539.74	1,881.90	2,224.06	2,566.24	3,079.48
Woodley	1,060.43	1,237.17	1,413.90	1,590.64	1,944.11	2,297.59	2,651.07	3,181.28

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

Arborfield and Newland	1,225.18	1,429.37	1,633.57	1,837.76	2,246.15	2,654.54	3,062.94	3,675.52
Barkham	1,192.68	1,391.45	1,590.24	1,789.01	2,186.57	2,584.12	2,981.69	3,578.02
Charvil	1,193.99	1,392.98	1,591.98	1,790.97	2,188.96	2,586.95	2,984.96	3,581.94
Earley	1,220.43	1,423.82	1,627.23	1,830.63	2,237.44	2,644.24	3,051.06	3,661.26
Finchampstead	1,188.27	1,386.30	1,584.35	1,782.39	2,178.48	2,574.56	2,970.66	3,564.78
Remenham	1,221.91	1,425.56	1,629.21	1,832.86	2,240.16	2,647.46	3,054.77	3,665.72
Ruscombe	1,216.07	1,418.75	1,621.43	1,824.10	2,229.45	2,634.81	3,040.17	3,648.20
St. Nicholas Hurst	1,197.05	1,396.56	1,596.07	1,795.57	2,194.58	2,593.60	2,992.62	3,591.14
Shinfield	1,219.61	1,422.88	1,626.15	1,829.41	2,235.94	2,642.48	3,049.02	3,658.82
Sonning	1,201.32	1,401.53	1,601.76	1,801.97	2,202.41	2,602.84	3,003.29	3,603.94
Swallowfield	1,183.79	1,381.09	1,578.39	1,775.68	2,170.27	2,564.87	2,959.47	3,551.36
Twyford	1,189.89	1,388.20	1,586.52	1,784.83	2,181.46	2,578.09	2,974.72	3,569.66
Wargrave	1,228.99	1,433.81	1,638.65	1,843.47	2,253.13	2,662.79	3,072.46	3,686.94
Winnersh	1,193.23	1,392.10	1,590.97	1,789.84	2,187.58	2,585.32	2,983.07	3,579.68
Wokingham	1,207.67	1,408.94	1,610.22	1,811.49	2,214.04	2,616.59	3,019.16	3,622.98
Wokingham Without	1,208.21	1,409.57	1,610.94	1,812.30	2,215.03	2,617.76	3,020.51	3,624.60
Woodley	1,242.14	1,449.16	1,656.18	1,863.20	2,277.24	2,691.29	3,105.34	3,726.40

TITLE	Treasury Management -Mid Year Report
FOR CONSIDERATION BY	Council on 21 February 2019
WARD	None Specific;
LEAD OFFICER	Deputy Chief Executive – Graham Ebers

PURPOSE OF REPORT (INC STRATEGIC OUTCOMES)

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

RECOMMENDATION

Council is asked to:

- 1) approve the mid-year Treasury Management report for 2018/19;
- 2) note the actual 2018/19 prudential indicators within the report.

EXECUTIVE SUMMARY

This report summarises the Treasury Management operations during the first six months of 2018/19. It is presented for the purpose of monitoring and review, in accordance with Council's treasury management practices.

As at 30 September 2018 the Council is forecast to exceed its investment return budget and there have been no external loans taken out in the first six months.

The Deputy Section 151 Officer confirms that as at 30 September 2018 there have been no breaches of the treasury management strategy 2018/19.

BACKGROUND

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

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

Analysis of Issues

External Debt Monitoring

In the first six months external debt did not increase as the Council took the opportunity to use internal funds and other sources to fund the capital programme.

As at 30th September 2018 external debt was:

- General fund (Non-Housing Revenue Account): £65.5m
- Housing Revenue Account: £79.8m.

Capital Expenditure Monitoring

As at 30th September 2018, full year capital expenditure are estimated as follows;

- General fund (Non- Housing Revenue Account): £131.1m
- Housing Revenue Account: £4.4m.

Further information on capital monitoring can be found in the quarterly capital monitoring report.

As at 30th September 2018, full year investment returns are estimated as follows;

- Returns on investments (external and internal companies): £3.4m

Appendices

The full Treasury Management strategy Mid-Year report for 2018/19	Appendix A
The Council's Prudential indicators	Appendix B
The Council's Current Loan Portfolio	Appendix C
The Council's Current Investments as at 30 th September 2018	Appendix D
Glossary of Terms	Appendix E

BUSINESS CASE (Including Options and Evidence of Need)

N/A

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

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

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	£181.9m External Loans £3.4m Return on Investments	Yes	Capital and Revenue
Next Financial Year (Year 2)	To be determined through the Medium term financial plan		Capital and Revenue
Following Financial Year (Year 3)	To be determined through the Medium term financial plan		Capital and Revenue

Other Financial Information

N/A

Stakeholder Considerations and Consultation

N/A

Resourcing and Timeline for Next Steps

N/A

Timeline for Review and Evaluation

N/A

List of Background Papers

Appendices A – F

Contact Martin Jones	Service Business Services
Telephone Tel: 0118 974 6877	Email martin.jones@wokingham.gov.uk

This page is intentionally left blank

WOKINGHAM BOROUGH COUNCIL



WOKINGHAM BOROUGH COUNCIL

Treasury Management Mid-Year Treasury Management Report 2018-19

Contents

1. Introduction	3
2. The Economy and Interest Rates forecast.....	3
3. The Council's Capital Expenditure and Financing 2017/18	4
4. The Council's Overall Borrowing Need	5
5. External borrowing and compliance with treasury limits and prudential indicators	7
6. Compliance with treasury limits and prudential indicators for investments	8
7. Conclusion	9

Appendices

Prudential and Treasury indicators	Appendix B
Loan Portfolio	Appendix C
Investment Portfolio	Appendix D
Glossary of Terms	Appendix E

1. Introduction

This report presents the Council's mid-year treasury position for 2018-19 in accordance with the Council's treasury management practices.

It explains the current economic environment expectations for the near future. It then analyses the latest analysis of capital expenditure which is a key driver of treasury management, driving the borrowing requirement of the organisation. It then shows how the Council has financed its borrowing between internal and external borrowing and then how the Council has managed its short-term cash investments.

The Council's treasury management strategy is largely influenced by capital expenditure. Revenue expenditure is largely balanced with expenditure matching income, and short term borrowing and deposits. The large driver of the longer term treasury management strategy is therefore capital expenditure and financing.

There are two aspects of treasury performance – debt management and cash investment:

- debt management relates to the Council's borrowing;
- Cash investment relates to the investment of surplus cash balances.

2. The Economy and Interest Rates forecast

During the first six month Equities have continued to struggle. In October FTSE slipped to a seven month low as the index fell 1.24% as a broad sell off hit European stocks on a damaging mix of weak corporate results, global growth concerns, geopolitical tensions, led by the Saudi Arabia diplomatic row, and Italian budget concerns. The more UK centric FTSE 250 fell 2.2% to its lowest level since February 2017. Risk aversion saw traditional safe havens, such as gold, gilts and utility stocks, push higher.

UK

The October CBI Industrial Trends Survey reported that factory orders declined at the fastest pace for three years, in the three months to October, with the quarterly order book balance at -6, markedly lower than the +15 posted in July. The measure of manufacturers' optimism was the weakest since the Brexit vote back in 2016, while planned investment is being scaled back due to Brexit uncertainty.

Investments

The September MPC meeting delivered the expected no change vote with a unanimous 9-0 vote. The committee reaffirmed that further rate moves will likely be gradual, though inflationary pressures will be monitored. The markets are not factoring in another rate hike at any of the last three meetings this year, with December expectations now put at just a 2.8% chance. Uncertainty around a Brexit deal is resulting in swings of emotion around when the next UK rate hike will take place. With hopes of a Brexit deal seemingly receding by the day, markets have reined in expectations of the timing of the next rate rise. A February increase is now seen as a less than 30% possibility and May is edging towards just a 40% chance, while August prospects have been cut to only marginally above 50%.

Table 1: Interest rate forecasts for bank rate and PWLB

Bank Rate	December 2018	March 2019	June 2019	September 2019	December 2019	March 2020	June 2020	September 2020
Bank Rate								
Link	0.75%	0.75%	0.75%	1.00%	1.00%	1.25%	1.00%	1.25%
Cap Econ	0.75%	0.75%	1.00%	1.00%	1.25%	1.25%	1.25%	1.25%
5Y PWLB RATE								
Link	2.00%	2.10%	2.00%	2.20%	2.30%	2.30%	2.40%	2.50%
Cap Econ	1.70%	1.70%	1.90%	2.20%	2.40%	2.40%	2.40%	2.40%
10Y PWLB RATE								
Link	2.50%	2.50%	2.60%	2.70%	2.70%	2.80%	2.90%	2.90%
Cap Econ	2.10%	2.10%	2.30%	2.60%	2.80%	2.80%	2.80%	2.80%
25Y PWLB RATE								
Link	2.90%	3.00%	3.10%	3.10%	3.20%	3.30%	3.30%	3.40%
Cap Econ	2.60%	2.60%	2.90%	3.10%	3.40%	3.40%	3.40%	3.40%
50Y PWLB RATE								
Link	2.70%	2.80%	2.90%	2.90%	3.00%	3.10%	3.10%	3.20%
Cap Econ	2.40%	2.40%	2.70%	2.90%	3.20%	3.20%	3.20%	3.20%
25Y PWLB RATE								
Link	2.90%	3.00%	3.10%	3.10%	3.20%	3.30%	3.30%	3.40%
Cap Econ	2.60%	2.60%	2.90%	3.10%	3.40%	3.40%	3.40%	3.40%
50Y PWLB RATE								
Link	2.70%	2.80%	2.90%	2.90%	3.00%	3.10%	3.10%	3.20%
Cap Econ	2.40%	2.40%	2.70%	2.90%	3.20%	3.20%	3.20%	3.20%

The Council's treasury advisor, Link Asset Services, has provided forecasts for PWLB rates based on the certainty rate (minus 20 bps), as shown in table 1, below.

The Council's Capital Expenditure and Financing 2018/19

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

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

The council is forecasting as at 30th September to achieve 59% of its current capital budget including carry forwards. (See appendix E to a summary by key priority)

The actual capital expenditure forms one of the required prudential indicators. Tables 2 and 3 below show the actual capital expenditure and the funding.

Please note all budgets are based on the Medium Term financial plan budget set in February 2018

Table 2: General fund capital expenditure and financing

	2018/19 MTFP Budget	Quarter 1 2018/19 Year end forecast	Quarter 2 2018/19 Year end forecast
Capital expenditure	£'000	£'000	£'000
Financed in year	82,843	63,900	64,008
Funded by borrowing (borrowing requirement)	91,234	67,030	67,137
Total	174,077	130,930	131,145*

Note:* Slippage in the delivery of the capital programme has resulted in this reduction

Table 3: HRA capital expenditure and financing

	2018/19 MTFP Budget	Quarter 1 2018/19 Year end forecast	Quarter 2 2018/19 Year end forecast
Capital expenditure	£'000	£'000	£'000
Financed in year	5,900	4,357	4,357
Funded by borrowing (borrowing requirement)	0	0	0
Total	5,900	4,357	4,357

3. The Council's Overall Borrowing Need

The Council's underlying need to borrow for capital expenditure is termed the Capital Financing Requirement (CFR). It represents the 2017/18 capital expenditure financed by borrowing, and prior years' unfinanced capital expenditure which has not yet been paid for by revenue or other resources.

The Council's general fund underlying borrowing need (CFR) is not allowed to rise indefinitely. The Council is required to make an annual revenue charge, called the Minimum Revenue Provision (MRP), to reduce the CFR. This ensures the general fund pays for the capital asset and is a proxy for depreciation. The total CFR can also be reduced by:

- The application of additional capital financing resources (such as unapplied capital receipts); or

- An additional revenue contribution to the statutory minimum revenue provision (MRP) each year through a Voluntary Revenue Provision (VRP).

This differs from the treasury management arrangements which relates to cash transfers. External debt can be borrowed or repaid at any time, but this does not change the CFR.

The Council's CFR forecast for 2018/19 year end is shown below, and represents a key prudential indicator. It includes PFI and leasing schemes on the balance sheet, which increase the Council's borrowing need. However no borrowing is actually required against these schemes as a borrowing facility is included in the contract.

Table 4: Capital financing requirement: General Fund

	2018/19 Budget	Quarter 1 2018/19 Year end forecast	Quarter 2 2018/19 Year end forecast
Opening balance £'000	198,804	182,899	182,899
Capital expenditure funded by Borrowing	91,234	67,030	67,137
Sub Total	290,038	249,929	250,036
Less Minimum Revenue Provision			
MRP Charge	(3,350)	(2,350)	(2,350)
PFI Principle Charge	(215)	(215)	(215)
Prior year adjustment (swap funding / forward funding)	(11,124)	(1,291)	(1,291)
Sub Total	(14,689)	(3,856)	(3,856)
Closing Balance	275,349	246,073	246,180
Movement		41,007	41,114

Note: * The opening balance for the budget was an estimate as at Jan 2018. The Actual closing balance for 2017/18 was higher than forecast, this has resulted in a higher 2018/19 opening balance.

**Table 5: Capital financing requirement:
Housing Revenue Account (HRA)**

	2018/19 Budget	Quarter 1 2018/19 Year end forecast	Quarter 2 2018/19 Year end forecast
Opening balance	87,836	88,650	88,650
Closing Balance	87,836	88,650	88,650
Less Minimum Revenue Provision			
Repayment of Loan Principle	(3,482)	(3,482)	(3,482)
PFI Principle Charge			
Sub Total	(3,482)	(3,482)	(3,482)
Closing Balance	84,354	85,168	85,168

Movement	5,232	5,232
-----------------	--------------	--------------

Table 6: Capital financing requirement: General fund and HRA

	2018/19 Budget	Quarter 1 2018/19 Year end forecast	Quarter 2 2018/19 Year end forecast
Opening balance £'000	286,640	271,549	271,549
Capital expenditure funded by Borrowing	91,234	67,030	67,137
Sub Total	377,874	338,579	338,686
Less Minimum Revenue Provision			
MRP Charge	(6,832)	(5,832)	(5,832)
PFI Principle Charge	(215)	(215)	(215)
Prior year adjustment (swap funding / forward funding)	(11,124)	(1,291)	(1,291)
Sub Total	(18,171)	(7,338)	(7,338)
Closing Balance	359,703	331,241	331,348
Movement		46,239	46,346

Note: All borrowing is within authorised limits.

The capital expenditure funded by borrowing requirement includes the funding of the following:

- Town centre regeneration
- Loans to group companies
- Forward funded schemes

The above borrowing will be reduced when capital receipts are recovered, loans repaid and when developer contributions are received.

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

4. External borrowing and compliance with treasury limits and prudential indicators

Table 7, below, demonstrates the current and forecast 2018/19 external borrowing.

Table 7: External Borrowing

	Actuals @ 30-09-18	Quarter 1 2018/19 Year end forecast	Quarter 2 2018/19 Year end forecast
	£'000		
Market	24,000	24,000	24,000
PWLB *	120,256	177,158	157,158
Local Enterprise Partnership **	1,000	750	750
local Authorities	0	0	0

Total borrowing	145,256	201,908	181,908
------------------------	----------------	----------------	----------------

Note:* reduction due to a HRA self-financing loan repayment

Note:** reduction due to a Local Enterprise Partnership loan repayment

During the first six months of the 2018/19 financial year, the Council operated within the treasury limits as set out in treasury management strategy. The position for the treasury management prudential indicators is shown on the following page in table 8, below. These show that all prudential indicators have been complied with. Further detail on each of these indicators is included in Appendix B.

Table 8: Prudential Indicator – Debt

Forecast year-end position as at 30-09-17

**Has the limit/boundary
been broken**

Gross external borrowing exceeding CFR	NO
Authorised limit	NO
Operational boundary for external debt	NO
HRA debt limit	NO
Maturity structure of borrowing	NO
Upper limits on interest rate exposure	NO
The percentage of financing costs set aside to service debt financing costs	NO

Note: prudential indicators is shown in table 8 and full details are available in appendix B.

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

5. Compliance with treasury limits and prudential indicators for investments

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

Table 9, below, shows the counterparties where cash deposits are held. Further detail is available in appendix D.

Table 9: Investment Type

	Quarter 1 Actuals invested	Quarter 2 Actuals invested
Money Market funds	2,300	4,000
Local Authorities	86,000	89,000
Fund Mangers	601	601
Internal Companies investments (including the HRA)	76,080	75,416
Total	164,981	169,017

During the first six months of the 2017/18 financial year the Council operated within the treasury limits as set out in investment strategy. The position for the investment prudential indicators is shown in table 10 and full details are available in appendix B.

Table 10 : Investments return

	Quarter 1 Forecast outturn	Quarter 2 Forecast outturn
Money Market funds	20	22
Local Authorities	445	460
Fund Mangers	3	3
Internal Companies investments (including the HRA)	2,948	2,915
Total	3,416	3,400

Current forecast of investment return shows we will under achieve the budget (Budget £4,059,000 year end outturn forecast as at September is £3,646,000). This is due to loans budgeted to be made to our housing companies have not materialised, however this is offset by external borrowing has not need to be taken out. This has meant the council is under spending on the interest charges budgets.

6. Conclusion

The Director of Corporate Services confirms that the approved limits within the Annual Investment Strategy were not breached during the first six months of 2018/19 and that no difficulties are envisaged for the remaining six months in complying with the prudential indicators. The Council is operating in a stringent financial climate, but is still managing to deliver within budgeted interest levels.

This page is intentionally left blank

Prudential and treasury indicators as at 30th September 2018General Fund

Table B1 – Capital expenditure and In year borrowing requirement

General fund	202018/19 Budget	Quarter 1 2018/19 Year end forecast	Quarter 2 2018/19 Year end forecast
	£'000	£'000	£'000
Capital expenditure	174,077	130,930	131,145
Capital Financing Requirement (CFR)	275,350	246,073	246,180
Annual change in CFR		41,007	41,114
In year borrowing requirement	91,234	67,030	67,137

Table B2 - financing costs %

General fund	202018/19 Budget	Quarter 1 2018/19 Year end forecast	Quarter 2 2018/19 Year end forecast
	£'000	£'000	£'000
Ratio of financing costs to net revenue stream	4.40%	1.73%	1.75%

The percentage of the revenue budget set aside each year to service debt financing costs is shown above. The quarter two forecast is below budget as a result of favourable returns compared to budget.

This is calculated as follows: financing cost divided by net revenue stream

As per budget 2018/19: £5,153k/ £117,128k = 4.40%

HRA

Table B3 - Capital expenditure and In year borrowing requirement

HRA	202018/19 Budget	Quarter 1 2018/19 Year end forecast	Quarter 2 2018/19 Year end forecast
	£'000	£'000	£'000
Capital expenditure	4,357	4,357	4,357
Capital Financing Requirement (CFR)	87,836	85,168	85,168
Annual change in CFR	(3,482)	(3,482)	(3,482)
In year borrowing requirement	0	0	0

Table B4 - financing costs %

HRA	£'000	Quarter 1 2018/19 Year end forecast	Quarter 2 2018/19 Year end forecast
	£'000	£'000	£'000
Ratio of financing costs to net revenue stream	18.92%	19.11%	19.23%

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

This is calculated as follows: financing cost divide by total income received

As per budget 2018/19: £2,851k / £15,068k = 18.92%

General Fund & HRA

Table B5- Capital expenditure and In year borrowing requirement

General fund &HRA	202018/19 Budget	Quarter 1 2018/19 Year end forecast	Quarter 2 2018/19 Year end forecast
	£'000	£'000	£'000
Capital expenditure	178,434	135,287	135,502
Capital Financing Requirement (CFR)	363,186	331,241	331,348
Annual change in CFR	-3,482	37,525	37,632
In year borrowing requirement	91,234	67,030	67,137

Table B6- Upper limit - Debt only

General fund and HRA	2018/19 Budget	Quarter 1 (Apr-Jun) Actual	Quarter 2 (Jul-Sep) Actual
	£'000	£'000	£'000
Fixed rate exposures	180,000	145,256	145,256
Variable rate exposures	40,000	0	0

Table B7- Internal Borrowing

General fund and HRA	2018/19 Budget	Quarter 1 2018/19 Year end forecast	Quarter 2 2018/19 Year end forecast
	£'000	£'000	£'000
CFR (year-end position)	359,703	331,241	331,348
Less External Borrowing	(206,709)	(201,908)	(181,908)
Less Other long term liabilities	(8,600)	(10,000)	(10,000)
Internal Borrowing*	144,394	119,333	139,440
Movement		(25,061)	(3,664)
% of internal borrowing to CFR	40.14%	36.03%	42.08%

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

Table B8- Upper limit -Investments Only

General fund and HRA	2018/19 Budget	Quarter 1 (Apr-Jun) Actual	Quarter 2 (Jul-Sep) Actual
	£'000	£'000	£'000
Fixed rate exposures	(100,000)	(60,500)	(91,494)
Variable rate exposures	(40,000)	(601)	(601)
Upper limit for principal sums invested over 364 days	2018/19 Budget	Quarter 1 (Apr-Jun) Actual	Quarter 2 (Jul-Sep) Actual
	£'000	£'000	£'000
In house	0	0	0
Fund managers	10,000	(600)	(600)

Table B9- Internal investments: interest Received

General fund	2018/19 Budget	Quarter 1 2018/19 Year end forecast	Quarter 2 2018/19 Year end forecast
	£'000	£'000	£'000
HRA Internal loan from The General fund	For budget setting we do set the budget by individual investment types	(449)	(449)
Wokingham Housing		(879)	(846)
Wokingham town centre Regeneration loan		(1,620)	(1,620)
	(3,182)	(2,948)	(2,915)

Table B10- Internal investments: Investments held

General fund	Quarter 1 2018/19 Year end forecast	Quarter 2 2018/19 Year end forecast
	£'000	£'000
HRA Internal loan from The General fund	8,874	8,874
Wokingham Housing	20,495	17,245
Wokingham town centre Regeneration	53,046	53,046
Total	82,415	79,165

General Fund Loan portfolio at 30th September 2018

PWLB/Market	Loan no	Principle £'000	Interest Rate %	Maturity Date
General fund				
PWLB Loans	485805	976	4.88	01/08/2022
PWLB Loans	488876	2,343	4.95	01/02/2034
PWLB Loans	505948	6,000	2.30	31/03/2034
PWLB Loans	505949	8,000	2.34	31/03/2035
PWLB Loans	505950	4,000	2.37	31/03/2036
PWLB Loans	491456	1,431	4.35	30/09/2046
PWLB Loans	491320	2,929	3.85	01/08/2051
PWLB Loans	491474	5,587	4.40	01/08/2052
PWLB Loans	493309	9,764	4.60	31/03/2054
Market Loans	1c	4,882	4.88	06/02/2066
Market Loans	4	1,953	3.68	16/02/2066
Market Loans	5	4,882	3.73	19/10/2076
Market Loans	6	1,953	3.77	19/10/2076
Market Loans	2c	4,882	4.60	11/01/2077
Market Loans	3b	4,882	4.35	24/02/2077
Local Enterprise Board		250	0.00	01/12/2018
Local Enterprise Board		750	0.00	01/12/2019
Total		65,464		

Note: All external borrowing is used in table B7 in appendix B

(£8,874 HRA loan is treated as internal)

Housing Revenue Fund Loan portfolio at 30th September 2018

PWLB/Market	Loan no	Principle £'000	Interest Rate %	Maturity Date
HRA				
RA Self Financing	501051	3,098	1.76	28/03/2019
HRA Self Financing	501036	1,988	1.99	28/03/2020
HRA Self Financing	501034	3,482	2.21	28/03/2021
HRA Self Financing	501038	4,199	2.40	28/03/2022
PWLB Loans	485805	24	4.88	01/08/2022
HRA Self Financing	501050	3,484	2.56	28/03/2023
HRA Self Financing	501049	4,116	2.70	28/03/2024
HRA Self Financing	501045	3,744	2.82	28/03/2025
HRA Self Financing	501048	3,971	2.92	28/03/2026
HRA Self Financing	501040	5,415	3.01	28/03/2027
HRA Self Financing	501046	5,981	3.08	28/03/2028
HRA Self Financing	501039	6,378	3.15	28/03/2029
HRA Self Financing	501047	6,789	3.21	28/03/2030
HRA Self Financing	501037	7,231	3.26	28/03/2031
HRA Self Financing	501035	8,516	3.30	28/03/2032
HRA Self Financing	501043	9,276	3.34	28/03/2033
PWLB Loans	488876	57	4.95	01/02/2034
HRA Self Financing	501044	1,000	3.37	28/03/2034
PWLB Loans	491456	35	4.35	30/09/2046
PWLB Loans	491320	71	3.85	01/08/2051
PWLB Loans	491474	135	4.40	01/08/2052
PWLB Loans	493309	236	4.60	31/03/2054
Market Loans	3b	118	4.35	24/02/2077
Market Loans	2c	118	4.60	11/01/2077
Market Loans	1c	118	4.88	08/02/2066
Market Loans	4	47	3.68	16/02/2066
Market Loans	5	118	3.73	19/10/2076
Market Loans	6	47	3.77	19/10/2076
General fund loan		8,874	4.50	
Total		88,666		

* Note this is an internal loan from the general fund to the HRA and is not included in the total external loans.

Total external borrowing loans at 30th September 2018

	Actuals @ 30-09-18	Quarter 1 2018/19 Year end forecast	Quarter 2 2018/19 Year end forecast
	£'000		
Market	24,000	24,000	24,000
PWLB	120,256	177,158	157,158
Local Enterprise Partnership	1,000	750	750
Total borrowing	145,256	201,908	181,908

Note:* movement due to a reduction on the HRA self-financing loans (repayment) and additional General fund loans (Advance)

Note:** reduction due to a Local Enterprise Partnership loan repayment

Table 8: External Borrowing interest cost

	Quarter 1 2018/19 Year end forecast	Quarter 2 2018/19 Year end forecast
	£'000	£'000
Principlea owing	201,908	181,908
£ interest to be paid in 2018/19	5,235	5,098
Average % rate in 18/19	2.59%	2.80%

This page is intentionally left blank

Current Investments as at 30th September 2018

Institution	Loan Number	Amount	Rate	Date Deal made	Maturity Date	Trade Date	Broker
Current lending							
Barnsley BC	S1095	2,000,000	0.39%	02/11/2017	31/10/2018	02/11/2017	Prebon
Doncaster Metropolitan Council	S1096	3,000,000	0.39%	02/11/2017	01/11/2018	02/11/2017	Prebon
Tewkesbury Borough Council	S1094	3,000,000	0.55%	02/11/2017	01/11/2018	02/11/2017	Tradition
Monmouthshire Council	S1097	5,000,000	0.58%	14/11/2018	13/11/2018	20/12/2017	Tradition
North Lanarkshire Council	S1102	5,000,000	0.72%	15/02/2018	15/11/2018	15/02/2018	Prebon
Blaenau Gwent County Borough Council	S1114	3,000,000	0.68%	06/08/2018	07/12/2018	07/08/2018	Tradition
Lancashire CC	S1098	5,000,000	0.65%	16/01/2018	15/01/2019	22/01/2018	Tradition
Blackpool BC	S1099	5,000,000	0.50%	17/01/2018	16/01/2019	03/04/2018	Tradition
Reading BC	S1100	5,000,000	0.60%	23/01/2018	22/01/2019	30/04/2018	Prebon
Eastleigh BC	S1104	3,000,000	0.70%	04/04/2018	23/01/2019	23/04/2018	Sterling
Fife Council	S1101	5,000,000	0.68%	06/02/2018	05/02/2019	27/02/2018	Tradition
Thurrock Borough Council	S1103	5,000,000	0.90%	28/03/2018	28/03/2019	03/04/2018	Tradition
Rotherham MBC	S1105	5,000,000	0.70%	04/04/2018	28/03/2019	10/05/2018	Tradition
Blackburn Council	S1106	5,000,000	0.70%	04/04/2018	28/03/2019	01/06/2018	Tradition
Corby Borough Council	S1108	3,000,000	0.75%	04/04/2018	04/04/2019	15/05/2018	Prebon
Salford CC	S1107	2,000,000	0.70%	04/04/2018	04/04/2019	22/05/2018	Prebon
Suffolk County Council	S1111	5,000,000	0.70%	08/05/2018	07/05/2019	22/06/2018	Tradition
Darlington Borough Council	S1115	5,000,000	0.70%	07/08/2018	16/05/2019	07/08/2018	Tradition
Leeds CC	S1113	5,000,000	0.70%	25/07/2018	16/05/2019	25/07/2018	Tradition
Surrey County Council	S1116	5,000,000	0.65%	00/01/1900	28/05/2019	20/08/2018	Prebon
Aberdeenshire Council	S1112	5,000,000	0.70%	07/06/2018	06/06/2019	12/07/2018	Tradition
Total		89,000,000					
Money Market Funds							
Invesco		4,000,000	Variable	Call			
Total		4,000,000					
Grand total		93,000,000					
Investments with internal companies / Properties							
Wokingham Holdings		13,495,435					
Wokingham Town Centerr Regeneration		53,046,410					
Total		66,541,845					
Grand Total		159,541,845					

Property portfolio		
Barclays Market Place Wokingham	These properties have been purchased for local economic sustainability and regeneration but do not provide an investment inreturn	
Cox Plastics Fishponds Rd Wokingham		
Mulberry Business Park Wokingham		
Total		
		14,645
Estimated Gross rental income for 18-19		(507)

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

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

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

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

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

European Central Bank (ECB) - The central bank for the euro and administers monetary policy of the eurozone, which consists of 19 EU member states and is one of the largest currency areas in the world.

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

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

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

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

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

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

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

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

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

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

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

Ministry for Housing, Communities and Local Government (MHCLG) - Is a ministerial department, supported by 11 agencies and public bodies. They are working to create great places to live and work, and to give more power to local people to shape what happens in their area.

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

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

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

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

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

TITLE	Council Tax Reduction Scheme 2019 / 2020
FOR CONSIDERATION BY	Council on 21 February 2019
WARD	None Specific;
DIRECTOR	Director of Locality and Customer Services - Sarah Hollamby

OUTCOME / BENEFITS TO THE COMMUNITY

The adoption of a Localised Council Tax Reduction scheme will ensure that all working age borough residents who may experience financial difficulties in paying their council tax liabilities have access to a scheme of assistance, designed locally, offering financial help to them.

RECOMMENDATION

That Council agree the proposed Council Tax Reduction Scheme for 2019/20.

SUMMARY OF REPORT

The Leader has requested the policy is brought back to Council for consideration due to some amendments and in accordance with the Constitution (4.2.14.1) 14 members have signed a motion to rescind the decision made on 24th January 2019.

As a result of various changes to the welfare system, Wokingham Borough Council has been reviewing its current Council Tax Reduction scheme in 2019/20.

A number of other reforms to the welfare system have been or are being introduced. While some, such as Universal Credit are intended to simplify the welfare system and encourage others to move into work, these reforms generally reduce the overall level of support available to residents.

These challenges, alongside general spending reductions faced by Local Authorities, mean the local Authorities generally have less money to spend on council tax support, and need to determine what scheme to introduce, with less money available. The Council has therefore been working with 'Policy in Practice' (PiP) to model various Council Tax Reduction schemes.

PiP are a policy and analytical software company who have been working with Local Authorities for many years to support them with modelling their Council Tax Reduction schemes and were best placed to carry out this modelling due to their expertise within this field.

The Council Tax Reduction scheme that Wokingham Borough Council proposes to implement for 2019/2020 simplifies the administration process and allows for a better distribution of support by introducing a new income-banded scheme which will replace the current scheme, where all changes in circumstances need to be reviewed.

Background

In April 2013 council tax benefit (CTB) was abolished and replaced by Council Tax Reduction (CTR). This was accompanied by a year on year reduction of 10% in Government funding across all Local Authorities.

In order to cover this loss of funding, the Council approved a new CTR scheme based upon the Government Default Scheme regulations with a number of specific changes. In combination, these measures help to compensate for the grant lost through the Government changes.

Due to various reforms to the welfare system, alongside general spending reductions faced by Local Authorities, mean the local Authorities generally have less money to spend on council tax support, and need to determine what scheme to introduce, with less money available.

The Welfare Reform Act 2012 provided for a major overhaul of the benefits system.

Council Tax Reduction Schemes were implemented ahead of the commencement of Universal Credit and as the roll out of Universal Credit continues nationally, Housing Benefit caseloads will decrease, along with a reduction in the administration grant, whilst it is expected to see Council Tax Reduction Claims increase.

Unfortunately, the implementation of Universal Credit will increase the administration burden on Local Authorities, as all changes, no matter how small, will be passed on to Local Authorities for them to review the customers application for Council Tax Reduction. This will become a very costly and resource intensive process and one that Wokingham Borough Council cannot sustain.

Therefore, Wokingham Borough Council has had to review its current Council Tax Reduction scheme for 2019/20 in order to meet these financial pressures.

Over the last few months PiP have worked with 20 local authorities of all types to model different Council Tax Reduction schemes and modelled, on average, 3 different schemes for each council, varying different factors each time.

The Council had four primary objectives that 'Policy in Practice' took into account when modelling:-

- To protect the vulnerable
- To keep cost neutral with 2018/2019 (ie: within the current budget envelope).
- To mitigate against expected administrative cost increase due to Universal Credit
- To explore long-term options that reduce administration

Changes cannot be made during a financial year and any changes proposed will require a full consultation to be undertaken, however minimal the change.

Pensioners (those in receipt of state pension) will not be affected by any of the proposed changes as they fall under the default scheme which LA's do not have the power to change. However, consideration needs to be given as to whether we protect vulnerable" groups defined under CTR as those with a disability related income.

Proposed Scheme for 2019/20 (compared to 2018/2019 scheme):-

The CTR Scheme that Wokingham Borough Council proposes to implement for 2019/2020 is a new income-banded scheme (as detailed below) with a number of adjustments in order to make savings and to amend the distribution of support. The adjustments include a capital cut-off at £4,000 (currently £16,000), reduction in income disregards for earnings (becoming a flat rate of £7.50p/w) and increasing the amount of income from carer's allowance that is disregarded by £10 a week.

The CTR scheme will also be subject to the annual uprating by The Department for Work and Pensions (DWP) from April 2019 and these will be reflected (where relevant) within the proposed scheme.

There is a proposed new income banded scheme for 2019/2020 as detailed below. This is a consistent approach taken by many Locals Authorities following the introduction of Universal Credit.

Band	Discount off CT liability	Qualifying characteristics	Income bands (monthly figures)			
			Single household	Couple: No children	Household: 1 child	Household: > 1 child
1	78%	In receipt of passported benefits	< £500	< £675	< £775	< £1050
2	60%	N/A	£500.01 - £700	£ 675.01 - £875	£775.01 - £975	£1050.01 - £1250
3	40%	N/A	£700.01 - £950	£ 875.01 - £1125	£ 975.01 - £1225	£1250.01 - £1500
4	20%	N/A	£ 950.01 - £ 1250	£1125.01 - £1425	£1225.01- £1525	£1500.01 -£ 1800
5	0%	N/A	> £1250	> £1425.01	> £1525.01	> £ 1800.01

To protect the most vulnerable, all households in receipt of passported benefits are placed in band 1.

For CTR this term is used when a person receives certain benefits (Income Support, Jobseekers Allowance (income-based), Employment and Support Allowance (income-related), Pension Credit (guarantee credit) which 'passport' them to other benefits.

By passported we mean that the DWP have already checked and verified that the applicant's income and capital are below the relevant thresholds as set by the DWP.

Legal Issues: Section 13A of the Local Government Finance Act 1992 ‘the Act’ substituted by section 10 of the Local Government Finance Act 2012 requires each billing authority to make a scheme specifying the reductions which are to apply to amounts of council tax payable by persons, or classes of person, whom the authority considers are in financial need. Schedule 1A, paras 5(5) and 3(1), of the Act impose a duty on the authority to publish a draft scheme and consult “such other persons as it considers are likely to have an interest in the operation of the scheme.” The Council Tax Reduction Schemes (Amendment) (England) Regulations 2017 imposes a duty on the Council to approve any revisions to the scheme by 11th March before the beginning of the financial year in which the revision is to have effect or agree to keep the current scheme.

Originally, there was some confusion regarding the revision date because in the Local Government Finance Act 2012 there is an inserted amendment to s13A of the 1992 Act which still quotes the 31st January date. However, the Local Government Finance Act 1992 which was amended by the Council Tax Reduction Schemes (Amendment) (England) Regulations 2017, Schedule 1A para 5(2) changed the revision date from 31st January to 11th March.

The degree and specificity of information which must be provided to consultees for Council Tax Reduction Schemes will depend on the context, including:

- (i) the identity of the persons being consulted
- (ii) whether the proposal would deprive consultees of an existing benefit
- (iii) the purpose of the consultation, and
- (iv) whether consultees can be expected to be familiar with the decision-making process and reasons.

It is lawful to consult on a preferred option. Consultation must take place at a formative stage of the process, be sufficiently clear so that those consulted can understand what they are being consulted on and be able to give a meaningful response, and enough time should be given for consultees to respond. The consultation responses must be conscientiously taken into account in finalising the decision.

Guidance issued in 2014 by the Department for Communities and Local Government provides that in developing local council tax reduction schemes, vulnerable groups should be protected. The guidance does not prescribe the protection that local authorities should provide for vulnerable groups, but refers to the authority’s statutory duties including the public sector equality duty (The Equality Act 2010) and the duty to prevent homelessness (The Housing Act 1996).

The Equality Act requires an authority to have due regard to the need to eliminate discrimination and other conduct prohibited by the Equality Act; advance equality of opportunity between people who share a relevant protected characteristic and those who do not; and foster good relations between persons who share a relevant protected characteristic and those who do not share it. Due regard should be had as an integral part of the decision-making process. The Equality Impact Assessment is referenced in background papers.

Other information:

Wokingham Borough Council, in modelling their schemes has also benchmarked its self against neighbouring councils as well as other Councils nationwide to understand their proposed CTR schemes / modelling and considers that its 'proposed' scheme is financially viable whilst protecting the vulnerable.

Analysis of Issues

During the initial development of this Policy, other Council service areas were consulted to ensure that this scheme was complimentary to but did not overlap with any similar provision in those service areas. The suggested amendments outlined above do not change that position.

A public consultation exercise was undertaken between 14th November 2018 and 16th December 2018 and sought views on a range of issues relating to the Council Tax Reduction Scheme.

From our records the service posted out 3906 flyers mainly to our target audience, detailing why Wokingham Borough Council are proposing to change the scheme as well as directing them to the survey on the Council's website page.

Only 14 surveys were returned and no conclusive evidence could be drawn from these surveys. In preparing this scheme proposal, a full Equality Impact Assessment has been completed.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council continues to face severe financial challenges over the coming years as a result of reductions to public sector funding and growing pressures in our statutory services. It is estimated that Wokingham Borough Council will be required to make budget reductions of approximately £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)	The scheme will cost approximately £3.9m	Yes	Revenue
Next Financial Year (Year 2)	Not yet known		
Following Financial Year (Year 3)	Not yet known		

Other financial information relevant to the Recommendation/Decision

With continued reductions in the administration grant it is considered that this model is the more robust and rounded scheme for all the residents within the borough and the administration costs to administer the scheme can be contained within current resources and budget (£3.9m). It is estimated that the revision to the 2019/2020 scheme is an additional cost estimated between £25,000 - £100,000. This is a relatively small sum in the context of the overall budget and the numerous variables within the operation of the scheme and there is therefore no change to the overall budget.

Cross-Council Implications

The administration costs to administer this scheme can be contained within current resources and budget otherwise if this proposed scheme is not agreed then the Council will have challenges with balancing its budget.

Reasons for considering the report in Part 2

N/A

List of Background Papers

- External Partners (Policy in Practice) modelling document
- Guidance issued in 2014 by the Department for Communities and Local Government
- The Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012 (SI 2012 No. 2885), as amended
- The Council Tax Reduction Schemes (Amendment) (England) Regulations 2017 (SI 2017 / 1305)
- The Welfare Reform Act 2012
- The Equality Act 2010
- The Housing Act 1996
- EQIA

Contact Andrew Kupusarevic / Nicky Thomas

Service Housing, Income and Assessments

Telephone No Tel: 0118 974 6803

Email
andrew.kupusarevic@wokingham.gov.uk
Nicky.thomas@wokingham.gov.uk

TITLE	Changes to the Constitution
FOR CONSIDERATION BY	Council on 21 February 2019
WARD	None Specific;
LEAD OFFICER	Deputy Chief Executive - 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 Section 4.2.9.7 Asking the Question at the Meeting [Council] and Section 5.4.31 Asking the Question at the meeting [Executive] be amended as set out in paragraph 1 of the report;
- 2) that Section 4.2.11 Motions on Notice be amended as set out in paragraph 2 of the report;
- 3) that Section 3.5.4.2 Debating a Petition at a Council Meeting be amended as set out in Appendix 1 to the report;
- 4) that Sections 6.3.29 Call In-6.3.36 Dispute be amended as set out in Appendix 2 to the report;
- 5) that Section 8.4 Licensing And Appeals Committee Procedure Rules be amended as set out in Appendix 3 to the report;
- 6) that Section 11 Officers be amended as set out in Appendix 4 to the report;
- 7) that Sections 1.6.4 Authentication of Documents and 13.3.3.2 Table – Acceptance of Tenders and Signing of Contracts be amended as set out in paragraph 7 and Appendix 5 to the report.

SUMMARY OF REPORT

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

The report contains revisions to a number of areas in the Constitution which were agreed by the Constitution Review Working Group (CRWG) at their meeting on 4 February 2019.

Background

SECTION 4 - THE COUNCIL MEETING AND SECTION 5 - THE EXECUTIVE

1. Following the Extraordinary Council meeting on 24 January 2019 at which a member of the public asked questions on behalf of 14 other residents during Public Question Time, it was proposed that the process around members of the public asking questions on behalf of others, be reviewed. The Constitution Review Working Group proposed that members of the public should only be able to ask one question, either their own, in which case they could also ask a supplementary if they wished, or a question on behalf of another member of the public. If asking a question on behalf of another they could not submit a supplementary question.

The following changes are therefore proposed to Sections 4.2.9.7 Asking the Question at the Meeting [Council] and 5.4.31 Asking the Question at the meeting [Executive]. Changes are shown in bold italics.

4.2.9.7 Asking the Question at the Meeting [Council]

*'At the appropriate time, the Mayor/Chairman will invite the questioner to put the question to the Member named in the notice. If a questioner who has submitted a written question is unable to be present he/she may nominate a person **who is not already asking a question at the meeting** to put the question on his/her behalf. Alternatively, the Mayor/Chairman may put the question on their behalf, or may indicate that a written reply will be given.'*

5.4.31 Asking the Question at the meeting [Executive]

*'At the appropriate time, the Chairman will invite the questioner to put the question to the Member named in the notice. If a questioner who has submitted a written question is unable to be present he/she may nominate a person **who is not already asking a question at the meeting** to put the question on his/her behalf. Alternatively, the Chairman may put the question on their behalf, or may indicate that a written reply will be given.'*

2. The Constitution Review Working Group received information on the length of Motions on Notice submitted between November 2017 and November 2018 and considered whether Motions on Notice should be limited in length.

The following change is proposed to Section 4.2.11 Motions on Notice

4.2.11.1 Notice

'Except for motions which can be moved without notice under [Rule 4.2.12](#), written notice of every Motion, signed by the Member of the Council giving the notice must be delivered to the Chief Executive no later than 10.00am on the seventh working day before the meeting (excluding the day of the meeting). These will be dated and numbered in the order which they are received and will be open to public inspection.

*Only one Motion, **which should contain no more than 350 words**, may be submitted per Member per meeting. For the purposes of this Rule, e-signatures will be acceptable.'*

3. During the petition debate item at the Extraordinary Council meeting on 24 January 2019, concerns were raised about the process that was used to decide which petition Motion the Mayor accepted first if there was more than one proposal following a debate of a petition at a Council meeting.

Proposed amendments to Section 3.5.4.2 Debating a Petition at a Council Meeting, are attached at Appendix 1 to the report. The Constitution Review Working Group felt that the proposed amendments provided a fairer process for members of the public and Members.

SECTION 6 -THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE AND ITS COMMITTEES

4. Following the most recent scrutiny call in, Officers reviewed the call in process to determine whether any improvements could be made.

The proposed changes are to facilitate the call-in process particularly at times when call ins fall, as in the past, at peak holiday periods or near an Election and attendees may not be available or it is not appropriate to hold a meeting at a particular time.

Proposed amendments to Sections 6.3.29 Call In-6.3.36 Dispute, are attached at Appendix 2 to the report.

SECTION 8 – REGULATORY AND OTHER COMMITTEES

5. The Constitution Review Working Group reviewed proposed amendments to the Licensing and Appeals Committee terms of reference. The Committee had reviewed its terms of reference at its meeting on 13 November 2018. It is good practice to undertake periodic reviews of the Committee's terms of reference to ensure it continues to be relevant and up to date, and to ensure that members of the public understand the work of the Committee.

Proposed changes to the terms of reference (Section 8.4) are attached at Appendix 3 to the report.

SECTION 11 – OFFICERS

6. The Constitution Review Working Group considered a number of proposed amendments to Section 11 Officers, which are set out in Appendix 4 to the report.

Officer job titles and responsibilities had been updated throughout the section to reflect reorganisation following 21st Century Council.

The changes proposed to Sections 11.5.3, 11.5.4 and 11.6.5.3 relate to the dismissal and appointment of senior Officers. It is proposed that Full Council be required only to approve appointment to the roles required by the Local Authorities (Standing Orders) (England) Regulations 2001, namely the Head of Paid Service, Section 151 Officer and Monitoring Officer. This would then also align to Full Council's requirement to dismiss.

The changes proposed to Sections 11.5.7 to 11.5.9 and 11.6.5.5 to 11.6.5.9 relate to the strengthening of the decision making process around disciplinary and grievance matters relating to senior Officers.

SECTION 13 - PROCUREMENT AND CONTRACT RULES AND PROCEDURES AND SECTION 1 STRUCTURE AND RESPONSIBILITIES

7. The Constitution Review Working Group considered proposed amendments to Sections 1.6.4 Authentication of Documents and 13.3.3.2 Table – Acceptance of Tenders and Signing of Contracts, which are highlighted and set out below and in Appendix 5. The proposed changes will improve the efficiency of the procurement process. The Audit Committee will review the effect of this change in 6 months' time.

1.6.4 Authentication of Documents

'.... Any contract with a value exceeding £50,000 entered into on behalf of the local authority in the course of the discharge of an Executive function shall be made in writing. ~~Such~~ **Contracts with a value less than £100,000 may** ~~must~~ either be signed by **one authorised** at least two officers of the authority or made under the Common Seal of the Council attested by at least one officer.'

A replacement Table 13.3.3.2 Acceptance of Tenders and Signing of Contracts is attached at Appendix 5 to the report.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council continues to face severe financial challenges over the coming years as a result of reductions to public sector funding and growing pressures in our statutory services. It is estimated that Wokingham Borough Council will be required to make budget reductions of approximately £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	£0	£0
Next Financial Year (Year 2)	£0	£0	£0
Following Financial Year (Year 3)	£0	£0	£0

Other financial information relevant to the Recommendation/Decision

There are no financial implications arising from this report.

Cross-Council Implications

None

List of Background Papers

The Council's Constitution

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

3.5.4.2 Debating a Petition at a Council Meeting

If the number of signatories on a petition is more than 1,500 this will trigger a debate at the next available Council meeting, unless it is a petition asking for a senior Council Officer to give evidence at a public meeting in which case it will be dealt with in accordance with [Rule 3.5.4.3](#).

On some occasions, e.g. where there are a number of petitions already scheduled for debate, it may not be possible to debate every eligible petition at the next Council meeting and therefore a petition would be debated at the following meeting.

The petition organiser may submit in writing a motion on what action they wish the Council to take, at least ten clear working days prior to the Council meeting at which the petition will be debated. The motion will be included in the agenda of the meeting.

If the petition organiser is not a councillor they must ask a councillor (e.g. a Ward Member or relevant Executive Member) to assist them in producing a valid motion (see Rule 4.2.11) and to propose the motion on their behalf at the Council meeting.

The following process will be followed at the Council 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 petition motion will then be formally proposed by the councillor and seconded and if no amendments are received a vote will be taken on the proposal;***
- e) ***in accordance with Rule 4.2.13.7 amendments to the motion can be put forward and these will need to be proposed and seconded. Only the proposer, seconder and proposer of the original motion (who has a right of reply) may speak on the amendment. The amendment will then be voted on and if agreed will become the Council's response to the petition.***
- f) ***if the petition motion and any amended motion fall*** the Mayor will then ask for ***further*** 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;
- g-e)*** once a ***further*** motion has been put forward ***moved and seconded*** it will be voted on without discussion or amendment;

- h-f)* if the motion falls then the Mayor will ask for a further motion to be put forward;
- i-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.

The petition organiser will receive written confirmation of this decision.

6.3.29 Call-In

Call-in should only be used in exceptional circumstances. These are where non-Executive Members have evidence that suggests that the Executive did not take the decision in accordance with the principles set out in Chapter 1.4 (Decision Making).

These are:

All decisions of the Council will be made in accordance with the following principles:

- a) proportionality (i.e. the action must be proportionate to the desired outcome);
- b) due consultation and the taking of professional advice from Officers;
- c) human rights will be respected and considered at an early stage in the decision making process;
- d) a presumption in favour of openness;
- e) clarity of aims and desired outcomes; and
- f) when decisions are taken by the Executive, details of the options which were taken into account and the reasons for the decision will be recorded.

6.3.30 Publication of Executive Decisions and Procedure for Call-In

- a) When a decision is made by the Executive, an individual Member of the Executive or a Committee of the Executive, or a Key Decision is made by an Officer with delegated authority from the Executive or under joint arrangements, as soon as reasonably practicable the decision shall be published and shall be available at the Council Offices and on the website. The Chairman of the Overview and Scrutiny Management Committee will be sent copies of the records of all such decisions, within the same timescale, by the person responsible for publishing the decision.
- b) That notice will bear the date on which it is published and will specify the date that the decision will come into force, and may then be implemented. The decision will come into force on the expiry of five working days after the publication of the decision, unless the decision is 'called in'.
- c) During that period, the Proper Officer shall call-in a decision for scrutiny by the Overview and Scrutiny Management Committee if so requested in writing by any five non-Executive Members of the Council, and shall then notify the decision-taker of the call-in. He/she shall call a meeting of the Overview and Scrutiny Management Committee ~~on such date as he/she may determine, where possible~~ after consultation with the Chairman of the Committee (or Vice Chairman should the Chairman be unavailable). In any case the meeting shall be ~~called (but not necessarily held)~~ within ~~five-20~~ working days of the decision to call-in an item unless the agreement of the Chairman of the Management Committee has been received that there are exceptional circumstances which meant that this cannot be achieved-

Chapter updated May 2013

- d) If after consultation with the Proper Officer and Lead Opposition Group Member, the Chairman of the Overview and Scrutiny Management Committee determines that it would be more appropriate for a 'call-in' to be considered directly by an Overview and Scrutiny Committee he/she may direct that the relevant Committee consider the issue.
- e) If, having considered a decision, the Overview and Scrutiny Management Committee or a Scrutiny Committee still holds concerns about it, then it may refer it back to the decision making person or body for reconsideration, setting out in writing the nature of its concerns or, and only if the matter is contrary to the Policy Framework or contrary or not wholly in accordance with the Budget, it may refer the matter to the Council. If referred to the decision maker, they shall then reconsider within a further ~~10-20~~ working days, amending the decision or not, before adopting a final decision.
- f) The Overview and Scrutiny Management Committee or Overview and Scrutiny Committees cannot overturn the decision which it is reviewing but may either concur with the decision in which case it will take immediate effect or refer it back to the Executive for further consideration, including any recommendations that the Management Committee or Committee had agreed.
- g) If following an objection to the decision, the Overview and Scrutiny Management Committee or Overview and Scrutiny Committee does not meet in the period set out above, or does meet but does not refer the matter back to the decision making person or body, the decision shall take effect either on the date of the relevant Scrutiny meeting, or the expiry of that further ~~240~~ working day period, whichever is the earlier.
- h) If the matter was contrary to the Budget and Policy Framework and the Council does not object to a decision which has been made, then no further action is necessary and the decision will be effective in accordance with the provision below. However, if the Council does object then the Council will refer any decision to which it objects back to the decision making person or body, together with the Council's views on the decision. That decision making body or person shall choose whether to amend the decision or not before reaching a final decision and implementing it. Where the decision was taken by the Executive as a whole or a Committee of it, a special meeting will be convened to reconsider within ~~10-20~~ working days of the Council request.
- Where the decision was made by an individual, the individual will reconsider within ~~10-20~~ working days of the Council request.
- i) If the Council does not meet, or if it does but does not refer the decision back to the decision making body or person, the decision will become effective on the date of the Council meeting or expiry of the period in which the Council meeting should have been held, whichever is the earlier.

6.3.31 Process for Requests for Information from Members of the Overview and Scrutiny Management Committee to Officers After a Decision Has Been Called-In

In the period between the call-in of an Executive decision and a meeting of the Overview and Scrutiny Management Committee or Overview and Scrutiny Committee taking place, all members of the Management Committee or Overview and Scrutiny Committee shall

Chapter updated May 2013

only submit questions to the author of the report being called in through Democratic Services. Prior to the meeting to consider the call-in, copies of all information requested will be circulated to the Members of the Management Committee or Overview and Scrutiny Committees by Democratic Services to ensure all Members have the same information before them when considering the call-in.

The same process shall apply in the event of an adjournment.

Requests for information from non-Committee members will be actioned at the discretion of the Chairman of the Overview and Scrutiny Management Committee or relevant Overview and Scrutiny Committee.

6.3.32 Contact with Witnesses After a Decision Has Been Called In

In the period between the call-in of an Executive Decision and a meeting of the Overview and Scrutiny Management Committee or Overview and Scrutiny Committee there should not be any communication between Members of the Management Committee or Committees with those individuals called as witnesses. Any contact shall only be through Democratic Services.

The same process shall apply in the event of an adjournment.

6.3.33 Communicating Views After a Decision Has been Called In

In the period between the call-in of an Executive Decision and the conclusion of the Scrutiny call-in process members of the ~~relevant~~ Overview and Scrutiny Management Committee or relevant Overview and Scrutiny Committee should not communicate their views, either to the press or members of the public, about the matter so as not to prejudice the outcome of the review by appearing to have already made up their mind. The scrutiny call-in process shall be deemed to have concluded once a resolution from the ~~relevant~~ Management Committee or relevant Overview and Scrutiny Committees has been forwarded to the maker of the Executive Decision for consideration.

6.3.34 Exceptions

In order to ensure that call-in is not abused, nor causes unreasonable delay, certain limitations are placed on its use. These are:

- a) five non-Executive Members of the Council are needed for a decision to be called in;
- b) once a Member has signed a request for call-in under [Rule 6.3.30](#) (Call-in) above, he/she may not do so again until a period of two calendar months has expired;
- c) no matter which involves information or a decision relating to an individual may be called in;
- d) no decision taken by the Council or due to be referred to Council for final approval e.g. Budget may be called in;
- e) no decision taken by the Planning Committee, the Licensing and Appeals Committee, the Audit Committee or the Standards Committee may be called in;

Chapter updated May 2013

- f) in relation to decisions taken by Officers under delegated powers, only Key Decisions are subject to the call-in process; and
- g) no item that has been previously considered by the Overview and Scrutiny Committees or Committees, or has been the subject of a review undertaken by a Task and Finish Group, within the preceding six months may be called in.

6.3.35 Call-in and Urgency

The call-in procedure set out in [6.3.30](#) above shall not apply where the decision being taken by the Executive is urgent. A decision will be urgent if any delay likely to be caused by the call-in process would:

- a) have serious financial implications for the Council as assessed by the Chief Finance Officer; or
- b) seriously prejudice the Council's or the public's interests.

The record of the decision, and notice by which it is made public shall state whether in the opinion of the decision making person or body, the decision is an urgent one, and therefore not subject to call-in. The Mayor must agree both that the decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency.

In the absence of the Mayor, the Deputy Mayor's consent shall be required. In the absence of both, the Head of Paid Service or his/her nominee's consent shall be required.

Decisions taken as a matter of urgency must be reported to the next available meeting of the Council, together with the reasons for urgency.

6.3.36 Dispute

The Council's Monitoring Officer or Section 151 Officer will be the final arbiter of whether an item does not qualify for 'Call-in' because of an exception or on the grounds of urgency.

CHAPTER 8.4 - LICENSING AND APPEALS COMMITTEE PROCEDURE RULES

8.4.1 Function and Composition of the Licensing and Appeals Committee

The Licensing and Appeals Committee is responsible for:-

- a) carrying out functions relating to licensing and registration as specified in Schedule 1 to the Local Authorities (Functions and Responsibilities)(England) Regulations 2000 (the Functions Regulations);
- b) carrying out functions relating to licensing and registration as set out in the Licensing Act 2003 and Gambling Act 2005;
- c) carrying out functions relating to the setting of fees, as set out in the Gambling Act 2005, as delegated by Council;
- d) the exercise of functions relating to health and safety under 'any relevant statutory provision' within the meaning of Part I of the Health and Safety at Work Act 1974 to the extent those functions are discharged otherwise than in the Council's capacity as employer;
- e) considering any specific matters referred by Council;
- f) consideration of applications where objections have been received, through individual panels, in relation to the functions of licensing and registration as set out in Schedule 1 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (the Functions Regulations) except applications made in connection with Hackney Carriage and Private Hire Driver, Operator and Vehicle Licensing; and
- g) consideration of appeals, through individual panels, in relation to the granting of and conditions imposed upon licences relating to taxi, food, street trading, school accredited driver, ~~grievance and disciplinary procedures,~~ and other miscellaneous issues.

The Licensing and Appeals Committee is composed of 14 Members of the Authority appointed annually by the Council. Appointments shall be subject to the rules of political balance.

8.4.2 Meetings of the Licensing and Appeals Committee

The Licensing and Appeals Committee shall schedule a minimum of four meetings per Municipal Year, as scheduled in the Timetable of Meetings, agreed by Council. Meetings of the Committee will be held at the Council's main offices or another location to be agreed by the Chairman. Meetings will be held in public and the Access to Information Rules in Chapter 3.2 of this Constitution set out the requirements covering public meetings.

Extraordinary meetings of the Licensing and Appeals Committee may be called at any time by the Chairman or, in his/her absence, the Vice Chairman of the Committee or by the Chief Executive if he/she considers it necessary or appropriate. The business to be conducted at an extraordinary meeting of the Licensing and Appeals Committee shall usually be a single item only and there shall be no consideration of previous minutes.

8.4.3 Public and Member Questions

Public and Member questions can be asked in accordance with the requirements set out in Chapter 4.2 of this Constitution.

8.4.4 Petitions

Petitions can be submitted to the Licensing and Appeals Committee subject to the requirements of the Council's Petition Protocol described in Chapter 3.5 of this Constitution.

8.4.5 Quorum

The quorum of a meeting of the Licensing and Appeals Committee will be one quarter of the whole number of Members or three, whichever is the greater.

Procedure at Meetings

8.4.6 Speaking Rights

A Member of the Council who is not a Member of the Committee shall be entitled to attend and speak (but not vote) at any full meeting of the Licensing and Appeals Committee. Members attending under this provision shall tell the Chairman of the Committee in advance that they will be attending.

~~Members of the public or other organisations shall only be entitled to speak at a full meeting of the Committee by invitation from the Chairman.~~

At the meetings of the Licensing and Appeals Committee after each main presentation, members of the public and other organisations present may be allowed to speak (through the Chair). Any statements from speakers must be relevant to the item or presentation just received. Speaking time will be limited to 5 minutes per item at the discretion of the Chairman.

Speaking rights relating to Hearings and Appeals constituted by the Licensing and Appeals Committee are described in the procedures in [Rule 8.4.10](#).

8.4.7 Disturbance by Public

If a member of the public interrupts proceedings, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room.

If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared.

8.4.8 Rules of Debate

Debates at the Licensing and Appeals Committee shall take place in accordance with the rules laid down in Chapter 4.2.

Debate at Hearings and Appeals shall take place in accordance with the procedures described in [Rule 8.4.10](#).

8.4.9 Duration of Meeting

As set out in Chapter 4.2 unless the majority of Members present vote for the meeting to continue, any meeting of the Licensing and Appeals Committee that has not concluded by

10.30pm will adjourn immediately. If, once a Motion to continue has been proposed and seconded, the majority of Members present vote to continue, the meeting will continue for a further period not exceeding 30 minutes.

Remaining business will be considered at a time and date fixed by the Chairman. If he/she does not fix a date the remaining business will be considered at the next ordinary meeting.

8.4.10 Licensing and Appeals Sub-Committee Procedure Rules

Hearings held under the Licensing Act 2003 shall be considered by a Sub-Committee comprising three Members of the Licensing and Appeals Committee.

In accordance with the Licensing Act 2003 (Hearings) Regulations (as amended), all Hearings to determine applications under the Act shall be considered in accordance with procedures agreed by the Licensing and Appeals Committee. Details of the procedure to be followed for each type of hearing will be circulated beforehand to all parties to the hearing. Procedures shall be based on the principles of natural justice and Article 6 of the Human Rights Act, the right to a fair hearing.

Hearings and Appeals to Determine All Other Matters Listed in [Rule 8.4.1\(f\)](#) and [Rule 8.4.1\(g\)](#)

~~All Members of the Council shall be invited to nominate themselves to sit on such panels following Annual Council. Except where either legislative or constitutional arrangements state otherwise (such as in the case of grievance or disciplinary panels – see [Rule 8.4.11.1](#)), membership of individual Hearings and Appeals shall be drawn from the pool of Members that have agreed to sit on such panels by the Democratic Services Manager.~~

8.4.11 Hearings held to determine all other matters listed in rule 8.4.1(f) and Rule 8.4.1(g) shall be considered by a Sub Committee comprising three Members of the Licensing and Appeals Committee. Details of the procedure to be followed for each type of hearing will be circulated beforehand to all parties to the hearing.

~~8.4.11.1~~

~~Panels convened in respect of grievance and disciplinary matters must comprise at least one Member of the Personnel Board. The remainder of the Panel may comprise any Member of the Council, subject to Personnel Board Members having been invited in the first instance.~~

~~8.4.11.2~~

~~Individual Hearing and Appeals Panels shall be comprised of no more than five Members.~~

8.4.11.3¹

The quorum of a Hearing or Appeals Panel shall be three Members.

8.4.11.4²

The procedure to be followed at Hearings and Appeals relating to the other matters listed in [Rule 8.4.1\(f\)](#) and [Rule 8.4.1\(g\)](#) shall be determined by other legislative or constitutional arrangements maintained by the Democratic Services Section.

In all cases, all parties involved with a Hearing or Appeal shall be informed of the procedure to be followed in advance of the Hearing or Appeal. Those procedures shall be

founded upon the principles of natural justice and Article 6 of the Human Rights Act, the right to a fair hearing.

8.4.12 Members ability to make Representations or Call for Reviews

Under the Licensing Act 2003 Members are able to make representations and call for reviews in relation to premises licences and club premises certificate applications in any ward in the Authority's area provided these are made on the grounds of one or more of the licensing objectives, which are:

- a) the prevention of crime and disorder;
- b) the prevention of public nuisance;
- c) public safety; and
- d) the protection of children from harm.

8.4.12.1

Representations or applications for review on grounds other than those set out in [Rule 8.4.12](#) cannot be considered. Representations that are considered to be frivolous or vexatious will also be disregarded.

8.4.12.2

~~If a review of a premises licence or club premises certificate has been held recently and the circumstances at the premises have not changed an application for review can be rejected.~~

8.4.12.3

All representations or applications for review must:

- a) be in writing, showing the name and address of the author (the representation/review application must be published as part of the process);
- b) clearly set out the likely effects the granting of the licence would have on the promotion of at least one of the licensing objectives;
- c) present evidence in support of the representation or review.

8.4.12.4

Although Parish/Town Councillors are not interested parties in their own right, they can be involved as representatives of interested parties, including the Parish/Town Council itself.

CHAPTER 11.1 – OFFICERS – GENERAL PRINCIPLES

11.1.1 Terminology

The use of the word "Officers" means all employees and staff engaged by the Council to carry out its functions and also covers those engaged under short term, agency or other non employed situations.

11.1.2 Management Structure

Details of the Council's management structure are set out in Chapter 1.3.

11.1.2.1

The Council will designate the following posts as shown:

Post	Designation
Chief Executive	Head of Paid Service
Director, Children's People Services	Director of Children's Services
Director, Adult Services People Services	Director of Adult Social Services
Director, Corporate Services	Chief Finance Officer
Head of Governance and Democratic Services Assistant Director, Governance	Monitoring Officer

In their absence, the following Officers are entitled to carry out the functions of those Officers:-

Post	Nominated Deputy(ies)
Chief Finance Officer	Head of Finance Lead Specialist, Finance
Director of Adult Social Services	Relevant Officer from People Adult Services Leadership Team
Director of Children's Services	Relevant Officer from People Children's Services Leadership Team
Head of Paid Service	Relevant Director
Monitoring Officer	Borough Solicitor

Such posts will have the functions described below.

11.1.2.2

The Head of Paid Service will determine and publicise a description of the overall structure of the Council showing the management structure and deployment of Officers. This is set out in Chapter 1.3 of this Constitution.

11.1.3 Functions of the Head of Paid Service

- a) **Discharge of functions by the Council.** Overall corporate management and operational responsibility (including overall management responsibility for all officers)
- b) **Restrictions on functions.** The Head of Paid Service may not be the Monitoring Officer but may hold the post of Chief Finance Officer if a qualified accountant.

11.1.4 Functions of the Monitoring Officer

- a) **Maintaining the Constitution.** The Monitoring Officer will maintain an up-to-date version of the Constitution and will ensure that it is widely available for consultation by members, staff and the public.
- b) **Ensuring lawfulness and fairness of decision making.** After consulting with the Head of Paid Service and Chief Finance Officer, the Monitoring Officer will report to the Council or to the Executive in relation to any Executive function if he or she considers that any proposal, decision or omission would give rise to unlawfulness or if any decision or omission has given rise to maladministration. Such a report will have the effect of stopping the proposal or decision being implemented until the report has been considered.
- c) **Supporting the Standards Committee.** The Monitoring Officer will contribute to the promotion and maintenance of high standards of conduct through provision of support to the Standards Committee.
- d) **Proper Officer for access to information.** The Monitoring Officer will ensure that Executive decisions, together with the reasons for those decisions and relevant officer reports and background papers are made publicly available as soon as possible.
- e) **Advising whether Executive decisions are within the budget and policy framework.** The Monitoring Officer will advise whether decisions of the Executive are in accordance with the budget and policy framework.
- f) **Providing advice.** The Monitoring Officer will provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to all Councillors.
- g) **Restrictions on posts.** The Monitoring Officer cannot be the Chief Finance Officer or the Head of Paid Service.

11.1.5 Functions of the Chief Finance Officer

- a) **Ensuring lawfulness and financial prudence of decision making.** After consulting with the Head of Paid Service and the Monitoring Officer, the Chief Finance Officer will report to the Council or to the Executive in relation to an Executive function and the Council's external auditor if he or she considers that any proposal, decision or course of action will involve incurring unlawful expenditure, or is unlawful and is likely to cause a loss or deficiency or if the Council is about to enter an item of account unlawfully.
- b) **Administration of financial affairs.** The Chief Finance Officer will have responsibility for the administration of the financial affairs of the Council.

- c) **Providing advice.** The Chief Finance Officer will provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to all Councillors and will support and advise Councillors and Officers in their respective roles.
- d) **Overview of work of Internal Audit.** In order to ensure that the Chief Finance Officer's statutory duties are discharged effectively, he/she will have direct input into the programme of work of Internal Audit and advise the Audit Committee of his/her opinion if the programme, quantity and quality of staff is inadequate to undertake the relevant audits.

11.1.6 Duty to Provide Sufficient Resources to the Monitoring Officer and Chief Finance Officer

The Council will provide the Monitoring Officer and Chief Finance Officer with such Officers, accommodation and other resources as are in their opinion sufficient to allow their duties to be performed.

11.1.7 Conduct

Officers will comply with the Officers' Code of Conduct and the Protocol on Member/Officer Relations set out in Chapters 11.4 and 9.3 of this Constitution.

11.1.8 Employment

The recruitment, selection and dismissal of Officers will comply with the Officer Employment Rules and Delegated Powers relating to staffing matters set out in [Chapters 11.3, 11.5 and 11.6](#) of this Constitution.

11.1.9 Appointment of Political Assistants

11.1.9.1

Political Assistants may be appointed from time to time in accordance with the wishes of a political group qualifying in terms of Section 9 of the Local Government and Housing Act 1989.

11.1.9.2

No appointment shall be made to any post allocated to a political group until the Council has allocated a post to each of the political groups that so qualify.

11.1.9.3

No such post shall be allocated to a political group which does not qualify in terms of Section 9 of the aforementioned Act.

11.1.9.4

Not more than one such post shall be allocated to any one political group.

CHAPTER 11.2 – RESPONSIBILITY FOR LOCAL CHOICE FUNCTIONS

These functions are so named because the Council can decide whether the Executive should or should not be the decision making body. The Council has therefore allocated these functions as follows:

Function	Executive or Non-Executive	Delegated to
Any function under a local Act other than a function specified or referred to in regulation 2 of Schedule 1 of the Local Authorities (Functions and Responsibilities) (England)(Amendment) Regulations 2001	Non-executive	Chief Executive
The determination of an appeal against any decision made by or on behalf of the authority	Non-executive	Licensing and Appeals Committee
The Licensing Authority's fee setting functions as set out in the Gambling Act 2005	Non-executive	Licensing and Appeals Committee
The making of arrangements pursuant to subsection (1) of section 67 of, and Schedule 18 to the 1998 Act (appeals against exclusion of pupils)	Non-executive	Chief Executive
The making of arrangements pursuant to section 94(1) and (4) of, and Schedule 24 to the 1998 Act (admission appeals)	Non-executive	Chief Executive
The making of arrangements pursuant to section 95(2) of, and Schedule 25 to the 1998 Act (children to whom section 87 applies; appeals by governing bodies)	Non-executive	Chief Executive
The making of arrangements under Section 20 (questions on police matters at council meetings) of the Police Act 1996 for enabling questions to be put on the discharge of the functions of a police authority	Non-executive	Chief Executive
The making of appointments under paragraphs 2 to 4 (appointment of members by relevant councils) of Schedule 2 (police authorities established under section 3) to the Police Act 1996	Non-executive	Chief Executive
Any function relating to contaminated land.	Non-executive	Director, <u>Locality & Customer Services</u> <u>Environment</u>
The discharge of any function relating to the control of pollution or the management of air quality.	Non-executive	Director, <u>Locality & Customer Services</u> <u>Environment</u>
The service of an abatement notice in respect of a statutory nuisance.	Non-executive	Director, <u>Locality & Customer Services</u> <u>Environment</u>

The passing of a resolution that Schedule 2 to the Noise and Statutory Nuisance Act 1993 should apply in the authority's area.	Executive	Executive
The inspection of the authority's area to detect any statutory nuisance.	Non-executive	Director, <u>Locality & Customer Services Environment</u>
The investigation of any complaint as to the existence of a statutory nuisance.	Non-executive	Director, <u>Locality & Customer Services Environment</u>
The obtaining of any information under section 330 of the Town and Country Planning Act 1990 as to interests in land.	Non-executive	Director, <u>Locality & Customer Services Environment</u> / Borough Solicitor
The obtaining of particulars of persons interested in land under section 16 of the Local Government (Miscellaneous Provisions) Act 1976.	Non-executive	All Directors
The making of agreements for the execution of highways works	Non-executive	Director, <u>Locality & Customer Services Environment</u>
The appointment of any individual – a) to an office other than an office in which he is employed by the authority b) to any body other than – i) the authority; ii) a joint Committee of two or more authorities; or c) to any Committee or sub- Committee of such a body d) to a body or committee of two or more partners of the Wokingham Borough Strategic Partnership and the revocation of any such appointment.	Executive	Executive
The making of agreements with other local authorities for the placing of staff at the disposal of those other authorities.	Non-executive	Chief Executive
The authorisation of another local authority or officer(s) of another local authority under Section 101 of the Local Government Act 1972 to discharge any functions of Wokingham Borough Council which have been delegated to Directors or <u>Head of Governance and Improvement Services Monitoring Officer</u>	Non-executive	Any Director or <u>Head of Governance and Improvement Services Monitoring Officer</u>

CHAPTER 11.3 - SCHEME OF DELEGATION TO OFFICERS

11.3.1 Introduction

The following section sets out the extent to which the functions and duties of the Council are delegated to the Council's Officers to carry out, the conditions and principles by which such authority will be exercised and limitations to it.

The Scheme is divided into the following sections:

- a) Proper Officer functions – functions of the Council required to be assigned to named Officers under Statute;
- b) Service specific delegations, set out by Director.

The delegations in this Scheme include the discharge of both Executive and Non-Executive functions. Non-Executive functions cannot be taken by the decision-making Executive of the Council. A list of Non-Executive functions is set out in Schedule 1 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 as amended.

The delegations set out in this Chapter apply to those functions which have not, by virtue of the Constitution or any other instrument, been reserved to Council, Executive or any committee / sub-committee thereof. Any functions which are not specifically discharged by Council, Executive or delegated to a committee / sub-committee are delegated to officers.

11.3.2 Principles and Conditions

The following principles and conditions shall apply where Officers exercise delegated powers:-

Any exercise of delegated powers shall comply with:

- a) any statutory restrictions;
- b) any relevant Act of Parliament as set out in [Appendix A](#). Any reference to any Act of Parliament shall be deemed to include any act, statutory instrument or regulation by which it is applied, extended, amended, consolidated or replaced;
- c) the Council's Budget and Policy Framework which includes the approved Budget;
- d) Council Rules of Procedure as set out in Chapter 4.2 of this Constitution;
- e) Financial Regulations and Procurement and Contract Rules of Procedures as set out in Chapters 12 and 13 of this Constitution;
- f) Policies and Plans approved by full Council or the Executive in conjunction with the Council's strategic partners;
- g) Codes and Protocols; and
- h) The Officer Code of Conduct set out in [Chapter 11.4](#) of this Constitution.

Delegated powers shall be exercised within the Council's policy guidelines and the appropriate budget provision having regard to economy, efficiency and effectiveness, ensuring compliance with the Council's objectives as set out in its Policy Framework, the highest standards of customer care and giving due consideration to the environmental implications and human rights implications of any decision taken.

Officers shall not exercise delegated powers in any case where a departure from current policy is likely to be involved, where the decision is a Key Decision as defined in Chapter 1.4 or where it is reserved to the Council or a Committee/Sub-Committee of the Council. Officers shall have the discretion not to exercise their delegated powers but to refer the matter to the Executive, Council or Committee/Sub-Committee of the Council.

Functions delegated by reference to job titles or posts which have changed will continue to be exercised by Officers whose duties include or most closely correspond to the duties of the post originally referred to.

11.3.2.1 Consultation

In exercising delegated powers, Officers shall consult other Officers as appropriate and shall have regard to any advice given. Consultation in areas of financial, legal, personnel, property and public relations will be of paramount importance, as will consultation with the Council's strategic partners as defined in the Partnership Register (see Chapter 10.2).

Officers shall liaise with the relevant Executive Member on executive functions and the Chairmen of the Planning Committee, Licensing and Appeals Committee or Personnel Board, as appropriate, before exercising delegated powers in respect of matters which are likely to be regarded as politically sensitive or contentious.

Officers shall inform the local Ward Member(s) when they exercise any delegated powers affecting a particular Ward in respect of a matter which is likely to be regarded as politically sensitive or contentious.

The exercise of a power by an Officer which requires consultation with other Officers shall be dependent upon agreement being reached otherwise the matter shall be referred to the Chief Executive for determination or, if he/she considers it necessary, for reference to the Executive for consideration.

11.3.2.2 Delegations

The scheme sets out delegations to each Director, and where appropriate further delegations to other named Officers. Directors may arrange for other Officers under their control to exercise some or all of their powers, subject to:

- a) such arrangements being clearly set out within written section procedures;
- b) accountability for the actions of subordinate Officers remaining with the Director.

Any delegation to a Director or other Officer may be exercised by the Chief Executive.

11.3.3 PROPER OFFICER FUNCTIONS

11.3.3.1 Local Government Act 1972 and Any Other Amending Legislation

The following Officers have been appointed Proper Officer for the purposes of the undermentioned provisions of the Local Government Act 1972 and any other amending legislation:

Responsibility	Exercised by:	Section(s)
Registration of Local Land Charges	Head of Customer Services and IMT <u>Assistant Director, Customer & Locality Service</u>	212(1) (2)
Deposit of Documents	Borough Solicitor	225(1)
Certification of photocopies of documents	Borough Solicitor	229(5)
Authentication of Documents	Chief Executive, Borough Solicitor or any solicitor, or barrister employed by the Council	234(1) (2)
Sending Bye-laws to Parishes and Town councils	Borough Solicitor	236 (9) (10)
Certification of Bye-laws	Borough Solicitor	238
Signature of summonses to Council meetings	Chief Executive	Sch. 12 Para. 4(2)(b)
Receipt of notices of addresses for summonses to Council meetings	Chief Executive	Sch. 12 para 4(3)
Functions with respect to Ordnance Survey	Director Locality and Customer Services	191 as amended
Receipt of money due from Officers	Director Corporate Services	115(2)
Declarations and certificates with regard to securities	Director Corporate Services	146(1) (a) and (b)
Witness and receipt of declarations of acceptance of office	Chief Executive or Head of Governance and Improvement Services <u>Assistant Director, Governance</u>	83 (1) to (4)
Receipt of declaration of resignation from Office	Chief Executive or Head of Governance and Improvement Services <u>Assistant Director, Governance</u>	84
Convening a meeting of Council to fill casual vacancy in office of Mayor	Chief Executive or Head of Governance and Improvement Services <u>Assistant Director, Governance</u>	88(2)
Receipt of notice of casual vacancy from two local Government electors	Head of Governance and Improvement Services <u>Assistant Director, Governance</u>	89 (1)(b)
Receipt of notices of Disclosable Pecuniary Interests or any relevant Personal Interests.	Assistant Director, Governance	S29-34 of the Localism Act 2011
Keeping records of Disclosable Pecuniary interests	Assistant Director, Governance	S30(3) of the

		Localism Act
Granting of dispensations under the Localism Act 2011	Head of Governance and Improvement Services <u>Assistant Director, Governance</u>	S33 of the Localism Act
Circulation of reports and agendas	Head of Governance and Improvement Services <u>Assistant Director, Governance</u>	100B(2)
Supply of papers to the press	Head of Governance and Improvement Services <u>Assistant Director, Governance</u>	100B(7)
Summaries of Minutes	Head of Governance and Improvement Services <u>Assistant Director, Governance</u>	100C(2)
Members' right to papers	Head of Governance and Improvement Services <u>Assistant Director, Governance</u>	100F
Officer responsible for identifying background papers and compiling lists of such documents	Head of Governance and Improvement Services <u>Assistant Director, Governance</u>	100d(1) (a) and (5)(a)
Certification of Resolutions under paragraph 25 of Schedule 14	Chief Executive	Sch. 14 Para. 25(7)
Making arrangements for the proper administration of the Council's financial affairs	Director of Corporate Services	151

11.3.3.2 Other Legislation

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

Representation of the People Act 1983

a) Electoral Registration Officer

For the purposes of Section 8 of the Act, the Officer responsible for the compilation and maintenance of the Register of Electors and the discharge of duties contained in Parts V and VI of the Representation of the People (England and Wales) Regulations 2001;

~~Head of Governance and Improvement Services~~
Assistant Director, Governance

b) Acting Returning Officer

For the purposes of Section 24, the Officer responsible for the discharge of the Returning Officer's functions as Acting Returning Officer;

~~Assistant Director, Governance~~
Head of Governance and Improvement Services

c) Returning Officer

For the purposes of Section 35 of the Act, the Officer responsible for the discharge of functions of Returning Officer at an election of Borough and Town/Parish Councillors and any other relevant elections or referendums;

~~Assistant Director, Governance~~
Head of Governance and Improvement Services

d) Emergency Re-designation of Polling Places

Emergency powers to re-designate a polling place if there is an unplanned event which makes the polling place unusable, within the period between close of nominations and polling day;

Assistant Director, GovernanceHead of Governance and Improvement Services, in consultation with the lead Executive Member and the Ward Member(s) (unless the Member is a candidate in that ward in the forthcoming election)

e) Neighbourhood Planning (Referendums)

The officer responsible for the discharge of functions of Counting officer at a Neighbourhood Plan Referendum.

Assistant Director, GovernanceHead of Governance and Improvement Services

Local Government Finance Act 1988

For the purposes of Section 114, the Officer who shall make a report on any decision or proposed decision which would incur expenditure which is unlawful

Director Corporate Services

For the purposes of Section 116(3), the Officer who shall notify the auditor of the date, time and place of any meeting of the authority to consider a report under Section 114

Director Corporate Services

Local Government and Housing Act 1989

For the purposes of Section 2(4), the Officer with whom the list of politically restricted postholders under Section 2(2) of the Act shall be deposited

Chief Executive

Local Government (Committees and Political Groups) Regulations 1990

The Officer who shall receive notices relating to the establishment and membership of political groups and the wishes of those groups with regard to the filling of committee seats allocated to them

Service ManagerLead Specialist, Democratic Services

11.3.3.3 Miscellaneous

1. Any reference to an Officer which may be interpreted as reference to the Proper Officer of the Council in any Act, Statutory Instrument or local statutory provision passed before 26 October 1972 (other than the Local Government Act 1972).

Chief Executive

2. Any similar reference to 1 above which refers to the Public Health Inspector.

**Director,
~~Environment~~Locality
& Customer
Services**

3. Any similar reference to 1 above which refers to the Surveyor.

**Director,
~~Environment~~
Locality & Customer
services**

4. Any similar reference to 1 above which refers to the Treasurer or Chief Finance Officer.

**Director,
Corporate
Services**

5. Any reference in Rules of Procedure, not dealt with in this document.

Chief Executive

6. In relation to Adult Social Services matters.

**Director,
~~Adult~~
~~Services of People~~
~~Services~~**

7. In relation to Children's Services matters.

**Director,
~~Children's~~
~~People~~ Services**

8. Alternative Proper Officer to act in the absence of the Proper Officer(s) and where urgent action is necessary.

**a) in the absence of
the Chief Executive,
the relevant Director**

**b) in the absence of
the relevant
Director, the Chief
Executive**

11.3.3.4 General Data Protection Regulation

To act as the Council's Data Protection Officer

**Assistant
Director
Governance**

11.3.4 Chief Executive

11.3.4.1

To carry out the functions of the Council as set out in [Chapter 11.1](#).

11.3.4.2.

To amend the Scheme of Delegation to Officers to enable Directors to authorise Council Officers to carry out duties in pursuance of new legislation, such power not to be exercised to carry out functions not in accordance with Council policy. Any amendments to be subsequently reported to the Council.

11.3.4.3

Under Section 92 of the Local Government Act 2000, power to make payments or provide other benefits in cases of maladministration etc.

11.3.4.4

Ensuring compliance with the Health and Safety at Work legislation so far as it affects Council employees.

11.3.4.5

Approval of virements in accordance with the Financial Regulations as set out in Chapter 12.1.

11.3.4.6

The appointment on an interim basis of a Director who is not a statutory chief officer as an interim appointment and for a period not exceeding 12 months, pending permanent replacement.

11.3.5 All Directors

11.3.5.1

Expenditure of a routine and recurring nature which is provided for in the current year's estimates.

11.3.5.2

Virement between budgets within the limits set out in the Financial Regulations Chapter 12.1.

11.3.5.3

Incurring expenditure not within the current year's estimates arising from an emergency as defined in the Civil Contingencies Act 2004 and any Regulations made thereunder or any local emergency that requires the activation of the Council's 'gold' team.

11.3.5.4

Acceptance of tenders and quotations subject to compliance with the Procurement and Contract Rules and Procedures set out in Chapter 13, and the ongoing management of contracts.

11.3.5.5

Making such visits on Council business and participating in inter-agency and other partnership working as are necessary.

11.3.5.6

Purchase, hire and sale of vehicles, plant, equipment and materials, in accordance with the Financial Regulations as set out in Chapter 12.1.

11.3.5.7

Issue of public advertisements for contractors in accordance with the Procurement and Contract Rules and Procedures set out in Chapter 13.

11.3.5.8

Service of Requisitions for Information under various enactments relative to the functions of the service concerned.

11.3.5.9

Making arrangements for the safety and security of all Council owned buildings within the purview of his/her service in accordance with the requirements of legislation and for insurance purposes, where relevant, having regard to the advice of the police.

11.3.5.10

Release of Section 106 funds in accordance with the Financial Regulations as set out in Chapter 12.1.

11.3.5.11

To respond to petitions in accordance with the Council's agreed Petition Protocol as set out in Chapter 3.5.

11.3.5.12

To safeguard the consistency and integrity of the Council's electronic public interface by providing editorial management and regulation of the web site.

11.3.5.13

To safeguard the consistency and integrity of the Council's internal electronic communications and information sharing by providing editorial management and regulation of the Intranet.

11.3.5.14

To authorise the right of entry onto land by contractors representing the Authority to carry out works and to seek appropriate recharge of costs.

11.3.5.15

To make service information and personal data available to Members, staff and the public within the provisions of the Data Protection Act (and the General Data Protection Regulations)

11.3.5.16

To comply with the Freedom of Information Act by making information available to Members, staff and the public within the provisions of the Act.

11.3.5.17

Approval of attendance by Members at conferences, seminars and training.

11.3.5.18

To exercise the delegated powers as set out in the Human Resources Schedule of Delegated Powers [Chapter 11.6](#).

11.3.5.19

To undertake the actions required by the Financial Regulations (see Chapter 12.1) which are necessary to assist the Chief Finance Officer in the sound management of the Council's financial affairs.

11.3.5.20

To waive Fees and Charges in accordance with the Financial Regulations as set out in Chapter 12.1.

11.3.5.21

To approve requests for purchase orders or payments in accordance with the Financial Regulations as set out in Chapter 12.1.

11.3.5.22

To take action to promote the health and welfare of young people across the Borough.

11.3.5.23

To authorise disposal of assets or write off of items, in accordance with the Financial Regulations as set out in Chapter 12.1.

11.3.5.24

To obtain specialist advice, if required. The Head of Estates to be consulted on any transaction where there may be strategic asset management implications.

11.3.5.25

To make ex gratia payments in respect of claims against the Council for damage or injury, subject to the limits in the budget.

11.3.6 Director, Corporate Services

To exercise the functions of the Chief Finance Officer as set out in [Chapter 11.1](#).

The Director of Corporate Services is authorised to exercise or further delegate to a named Officer the Council's functions, powers or duties related to the following areas:

- a) Revenues and Benefit, including¹:
 - i) action to cover arrears relating to Council Tax and National Non-Domestic Rates;
 - ii) the administration of any benefit schemes adopted by the Council, including the exercise of the discretions permitted;
 - iii) approving the write-off of irrecoverable Council Tax and NNDR debts and Housing Benefit and Council Tax Benefit overpayments in accordance with the Financial Regulations as set out in Chapter 12.1;

¹ Also delegated to Director Locality and Customer Services – [Rule 11.3.9.u](#)

- b) Treasury Management, in accordance with the Council's policy statement, Treasury Management Practices and CIPFA's Standard of Professional Practice on Treasury Management;
- c) Effecting of all necessary insurances and settlement of claims arising therefrom;
- d) Informational Management Technology
- e) Procurement
- f) Property Services, including:
 - i) the granting of leases or licences of up to 14 years (including renewals and surrenders) of commercial, operational (service) and non-operational property;
 - ii) approval of Community Asset Transfers under leases of between 14-30 years following consultation with the Executive Member for Business, Economic Development and Strategic Planning, the Executive Member with responsibility for the relevant service area and local Ward Members;
 - iii) making or granting of easements, wayleaves and revocable licences;
 - iv) disposing of freeholds or leaseholds of small parcels of land required by statutory undertakers for their operation purposes (eg sub station sites);
 - v) in consultation with any barrister or solicitor employed by the Council taking action on breaches of lease covenants including arrears of rent;
 - vi) maintaining an Asset Register of all properties owned by the Council, for all fixed assets valued in excess of £10,000, and to ensure that assets are valued in accordance with best practice arrangements.
- g) Human Resources, including organisational development and health and safety;
- h) Emergency planning;
- i) Community health and wellbeing development, including management of the Council's sport and leisure facilities and oversight of any contract with an external partner for the provisions of such facilities;
- j) Economic Development

11.3.6.1 Further delegation to the Lead Specialist Legal

- a) institute, defend, lay information, negotiate and settle any dispute decision or any proceedings by or against the Council including taking any necessary steps in connection with such dispute decision or proceedings;
- b) instructing and obtaining the opinion of Counsel and external legal advice;
- c) the formation, negotiation and settlement of any agreement with any party that binds the Council to an obligation.

11.3.6.2 Delivery of Joint Procurements through the Director of Public Health

11.3.6.2.1

To arrange for the delivery of joint procurement with the other Berkshire Unitary Authorities through the Director of Public Health for the future provision of joint public health services and / or contracts.

11.3.6.2.2

In consultation with the Consultant in Public Health, to negotiate and conclude amendments to the inter-authority Public Health Agreement dated 10 July 2018 to provide for the administration, management and operation of future contracts for which joint procurement has been agreed.

11.3.7 Director Children's Services

To exercise the powers and duties of the Council in relation to section 18 of the Children Act 2008 and appoint and authorise Council Officers to exercise all such powers as the Council may appoint or authorise persons, Officers or inspectors to exercise, in the pursuance of the undermentioned enactments and amendments thereto and any regulations, statutory instruments, bylaws and licenses made thereunder:

- a) functions conferred on or exercisable by the Council in its capacity as Local Education Authority;
- b) functions conferred on or exercisable by the Council which are social services functions, so far as those functions relate to children;
- c) functions exercisable by the Council under Section 75 of the National Health Service Act 2006, so far as those functions relate to children;
- d) functions conferred on the Council as a children's services authority.

11.3.7.1

The Director Children's Services is authorised to exercise or further delegate to a named Officer the Council's functions, powers or duties related to the following areas:

- a) early years;
- b) school improvement;
- c) special education needs support;
- d) safeguarding and child protection;
- e) youth services;
- f) school governor services;
- g) adoption services;
- h) fostering services;
- i) support for children, young people, looked after and care leavers,

- j) youth offending services;
- k) school admissions, including pupil place planning;
- l) school transport;
- m) adult community learning.

11.3.8 Director of Adult Services (shared with Royal Borough of Windsor & Maidenhead)

To carry out the statutory duties of the Director of Adult Social Services as set out in Section 6(A1) Local Authority Social Services Act 1970 and in statutory guidance.

11.3.8.1

The Director of Adult Services is authorised to exercise or further delegate to a named Officer the Council's functions, powers or duties related to the following areas:

- a) safeguarding vulnerable adults;
- b) social care support for persons aged 18 or over;
- c) older people's services;
- d) services for adults with a physical or mental disability.

~~**11.3.8.2 Delivery of Joint Procurements through the Director of Public Health**~~

~~**11.3.8.2.1**~~

~~To arrange for the delivery of joint procurement with the other Berkshire Unitary Authorities through the Director of Public Health for the future provision of joint public health services and / or contracts.~~

~~**11.3.8.2.2**~~

~~In consultation with the Consultant in Public Health, to negotiate and conclude amendments to the inter-authority Public Health Agreement dated 28 March 2013 to provide for the administration, management and operation of future contracts for which joint procurement has been agreed.~~

11.3.9 Director Locality and Customer Services

To exercise the powers and duties of the Council in relation to legislation in [Appendix A](#) that is applicable to the service area and appoint and authorise Council Officers to exercise all such powers as the Council may appoint or authorise persons, Officers or inspectors to exercise, in the pursuance of the enactments and amendments thereto and any regulations, statutory instruments, bylaws and licences made thereunder:

The Director, Locality & Customer Services -Environment is authorised to exercise or further delegate to a named Officer the Council's functions, powers or duties related to the following areas:

- a) management and operation of public car parks and parking spaces administered by the Council;

- b) street naming, subject to no objections to any proposed name being received from the Parish/Town Council, Post Office or Fire and Rescue Service and the agreement of local Members;
- c) the Council as the Highways Authority, including highway inspection, minor highway repairs, winter maintenance, gritting, gully cleansing, street lighting and asset management;
- d) waste, including refuse collection, recycling, waste disposal and abandoned vehicles;
- e) transport planning, traffic management and road safety. In relation to Traffic Regulation Orders only those where no objections have been received;
- f) Trading Standards, Environmental Health and Licensing Services;
- g) planning policy, including the Local Development Framework;
- h) planning service, including the determination of planning applications not included in the Planning Committee's Terms of Reference;
- i) building control;
- j) libraries and Information service;
- k) cultural services;
- l) community development;
- m) assets of Community Value;
- n) countryside service, including public rights of way and tree preservation orders;
- o) customer services;
- p) local land charges;
- q) sale of council houses;
- r) housing; (excluding strategic housing);
- s) provision and management of housing accommodation, including maintenance and improvement to Council dwellings, associated buildings and land;
- t) proper officer under the provisions of the Registration Act 1953;
- u) revenues and benefit, including ²
 - i) action to cover arrears relating to council tax and national non-domestic rates;

² Also delegated to Director Corporate Services [Rule 11.3.6a](#)

- ii) the administration of any benefit schemes adopted by the Council, including the exercise of the discretions permitted;
- iii) approving the write-off of irrecoverable council tax and NNDR debts and housing benefit and council tax benefit overpayments in accordance with the financial regulations as set out in Chapter 12.1;
- v) in consultation with the borough solicitor, functions in relation to Part ~~III~~ III of the Wildlife and Countryside Act 1981

11.3.9.1

The Council's functions, powers and duties in relation to Trading Standards and Environmental Health/Licensing Services areas are also delegated to West Berkshire District Council by virtue of shared service agreements. When such shared service agreements are expired the delegations to West Berkshire District Council will cease.

11.3.10 Assistant Director Governance

To carry out the functions of the Monitoring Officer as set out in [Chapter 11.1](#) and to act as Proper Officer for the functions set out in [Rule 11.3.3](#)

The Assistant Director Governance is authorised to exercise or further delegate to a named Officer the Council's functions, powers or duties related to the following areas:

- a) Members' Code of Conduct, including reporting breaches by Members with respect to cases involving legal proceedings;
- b) to amend the Scheme of Delegation to Officers to reflect any changes to the Council's Officer Management Structure and to update the list of relevant Act/Regulations as detailed in [Section 11 Officers Appendix A](#) and other references to legislation within the Constitution as appropriate;
- c) Audit and Investigation Services;
- d) Democratic and Electoral Services, including making arrangements for appeals, reviews and hearings in relation school admission, school exclusion, home to school/college transport and in relation to the granting, revocation and conditions imposed under the Licensing Act 2003 and the Gambling Act 2005;

11.3.10.1 Further Delegation to the Borough Solicitor

To carry out any of the functions delegated to the Lead Specialist Legal as set out in [Rule 11.3.6.1](#).

To carry out the role of Commons Registration Officer as set out in Chapter 8.8.

11.3.11 Assistant Director Commercial Property

The Assistant Director Commercial Property is authorised to exercise or further delegate to a named Officer the Council's functions, powers or duties related to Town Centre Regeneration.

11.3.12 ~~Strategic~~ Director of Public Health – shared across Berkshire

To have responsibility for the functions of the ~~Strategic~~ Director of Public Health as required by section 30 and all relevant provisions of the Health and Social Care Act 2012, and all other relevant legislation, and which shall include the following:

- a) the duty imposed upon the Council to take such steps as it considers appropriate for improving the health of the people in its area;
- b) any public health functions of the Secretary of State which he/she requires local authorities to discharge on his/her behalf;
- c) dental health functions of the Council;
- d) the duty to co-operate with the prison service to secure and maintain the health of prisoners;
- e) the Council's duties set out in Schedule 1 of the National Health Act 2006, which include medical inspection of pupils, the weighing and measuring of children and sexual health services;
- f) arrangements for assessing the risks posed by violent and sexual offenders.

List of Relevant Acts/Regulations

A
<p>Access to Personal Files (Housing) Regulations 1989 – all functions under the Regulations with the exception of the hearing of appeals under Regulation 8</p> <p>Accommodation Agencies Act 1953</p> <p>Acquisition of Land Act 1981</p> <p>Administration of Justice Act 1970</p> <p>Adoption Act 2002</p> <p>Adoption Agencies Regulations 1983, 2005</p> <p>Aerosol Dispensers Regulations 2009, and those Regulations which impose a duty of enforcement upon the local weights and measures authority</p> <p>Agriculture Act 1970</p> <p>Animal Boarding Establishments Act 1963</p> <p>Animal Health Act 1981</p> <p>Animal Health and Welfare Act 1984</p> <p>Animal Welfare Act 2006</p> <p>Animals Act 1971</p> <p>Anti-Social Behaviour Act 2003</p> <p>Anti-Social Behaviour Crime and Policing Act 2014</p>
B
<p>Berkshire Act 1986</p> <p>Births and Deaths Registration Act 1953</p> <p>Breeding of Dogs Act 1973, 1991</p> <p>Building Act 1984</p> <p>Building Regulations 2010</p>
C
<p>Cancer Act 1939 (Section 4)</p> <p>Caravan Act 1968, 1985</p> <p>Caravan Sites and Control of Development Act 1960</p> <p>Care Act 2014</p> <p>Carers (Recognition and Services) Act 2000</p> <p>Charities Act 1992</p> <p>Children Act 1989</p> <p>Children and Adoption Act 2006</p> <p>Children and Families Act 2014</p> <p>Children and Social Work Act 2014</p> <p>Children and Young Persons (Protection from Tobacco) Act 1991</p> <p>Children's and Young Persons Act 1933</p> <p>Chiropractors Act 1994</p> <p>Children (Leaving Care) Act 2000</p> <p>Chronically Sick and Disabled Persons Act 1970</p> <p>Cinema Act 1968-1985</p> <p>Civil Contingencies Act 2004</p> <p>Civil Partnership Act 2004</p> <p>Civil Protection in Peacetime Act 1986</p> <p>Clean Air Act 1956-1993</p> <p>Cleaner Neighbourhoods and Environment Act 2005</p> <p>Companies Act 1985, 2006</p> <p>Companies Act 2006 (Part V)</p> <p>Community Care Assessment Directions 2004</p>

<p>Community Care (Delayed Discharges etc.) Act 2003 Community Infrastructure Levy Regulations 2010 (as amended) Conservation of Habitats and Species Regulations 2010 Consumer Credit Act 1974, 2006 Consumer Protection Act 1987 Consumer Protection from Unfair Trading Regulations 2008 Consumer Rights Act 2015 Control of Dogs Order 1992 Control of Pollution Act 1974 Control of Pollution (Amendment) Act 1989 Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991 and 1994 Copyright Design and Patents Act 1988 Countryside Rights of Way Act 2000 Courts and Legal Services Act 1990A Crime and Disorder Act 1988 Criminal Attempts Act 1981 Criminal Justice Act 1988 (Section 141A) Criminal Justice and Immigration Act 2008 Criminal Justice and Police Act 2001 Criminal Justice and Public Order Acts 1994 (Part VII) Criminal Law Act 1977 Crossbows Act 1987 Customs and Excise (Management) Act 1979 Cycle Tracks Act 1984</p>
D
<p>Dangerous Dogs (Amendment) Act 1997 Dangerous Dogs Act 1991 Dangerous Wild Animals Act 1976 Data Protection Act 2018 Deer Act 1991 Development of Tourism Act 1969 Disabled Persons Act 1981 Disabled Persons (Badges for Motor Vehicles)(England) Regulations 2000 Discretionary Financial Assistance (Amendment) Regulations 2008 Dogs Act 1871 Dogs Act 1906 Dogs (Fouling of Land) Act 1996 Domestic Violence, Crime and Victims Act 2004 & 2012</p>
E
<p>Education Act 2002 and 2011 Education Reform Act 1988 Energy Act 1976 Enterprise Act 2002 Environment and Safety Information Act 1988 Environment Act 1995 Environmental Protection Act 1990 Equality Act 2010 Estates Agents Act 1979 European Communities Act 1972 European Communities (Amendment) Act 1986 Eviction Act 1977</p>

Explosives Act 1875, 1923 Explosives (Age of Purchase etc) Act 1976
F
Factories Act 1961 Fair Trading Act 1973 Family Law Reform Act 1969 Female Genital Mutilation Act 2003 Financial Services and Markets Act 2000 Fireworks Act 2003 Flood and Water Management Act 2010 Food and Environment Protection Act 1985 Food Safety Act 1990 Forgery and Counterfeiting Act 1981 Fraud Act 2006
G
Gambling Act 2005 Game Act 1831 General Data Protection Regulation 2018 Guard Dogs Act 1975
H
Hallmarking Act 1973 Health Act 1999 Partnership Arrangements Health Act 2006 Health and Safety at Work etc. Act 1974 Health and Social Care Acts 2001 and 2012 Hedgerow Regulations 1997 High Hedges Legislation 2004 Highways Act 1980 Home Safety Act 1961 Homelessness Act 2002 Homelessness Reduction Act 2017 House to House Collections Act 1939 Housing Acts 1957, 1985 1996 and 2004 Housing Grants, Construction and Regeneration Act 1996 Human Rights Act 1998 Hypnotism Act 1952
I
Immigration Act 2016
J
Justice and Police Act 2001
K
Knives Act 1997
L
Land Compensation Act 1973 Land Drainage Act 1991 Landlord and Tenant Act 1985 Late Night Refreshment Houses Act 1969 Legal Aid, Sentencing and Punishment of Offenders Act 2012 Licensing Act 2003 Local Authority Social Services Act 1970 Local Government Acts 1972, 1982, 2000 and 2003 Local Government and Housing Act 1989

<p>Local Government Finance Act 1988 (National Non-Domestic Rate) Local Government Finance Act 1992 (Council Tax) Local Authorities (Functions and Responsibilities)(England) Regulations 2000 Local Government (Miscellaneous Provisions) Acts 1976 and 1982 Local Government Planning and Land Act 1980 Localism Act 2011</p>
M
<p>Malicious Communications Act 1988 Marriage Act 1949 Marriage (Approved Premises) Regulations 1995 Marriage (Same Sex Couples) Act 2013 Medicines Act 1968 Mental Capacity Act 2005 Mental Health Act 1983 and 2007 Mental Health (Patients in the Community) Act 1995 Mines and Quarries Act 1954 Motor Cycle Noise Act 1987 Motor Vehicles (Safety Equipment for Children) Act 1991</p>
N
<p>National Assistance Act 1948 National Assistance (Amendment) Act 1951 National Health Service Act 2006 National Health Service and Community Care Act 1990 National Lottery Act 1993 New Roads and Street Works Act 1991 Noise Act 1996 Noise and Statutory Nuisance Act 1993</p>
O
<p>Offices, Shops and Railway Premises Act 1963 Olympic Symbol etc (Protection) Act 1995 Open Spaces Act 1906 Osteopaths Act 1993</p>
P
<p>Party Wall etc. Act 1996 Performing Animals (Regulation) Act 1925 Pesticides Act 1996 Pet Animals Act 1951 Petroleum (Consolidation) Act 1928 Petroleum (Transfer of Licences) Act 1936 Planning and Compensation Act 1991 Planning and Compulsory Purchase Act 2004 Planning (Hazardous Substances) Act 1980 Planning (Listed Buildings and Conservation Areas) Act 1990 Poisons Act 1972 Police, Factories etc (Miscellaneous Provisions) Act 1916 Pollution Prevention and Control Act 1999 Prevention of Damage by Pests Act 1949 Prices Act 1974 Private Hire Vehicles (Carriage of Guide Dogs etc) Act 2000 Proceeds of Crime Act 2002 Protection from Harassment Act 1997 Protection of Animals Act 1911</p>

<p>Psychoactive Substances Act 2016 Public Health (Control of Disease) Act 1984 Public Health Act 1936,1961, 1984 Public Libraries and Museums Act 1964 Public Passenger Vehicles Act 1981</p>
R
<p>Radioactive Substances Act 1993 Refuse Disposal (Amenity) Act 1978 Part II Registration of Births and Deaths Regulations 1987 The Registration of Births and Deaths (Amendment) Regulations 2009 Registration of Births, Deaths, and Marriages (Fees) Regulations 2016 The Registration of Marriage Regulations 2015 Registration Act 1953 Regulation of Investigatory Powers Act 2000 Regulatory Enforcement and Sanctions Act 2008 Rent Act 1977 Reservoirs Act 1975 Riding Establishments Act 1964, 1970 Road Traffic (Foreign Vehicles) Act 1972 Road Traffic Act 1988, 1991 Road Traffic Regulation Act 1984</p>
S
<p>Safeguarding Vulnerable Groups Act 2006 Safety of Sports Grounds Act 1975 Scotch Whisky Act 1982 Secure Tenancies (Right to Repair Scheme)Regulations 1985 Scrap Metal Dealers Act 2013 Serious Organised Crime and Police Act 2005 Slaughter of Poultry Act 1967 Slaughterhouse Act 1974 Solicitors Act 1974 Sunbeds (Regulation) Act 2010</p>
T
<p>Tattooing of Minors Act 1969 Telecommunications Act 1984 Theatres Act 1968 Theft Act 1968, 1978 Timeshare, Holiday Products, Resale and Exchange Contracts Regulations 2010 Tobacco Advertising and Promotion Act 2002 Town and Country Planning Act 1990 Town and Country Planning (Control of Advertisements) Regulations 2007 Town and Country Planning General Regulations 1992 Town Police Clauses Act 1847, 1889 Trade Descriptions Act 1968 Trade in Animals and Related Products Regulations 2011 Trade Marks Act 1994 Trading Schemes Act 1996 Traffic Management Act 2004 Transport Act 1968, 1985 and 2000</p>
U
<p>Unsolicited Goods and Services Act 1971 Unsolicited Goods and Services (Amendment) Act 1975</p>

V
Vehicles (Crime) Act 2001 Video Recordings Act 1984, 1993 2010 Violent Crime Reduction Act 2006
W
Waste (England and Wales) Regulations 2011 Water Act 1945-1989 Water Industry Act 1991 Weights and Measures Act 1985 Welfare Reform Act 2012 Wildlife and Countryside Act 1981 Working Together to Safeguard Children 2018
Z
Zoo Licensing Act 1981

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 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 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.

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 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 make a well-founded objection 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 other Directors (excluding ~~Statutory Chief Officers~~S151 Officer and Monitoring Officer)

- a) Executive members will be informed of Personnel Board's decision and given an opportunity to make a well-founded objection 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 are;

- 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.
- b) **The Monitoring Officer** – appointment of the Monitoring Officer will be made in accordance with the process detailed in Rules [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

The full Disciplinary Process for the Head of Paid Service, Monitoring Officer and Section 151 Officer are outlined in the Council's disciplinary, capability and related procedures, as adopted from time to time. The discretions and delegations that are in place are:

- 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 be regularly reviewed, lasting no longer than necessary no longer than two months. The decision to suspend will be taken by the Leader of the Council, the Chair of the Personnel Board or Council in consultation with and the remaining Statutory Officers and with advice from the Lead Specialist, Human Resources. If no consensus then the Chair of Personnel Board has the casting vote.
- b) **Final Decision.** A final decision on the disciplinary action is dependent on the sanction:
 - a. **Action short of dismissal.** The Investigating and Disciplinary Committee may agree to impose no sanction, or to take action short of dismissal, in which case the Committee will impose an appropriate penalty/take other appropriate action
 - a-b. **Dismissal.** The Investigating and Disciplinary Committee will inform the Officer and put the proposal to the Independent Panel. When this is concluded the Full Council will consider the recommendation on whether or

~~not to approve a proposal to dismiss the relevant Officer will be taken by full Council who~~ and must take into account ~~consider~~:

- i) any advice, views or recommendations from an Independent Panel;
 - ii) the conclusions of any investigation into the proposed dismissal; and
 - ii) 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~~ consider the ~~alleged allegation and associated representations~~ misconduct and ~~to offer advice, views or recommendations on the proposal for dismissal it wishes to present to Full Council.~~ 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~~ Independent person ~~Person~~ who has been appointed by the Council and who is a local government elector;
 - ii) any other ~~independent~~ Independent person ~~Person~~ who has been appointed by the Council; and
 - iii) an ~~independent~~ Independent person ~~Person~~ who has been appointed by another council or councils.

11.5.8 Disciplinary Process to be followed for Other Director Level Positions (~~excluding S151 Officer and Monitoring Officer~~)

The full Disciplinary Process for other Director level positions is outlined in the Council's disciplinary, capability and related procedures, as adopted from time to time. The discretions and delegations that are in place are:

- a) **Suspension.** Other Directors may also be suspended whilst an investigation takes place into alleged misconduct. That suspension will be on full pay and be regularly reviewed, lasting no longer than necessary. ~~last no longer than two months.~~ The decision to suspend will be taken by the Chief Executive, the most - Lead relevant Lead Member for that Directorate, in consultation with the S151 and Monitoring Officer and with advice from the Lead Specialist, Human Resources. The Chief Executive has the casting vote and 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, 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 (excluding Monitoring Officer)

Councillors will not be involved in the disciplinary action against any Officer below Director [level](#) 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.

11.6.2 Assistant Director

The term "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 [the](#) Lead Specialist, Human Resources is not available a nominated Human Resources 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 Lead Specialist, 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 Lead Specialist, Human Resources
	New or revised policy due to statutory requirement	Chief Executive
Inform Personnel Board Process managed by Lead Specialist, Human Resources		
Revised policy to reflect best practice and/or process improvement with little or no staff impact and no additional cost	Director, Corporate Services Process managed by Lead Specialist, Human Resources	
11.6.5.3 Appointment	Permanent and Interim appointment of Head of Paid Service (Chief Executive), Section 151 Officer, and Monitoring Officer and Directors with Statutory responsibility for Adult Social Services and Children's Services	Personnel Board
		Executive to be informed of Personnel Board's decision and given opportunity to object to appointment then
		Subject to the majority of Executive Members not objecting, Personnel Board make recommendation to Council
		Process managed by Lead Specialist, Human Resources

	Directors (excluding Statutory Chief Officers <u>S151 Officer</u>)	Personnel Board Executive Members will be informed of Personnel Board's decision and given opportunity to object to the appointment. Subject to the majority of Executive Members not objecting, Personnel Board to make the appointment. Process managed by Lead Specialist, Human Resources
	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. Process managed by Lead Specialist, Human Resources
	All other Employees (<u>excluding Monitoring Officer</u>)	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 Appraisals	Chief Executive	Leader of the Council, Mayor, and Leader of the Opposition
	All other Employees	Line Manager
11.6.5.5 <u>Deciding whether to instigate formal disciplinary procedure and Suspension</u>	Head of Paid Service, <u>S151 or Monitoring Officer</u>	<u>Leader of the Council, the Chair of the Personnel Board and the remaining 2 Statutory Officers</u> Leader in consultation with S151 and Monitoring Officer with advice from Lead Specialist Human Resources. <u>The Chair of the Personnel Board has the casting vote.</u> Investigated by: Independent Investigator
	S151 and Monitoring Officer	Chief Executive who will inform the Leader: Advice from Lead Specialist, Human Resources. Investigated by Independent Investigator
	Other Directors (<u>excluding s151 Officer</u>)	Chief Executive <u>and a significant the most relevant Lead Member for that Directorate in consultation with the S151 and Monitoring Officer who will inform the Leader and: a</u> Advice from Lead Specialist, Human Resources <u>-. The Chief Executive has the casting vote.</u> Investigated by: Independent Investigator if conduct or behaviour related. Investigated by: Internal Audit if financial, <u>legal</u> or operational irregularities
	Assistant Directors (<u>excluding Monitoring Officer</u>)	Director Investigated by: Internal Audit

	All Other Employees	Assistant Director Investigated by: Nominated Manager
263	11.6.5.6 Dismissal (excluding redundancy)	Head of Paid Service, Monitoring Officer and S151 Officer Director(s) with Statutory responsibility for Adult Social Services and Children's Services.
		Other Directors (excluding S151 Officer)
		Assistant Directors (excluding Monitoring Officer)
		All Other Employees
11.6.5.7 Grievance (raising)	Chief Executive	Can only raise grievance(s) against members Raises to and responsible for investigation Receiving Officer : S151/Monitoring Officer Hearing Recommendations to: Independent Panel Standards Committee
		Appeal: Leader with Personnel Board. Any members with previous involvement must not be part of this committee, except to give evidence Standards Committee
	S 151 Officer and Monitoring Officer	Advice: Lead Specialist, Human Resources Shared Legal Solutions and Human Resources Raises to and responsible for investigation Receiving Officer: Chief Executive (see Rule 11.6.5.8 if against Chief Executive) Hearing: Chief Executive Grievance Committee

		Appeal: Leader who will send to Personnel Board for determination <u>Personnel Board Appeals Sub Committee Appeal Panel</u>
	<u>Directors (excluding S 151 Officer)</u>	Advice: Lead Specialist, Human Resources <u>and Lead Specialist, Legal</u> Receiving Officer: Chief Executive (see Rule 11.6.5.8 if against Chief Executive, S151 or Monitoring Officer)
		Hearing: Chief Executive (see Rule 11.6.5.8 if against Chief Executive, S151 or Monitoring Officer)
		Appeal: Appeal Panel
	<u>All Other employees (excluding Monitoring Officer)</u>	<u>In accordance with the Grievance Procedure</u>
11.6.5.8 Grievance (against)	<u>Chief Executive, S151 Officer and Monitoring Officer</u>	Raises to and responsible for investigation: Leader, <u>who identifies an appropriate 'Receiving Officer' (as laid down in the procedures)</u> with the support of Lead Specialist, Human Resources Investigated by: Independent Investigator Hearing: Leader <u>Grievance Committee</u> Appeal: Personnel Board <u>Personnel Board Appeals Sub Committee Panel</u>
	<u>Directors and Monitoring Officer (excluding S151 Officer)</u>	Raises to and responsible for investigation: Chief Executive, with the support of Lead Specialist, Human Resources Investigated by: Independent Investigator Hearing: Chief Executive Appeal: Leader who will send to Personnel Board for determination
	<u>All other employees (excluding Monitoring Officer)</u>	<u>In accordance with the Grievance Procedure</u>
11.6.5.9 Redundancy	<u>Directors and Monitoring Officer</u>	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: Lead Specialist, Human Resources
	All other employees	5 or less within budget Jointly agreed by S151 Officer and appropriate Director Above 5 within budget

		As above plus in consultation with Lead Member for HR/Chair of Personnel Board
		Advice from HR Specialist
		Outside of budget
		As above plus refer to Rule 11.6.4.3
		Advice from HR Specialist
11.6.5.10	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
Early Retirement Discretions		Advice from HR Specialist
	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 Specialist
	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.
		Advice from HR Specialist
		HR must inform Personnel Board
11.6.5.11	To approve overall strategy for organisation and Tier 1 and 2 structure.	Chief Executive and Lead Member in consultation with Executive and Directors
Structures	To approve organisation structure at Tier 3 and 4	Chief Executive, Relevant Director in Consultation with the other Directors
<i>Where this relates to a reduction in staffing numbers please see rule 11.6.5.9</i>	To approve organisation structure below Tier 4	Advice from Lead Specialist, Human Resources
		Director of Service

266	11.6.5.12 Pay progression	Chief Executive	Recommendation: Leader of the Council Approval: Personnel Board Advice from Lead Specialist, Human Resources
		Directors and Monitoring Officer	Recommendation: Chief Executive Approval: Personnel Board Advice from Lead Specialist, Human Resources
		Pay policy for Chief Executive, Directors & Monitoring Officer	Personnel Board with advice from Lead Specialist, Human Resources
		Dealing with salary and pay progression outside of the published pay scales	Chief Executive, appropriate Director and Section 151 Officer. Advice from Lead Specialist, 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
		Performance Related Pay	Refer to current scheme guidance
		11.6.5.13 Sick Pay	Agree conversion of any period of sick pay entitlement from half to full pay.
Agree the extension of sick pay beyond the aggregate of full and half pay.	Budget Manager in consultation with Director		
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	To agree secondments outside and into WBC	Assistant Director
Secondments	To agree secondments within WBC	Budget Manager
11.6.5.16	To authorise “Political Activity” for post holders in politically restricted posts	Standards Committee
Political Activity		
11.6.5.17	To ensure compliance with Health and Safety at Work Regulations and other legislation.	Head of Paid Service and Directors
Health & Safety		
11.6.5.18		Recommendation: Leader of the Council
Flexible Working Arrangements	Head of Paid Service	Approval: Personnel Board
		Advice from Lead Specialist, Human Resources
	Directors <u>and Monitoring Officer</u>	Recommendation: Head of Paid Service
		Approval: Personnel Board
	Advice from Lead Specialist, Human Resources	
	Assistant Director <u>(excluding Monitoring Officer)</u>	Director in Consultation with the Head of Paid Service

	All Other Employees	Line Manager in Consultation with the Assistant Director
--	---------------------	--

268

13.3.3.2 Table – Acceptance of Tenders and Signing of Contracts

Activity	Up to £100,000	£100,000 to £500,000	Greater than £500,000
Acceptance of tenders (prior to contract award)	Assistant Director	Director	Director by Material Decision
Contract Signature	None, if Purchase Order or Procurement Card. Otherwise: One Officer named on the “List of Authorised Officers” for the relevant Service area.	Either: Sealed as a deed. Or: Two officers: <u>Officer one:</u> any Solicitor or Barrister employed by WBC and <u>Officer two:</u> one Officer from the “List of Authorised Officers” for the relevant Service area.	Sealed as a deed.
		Sealing is facilitated by Shared Legal Solutions	

This page is intentionally left blank

WOKINGHAM BOROUGH COUNCIL - TIMETABLE 2019/20

2019/20	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
MON			1										
TUES			2 EB			1							
WED	1		3			2			1			1	
THURS	2 Elec		4 JWB	1		3 LD			2			2	
FRI	3		5	2		4	1		3			3	1
SAT	4	1	6	3		5	2		4	1		4	2
SUN	5	2	7	4	1	6	3	1	5	2	1	5	3
MON	6	3 HOSC	8 LAB/SC	5	2 CoSC	7 LAB	4 LAB	2 LAB	6 LAB/SC	3 LAB	2 SC	6	4
TUES	7 EB	4 EB	9	6	3 EB	8 EB	5 EB	3	7 EB	4	3 EB	7	5 EB
WED	8 PC	5 SAF/AC	10 SF/PC	7 PC	4 HOSC	9 PC	6 AC	4	8 PC	5 AC	4 HOSC	8 PC	6
THURS	9 Mtrg	6	11 WWBB/CON/LD	8 WWB	5 LD	10 WWB	7 LD	5 LD	9 WWBB/LD	6 CON/LD	5 LD	9 WWB/CON	7 Elec
FRI	10	7	12	9	6	11	8	6	10	7	6	10	8
SAT	11	8	13	10	7	12	9	7	11	8	7	11	9
SUN	12	9	14	11	8	13	10	8	12	9	8	12	10
MON	13 CON/LD/LAB	10 LAB/SACRE	15 HOSC	12	9 LAB	14 SC	11 SACRE	9	13 CoSC	10	9 LAB	13	11 CON/LD/LAB
TUES	14 Mtrg	11 JPPC	16 CPB	13	10 L&A	15	12 L&A	10 JPPC	14 CPB	11	10 CPB	14	12 Mtrg
WED	15	12 PC	17 S	14	11 PC	16 SF/S	13 PC/SAF	11 SF/PC	15 SF	12 PC	11 PC	15	13 PC
THURS	16 WWBB/CON	13 WWB/CON/LD	18 C	15	12 WWBB/CON	17 CON	14 WWBB/CON	12 WWB/CON	16 CON	13 WWB/CON	12 WWBB/CON	16	14 WWBB/CON
FRI	17	14	19	16	13	18	15	13	17	14	13	17	15
SAT	18	15	20	17	14	19	16	14	18	15	14	18	16
SUN	19	16	21	18	15	20	17	15	19	16	15	19	17
MON	20 CON/LD/LAB	17 CoSC	22	19	16 LD	21	18 LD	16	20 HOSC	17 LAB/LD	16 LD	20	18 CON/LD/LAB
TUES	21	18 ChSC	23	20	17 JPPC/ChSC	22	19 ChSC	17	21 ChSC	18	17 JPPC/ChSC	21	19 Mtrg
WED	22 S	19 S	24 AC	21	18 S	23	20 HOSC	18	22 S	19 S	18 SF	22	20 S
THURS	23 C	20	25 E	22	19 C	24	21 C	19	23 C	20 E/C	19 C	23	21 C
FRI	24	21	26	23	20	25	22	20	24	21	20	24	22
SAT	25	22	27	24	21	26	23	21	25	22	21	25	23
SUN	26	23	28	25	22	27	24	22	26	23	22	26	24
MON	27	24	29	26	23 Mtrg	28	25 CoSC	23	27 Mtrg	24	23 CoSC	27	25
TUES	28 CPB	25 L&A	30	27	24 CPB	29 Mtrg	26 CPB	24	28 EB	25	24 L&A	28	26 CPB
WED	29	26 Mtrg	31 Mtrg	28	25 AC	30	27 S	25	29 SAF	26	25 S	29	27
THURS	30 E	27 E		29	26 E	31 E	28 E	26	30 E	27 Mtrg	26 E	30	28 E
FRI	31	28		30	27		29	27	31	28	27		29
SAT		29		31	28		30	28		29	28		30
SUN		30			29			29			29		31
					30			30			30		
								31			31 Mtrg		

C = Council Executive	AC= Audit Committee	CPB= Corporate Parenting Board	WWB= Wokingham Wellbeing Board	LD= Liberal Democrat Group	SAF= School Admissions Forum	MTrg= Member Training Sessions
E= Executive Briefing	CPB= Corporate Parenting Board	WWBB= Wokingham Wellbeing Board Briefing	LD= Liberal Democrat Group	CON= Conservative Group	PC= Planning Committee	Bank Holidays
EB= Executive Briefing	L&A= Licensing and Appeals	JWB= Joint Waste Board	LAB= Labour Group	SF= Schools Forum	SACRE= Schools Advisory Council for Religious Education	School Holidays
HOSC= Health Overview and Scrutiny Committee	S= Overview and Scrutiny Management	CoSC= Community and Corporate Overview and Scrutiny Committee	ChSC= Children's Services Overview and Scrutiny Committee	JPPC= Joint Public Protection Committee		
SC= Standards Committee						

Agenda Item 93.

This page is intentionally left blank