



# WOKINGHAM BOROUGH COUNCIL

A Meeting of the **COUNCIL** will be held in Council Chamber  
- Civic Offices, Shute End, Wokingham RG40 1BN on  
**THURSDAY 21 MARCH 2019 AT 7.30 PM**

*Heather Thwaites*

Heather Thwaites  
Interim Chief Executive  
Published on 13 March 2019

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

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# **WOKINGHAM BOROUGH COUNCIL**

## **Our Vision**

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

## **Our Priorities**

Improve educational attainment and focus on every child achieving their potential

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

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

Tackle traffic congestion in specific areas of the Borough

Improve the customer experience when accessing Council services

## **The Underpinning Principles**

Offer excellent value for your Council Tax

Provide affordable homes

Look after the vulnerable

Improve health, wellbeing and quality of life

Maintain and improve the waste collection, recycling and fuel efficiency

Deliver quality in all that we do

To: The Members of Wokingham Borough Council

ITEM NO.	WARD	SUBJECT	PAGE NO.
94.		<b>APOLOGIES</b> To receive any apologies for absence	
95.		<b>MINUTES OF PREVIOUS MEETING</b> To confirm the Minutes of the Council Meeting held on 21 February 2019.	15 - 32
96.		<b>DECLARATIONS OF INTEREST</b> To receive any declarations of interest	
97.		<b>MAYOR'S ANNOUNCEMENTS</b> To receive any announcements by the Mayor	
98.		<b>PUBLIC QUESTION TIME</b> 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 <a href="http://www.wokingham.gov.uk/publicquestions">www.wokingham.gov.uk/publicquestions</a>	
98.1	None Specific	David Bragg has asked the Executive Member for Highways and Transport the following question:  <b>Question</b> 19 Bus Service  The latest Labour Newsletter distributed in my ward clearly states, "The service was axed by the Tories in 2017". My understanding was that the provider, Reading Buses which is owned by Labour controlled Reading Borough Council, asked for a 100% increase in the subsidy paid by Wokingham Borough from the existing six-figure sum already paid to them. WBC then offered them a 50% increase on that six-figure sum and Reading Buses still went ahead and changed the route. To most residents interpreting this	

huge increase in the subsidy as axing the service would be considered to be extremely misleading.

Can you confirm my understanding is correct and agree with me that residents deserve better from our politicians?

98.2 None Specific

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

**Question**

At the last meeting on February 21, Councillor McGhee-Sumner, said he could not deal with my question because the transcript had not been published of WBC's Application to the Court of Appeal for Leave to Appeal the decision at Reading Crown Court in respect of WBC's criminal prosecution of numerous defendants associated with Hare Hatch Sheeplands.

The transcript has now been published and there has been a reasonable amount of time for it to be properly digested and evaluated and I now request an answer to the question I originally raised.

To remind you of 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 could 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

98.3 Winnersh

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

**Question**

Lamp column number 55 Bearwood Road, Sindlesham was knocked down in a vehicle accident on Monday 14<sup>th</sup> January 2019. The same evening street lights numbers 56, 57 and 58 had also stopped working, which placed a large section of Bearwood Road in darkness. Since then nothing has been done by Wokingham Borough Council.

The residents and travelling public have now endured 9 weeks of complete darkness. How much longer must they wait until the street lighting will be

operational again?

98.4 None Specific

Robert Tuck has asked the Executive Member for Finance, HR and Corporate Resources the following question:

**Question**

Page 65 of the Medium Term Financial plan approved in February shows new income generation of £150,000 in 2019/20, £850,000 in 2020/21 and £1,350,000 in 2021/22 arising from the purchase of commercial assets. The Council set up a property investment fund of £100 million, and page 80 of the Medium Term Financial Plan shows that it is planned to invest £55 million in such property in 2019/20, which coupled with the money already spent indicates that the whole £100 million is planned to be spent by the end of the next financial year.

When I do the maths, this new income on new spending is a return of 0.2% in the first year, 1.1% in the second year, rising to a maximum of 1.8% in the third year. The current inflation rate is 2.5% so, even at its best, the return is less than inflation, leading to the conclusion that this is a bad investment.

It is possible for ordinary people to get a more-or-less risk-free rate from banks of around 1.5%. However, commercial property investing is not risk free so one would expect a much higher return for the risk of the venture. This evidence, too, points toward this being a bad investment.

How can the Council justify investing in risky commercial property with such a poor return, at a time when all the advice seems to be that the high street retail is very risky?

98.5 Shinfield South

Jim Frewin has asked the Executive Member for Environment, Leisure and Libraries the following question:

**Question**

The National guidance for Countryside hedgerows: protection and management clearly states that a hedgerow is deemed to be protected if it meets any of a number of criteria. We understand the field South of Cutbush Lane, Shinfield meets the criteria below and therefore should have been seen as protected. This National guidance also states the bird nesting period to be between 1 March and 31 August. As this year has enjoyed a record breaking warm Feb nesting is

highly likely to have started much earlier. Can the Council please explain what actions they are undertaking with the landowner who has not only destroyed the protected hedgerows knowingly in the nesting season but has also removed approximately 500 trees, some of which had been there for over 30 years?

**From Countryside hedgerows: protection and management**

A hedgerow is a boundary line of bushes which can include trees and is protected if it's:

- more than 20m long with gaps of 20m or less in its length
- less than 20m long, but meets another hedge at each end
- any stretch within the above
- A hedgerow is protected if it's on or next to:
- land used for agriculture or forestry

A hedgerow is important (and is protected) if it's at least 30 years old and meets at least one of these criteria:

- is part of a field system or looks to be related to any building or other feature associated with the field system that existed before the Inclosure Acts (that is before 1845).

98.6      None Specific

Rachel Bishop-Firth has asked the Executive Member for Finance, HR and Corporate Resources the following question:

**Question**

Page 17 of the Medium Term Financial plan (MTFP) states that 'the annual revenue costs of new borrowing is approximately 7% of the sum borrowed'. Between 2018/19 and 2021/22 the total amount of borrowing is expected to rise by £212 million to £539 million (page 78, MTFP). The revenue cost of the **rise** in borrowing will therefore be £15 million per year from 2021/22, while the revenue cost of **total** borrowing from 2022/23 will be £38 million.

Page 17 of the MTFP states that 'the financing costs of any new borrowing falls directly upon the council tax payer'. Page 33 of the MTFP shows that Council Tax Revenue is approximately £100 million each year. The new borrowing will therefore be equivalent to two years' council tax receipts and will add somewhere between 15% and 38% per year to the

burden of council tax payers.

Average wages in the next five years or so are expected to rise by between 2% and 3% per year. Does the council regard this increased annual burden, adding at best 15% and at worst 38%, to council tax bills by 2021/22 as evidence that its spending plans are '**affordable, prudent and sustainable**' as required by the MTFP, page 17?

98.7 None Specific

Maria Gee has asked the Executive Member for Finance, HR and Corporate Resources the following question:

**Question**

The maturity structure of external borrowing shown on page 78 of the Medium Term Financial Plan shows that the budgeted maturity of debt 2019/20 is as follows:

- Under 12 months 2%
- 12 months to 2 years 15%
- 2 years to 5 years 15%

Total schedule debt repayments in the next five years is therefore 32% of external borrowings.

On the same page the external borrowings 2019/20 are shown as £295 million. The debt repayment schedule would therefore indicate that some £94 million in debt repayments will need to be found over the next five years.

Can the Council please explain where the money for this repayment of £94 million over the next five years will come from?

98.8 South Lake

Beth Rowland has asked the Executive Member for Highways and Transport the following question:

**Question**

Will the Executive Member for Highways please tell me what (on earth) persuaded him to agree to a 'pinch point' on Kingfisher Drive in Woodley. Residents have been complaining to me since it was installed and called it 'an act of madness.' Cars are parked for a considerable way along the highway either side of the pinch point meaning that cars travelling towards each other on the remaining carriageway have nowhere to go to allow one car to pass through the narrow gap.

For pupils walking to Highwood Primary school there is added danger as the sightlines are obscured by parked cars described by residents as an accident waiting to happen.

Please will you meet with me at the site to see what can be done to improve matters?

At the same time, we may be able to look at some potholes that are on the road damaging residents' cars.

98.9 None Specific

Lizzie Bishop has asked the Executive Member for Highways and Transport the following question:

**Question**

Does the Council plan to raise car parking charges?

99.

**PETITIONS**

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

100. None Specific

**REVIEW OF POLLING DISTRICTS AND POLLING PLACES**

33 - 40

To consider a report setting out the recommendations from the review of Polling Districts and Polling Places which was conducted by a cross-party group of Members.

**RECOMMENDATION** That Council:

- 1) agrees to retain the polling places for the polling districts listed in the attached schedule for elections from May 2020 onwards. This includes the two changes made for May 2019, whereby CAM1 has Charvil Village Hall and EFW and EGW have Aldryngton School designated;
- 2) agrees to change the polling district boundaries, as detailed below, (see maps for further clarity);
  - a) Shinfield North – Residents from Ducketts Mead to be moved from SAW2 to SAW1, so they can vote at Shinfield Player's Theatre;
  - b) Shinfield South – Residents from Church Lane and the northern end of Basingstoke Road and Hyde End Lane to be moved from SDW to SBW, allowing them to vote at Three Mile Cross Church;

- 3) agrees that, although no changes are to be made to the schools we currently use as polling places, we will continue to seek suitable alternatives as and when they become available.

<b>101.</b>	None Specific	<p><b>FREQUENCY OF REVIEW OF MEMBERS' ALLOWANCES SCHEME</b></p> <p>To consider a proposal by the Leader of Council to change the frequency of reviewing the Members' Allowances Scheme from annually to four-yearly.</p> <p><b>RECOMMENDATION</b> That Council:</p> <ol style="list-style-type: none"><li>1) agree to move to four yearly reviews of the Members' Allowances Scheme and note that the next review would therefore take place late 2021/early 2022;</li><li>2) ask the Constitution Review Working Group to consider what changes are required to the Constitution to affect this change.</li></ol>	<b>41 - 44</b>
<b>102.</b>	None Specific	<p><b>ANNUAL REPORT FROM THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE AND THE OVERVIEW AND SCRUTINY COMMITTEES 2018/19</b></p> <p>To receive a report from the Chairman of the Overview and Scrutiny Management Committee on the work undertaken by the Management Committee and the associated Overview and Scrutiny Committees over the past year.</p> <p><b>RECOMMENDATION:</b> That the report from the Chairman of the Overview and Scrutiny Management Committee be noted.</p>	<b>45 - 66</b>
<b>103.</b>	None Specific	<p><b>AUDIT COMMITTEE ANNUAL REPORT 2018/19</b></p> <p>To receive a report from the Chairman of the Audit Committee on the work undertaken over the past year.</p> <p><b>RECOMMENDATION:</b> That the report from the Chairman of the Audit Committee be noted.</p>	<b>67 - 72</b>
<b>104.</b>	None Specific	<p><b>STANDARDS COMMITTEE ANNUAL REPORT 2018/19</b></p> <p>To receive a report from the Chairman of the Standards Committee on the work undertaken over the past year.</p>	<b>73 - 80</b>

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

105. None Specific **WOKINGHAM BOROUGH WELLBEING BOARD ANNUAL REPORT 2018/19** 81 - 94

To receive a report from the Chairman of the Wokingham Wellbeing Board on the work undertaken over the past year.

**RECOMMENDATION:** That the report from the Wokingham Borough Wellbeing Board be noted.

106. None Specific **REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES** 95 - 136

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

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

107. **MEMBER QUESTION TIME**  
To answer any member questions

A period of 30 minutes will be allowed for Members to ask questions submitted under Notice

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

107.1 None Specific Rachelle Shepherd-DuBey has asked the Executive Member for Highways and Transport the following question:

**Question**

You have allocated money for roadworks only in Barkham, Earley, Twyford and Woodley. Why aren't the rest of WBC also getting these road repairs?

107.2 Remenham, Wargrave and Ruscombe Lindsay Ferris has asked the Leader of the Council the following question:

**Question**

Having now had the chance to read the Court of Appeal decision between WBC and Hare Hatch Sheeplands representatives I have very serious concerns about how WBC has approached this case, specifically the reference to "abuse of process" contained in the legal decisions.

It would appear that WBC decided to prosecute the Hare Hatch Sheeplands representatives on 18th May 2015. Can you provide the total WBC costs

(including legal costs), plus broken down into WBC staff costs, legal costs and other) of pursuing the case against Hare Hatch Sheeplands since that date?

107.3 None Specific

Imogen Shepherd-DuBey has asked the Executive Member for Business, Economic Development and Strategic Planning the following question:

**Question**

We have recently seen the public information stating that WBC is proposing to spend up to £17.2 Million on a warehouse in Peterborough as one of its investment properties. It seems a little odd that this property is so far outside of the Wokingham Borough Council area and is valued at only £15.9 Million. Please can you explain how property investments are selected by the Property Investment Working Group and point in the direction of its terms of reference?

107.4 None Specific

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

**Question**

In a report in the Wokingham Paper on 15-12-16 at Wokingham Town Hall Wokingham's then Conservative Council Leader Councillor Keith Baker along with Councillor Chris Bowring and ex Councillor Mark Ashwell and Senior Council Officers announced that 4 local Councils Wokingham, West Berkshire, Reading and Bracknell are going to work together to deliver 65,165 houses over 20 years. Councillor Baker, amongst other comments, reportedly said that the four councils can achieve this huge task ahead.

My question is in the light of this Council's decision to move the New Local Plan public inquiry from this year to 2021, a year when there are no local elections, along with the interpretation of the 5 year land supply delivery policy, what are the risks in such planning?

107.5 Finchampstead North;  
Finchampstead South

Sarah Kerr has asked the Executive Member for Highways and Transport the following question:

**Question**

On 28th September 2018, WBC received a joint letter from the Ministry of Housing, Communities & Local Government and the Department for Transport, written in response to the Department for Transport's publication of the *Inclusive Transport Strategy*. This publication asks local authorities to pause the development of shared space schemes whilst it

updates its guidance to ensure that road schemes like this meet the statutory requirements under the Equalities Act 2010. The Department for Transport did this due to long standing concerns raised by vulnerable road users, and is the consequence of the recommendations of a Parliamentary Select Committee published on 25th April 2017 that recommended a halt to shared space schemes that remove kerbs and signal-controlled crossings as well as a review by the Chartered Institute of Highways and Transportation *Review of Shared Spaces* published in April 2018.

With this in mind, I have concerns about the redevelopment of California Cross given that the design that went to public consultation at the end of last year has several shared space characteristics. To add to these concerns, the parking bays of the design are at an angle to the carriageway which is a major route, and means that vehicles leaving the parking bays would need to reverse onto the carriageway. At the 'Community and Corporate Overview and Scrutiny Committee,' earlier this year, where the new marketplace was under review, one of the senior highways engineers stated that parking bays like this were too dangerous to implement where a vehicle reverses at an angle onto a busy carriageway. As the California Cross parking bay proposals appear to be similar, and given the request from the government to pause the development of shared space schemes, what is happening with regard to your plans for California Cross?

107.6 None Specific

Prue Bray has asked the Executive Member for Health and Wellbeing and Adult Social Care the following question:

**Question**

The Director of Adult Social Services is a statutory post and appointments must be agreed by Full Council. In July last year, Council voted to have a joint Director of Adult Social Services with the Royal Borough of Windsor and Maidenhead for a 9 month trial, with effect from 1<sup>st</sup> August. That 9 month period expires at the end of April. What are the proposed arrangements for the post of Director of Adult Social Services after the end of April?

107.7 None Specific Ian Pittock has asked the Executive Member for Highways and Transport the following question:

**Question**

Will the Executive Member for Highways please update me on progress with implementing a system for recording Highways owned land across the Borough, which that can then be used to identify householder's encroachments onto Highways land?

**108. MINUTES OF COMMITTEE MEETINGS AND WARD MATTERS**

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

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

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

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

**110. STATEMENTS FROM COUNCIL OWNED COMPANIES**

To receive any statements from Directors of Council Owned Companies.

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

**CONTACT OFFICER**

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## MINUTES OF A MEETING OF THE COUNCIL

HELD ON 21 FEBRUARY 2019 FROM 8.00 PM TO 11.00 PM

### Members Present

Councillors: John Kaiser (Mayor), Alistair Auty, Keith Baker, Parry Batth, Laura Blumenthal, Chris Bowring, Rachel Burgess, Jenny Cheng, UllaKarin Clark, Gary Cowan, Andy Croy, Richard Dolinski, Carl Doran, Lindsay Ferris, Guy Grandison, Kate Haines, Mike Haines, Charlotte Haitham Taylor, John Halsall, David Hare, Pauline Helliard-Symons, Emma Hobbs, Tim Holton, Philip Houldsworth, John Jarvis, Clive Jones, Norman Jorgensen, Pauline Jorgensen, Dianne King, Abdul Loyes, Julian McGhee-Sumner, Ken Miall, Philip Mirfin, Stuart Munro, Ian Pittock, Anthony Pollock, Malcolm Richards, Angus Ross, Daniel Sargeant, Imogen Shepherd-DuBey, Rachelle Shepherd-DuBey, Chris Smith, Simon Weeks and Shahid Younis

### 87. MAYOR'S ANNOUNCEMENTS

The Mayor welcomed Sarah Kerr to her first Council meeting as a Member for Evendons Ward.

The Mayor then presented awards to the following three recipients of the Mayor's Roll of Honour:

John Prior, who was unable to attend the meeting, had been the Chair of Governors at the Addington School for the past ten years and was standing down at the end of the year after 23 year's involvement. John had demonstrated tremendous commitment to the school which had received an unprecedented three outstanding Ofsted assessments.

Gordon Bird had been involved with the Shinfield Players Theatre for 20 years. During that period Gordon had taught acting skills to young people aged 8-18 in the theatre youth groups. This included many disabled and underprivileged children. Gordon had also led the groups to success in international competitions.

Corrisande Bicknell received the award on behalf of the ABC to Read Volunteer Group which supported children in 10 local primary schools through weekly reading sessions. These sessions encouraged the children to read which boosted their communication skills and helped them to gain self-confidence and self-esteem.

### 88. APOLOGIES

Apologies for absence were submitted from Prue Bray, Graham Howe, Barrie Patman, David Sleight, Wayne Smith, Bill Soane, and Oliver Whittle.

### 89. MINUTES OF PREVIOUS MEETINGS

The Mayor addressed the meeting and stated that the Minutes of Council meetings were drafted by Democratic Services staff without interference from Members. In accordance with custom and practice the Minutes were not a verbatim record but provided a sense of the discussions and an accurate record of decisions taken.

The Mayor stated that it was a matter for the Council to agree, by vote, whether or not Minutes provided an accurate record. In line with the Constitution any substantive changes to the accuracy of the Minutes should be proposed via a Motion in writing submitted to the Mayor. Finally, Council meetings were recorded and anyone wanting to hear or see the full discussion and debate could do so.

The Minutes of the Council meeting held on 22 November 2018 and the Extraordinary Council meeting held on 14 December 2018 were confirmed as correct records and signed by the Mayor.

In relation to the Minutes of the Extraordinary Council meeting held on 24 January 2019, Gary Cowan stated that the Minutes did not provide an accurate record of the events at the meeting and felt that additional details should be included. This view was shared by other Members.

The Mayor stated that, as a written Motion with proposed changes to the Minutes had not been submitted, the Council would simply vote on whether the Minutes of the Extraordinary Council meeting held on 24 January 2019 were a correct record of the meeting.

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 proposal.

The voting was as follows:

<b>FOR</b>	<b>AGAINST</b>	<b>ABSTAINED</b>
Alistair Auty	Rachel Burgess	Kate Haines
Keith Baker	Gary Cowan	Mike Haines
Parry Batth	Andy Croy	Tim Holton
Laura Blumenthal	Carl Doran	John Jarvis
Chris Bowring	Lindsay Ferris	John Kaiser
Jenny Cheng	David Hare	Sarah Kerr
UllaKarin Clark	Clive Jones	Ian Pittock
Richard Dolinski	Imogen Shepherd-Dubey	Malcolm Richards
Guy Grandison		Angus Ross
Charlotte Haitham Taylor		Rachelle Shepherd-Dubey
John Halsall		
Pauline Helliard-Symons		
Emma Hobbs		
Philip Houldsworth		
Norman Jorgensen		
Pauline Jorgensen		
Dianne King		
Abdul Loyes		
Julian McGhee-Sumner		
Ken Miall		
Philip Mirfin		
Stuart Munro		
Anthony Pollock		
Daniel Sargeant		
Chris Smith		
Simon Weeks		
Shahid Younis		

The Minutes of the Extraordinary Council meeting held on 24 January 2019 were confirmed as a correct record and signed by the Mayor.

## **90. DECLARATIONS OF INTEREST**

Lindsay Ferris stated that he had recently been appointed as a Non-Executive Director of Loddon Homes.

## **91. PUBLIC QUESTION TIME**

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

### **91.1 Spencer Deering had asked the Executive Member for Regeneration the following question. Due to his inability to attend a written answer was provided:**

Why was all of Denmark Street 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.

#### **Answer**

In line with the Town Centre Supplementary Planning Document (SPD) the Council does have aspirations to improve the Public Realm within the town on a number of routes. Market Place has been the start and we were planning to progress the south section of Denmark Street next. However, due to the current level of works being undertaken within the town and the disruption that this and Market Place has had, it has been decided through discussions and agreement with Members to pause these works until the regeneration areas of Peach Place and Elms Field have been completed.

### **91.2 Martin Branch asked the Executive Member for Planning and Enforcement the following question:**

A recent new window next door which overlooks me was stipulated on 22 November 2017 as fixed and obscured to protect me. However, retrospective permission was given omitting the 'fixed' requirement. As a result, I am seriously overlooked 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?

#### **Answer**

I understand that you were given a verbal indication by the Council that a condition would be placed on the planning permission for your neighbour's extension to ensure that the side window would be obscure glazed and non-opening but that the planning permission issued allowed an opening window. I am sorry that this is contrary to what you had expected to happen.

Council Officers have been to the property to check the position. Under normal circumstances, the Council would only restrict the opening of side windows if they are below 1.7m in height from floor level. Having measured your neighbour's property, the roof light in your neighbour's roof slope measures a minimum of 1.78m in height and is angled

in such a way that it does not allow the same views as a normal vertical window. I understand that there is also a distance of approximately 18m between your property and your neighbours and these factors have led the Council to consider that the roof window does not have an unacceptable impact on your property. I understand that you have been advised of the Council's view both verbally and at least twice in writing and, as the Local Government Ombudsman has declined to investigate your complaint, I am sorry but the Council is unable to take any further action.

**91.3 Philip Meadowcroft asked the Leader of the Council the following 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 un-redacted 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.

### **Answer**

As I am sure you will have heard when my colleague, Simon Weeks, gave his answer to a similar question at the Executive earlier this evening, you will not be surprised by my response.

Wokingham Borough Council is not yet in possession of the Court of Appeal's transcript and therefore not in a position to comment on the details referenced.

However, I would reiterate my point that focussing on the latest in a long line of court processes misses the point that Wokingham Borough Council has, through a long and sustained effort, protected the Green Belt from unlawful development and upheld the integrity of the planning process. There are always lessons that can be learnt and we are looking at those but let us not lose sight of what this was really about – it is stopping illegal development, which we have done successfully.

Once we receive the judgement, have read it and reviewed it with our lawyers, we will be in a better position to make a decision.

### **Supplementary Question**

The lack of a transcript is due to a Ministry of Justice administration problem. But you do have the benefit of WBC's QC, Saira Sheikh, who could brief you fully. She was present for every minute of the court case and she, like I did, took extensive notes and you can be fully acquainted with what they say. The transcript will merely confirm it. I do not think that there are any unusual matters that will arise from it.

You want to wait for that, you say, and I cannot deny you that. But, notwithstanding the botched prosecution, botched by the behaviour and manner adopted by Councillor Kaiser and Councillor Halsall together with the Officers named and shamed, despite being supported by internal and external legal advisers who should have known better. Notwithstanding all that, you do not see any need for Councillors' or Officials' misconduct to be investigated or for any sanction or penalty to be imposed on those involved?

### **Supplementary Answer**

Given the nature of your complaint against the two Councillors it would be completely inappropriate for me, as Leader, having taken advice from our in-house Barrister, to do anything other than wait for the transcript from the Court of Appeal. I agree with you that

the Ministry of Justice is to blame for the delay in receiving this. I have spoken to our in-house Barrister and his view is that nothing untoward has happened in relation to the two Councillors you have mentioned, but we will look at it in detail and we will come back.

**91.4 Alison Swaddle asked the Executive Member for Business, Economic Development and Strategic Planning the following 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?

**Answer**

Bulmershe Field is an important local amenity which is recognised in our planning policies through it being designated as a Site of Special Landscape Importance.

Residents are able to use the open space and there is no intention to change this, or provide any additional facilities. In light of this, I can confirm that the site has been withdrawn from the local plan process.

**91.5 Maria Gee asked the Executive Member for Finance and Corporate Resources the following question:**

I note that the agenda and documents, page 94, states "The Council's plans to make capital investment of **£484 million** over the next 10 years. Appendix C shows every scheme by asset type." Appendix C, page 12, shows spend of **almost £900m** (£'000 889,365) from 2019/20 to 2028/29. Why are these amounts different?

**Answer**

Thank you for taking the time to read such a long document, and for your scrutiny of its content. You are indeed correct, the sentence on page 94, below the table, should state £486m over 3 years and not 10 years. This text would then be consistent with the figures presented in the table above that sets out our planned capital investment over the 3 year period 2019 to 2022.

**Supplementary Question**

Thank you for explaining that this was an error. I am a bit worried about errors in the numbers. In the same Appendix C it shows that expenditure planned for the next four years on the Town Centre Regeneration is over £60m. Yet elsewhere it has been reported that WBC's regeneration project costs £12m. I am wondering whether that £12m is also an error?

**Supplementary Answer**

I think that the fundamental issue with the Town Centre redevelopment is that there is expenditure prior to the sale of the residential assets and, therefore, the net figures are less than the gross figures. I will look at the detail of what you ask and provide a written answer.

## 92. PETITIONS

There were no Petitions presented.

## 93. MEDIUM TERM FINANCIAL PLAN AND ASSOCIATED REPORTS

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

- the Housing Revenue Account Budget 2019/22, as set out on Agenda pages 77 to 92;
- the Capital Programme and Strategy 2019, as set out on Agenda pages 93 to 130;
- the Treasury Management Strategy 2019/22, as set out on Agenda pages 131 to 174;
- the Medium Term Financial Plan 2019/22 – Revenue Budget Submission 2019/22, as set out on Agenda pages 175 to 180.

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

Julian McGhee-Sumner, Leader of the Council, made a statement on the 2019/20 Budget (attached as an Appendix to the Minutes).

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

At the conclusion of his Budget Statement, it was moved by Lindsay Ferris and seconded by Clive Jones that the Medium Term Financial Plan be amended by inserting the Opposition Budget Proposals set out in the Appendix to the Minutes.

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 amendment.

The voting was as follows:

<b>FOR</b>	<b>AGAINST</b>	<b>ABSTAINED</b>
Gary Cowan	Alistair Auty	Rachel Burgess
Lindsay Ferris	Keith Baker	Andy Croy
David Hare	Parry Batth	Carl Doran
Clive Jones	Laura Blumenthal	John Kaiser
Sarah Kerr	Chris Bowring	
Ian Pittock	Jenny Cheng	
Imogen Shepherd-Dubey	UllaKarin Clark	
Rachelle Shepherd-Dubey	Richard Dolinski	
	Guy Grandison	
	Kate Haines	
	Mike Haines	
	Charlotte Haitham Taylor	
	John Halsall	
	Pauline Helliard-Symons	
	Emma Hobbs	
	Tim Holton	
	Philip Houldsworth	

	John Jarvis	
	Norman Jorgensen	
	Pauline Jorgensen	
	Dianne King	
	Abdul Loyes	
	Julian McGhee-Sumner	
	Ken Miall	
	Philip Mirfin	
	Stuart Munro	
	Anthony Pollock	
	Malcolm Richards	
	Angus Ross	
	Daniel Sargeant	
	Chris Smith	
	Simon Weeks	
	Shahid Younis	

On being put to the vote, the amendment was declared by the Mayor to have been lost.

Following the two Budget statements and debate on the proposed amendment, Members discussed the various aspects of the proposed Budget in detail.

At 9.50pm, as the debate was still ongoing, it was moved, in accordance with Rule 4.2.13.11 (g), that the time limit for speeches on the Medium Term Financial Plan item be extended by 30 minutes. This proposal was moved by Keith Baker and seconded by Julian McGhee-Sumner.

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

### **93.1 Housing Revenue Account Budget 2019/22**

It was proposed by Julian McGhee-Sumner and seconded by Anthony Pollock that the recommendations, set out on Agenda page 77, be approved.

Upon being put to the vote it was:

**RESOLVED** That the following be approved:

- 1) the Housing Revenue Account budget;
- 2) Council house dwelling rents be reduced by 1% effective from April 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 charges;
- 4) Shared Equity Rents 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 to the report;

- 7) Sheltered room guest charges be increased from £9.00 per night to £9.50 per night.

### **93.2 Capital Programme and Strategy 2019/22**

It was proposed by Julian McGhee-Sumner and seconded by Anthony Pollock that the Capital Programme and Strategy for 2019/22, as set out on Agenda pages 93 to 130, be approved.

Upon being put to the vote it was:

**RESOLVED** That:

- 1) the Capital Strategy for 2019/22, as set out in Appendix A to the report, be approved;
- 2) the three year Capital Programme for 2019/22, as set out in Appendix B to the report, be approved;
- 3) the draft Vision for Capital Investment over the next 10 years, as set out in Appendix C to the report, be noted;
- 4) the developer contributions, S106 and Community Infrastructure Levy (CIL), as set out in Appendix D to the report, be approved (noting that the S106 and CIL values are estimated and approval was sought up to the scheme budget);
- 5) the commercial activities of the Council, as set out in Appendix E to the report, be noted.

### **93.3 Treasury Management Strategy 2019/20 - 2021/22**

It was proposed by Julian McGhee-Sumner and seconded by Anthony Pollock that the Treasury Management Strategy for 2019/22, as set out on Agenda pages 131 to 174, be approved.

Upon being put to the vote it was:

**RESOLVED** That the following be approved:

- 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) Minimum Revenue Provision (MRP) Policy;
- 6) Treasury Indicators: limits to borrowing activity 2019/20.

### **93.4 Medium Term Financial Plan 2019/22**

Following the Budget debate, it was proposed by Julian McGhee-Sumner and seconded by Anthony Pollock that the Medium Term Financial Plan for 2019/22, including the

Revenue Budget Submission for 2019/20 and the Statutory Resolution setting out the 2019/20 Council Tax levels, be approved.

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

The voting was as follows:

<b>FOR</b>	<b>AGAINST</b>	<b>ABSTAINED</b>
Alistair Auty	Rachel Burgess	John Kaiser
Keith Baker	Gary Cowan	
Parry Batth	Andy Croy	
Laura Blumenthal	Carl Doran	
Chris Bowring	Lindsay Ferris	
Jenny Cheng	David Hare	
UllaKarin Clark	Clive Jones	
Richard Dolinski	Sarah Kerr	
Guy Grandison	Ian Pittock	
Kate Haines	Imogen Shepherd-Dubey	
Mike Haines	Rachelle Shepherd-Dubey	
Charlotte Haitham Taylor		
John Halsall		
Pauline Helliard-Symons		
Tim Holton		
Philip Houldsworth		
John Jarvis		
Norman Jorgensen		
Pauline Jorgensen		
Dianne King		
Abdul Loyes		
Julian McGhee-Sumner		
Ken Miall		
Philip Mirfin		
Stuart Munro		
Anthony Pollock		
Malcolm Richards		
Angus Ross		
Daniel Sargeant		
Chris Smith		
Simon Weeks		
Shahid Younis		

Upon being put to the vote it was:

**RESOLVED** That:

- 1) the Medium Term Financial Plan (MTFP) 2019/22, including the Budget submission for 2019/20 and the changes put forward at the meeting, be approved;
- 2) the Statutory Resolution that sets out the 2019/20 Council Tax levels, as set out in the revised Appendix A (as tabled at the meeting) be approved;

- 3) in the event that there are any changes to the provisional precept for the Fire Authority or Parishes, arising from the precept setting meetings being held before the end of February 2019, the Deputy Chief Executive (S151 Officer) be delegated authority to enact all relevant changes to the MTFP, Statutory Resolution and Council Tax levels;
- 4) it be noted that, at its meeting on 14<sup>th</sup> 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);

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
	<hr/>
	70,176.6

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;

- 5) 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;
- 6) the following amounts be now calculated by the Council for the year 2019/20 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:

£295,419,141	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
(£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
£108,516,017	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)
£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).
£4,378,855	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 Increase
	TAX BASE	PARISH PRECEPT	PARISH BAND D	TAX BASE	PARISH PRECEPT	PARISH BAND D	
		£	£		£	£	
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	137,314	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	4,378,855	<b>62.40</b>	68,669.1	4,154,134	<b>60.49</b>	<b>3.15</b>

£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.
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7) 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.

8) 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 2019/20

#### 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:

	A	B	C	D	E	F	G	H
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:

	A	B	C	D	E	F	G	H
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

### 94. CONTINUATION OF THE MEETING

At this point in the meeting, 10.20pm, 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 the Mayor and seconded by Julian McGhee-Sumner.

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

### 95. TREASURY MANAGEMENT - MID YEAR REPORT 2018/19

The Council considered the Treasury Management Mid-Year Report for 2018/19, as set out on Agenda pages 181 to 206. The report gave details of Treasury Management operations during the first six months of the 2018/19 Municipal Year.

The report stated that, as at September 2018, the Council was forecast to exceed its investment return budget and there had been no external loans taken out in the first six months of 2018/19. It also confirmed that there had been no breaches of the Treasury Management Strategy in the first six months of the year.

It was proposed by Anthony Pollock and seconded by Chris Smith that the recommendations set out on Agenda page 181, be approved.

Upon being put to the vote it was:

#### RESOLVED that:

- 1) the Treasury Management Mid-Year Report for 2018/19 be approved;
- 2) the actual 2018/19 Prudential Indicators, as set out in the report, be noted.

## **96. COUNCIL TAX REDUCTION SCHEME 2019 / 2020**

The Council considered a report, set out at Agenda pages 207 to 212, which gave further consideration to the adoption of a Localised Council Tax Reduction Scheme. The matter was considered initially at the Extraordinary Council meeting on 24 January 2019.

Following that meeting, the Leader of the Council requested that the scheme approved by the Council be brought back for further consideration. In line with the Council's Constitution, 14 Members had signed a Motion to rescind the original decision.

The amended scheme, set out in the report, addressed concerns expressed by Members at the previous meeting, for example the way in which child maintenance income was considered.

It was proposed by Lindsay Ferris and seconded by David Hare that the report be amended by adding a second recommendation in relation to the establishment of a Safety Net Fund, as follows:

"That Council agree:

- 1) the proposed Council Tax Reduction Scheme for 2019/20;
- 2) to set up a Safety Net Fund in the sum of £100k to support vulnerable residents who may not be able to afford even the reduced Council Tax they are expected to pay."

Julian McGhee-Sumner stated that he accepted the proposed amendment.

Anthony Pollock stated that, due to the improvements to the scheme set out in the report, it was likely that a Safety Net Fund would only be called upon in extremis.

Chris Smith apologised for any distress caused to vulnerable residents over the past month and confirmed that the development of future Council Tax Reduction Schemes would be the subject of detailed cross party scrutiny.

Andy Croy stated that there were still issues of concern in the amended scheme, such as the disregard of Carers' allowances, which should be addressed in the development of the scheme for 2020/21.

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

Upon being put to the vote it was:

**RESOLVED** that:

- 1) the proposed Council Tax Reduction Scheme for 2019/20 be approved;
- 2) a Safety Net Fund in the sum of £100k be set up to support vulnerable residents who may not be able to afford even the reduced Council Tax they are expected to pay.

## **97. TIMETABLE OF MEETINGS**

The Council considered the proposed Timetable of Meetings for the 2019/20 Municipal Year, as set out on Agenda page 271.

It was proposed by Julian McGhee-Sumner and seconded by John Halsall that the 2019/20 Timetable of Meetings be approved.

Upon being put to the vote it was:

**RESOLVED:** That the Timetable of Meetings for the 2019/20 Municipal Year, as set out on page 271 of the Agenda, be approved.

#### **98. CHANGES TO THE CONSTITUTION**

The Council considered a report, set out on Agenda pages 213 to 270, relating to changes to the Constitution as recommended by the Constitution Review Working Group.

Gary Cowan expressed concern about the proposed changes to Section 3.5.4.2 “Debating a Petition at a Council meeting” in relation to the 10 day deadline for the submission of a Motion linked to a petition.

Keith Baker stated that the proposed changes to Section 3.5.4.2 would increase transparency and openness. Councillor Baker felt that petitioners would be able to work with a nominated Member to amend the submitted Motion to reflect the Council debate.

Lindsay Ferris commented that the 10 day deadline could be given further consideration by the Constitution Review Working Group but the proposed changes relating to petitions should be implemented. If the changes did not make the process more effective, further amendments could be considered as necessary at a later date.

Andy Croy expressed concern that petitioners were generally not aware of the Council’s rules and procedures and it was important to ensure that they were given control over the Motion to be considered by Council.

Carl Doran expressed concern that the proposals relating to Section 6.3.29 “Call-In” could introduce a lengthy delay in the process for holding the Executive to account.

Chris Bowring stated that the Council’s Constitution was evolving over time. If any of the proposed changes did not achieve their stated aims, the issue/s could be given further consideration by the Constitution Review Working Group before discussion and agreement at full Council.

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

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 proposal.

The voting was as follows:

<b>FOR</b>	<b>AGAINST</b>	<b>ABSTAINED</b>
Keith Baker	Gary Cowan	Rachel Burgess
Parry Batth		Andy Croy
Laura Blumenthal		Carl Doran
Chris Bowring		John Kaiser
Jenny Cheng		

UllaKarin Clark		
Richard Dolinski		
Lindsay Ferris		
Guy Grandison		
Charlotte Haitham Taylor		
John Halsall		
David Hare		
Pauline Helliard-Symons		
Tim Holton		
Philip Houldsworth		
John Jarvis		
Clive Jones		
Norman Jorgensen		
Pauline Jorgensen		
Sarah Kerr		
Dianne King		
Abdul Loyes		
Julian McGhee-Sumner		
Ken Miall		
Philip Mirfin		
Stuart Munro		
Anthony Pollock		
Malcolm Richards		
Angus Ross		
Daniel Sargeant		
Imogen Shepherd-Dubey		
Rachelle Shepherd-Dubey		
Chris Smith		
Simon Weeks		
Shahid Younis		

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 approved:

- 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” and 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 Contracts” be amended as set out in Paragraph 7 and Appendix 5 to the report.

<b>TITLE</b>	<b>Review of Polling Districts and Polling Places</b>
<b>FOR CONSIDERATION BY</b>	Council on 21 March 2019
<b>WARD</b>	None specific
<b>DIRECTOR</b>	Andrew Moulton, Assistant Director Governance

## **OUTCOME/BENEFITS TO THE COMMUNITY**

To create more appropriate polling districts to ensure voters are allocated to their closest polling place where possible and to provide electors with suitable and accessible places to vote.

## **RECOMMENDATION**

That Council:

- 1) agrees to retain the polling places for the polling districts listed in the attached schedule for elections from May 2020 onwards. This includes the two changes made for May 2019, whereby CAM1 has Charvil Village Hall and EFW and EGW have Aldryngton School designated;
- 2) agrees to change the polling district boundaries, as detailed below, (see maps for further clarity);
  - a) Shinfield North – Residents from Ducketts Mead to be moved from SAW2 to SAW1, so they can vote at Shinfield Player’s Theatre;
  - b) Shinfield South – Residents from Church Lane and the northern end of Basingstoke Road and Hyde End Lane to be moved from SDW to SBW, allowing them to vote at Three Mile Cross Church;
- 3) agrees that, although no changes are to be made to the schools we currently use as polling places, we will continue to seek suitable alternatives as and when they become available.

## **SUMMARY OF REPORT**

This report gives details of a review of polling districts and places within the Wokingham Borough.

## **Background**

Under the provisions of the Representation of the People Act 1983 the Council is periodically required to undertake a review of polling districts, places and stations.

At the Council meeting of 20 September 2018 it was agreed to undertake the formal review.

Each venue has been assessed by undertaking visits and by comments received from polling station inspectors, polling station staff, candidates, agents and voters.

A schedule was prepared which identified the existing electoral arrangements. It highlighted issues with the current arrangements where known, which had been identified by the Electoral Registration Officer (ERO). It also listed suggestions to some issues that were highlighted.

Consultation documents were sent to all MPs, Councillors, Town and Parish Councils, agents, political parties, current polling places as well as access and disability groups and individual registered disabled voters. A notice of review was displayed on the Council's website and on Town and Parish council notice boards and people invited to comment on the current venues used for polling and to make suggestions about any changes. The consultation lasted for 7 weeks, followed by a cross party Working Group considering the responses received.

The Group made two immediate recommendations to change polling places. Jubilee Hall in Charvil is no longer suitable as it has run into disrepair and we have changed the designated place to Charvil Village Hall. Likewise a change was made to designate Aldryngton School instead of Maiden Erlegh School, so that we are no longer using any senior schools as Polling Places in Wokingham Borough. These were designated for May 2019 only. It has not been possible as part of the review to identify better suitable alternatives and therefore the Council will be asked to formally designate these premises as permanent polling places.

Officers identified a variety of alternatives and carried out site visits to any premise considered worth assessment. Details of the assessments were fed back to the Working Group so that they could make an informed decision and compile a set of recommendations for Full Council approval.

There has been some discussion within the Working Group with regard to the use of schools. We currently have four wards with schools designated as polling places. These are Hillside, Maiden Erlegh, Shinfield North and Wokingham Without. The Working Group have considered each area and following the last meeting of the Working Group, the Library in Hillside ward was assessed for suitability, with a view to releasing Hillside School. Whilst the building itself may be large enough to accommodate the two polling stations, an amount of internal rearranging would be required to facilitate voting. There are also concerns about the distance that disabled voters would need to walk, as disabled parking is a fair distance away from the entrance, and would be dependent on spaces being available. The car park is large but extremely busy and with most voters having to drive to the new polling place, making this change would add to congestion levels. Based on these concerns, the recommendation for Hillside ward at this present time is not to change.

Formal Council approval will allow enough time for the statutory re-designation notice to be published in the newspaper and for other preparations to be made in time for the elections in May 2020.

**Analysis of Issues**

In designating Polling Places, certain rules have to be followed by the Council under the 1983 Act. These include that:

- (i) all electors must be given ‘such reasonable facilities for voting as are practicable in the circumstances’.
- (ii) so far as is reasonable and practicable, only places which are accessible to electors who are disabled should be designated, and ....
- (iii) the Polling Place should be within the Polling District except where special circumstances make it desirable to designate an area wholly or partly outside the Polling District.

There is no impact on Corporate Strategy. There is a risk to the Council with regard to disability discrimination legislation if it chooses not to designate the most appropriate venue as a polling place. With regard to finance there is sufficient budget to cover the cost of advertising any changes in the local press as required by legislation.

**FINANCIAL IMPLICATIONS OF THE RECOMMENDATION**

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

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

<b>Other financial information relevant to the Recommendation/Decision</b>
Cost of publishing the changes which will be covered by the Electoral Services’ budget.

<b>Cross-Council Implications</b>
None

<b>List of Background Papers</b>
Representation of the People Act 1983

<b>Contact</b> Andrew Moulton	<b>Service</b> Governance
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<b>Date</b> 8 March 2019	<b>Version No.</b>

<b>Final Recommendations of the Polling Place Review</b>			
<b>Ward</b>	<b>Polling Districts</b>	<b>Polling Place</b>	<b>Proposed Changes</b>
Arborfield	AAW	Arborfield Village Hall	No Changes
Barkham	ABW, BAW	Barkham Village Hall	No Changes
Bulmershe & Whitegates	EAR	Earley Home Guard	No Changes
	KAR	Christchurch Hall	No Changes
Charvil	CAM1	Charvil Village Hall	Designate as permanent Polling Place
	CAM2	Charvil Village Hall	No Changes
Coronation	KBM	Coronation Hall	No Changes
	KCM	St Johns Ambulance HQ	No Changes
Emmbrook	WAW	Emmbrook Village Hall	No Changes
	WBW	St Paul's Parish Rooms	No Changes
Ewendons	WCW	Civic Offices	No Changes
	WDW1	Woosehill Community Church	No Changes
	WDW2	Civic Offices	No Changes
Finchampstead North	FAB	California Ratepayers Hall	No Changes
Finchampstead South	FBB1	FBC Centre	No Changes
	FBB2	Finchampstead Sports Pavilion	No Changes
Hawkedon	EBW	Earley Crescent Resource Centre	No Changes
	ECW	Maiden Place Community Centre	No Changes
Hillside	EDW	Hillside Primary School	No Changes
	EEW	Radstock Community Centre	No Changes
Hurst	HAM	Mobile Unit - Warren Public House	No Changes
	HBM	Hurst Village Hall	No Changes
	HCM	Hurst Village Hall	No Changes
	TBM	Hurst Village Hall	No Changes
Loddon	KDR	Woodley Baptist Church	No Changes
	KER	Emmanuel Church Centre	No Changes
	KFR	Emmanuel Church Centre	No Changes
Maiden Erlegh	EFW	Aldryngton School	Designate as permanent Polling Place

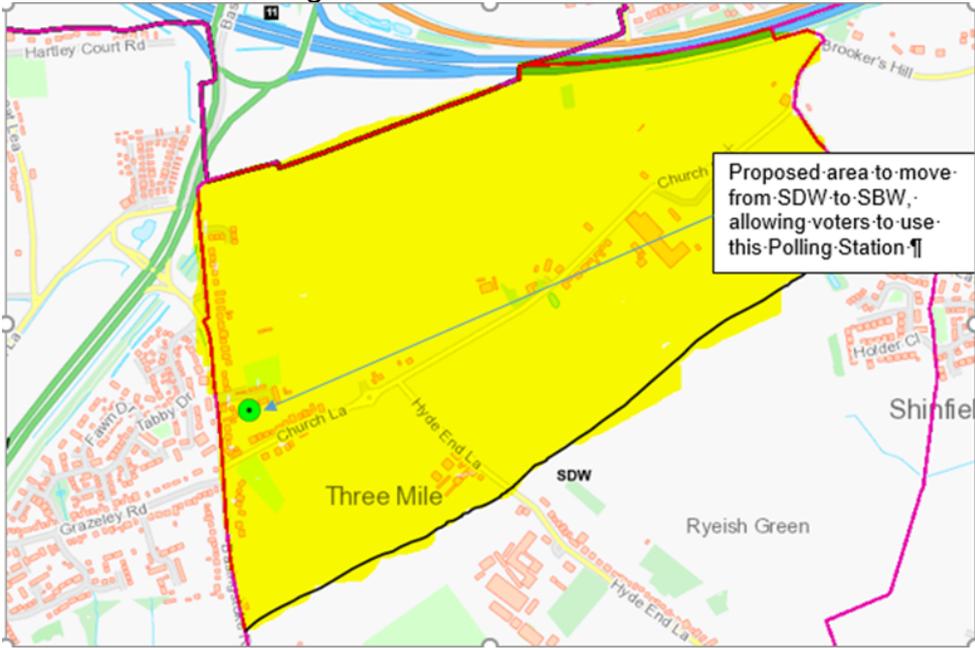
	EGW	Aldryngton School	Designate as permanent Polling Place
	EHW	St Nicholas Church Hall	No Changes
Norreys	WFW	Norreys Evangelical Church	No Changes
	WGW1	Norreys Evangelical Church	No Changes
	WGW2	Wokingham Methodist Church Hall	No Changes
Remenham, Wargrave and Ruscombe	RAM	Remenham Village Hall	No Changes
	RBM	Hare Hatch Village Hall	No Changes
	RCM	Crazies Hill Village Hall	No Changes
	RDM	Wargrave Pavilion	No Changes
	REM	Twyford Room, Loddon Hall	No Changes
Shinfield North	SAW1	Shinfield Player's Theatre	Register to be amended to take in residents of Ducketts Mead estate, but no change to Polling Place
	SAW2	Whiteknights Primary School	Transfer residents from Ducketts Mead to SAW1, but no change to Polling Place
Shinfield South	SBW	Three Mile Cross Church Centre	Register to be amended to take in residents of hatched area on Shinfield South map below. No change to Polling Place
	SCW	Shinfield Parish Hall	No Changes
	SDW	Spencers Wood Pavilion	Transfer residents from area shown on Shinfield South map below from SDW to SBW. No change to Polling Place
Sonning	KGM	Woodford Park Leisure Centre	No Changes
	SNM	Beech Lodge	No Changes
South Lake	KHR	St James' Church Centre	No Changes

	KIR	St James' Church Centre	No Changes
Swallowfield	SEW	Swallowfield Village Hall	No Changes
	SWW1	Swallowfield Village Hall	No Changes
	SWW2	The Victory Hall	No Changes
	SWW3	Riseley Memorial Hall	No Changes
Twyford	TAM1	Loddon Hall	No Changes
	TAM2	Stanlake Pavilion	No Changes
Wescott	WHW	St Crispin's Sport Centre	No Changes
	WIW	Salvation Army Hall	No Changes
Winnersh	JAW	St Mary's Hall	No Changes
	JBW	Winnersh Community Hall	No Changes
Wokingham Without	FCB	Oaklands Junior School	No Changes
	XWB	Oaklands Junior School	No Changes

### Recommended Changes for Shinfield North Ward



Recommended Changes for Shinfield South Ward



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<b>TITLE</b>	<b>Frequency of Review of Members' Allowances Scheme</b>
<b>FOR CONSIDERATION BY</b>	Council on 21 March 2019
<b>WARD</b>	None Specific;
<b>LEAD OFFICER</b>	Deputy Chief Executive - Graham Ebers

**OUTCOME / BENEFITS TO THE COMMUNITY**

A more effective and efficient use of Officer time and resources.

**RECOMMENDATION**

That Council:

- 1) agree to move to four yearly reviews of the Members' Allowances Scheme and note that the next review would therefore take place late 2021/early 2022;
- 2) ask the Constitution Review Working Group to consider what changes are required to the Constitution to affect this change.

**SUMMARY OF REPORT**

Due to the resource implications of carrying out a review and the current financial climate the Leader has asked for Council to consider moving to four yearly reviews of the Members' Allowances Scheme rather than the annual review which currently takes place.

## Background

1. In accordance with the requirements of the Local Authorities (Members' Allowances) (England) Regulations 2003 the Council commissions an Independent Remuneration Panel (IRP) to review the Scheme of Members' Allowances.
2. Section 2 of the Constitution currently states that a review of the Scheme of Members' Allowances will be undertaken annually.. Undertaking a review is very labour intensive both for the members of the IRP and the Officers who assist them. The review undertaken last year necessitated the IRP holding 14 meetings, which included carrying out interviews with 22 Members and three Officers. This does not take account of the amount of time taken to carry out research, the production and analysis of a survey, and the drafting of the final report.
3. In addition when Council, at its meeting in November 2018, considered the IRP's report those recommendations which put forward increases were not supported as a number of Members felt that it was the wrong time to increase Members' Allowances as this would sent a negative message to residents. As a result of this decision the IRP subsequently resigned. The Council recently advertised for interested people to come forward to join the IRP and only two applications were received by the deadline. So currently we do not have sufficient people to make up an IRP.
4. The Leader has therefore put forward the proposal that Council consider moving to a four yearly review which would mean that the next review would take place during late 2021/early 2022 with a recommendation coming forward to Council by July 2022. If however circumstances changed before this date Council could resolve to hold an earlier review.
5. Changing to four yearly reviews would require a small number of changes to be made to the Council's Constitution and therefore if agreed the Constitution Review Working Group would be asked to consider appropriate changes which would then come forward to Council in due course.

## 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	Yes	Revenue
Next Financial Year (Year 2)	£0	Yes	Revenue
Following Financial Year (Year 3)	£0	Yes	Revenue

<b>Other financial information relevant to the Recommendation/Decision</b>
None

<b>Cross-Council Implications</b>
None

<b>List of Background Papers</b>
The Council's Constitution Local Authorities (Members' Allowances)(England) Regulations 2003

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# **WOKINGHAM BOROUGH COUNCIL**

## **Overview and Scrutiny Management Committee and Overview and Scrutiny Committees**

### **Annual Reports 2018-19**

Produced: March 2019  
Received by Council: 21 March 2019

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**Foreword by Councillor Philip Houldsworth,  
Chairman of the Overview and Scrutiny  
Management Committee**

Welcome to the Annual Reports of Wokingham Borough Council's Overview and Scrutiny Committees for 2018/19. The reports describe how the four Committees reviewed the delivery of key policies and services and scrutinised issues of importance raised by local residents.

The 2017/18 Annual Report highlighted a number of major challenges facing the Council. Most of these challenges remain. In 2019 the Government will undertake a Comprehensive Spending Review meaning short term financial uncertainty. It is likely, however, that the outcome of the spending review will be continuing downward pressure on the Council's budget. At the same time the Council is likely to face continuing demand-led pressures in service areas such as Adult and Children's services. The Council will also face challenges in relation to the delivery of new housing and supporting infrastructure such as roads, schools and community facilities. Finally, uncertainty relating to Brexit will continue to cast a shadow over the entire country.

In order to meet these challenges the Council will have to be more innovative and enterprising, ensuring that its decisions focus on the key priorities as set out in the new Borough Plan. Overview and Scrutiny aims to ensure that decisions are effective and transparent, delivering value for money for local Council Tax payers. Overview and Scrutiny also monitors decisions made by partners such as the NHS, the police and, from 2019, the Thames Valley Berkshire Local Enterprise Partnership (LEP).

Following the House of Commons Select Committee report on Scrutiny in 2017, the Government has published new statutory guidance on Overview and Scrutiny. The Overview and Scrutiny Committees will assess the implications of the guidance during 2019 with a view to strengthening the Council's approach to Scrutiny and developing the skills and knowledge of Members. The key message from the Select Committee report was the importance of organisational culture in developing an effective Scrutiny process. The Overview and Scrutiny Committees will continue to demonstrate their value by making recommendations for improvement which enhance the quality of life for all the Borough's residents.

**Philip Houldsworth,  
March 2019**

## **SECTION 1 – EXECUTIVE SUMMARY**

Overview and Scrutiny is a key element in the system of checks and balances which ensure that Wokingham Borough Council and its partners make and implement effective decisions for the benefit of the residents of the Borough.

The Council's Executive is empowered to take decisions within the financial and policy framework set by the full Council. Non-Executive Members of the Council are appointed to the Council's Overview and Scrutiny Committees to review those decisions and the way they impact on the performance of key services.

The Council's Overview and Scrutiny function is delivered by the Overview and Scrutiny Management Committee and three Committees focussing on Children's Services, Community and Corporate Services and Health issues. Overview and Scrutiny Committees make recommendations for improvement to full Council and Executive and to partner organisations. As the Council faces continuing financial challenges and increasing demand for key services, Overview and Scrutiny Members continue to make recommendations for improvement to the Executive and to partner organisations.

The report sets out the range of issues and submissions considered by the Overview and Scrutiny Committees in 2018/19, including:

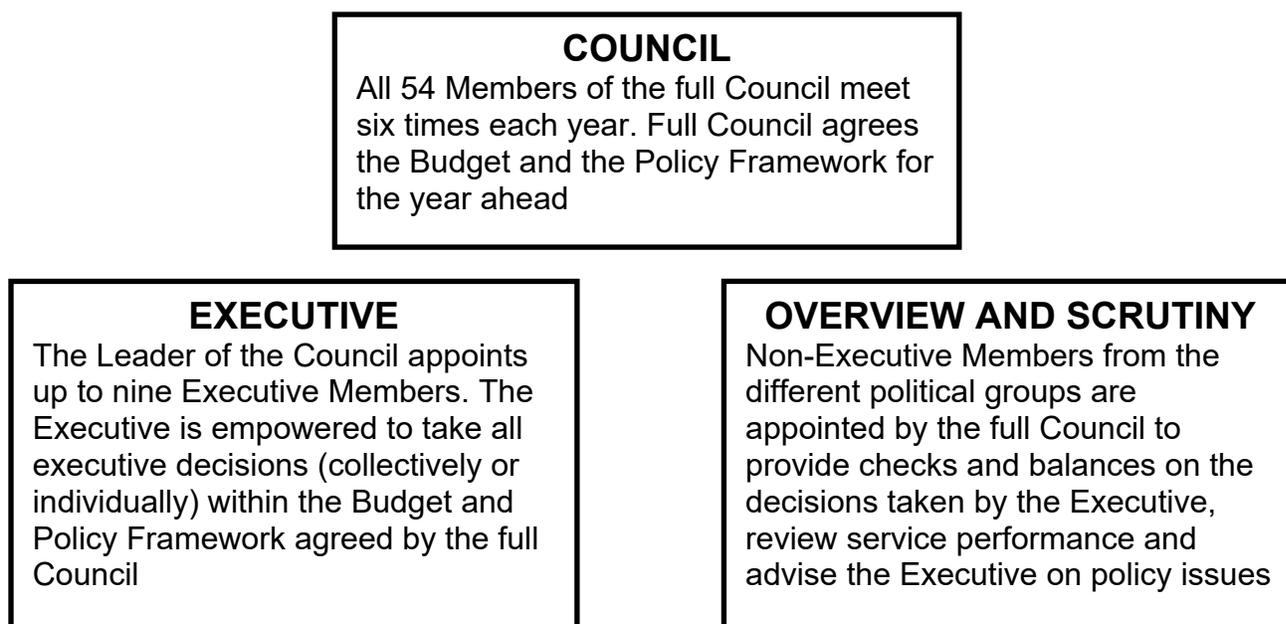
- Implementation of the Council's 21<sup>st</sup> Century organisational change programme.
- Wokingham town centre regeneration and Market Place improvements.
- Review of the findings of Ofsted inspections of schools and Children's Services.
- Review of the Council's Grounds Maintenance service.
- Performance of health services, including hospitals, GPs and the ambulance service and proposals for closer working between health and social care.
- Effectiveness of the Borough's Community Safety Partnership and local policing.
- Review of the quarterly Council Plan Performance Management reports.

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

## SECTION 2 – INTRODUCTION TO OVERVIEW AND SCRUTINY

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

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

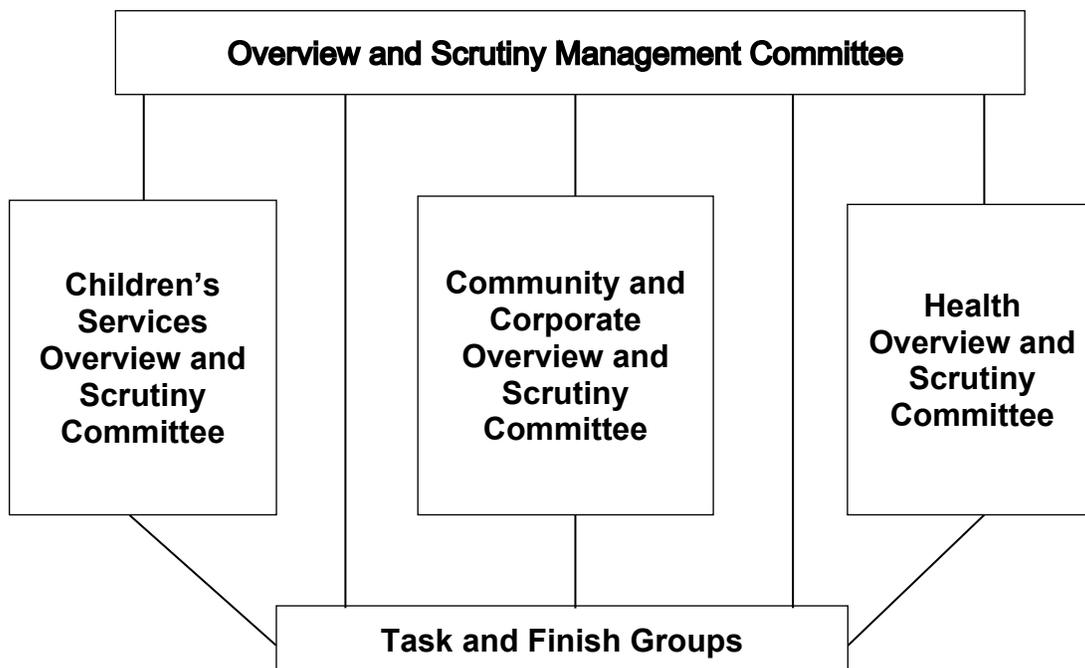


In order to deliver the Overview and Scrutiny function the Council has established the following Committees:

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

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

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



#### **Four Principles of Effective Scrutiny**

- Constructive “critical friend” challenge to the Executive and external service providers;
- Channelling the “voice” of the public and representing all the Borough’s residents;
- Members reaching bipartisan conclusions based on the weight of evidence;
- Driving continuous improvement which promotes community wellbeing and quality of life.

#### **Limitations**

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

## SECTION 3

### REPORT OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE



**Councillor Philip Houldsworth, Chairman  
Overview and Scrutiny Management Committee**

The Management Committee has two key roles. Firstly, to develop and oversee the work programmes of the Council's Overview and Scrutiny Committees. Secondly to consider specific issues of concern to local residents. Issues considered during 2018/19 included the 21<sup>st</sup> Century Council programme, the new Borough Plan, Grounds Maintenance, Waste and Recycling and the potential impact of Brexit on the Borough. The Committee also considered the "call-in" of an Executive decision relating to the removal of the Council's School Crossing Patrol service.

As we move into the new Municipal Year the Management Committee will continue to focus on initiatives to strengthen the Overview and Scrutiny process. This will include greater emphasis on pre-decision scrutiny and measures to achieve greater involvement by residents and local community. The Committee will also sponsor further training to develop Members' knowledge and skills, for example in relation to Budget scrutiny.

The Committee will consider the implications of the Government's new statutory guidance and will monitor national developments which have implications for Overview and Scrutiny. In 2018, for example, the review of Governance at Kensington and Chelsea (post Grenfell) and the Best Value Inspection of Northamptonshire County Council both highlighted lessons to be learned by Scrutiny Members. In relation to the latter, in 2019/20 the Council's Scrutiny Members will carry out a detailed review of the Council's budget and the budget setting process, for the first time in many years.

For most of 2018/19 Municipal Year the Overview and Scrutiny Management Committee was chaired by Parry Batth. I would like to thank Parry and the Members, Officers, residents and community groups who contributed their time, effort and knowledge during the year.

**Philip Houldsworth**

## **Remit of the Overview and Scrutiny Management Committee**

The Overview and Scrutiny Management Committee oversees the Council's Scrutiny function and is responsible for developing and co-ordinating the work programmes of the three Overview and Scrutiny Committees.

### **Membership**

Councillor Philip Houldsworth (Chairman).

Councillors Malcolm Richards (Vice-Chairman), Andy Croy, Lindsay Ferris, Guy Grandison, Kate Haines, Mike Haines, Ken Miall, Ian Pittock, Bill Soane, and Shahid Younis.

**Substitute Members:** Councillors Alistair Auty, Rachel Burgess, Carl Doran, John Jarvis, Clive Jones and Rachelle Shepherd-DuBey.

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

## **Highlights from the Year**

### **Consideration of 'Call-In'**

The Committee considered a "Call-In" of the decision taken by the Executive relating to the proposed replacement of the School Crossing Patrol service with fixed crossing facilities. Having considered evidence from Members, Officers and service users the Committee decided to request that the Executive review the original decision. The Committee's request was based on inadequate consultation and equality impact assessments and a lack of an underpinning business case for the proposal. Having considered the Committee's recommendations the Executive decided to confirm its original decision.

### **Performance Management**

The Committee received the quarterly report setting out details of the Council's performance against a number of financial, staffing and operational/project indicators. The Committee made representations about the delay in receiving the performance data and welcomed the earlier circulation of the information and development of the Members' intranet site. Members used the quarterly data to probe on areas of underperformance and select issues for more in-depth scrutiny reviews.

### **21<sup>st</sup> Century Council**

The Committee considered updates on the Council's 21<sup>st</sup> Century Council change programme and sought further clarification on timescales, delivery of savings and the impact on staff. Members noted that the original 18 month programme had experienced serious delays and expressed concern about the achievement of savings and the number of interim managers and consultants employed by the Council during this period of change.

### **Borough Plan**

The Committee received progress reports on the development of the new Borough Plan. Members scrutinised the process for developing the plan and the key priorities identified following public consultation. The Committee also considered the key performance indicators which would enable scrutiny of progress against the plan.

## **Grounds Maintenance**

Following a significant number of complaints about the 2018 grass cutting programme the Committee was requested to carry out a review of the Council's Grounds Maintenance contract. The Committee issued a "Call for Evidence" and interviewed key Members, Officers and the Council's contractor (Tivoli). Following the review the Committee made a number of recommendations to the Executive relating to the resourcing of the Grounds Maintenance contract (staff and equipment), improved communications and networks with Town and Parish Councils and community groups. The Executive accepted the Committee's recommendations in full and the Committee undertook to monitor progress during the 2019 grass cutting season. The Committee then received a further report which included an Action Plan for the 2019 grass cutting programme based on the Committee's recommendations.

## **Waste and Recycling**

The Committee reviewed progress against the Council's plans to achieve the 50% waste and reuse target included in the 2008 EU Waste Framework Directive. The Committee were informed that the introduction of food waste recycling (April 2019) would add 7% to the Council's overall recycling figure (at that time around 40%). In addition, the collection of pots, tubs, trays and cartons in addition to an increased number of glass banks and reduced levels of waste contamination would add an extra 4% to 5%. The Committee welcomed the progress against the 50% target and requested a further update in October 2019.

## **Member Training**

The Committee recognises the importance of ongoing training and development to ensure that Members' skills and knowledge are constantly upgraded. In June 2018 a training session was held which examined key elements of effective Overview and Scrutiny including preparing for meetings, questioning techniques and the development of key lines of enquiry. The session considered the elements of an effective Scrutiny Review and Members used the learning points in delivering the subsequent review of the Grounds Maintenance service.

## **Work Programme 2019/20**

The Committee will scrutinise the following issues in 2019/20:

- Evidence from the Leader, Executive Members and the Chief Executive on priorities, policy development and performance of key services;
- The 21<sup>st</sup> Century Council change programme;
- Progress on delivery of the four Strategic Development Locations (SDLs) and the Local Plan Update;
- Operation and performance of Council-owned companies;
- Compliance with the Council's statutory duties under the Equality Act and the Council's commitment to effective consultation;
- Effectiveness of the Thames Valley Berkshire Local Enterprise Partnership;
- Overview and Scrutiny Member training and support.

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

## SECTION 4

### REPORT OF THE CHILDREN'S SERVICES OVERVIEW AND SCRUTINY COMMITTEE



**Ken Miall, Chairman  
Children's Services Overview and Scrutiny Committee**

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

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

The Committee has a standing part 2 session to review schools causing concern and at risk of underperforming. Local ward Members are invited to attend the meetings and take part in the discussions.

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

The Committee's membership changed in September, with some new Members joining the Committee. At the end of the year the Committee welcomed a parent governor representative to take part in the Committee.

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

**Ken Miall**

## **Remit of the Children’s Services Overview and Scrutiny Committee**

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

### **Membership:**

Councillors: Ken Miall (Chairman), Kate Haines (Vice-Chairman), Prue Bray, Jenny Cheng, Emma Hobbs, Philip Houldsworth and Graham Howe

Parent Governor: Darryl Ward

### **Substitute Members:**

Councillors Laura Blumenthal and David Hare

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

**Officer contact:** Luciane Bowker      [luciane.bowker@wokingham.gov.uk](mailto:luciane.bowker@wokingham.gov.uk)

## **Highlights from the Year**

### **Performance Management**

At each meeting the Committee reviewed the performance of Children’s Services in relation to Key Performance Indicators. These indicators demonstrate the contribution made by the Service to achieving key Council priorities relating to looking after vulnerable people, improving educational attainment, focussing on every child achieving their potential and ensuring high safeguarding standards. Members continue to challenge the Service, asking for the most up to date information to be presented.

The Service underwent many changes in the senior leadership team in the past year. The Committee continued to work with various leaders and welcomes the new permanent appointments as a positive step towards more stability in the Service.

### **School Performance Data**

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

The Regional Schools Commissioner (RSC), who is responsible for monitoring the performance of academy schools in the Borough, has been invited to attend a meeting. The RSC is due to attend a meeting on 25 March 2019. Members are looking forward to the opportunity to ask him about the performance of our academy schools.

### **Educational Psychology Service**

The Committee received an update and was informed that the Berkshire West Clinical Commissioning Group intended to make a bid to become a trailblazer for the Mental Health Teams. The proposal included setting up mental health teams in schools, with a psychologist lead in each team to cover low to medium level mental health issues.

### **Corporate Parenting Board (CPB) Annual Report**

The Committee received the annual report which contained a comprehensive review of the work undertaken by the Board during the year. The Committee endorsed the new strategic priorities and the Strategic Delivery Action Plan. The Committee noted the good work undertaken by CPB, in particular the regular attendance of the Children In Care Council to CPB meetings.

### **Childcare Sufficiency Strategy**

The Committee received an update and was pleased to note that there has been good progress of the strategy and that providers were able to meet the local demand for Early Years places.

### **Primary Place Strategy**

The Committee was informed of the planned new schools. In line with the planning strategy, the Council has a duty to ensure that there are sufficient school places in the Borough. The Committee will continue to monitor the strategy to make sure the Local Authority is fulfilling its statutory requirements.

### **Children's Emotional and Mental Health Services**

Members were invited to join a meeting of the Health Overview and Scrutiny Committee in July 2018 to review the service provided by Child and Adolescent Mental Health Services (CAMHS). The mental health service provided for children and young people in the Borough was explained in detail. The Committee was informed that there is an emphasis on early help and prevention. Members challenged the long waiting lists for autism assessment and encouraged officers to undertake the necessary work towards reducing it.

### **Social Worker Recruitment and Retention**

The Committee received verbal updates on the continued effort to retain and attract more Social Workers to the Borough. A Task and Finish Group has been set up to look at ways in which to promote Social Workers recruitment and retention, the Committee will receive the final report when this is available.

### **Youth Offending Service Annual Report**

The report demonstrated that although there has been an increase in re-offending rates (due to two prolific re-offenders), Wokingham Borough scores well below the national average for first time entrants. Members noted the good work being undertaken by the Service in this area of work.

### **Data on Demand for Services**

A comprehensive report was received, which highlighted an increase in the demand for social care services. It was not possible to ascertain the exact reason for the increase, and it was noted that the numbers have always fluctuated. It is important to identify where help is needed earlier to avoid an escalation of needs.

### **Ofsted Focussed Inspection on the Front Door Including Multi Agency Safeguarding Hub (MASH)**

The Committee discussed the results of the Ofsted inspection and the improvement plan. The main area of concern was the need to improve MASH. Members were informed that the service has already started conversations with the Police to address the issues which were identified. The Committee will continue to monitor the improvement plan.

### **Quality Assurance Framework/Annual Quality Assurance**

Due to changes in senior leadership this report was received at a late stage by the Committee. The report demonstrated the performance of children's social care in the Borough. The Committee will continue to receive update reports.

### **Innovations Programme**

The Committee received a very useful presentation which explained in detail how the Innovations Programme works in practice. This is a safeguarding programme which was developed by practitioners and uses a model called Signs of Safety.

### **SEND Strategy**

The Special Educational Needs and Disability Strategy was discussed at the 22 January 2019 meeting. The strategy aims to alleviate the pressure identified in the High Needs Block due to the continuous increase in demand for specialist school places. The Committee endorsed the strategy which includes proposals to expand existing specialist places within the Borough and bidding for a new special school in the Borough.

### **Work Programme 2019/20**

The Committee will scrutinise the following issues in 2019/20:

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

## SECTION 5

### REPORT OF THE COMMUNITY AND CORPORATE OVERVIEW AND SCRUTINY COMMITTEE



#### **Guy Grandison, Chairman Community and Corporate Overview and Scrutiny Committee**

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

The Committee undertook a review of the Wokingham Market Place highways improvement project and invited residents, shops, businesses, community and disability groups to provide questions and feedback to the Committee, to assist with improved delivery of future major infrastructure projects.

The Committee considered a range of other issues during the year including flood prevention, community safety and local policing, town centre regeneration projects, capital and revenue monitoring and a range of highways issues such as civil parking enforcement and a highways scrutiny request from Finchampstead Parish Council.

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

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

**Guy Grandison**

## **Remit of the Community and Corporate Overview and Scrutiny Committee**

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

### **Membership**

Councillor Guy Grandison (Chairman).

Councillors Mike Haines (Vice-Chairman), Rachel Burgess, Clive Jones, Dianne King, David Sleight, Bill Soane and Shahid Younis.

**Substitute Members:** Councillors Andy Croy, Carl Doran, Graham Howe, Malcolm Richards and Rachelle Shepherd-Dubey.

**Officer contact:** Callum Wernham: [callum.wernham@wokingham.gov.uk](mailto:callum.wernham@wokingham.gov.uk)

## **Highlights from the Year**

### **Scrutiny Request from Finchampstead Parish Council – Condition of Footways, Kerbsides and Road Signs**

The Committee received a scrutiny request from Finchampstead Parish Council, relating to the condition of footways, kerbsides and road signs in the Parish. The Committee asked for comments from other Town and Parish Councils with their experiences of similar issues. The scrutiny request highlighted a number of issues including road furniture being degraded over time, blocked gullies which could lead to flooding and dirty road signs which were not fit for purpose. The Committee referred these issues to the Borough Parish Liaison Forum for discussion by a range of Borough and Town/Parish representatives, the outcomes of which were fed back to the Committee. The Committee subsequently received and welcomed an update, which outlined an action plan to address the issues raised.

### **Flood Prevention**

The Committee considered an update on flooding issues during the winter of 2017/18 and the ongoing work to raise awareness and share information with partner organisations. Members asked questions relating to community engagement events, the asset register, dredging of rivers and the flood alleviation scheme for the River Loddon. Members welcomed more community engagement events with the public in the future regarding flood prevention.

### **Local Policing**

The Committee received a briefing from Superintendent Shaun Virtue, the Local Area Police Commander, on local policing issues relating to the Bracknell and Wokingham Police Area. The briefing highlighted a number of key issues such as staff retention, assisting individuals suffering from Alzheimer's and Dementia as well as looked after (and previously looked after) children, and dealing with knife crime in the Thames Valley. The Committee welcomed a closer working relationship with the Borough's partners, including the Thames Valley Police.

### **Local Fire Service**

The Committee received an update from the Chief Fire Officer, Trevor Ferguson, on issues and works relating to the Royal Berkshire Fire and Rescue Service (RBFRS). The update gave details of the RBFRS's local response to the Grenfell incident, budget savings that had been (and were scheduled to be) achieved, and the two further tri-service stations that were due to be opened in 2020 and 2021. The Chief Fire Officer was supportive of the Council's Motion on sprinklers in new build schools (Motion 412), and encouraged the Committee and the wider Council to continue to provide support for the RBFRS both locally and through local MPs.

### **Wokingham Market Place Highways Improvement Project**

The Committee received a briefing on the recently completed Market Place highways improvement project. The Committee sent out a 'call for questions', to gain the views of residents, businesses and shops, community groups, and disability advocacy and awareness groups on both the final completed works and the process of planning and carrying out the works. The issues raised at the meeting (both by Members and public submissions) included consultation and engagement, reasons behind the delays to the project, disabled parking bays and colour gradients of the paving surface. The Committee recommended that an up-to-date list of disability advocacy and awareness groups be created to assist with consultation and engagement for future major infrastructure projects. The Committee asked that the final road safety audit and the final financial audit be submitted for scrutiny at a future meeting.

### **Civil Parking Enforcement**

The Committee received an update on the Civil Parking Enforcement (CPE) strategy which went live in October 2017. The update gave details of recruitment issues, implementation of a digital permit system, and the areas of the Borough where the most penalties were issued. The Committee requested details of times of day that penalty notices were issued, and details of the contraventions that led to penalties being issued. Members of the Committee asked that an update be submitted to the Committee in the next municipal year.

### **Work Programme 2019-20**

The Committee will scrutinise the following issues in 2019/20:

- Council Revenue and Capital Budget monitoring, including a Scrutiny review of the 2020/21 Budget proposals;
- Effectiveness of the Community Safety Partnership and local policing arrangements;
- Wokingham Town Centre regeneration projects (including Financial Audits);
- The Council's relationship with the voluntary sector and Town/Parish Councils;
- Highways and Transport issues such as Civil Parking Enforcement, Car Parking Strategy, road maintenance and cycling facilities;
- Effectiveness of flood prevention measures.

## **SECTION 6**

### **REPORT OF THE HEALTH OVERVIEW AND SCRUTINY COMMITTEE**



**Bill Soane, Chairman  
Health Overview and Scrutiny Committee**

The Health Overview and Scrutiny Committee has continued to focus on health and social care issues affecting the Borough's residents. The Committee worked closely with key health and social care service organisations, receiving briefings from Public Health, NHS Berkshire West Clinical Commissioning Group and the South Central Ambulance Service.

The Committee has received regular updates on the work of Healthwatch Wokingham Borough, the independent consumer champion created to gather and represent the views of Wokingham Borough residents.

The Committee has sought to understand some of the challenges faced locally and nationally, and how these were being addressed, such as population growth, an increase in the number living with multiple, complex long term conditions and recruitment and retention within Primary Care.

I would like to thank the Committee members and substitutes for their work throughout their year. I would also like to thank Officers and external partners who have assisted the Committee in their work during the year.

**Bill Soane**

## **Remit of the Health Overview and Scrutiny Committee**

The Health Overview and Scrutiny Committee (HOSC) reviews and scrutinises matters relating to the planning, provision and operation of health services in Wokingham Borough. This includes acute and community health services, family and public health services and the work of Healthwatch Wokingham Borough. The Committee exercises powers conferred to it through the Health and Social Care Act 2012 and the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013. It also scrutinises social care services and other health related services jointly commissioned by the Council, health bodies and the voluntary sector.

### **Membership**

Councillor Bill Soane (Chairman).

Councillors Kate Haines (Vice Chairman), Parry Batth (until January 2019), Jenny Cheng, Andy Croy, John Jarvis, Clive Jones, Abdul Loyes, Ken Miall and Rachelle Shepherd-DuBey

**Substitute Members:** Prue Bray, Rachel Burgess, Carl Doran, Mike Haines, Ian Pittock and Malcolm Richards

All attendees at HOSC meetings, including members of the public, may ask questions after each report/presentation is presented.

**Officer contact:** Madeleine Shopland [madeleine.shopland@wokingham.gov.uk](mailto:madeleine.shopland@wokingham.gov.uk)

### **Highlights from the Year**

#### **Children's Emotional and Mental Health Services**

Officers informed the Committee of the draft emotional and mental health strategy which would run from 2018 to 2021 and was focused on universal and early help. The Committee asked about emotional wellbeing and mental health services provided to young children and were updated in particular on the Child and Adolescent Mental Health Services.

#### **Air Quality**

The Committee received a briefing on air quality. Members asked questions regarding air quality monitoring in areas of the Borough including Wokingham Town Centre and Twyford Crossroads and were informed of the negative impact that air pollution could have on health.

#### **Berkshire West Integrated Care System**

The Committee considered an update on the Berkshire West Integrated Care System. An Integrated Care System (ICS) was one in which local NHS organisations (both commissioners and providers), often in partnership with local authorities, chose to take on clear collective responsibility for resources and population health, providing joined up, better coordinated care. Members were informed of how the ICS was operating in the Berkshire West area.

#### **Berkshire West policy for Osteoarthritis, Primary Hip and Knee Replacement**

The Committee was briefed on the Berkshire West policy for patients with osteoarthritis; primary hip and knee replacement, in response to a Member request for clarification regarding the criteria for selection for surgery. An evidence based criteria had been

developed to identify those patients most likely to benefit from surgery. The Committee was pleased to learn that approximately 75% of patients chose conservative methods to manage their condition such as exercise or weight loss as opposed to surgery.

### **Diabetes Prevention**

The Committee was informed of the increasing prevalence of diabetes and the work being undertaken both locally and nationally to combat this. Members were advised of the Healthier You Programme, a joint ambition of the NHS Five Year Programme and Public Health's Evidence into Action. They noted progress made to November 2018 under the programme, nationally and at Berkshire West level.

### **South Central Ambulance Service**

The Committee received an update on the work of South Central Ambulance Service (SCAS) and in particular performance and operations for the Wokingham area, how the ambulance service was working with other emergency services and how SCAS was working with the London Ambulance Service Trust to establish a partnership to look at potential efficiencies through projects such as joint procurement of vehicles. In addition Members were informed of how the Trust was addressing the recommendations of the Carter report 'Operational Productivity and Performance in English NHS Ambulance Trusts.'

### **Primary Care**

NHS Berkshire West Clinical Commissioning Group briefed the Committee on the challenges faced by primary care locally, at its January 2019 meeting, including increasing population numbers, the number of people with multiple complex long term conditions and recruitment. Members sought assurance regarding how the challenges identified were being met.

### **Suicide Prevention**

At the Committee's January meeting, Members were updated on suicide prevention within the Borough, support for those bereaved by suicide and Berkshire-wide shared learning. Members asked questions in relation to self-harm rates and the provision of support services for young people who were bereaved by suicide.

### **Healthwatch**

Healthwatch Wokingham Borough updated the Committee on its work at each meeting. Members also considered the Healthwatch Annual Report for 2017/18. During the year, Healthwatch submitted updates on a range of issues including visits to local extra care facilities and individual case studies. In addition the Committee was kept informed of the commissioning of the Healthwatch contract and contract award.

### **Work Programme 2019-20**

The Committee will continue to scrutinise the following issues in 2019/20:

- Monitoring health and social care outcomes and the performance of the local NHS Foundation Trusts;
- Monitoring the work of the NHS Berkshire West Clinical Commissioning Group (CCG);
- Reviewing progress on the integration of health and social care services.

## SECTION 7

### GETTING INVOLVED IN OVERVIEW AND SCRUTINY

The Council is committed to making Overview and Scrutiny Committee meetings accessible to all residents of the Borough. A key aim is to increase public involvement in the process and to remove barriers to participation.

Residents can get involved in Overview and Scrutiny by attending meetings - all Overview and Scrutiny meetings are open to the public and are held in the early evening to make attendance easier. In addition, copies of Agendas including reports to be considered are published five working days before each meeting and can be accessed on the Council's website:

[www.wokingham.gov.uk/council-and-meetings](http://www.wokingham.gov.uk/council-and-meetings)

Residents can also elect to receive automatic notification when new Overview and Scrutiny Agenda and Minutes are published.

Each Overview and Scrutiny Committee meeting includes a Public Question Time session which allows residents to raise issues of general interest and/or specific issues relating to the items under consideration.

Members of the public are also able to contribute to Scrutiny reviews by giving evidence either as an individual or as part of a community group. Residents can also request that a specific item is considered by Overview and Scrutiny as a review item. Residents can complete an online Scrutiny review suggestion form at:

[www.wokingham.gov.uk/council-and-meetings/decisions/ask-for-a-scrutiny-review](http://www.wokingham.gov.uk/council-and-meetings/decisions/ask-for-a-scrutiny-review)

During 2019/20 the Council will continue to use local and social media to raise awareness of issues coming before the Overview and Scrutiny Committees and to allow residents to provide comments and feedback.

The Council's Twitter feed is accessible here: [WokinghamBorough@WokinghamBC](https://twitter.com/WokinghamBC)

If you want to learn more about Overview and Scrutiny or want to discuss a specific issue, please contact Neil Carr, the Council's Scrutiny Officer:

by telephone: 0118 974 6058, or

by email: [neil.carr@wokingham.gov.uk](mailto:neil.carr@wokingham.gov.uk) or by post:

Democratic Services, Wokingham Borough Council, Shute End, Wokingham, RG40 1BN.

## SECTION 8

### DATES OF OVERVIEW AND SCRUTINY COMMITTEE MEETINGS IN 2019/20

- **Overview and Scrutiny Management Committee**

Wednesday 22 May 2019 at 7pm  
Wednesday 19 June 2019 at 7pm  
Wednesday 17 July 2019 at 7pm  
Wednesday 18 September 2019 at 7pm  
Wednesday 16 October 2019 at 7pm  
Wednesday 27 November 2019 at 7pm  
Wednesday 22 January 2020 at 7pm  
Wednesday 19 February 2020 at 7pm  
Wednesday 25 March 2020 at 7pm

- **Children's Services Overview and Scrutiny Committee**

Tuesday 18 June 2019 at 7pm  
Tuesday 17 September 2019 at 7pm  
Tuesday 19 November 2019 at 7pm  
Tuesday 21 January 2020 at 7pm  
Tuesday 17 March 2020 at 7pm

- **Community and Corporate Overview and Scrutiny Committee**

Monday 17 June 2019 at 7pm  
Monday 2 September 2019 at 7pm  
Monday 25 November 2019 at 7pm  
Monday 13 January 2020 at 7pm  
Monday 23 March 20120 at 7pm

- **Health Overview and Scrutiny Committee**

Monday 3 June 2019 at 7pm  
Monday 15 July 2019 at 7pm  
Wednesday 4 September 2019 at 7pm  
Wednesday 20 November 2019 at 7pm  
Monday 20 January 2020 at 7pm  
Wednesday 4 March 2020 at 7pm

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# **WOKINGHAM BOROUGH COUNCIL**

## **Audit Committee Annual Report 2018/19**



**Foreword by Councilor Chris Smith, Chairman of  
the Audit Committee**

This report details the work undertaken by the Audit Committee during the 2018/19 municipal year.

An effective Audit Committee is vital in what continues to be financially challenging times for local government.

This year the Committee has monitored whether the Council's systems of governance, internal control and risk management are effective and enable the Council to achieve its objectives. As part of this the Committee has helped to shape the refreshed Corporate Risk Register.

I would like to thank the Members of the Committee for their work this year and Officers for their support to the Committee.

**Chris Smith  
Chairman, Audit Committee  
March 2019**

## **1. ROLE OF THE AUDIT COMMITTEE**

The Audit Committee's main responsibilities are to monitor the Council's corporate governance and risk management provisions, the work of internal audit and investigations and the Council's work with its external auditors Ernst and Young.

### **(a) Internal and External Audit**

#### ***Internal Audit***

The Audit Committee oversees the Council's internal controls and governance arrangements. As part of this, the Committee received quarterly progress reports on the work and performance of the Shared Internal Audit and Investigation Service and also Ernst & Young, the Council's external auditor.

In June 2018 the Committee reviewed the Annual Report 2017/18 – Shared Audit and Investigation Service, which highlighted the work undertaken during that period.

During 2018/19, the Committee received quarterly updates on progress against the approved 2018/19 Internal Audit and Investigation Plan.

In February 2019 the Committee approved the 2019/20 Audit and Investigation Plan, noting the proposed internal audit and investigation activity for the forthcoming year, as well as setting up a Task and Finish Group to look at the governance arrangement for the Council Tax Reduction Scheme.

An external assessment against the CIPFA/IIA Public Sector Internal Audit Standards, conducted by CIPFA, awarded the Shared Audit and Investigation Service the highest category of opinion for the work of the Internal Audit Service. As part of the external review, actions had been identified in relation to amending the Internal Audit Charter to address areas for improvement against the revised Public Sector Internal Audit Standards. The Committee approved the amended Internal Audit Charter at its July 2018 meeting.

#### ***External Audit***

During the municipal year, the Audit Committee received and reviewed the External Audit Annual Audit Letter, the External Audit Annual Plan and the Audit Results Report. Members noted the External Audit Opinion on the Council's Statement of Accounts.

### **(b) Investigations**

The Audit Committee has been kept informed of the work of the Council's Investigations team. At its February 2019 meeting, when considering the 2019/20 Internal Audit and Investigation Plan, the Committee noted the focus on fraud awareness, proactive fraud drives and investigation of fraud and malpractice.

The Council received an update with regard to the Regulation of Investigatory Powers Act (RIPA) in that no new investigations were undertaken in 2017/18 that required RIPA surveillance approval. Similarly there have been no applications for surveillance under RIPA for 2018/19 to date (February 2019).

**(c) Risk Management**

The review of the Council's risk management arrangements is one of the Audit Committee key roles.

The Committee requested that the Corporate Risk Register be refreshed to ensure that it was easier to understand. At an extraordinary meeting in September 2018, the Committee fed into the refresh process and considered whether the most significant risks to the Council had been identified and were being managed appropriately. In addition Members made recommendations for improvements such as individual risks being allocated to the relevant overview and scrutiny committee or the Audit Committee for continued oversight.

The Director of Adults Services and Director of Children's Services were invited to the Committee's November 2018 and February 2019 meetings respectively to explain the key risks in their areas and to provide Members with assurance regarding the actions being taken to mitigate these risks.

The Committee will continue to invite Directors so they can better understand risk management in each directorate as such.

The Committee has invited the Chief Executive and Director Locality and Customer Services to future meetings to outline the primary risks in their areas of responsibility.

**(d) Statement of Accounts**

The Audit Committee is required to approve and the Chairman of the Audit Committee to sign, the audited Statement of Accounts by 31 July each year. This was the first year that the deadline for the submission of the Financial Statements had shifted from 30 September to 31 July and the Council was able to meet the accelerated deadline.

When considering the Statement of Accounts the Committee took into account whether the appropriate accounting policies had been followed and if they had any concerns arising from the audit or the financial statements which they felt that Council should be informed of.

**(e) Corporate Governance**

One of the Audit Committee's responsibilities is to consider the Council's arrangements for corporate governance and agreeing any necessary actions to ensure compliance with best practice.

At its meeting in June 2018, the Committee considered the Annual Governance Statement 2017-18 and approved it on behalf of the Council prior to its inclusion

in the final Statement of Accounts subject to reference being made to increasing costs in People Services as a result of increasing service demand.

A number of exceptions were identified and an action plan around these produced. The Committee sought confirmation that the actions were being undertaken and in November 2018 received an update on the progress of the issues previously highlighted within the 2017/18 Annual Governance Statement process.

**(f) Treasury Management**

The Audit Committee is responsible for agreeing the Council's Treasury Management Strategy and policies prior to making recommendations to the Executive and Council. The Treasury Management Strategy is approved annually and forms part of the budget setting process.

In June 2018 the Committee considered the Treasury Management outturn report 2017-18 which was presented to Members for the purpose of monitoring and review, in accordance with Council's treasury management practices.

Having reviewed the Treasury Management mid-term report at its November 2018 meeting the Audit Committee recommended it to Council for approval.

The Committee received the Treasury Management Strategy 2019/22 – 2021/22 at its meeting in February 2019 and recommended it to Council via Executive subject to the inclusion of information regarding a range of scenarios on the Council's likely borrowing levels.

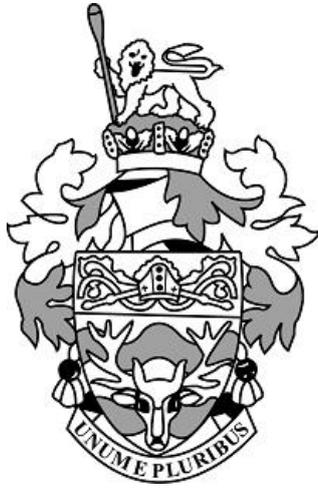
**(g) Council's Corporate Complaints process**

As part of its role in complimenting the work of the Standards Committee in relation to the promotion of good governance, the Audit Committee received an update on the Council's corporate complaints process and compliments received during 2017-18. Members sought assurance over the number of complaints received overall and were informed that compared to the number of interactions, the number of complaints was very low. The number of Stage 2 complaints had remained consistent with the previous two financial years.

**(h) 21<sup>st</sup> Century Council - governance arrangements**

Internal Audit undertook an audit of the 21<sup>st</sup> Century Council programme. The Audit Committee was updated on emerging findings from this audit in order to receive assurance regarding the governance arrangements in place for the delivery and management of the 21<sup>st</sup> Century Council programme.

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# **WOKINGHAM BOROUGH COUNCIL**

## **Standards Committee**

### **Annual Report**

**2018/19**

Submitted to the Council – March 2019



## **Introduction by Ken Miall, Chairman of the Standards Committee**

I am pleased to present the Annual Report of the Standards Committee for 2018/19.

The main aim of the Standards Committee is the promotion and maintenance of the highest standards of conduct by elected Members representing the Borough, Town and Parish Councils. Members' conduct should be underpinned by the seven principles of public life, also known as the Nolan Principles - selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

The Standards Committee met four times during the year and focussed on ensuring that the Borough Council's policies, as set out in the Members' Code of Conduct, were up-to-date, understood and underpinned by best practice.

During the year the Committee considered trends arising out of complaints data and arrangements to ensure that Members were aware of their responsibilities under the Code of Conduct. The Committee is especially keen to ensure that newly elected Members are aware of their responsibilities and the standards of behaviour expected of them.

The Committee also submitted evidence to the Committee on Standards in Public Life in relation to its review of ethical standards in local government. Members then considered the implications of the final report, published in January 2019.

Bearing in mind the significant challenges facing the Borough, Town and Parish Councils over the year, I am pleased to report that the level of Code of Conduct complaint activity in 2018/19 remained at a low level compared to previous years.

Finally, I would like to record my thanks to the Borough, Town and Parish Members, Officers and Independent Persons who contributed to the work of the Committee during the year.

**Ken Miall  
March 2019**

## 1.0 What does the Standards Committee Do?

The role of the Standards Committee is to promote, monitor and enforce probity and ethical standards amongst elected Members within the Wokingham Borough, including Town and Parish Councillors.

The Localism Act 2011 removed the requirement for a national code of conduct and statutory Standards Committees. The Act introduced a locally focussed “light touch” framework for the adoption of a Member Code of Conduct, and processes for the receipt and consideration of complaints. Although not obliged to do so under the terms of the Localism Act, Wokingham Borough Council decided to maintain a dedicated Standards Committee.

In addition to the receipt and consideration of Code of Conduct complaints against Wokingham Borough Council Members, the Committee is also responsible for the receipt and consideration of complaints against Town and Parish Councillors. If the complaints process determines that a Town/Parish Councillor is in breach of the Code of Conduct, recommendations will be submitted to the relevant Town/Parish Council as to the appropriate sanction. However it is for the Town/Parish Council to decide what action is to be taken.

The Terms of Reference for the Committee, recorded in Chapter 9 of the Borough Council’s Constitution, are set out below:

### **Role and Functions**

The Standards Committee has the following role and functions:

- a) promoting and maintaining high standards of conduct by Councillors, co-opted members, including church and parent governor representatives;
- b) assisting the Councillors, co-opted members, including church and parent governor representatives, to observe the Members’ Code of Conduct;
- c) advising the Council on the adoption or revision of its Members’ Code of Conduct;
- d) monitoring the operation of the Members’ Code of Conduct, the Officers’ Code of Conduct and the Council’s Whistleblowing policy and any other appropriate codes of conduct and procedures;
- e) advising, training or arranging to train Councillors, co-opted members and church and parent governor representatives on matters relating to the Members’ Code of Conduct;
- f) the exercise of (a) to (e) above in relation to the Parish/Town Councils wholly or mainly in its area and the members of those Parish/Town Councils;
- g) the presentation of an annual report by the Chairman of the Standards Committee to Council.

## 2.0 The Nolan Principles of Public Life

As mentioned earlier, elected Members should seek to carry out their duties in line with a set of principles known as the Nolan Principles. In 1994, Prime Minister John Major established the Committee on Standards in Public Life, chaired by Lord Nolan. The Committee's first report established a set of seven guiding principles for conduct in public life.

The Principles of Public Life apply to anyone elected or appointed to public office, nationally and locally, and everyone appointed to work in local government, the Civil Service, police, courts and probation service, etc. All public office-holders are both servants of the public and stewards of public resources.

The seven Nolan principles are:

### **Selflessness**

Holders of public office should act solely in terms of the public interest.

### **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family or their friends. They must declare and resolve any interests and relationships.

### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

### **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

### **Honesty**

Holders of public office should be truthful.

### **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

### 3.0 Who Sits on the Standards Committee?

The Committee is made up of six Wokingham Borough Council Members. These Members are voting members of the Committee and are appointed on the basis of political proportionality. An elected Member from Wokingham Borough Council chairs the Committee. The current Chairman is Councillor Ken Miall.

The Committee also includes three, non-voting, Town and Parish Council representatives.

The 2018/2019 membership of the Committee was:

- Ken Miall, (Chairman)
- Parry Batth
- UllaKarin Clark
- Richard Dolinski
- Dianne King
- Imogen Shepherd-Dubey
  
- Sally Gurney (Wokingham Town Council)
- Roy Mantel (Twyford Parish Council)
- Vacancy

### 4.0 Independent Persons

Under the terms of the Localism Act 2011, Wokingham Borough Council is required to appoint an Independent Person (a member of the public, not a Council Officer or elected Member) whose views must be sought before the Standards Committee takes a decision on an allegation it has decided to investigate. The Independent Person's views may also be sought on an allegation prior to that stage. In addition, a Member who is subject of an allegation may seek the views of an Independent Person. Three people are currently acting in the Independent Person role:

- David Comben
- Paddy Haycocks
- Nick Oxborough

An Independent Person cannot sit as a member of the Standards Committee, but may attend meetings with the same rights as a member of the public.

### 5.0 Who Supports the Standards Committee?

The Committee is supported by:

- Andrew Moulton, Assistant Director, Governance and Monitoring Officer;
- Mary Severin, Borough Solicitor and Deputy Monitoring Officer;
- Neil Carr, Democratic and Electoral Services Specialist.

## 6.0 Standards Committee Activity in 2018/19

During the 2018/19 Municipal Year eight Code of Conduct complaints were received. The Standards Committee considered an update report on the complaints and investigations at each of its meetings. The complaints related to:

- the response made by a Borough Councillor to a resident's complaint about the behaviour of a canvasser prior to the May elections;
- the behaviour of a Borough Councillor at a public meeting and actions relating to support for a resident;
- the behaviour of a Borough Councillor at the same public meeting;
- a post on social media made by a Town Councillor;
- a view that the above complaint against a Town Councillor was malicious;
- the behaviour of a Borough Councillor in relation to a planning matter;
- public statements and social media posts made by Members.

No action was taken in relation to six of these complaints as it was concluded, in each case, that there had been no breach of the Code of Conduct. These conclusions were supported by the Chairman of the Standards Committee, the Independent Person and the Monitoring Officer. At the time of writing, two complaints were still under investigation.

In order to improve transparency, the Committee agreed that, in cases where no further action was taken, the complainant and other interested parties receive a more detailed explanation of the reasoning behind the decision.

It is worth reiterating that the number of complaints received should be seen in the context of there being 54 Borough Council Members and over 200 Members of Town and Parish Councils across the Borough.

Whilst recognising that the level of complaint activity in 2018/19 was very low, the Committee continues to recognise the importance of dealing with every complaint seriously and expeditiously.

During the year, the Monitoring Officer and Borough Solicitor provided training and advice for Members on general Code of Conduct issues and specific training on the handling of planning issues.

## 7.0 Committee on Standards in Public Life

As mentioned earlier, during 2018/19 the Committee on Standards in Public Life (CSPL) carried out a review of ethical standards in local government. The Committee's final report was published in January 2019.

The CSPL concluded that the vast majority of Councillors and Officers wanted to maintain the highest standards of conduct in their own authority. However, nationally there were some examples of poor behaviour often relating to bullying or harassment and disruptive behaviour. The Committee also identified a number of risks around conflicts of interest, gifts and hospitality and the increasing complexity of local government decision making.

The CSPL felt that local control of the standards system should be retained, via a Standards Committee, but with more robust safeguards and guidance on developing an organisational culture which supports high ethical standards. The proposed safeguards include the introduction of a power of suspension (up to six months) to tackle more serious or repeated breaches of the Code of Conduct.

The CSPL also recommended measures to strengthen the role of the Independent Person and the introduction of a right of appeal to the Local Government Ombudsman for suspended Members in order to enhance the impartiality and fairness of the process.

The CSPL felt that the current criminal offences relating to Disclosable Pecuniary Interests were disproportionate in principle and ineffective in practice and, therefore, should be abolished.

In relation to organisational culture, the CSPL noted that an ethical culture required leadership from the Standards Committee, the political group leaders, the Mayor and the Chief Executive. It was recognised that there would always be robust disagreement in a political arena. However, the tone of engagement should be civil and constructive. Political Groups should set clear expectations of behaviour and senior Officers should work informally with the Groups to resolve standards issues where appropriate.

Implementation of some of the Committee's recommendations would require changes to primary and secondary legislation and the Local Government Transparency Code. In the meantime, the Standards Committee will review the Council's existing systems and practices against the report's best practice recommendations and consider amendments and improvements as necessary.

## 8.0 **Standards Committee – Future Actions**

The Committee will continue to seek improvements to the Code of Conduct and supporting processes to ensure continuous improvement in line with best practice. In so doing it will seek to maintain the credibility and good governance of the Borough, Town and Parish Councils.

The Committee will also deliver further training and support, as necessary, to underpin high standards of ethical behaviour by elected Members and Officers across the Borough. High standards of behaviour help to build trust in elected representatives which is crucial to the democratic process.

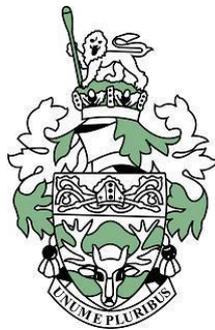
As outlined above, the Committee will also consider the report of the Committee for Standards in Public Life on ethical standards in local government and amend existing arrangements in line with the best practice recommendations, as necessary.

An initial assessment of the best practice recommendations indicates that the Council is already broadly in line. However, Members will continue to promote the high standards of conduct which protect the integrity of decision making, maintain public confidence and safeguard local democracy.

**WOKINGHAM BOROUGH WELLBEING BOARD**

**ANNUAL REPORT**

**2018-19**



**WOKINGHAM  
BOROUGH COUNCIL**



**Berkshire West**

Clinical Commissioning Group



# WOKINGHAM BOROUGH WELLBEING BOARD

## ANNUAL REPORT 2018-19

### Introduction

The Wokingham Borough Wellbeing Board has recently completed its sixth year as a formal committee.

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

The membership of the Board for 2018-19 was as follows:

- Councillor Richard Dolinski (Chairman) (Executive Member for Health and Wellbeing), Wokingham Borough Council (WBC) (until November 2018)
- Councillor Parry Bath (Chairman) (Executive Member for Health and Wellbeing and Adult Social Care), Wokingham Borough Council (WBC) (from December 2018)
- Councillor Mark Ashwell (Executive Member for Children's Services) (May 2018)
- Councillor Pauline Helliar-Symons (Executive Member for Children's Services) (from May 2018)
- Councillor Charlotte Haitham Taylor (Leader of the Council, WBC) (until November 2018)
- Councillor Julian McGhee-Sumner (Leader of the Council, WBC) (from December 2018)
- Councillor David Hare (Opposition, WBC) (from June 2018)
- Dr Debbie Milligan (Vice-Chairman) (NHS Berkshire West Clinical Commissioning Group) (from April 2018)
- Dr Cathy Winfield (NHS Berkshire West Clinical Commissioning Group)
- Katie Summers (NHS Berkshire West Clinical Commissioning Group)
- Tessa Lindfield (Strategic Director of Public Health for Berkshire) (from May 2018)
- Darrell Gale (Interim Strategic Director of Public Health for Berkshire) (until July 2018)
- Paul Senior (Interim Director People Services, WBC) (May 2018)
- Carol Cammiss (Director of Children's Services, WBC) (from November 2018)
- Angela Morris (Director of Adult Services, WBC) (from August 2018)
- Sarah Hollamby (Director Locality and Customer Services, WBC) (from December 2018)
- Graham Ebers (Deputy Chief Executive and Director Corporate Services, WBC) (from February 2019)
- Nick Campbell-White (Healthwatch Wokingham Borough)
- Nikki Luffingham (NHS England, Thames Valley Area Team)
- Superintendent Shaun Virtue (Community Safety Partnership)
- Clare Rebbeck (Voluntary, Community and Faith Sector) and (Place and Community Partnership) (until November 2018)

- Phil Cook (Voluntary, Community and Faith Sector) and (Place and Community Partnership) (from January 2019)

The membership for 2018-19 is currently as follows:

- Councillor Parry Batth (Chairman) (Executive Member for Health and Wellbeing and Adult Social Care) Wokingham Borough Council (WBC)
- Councillor Pauline Helliard-Symons (Executive Member for Children's Services, WBC)
- Councillor Julian McGhee-Sumner (Leader of the Council, WBC)
- Councillor David Hare (WBC)
- Graham Ebers (Deputy Chief Executive and Director Corporate Services, WBC)
- Dr Debbie Milligan (Vice Chairman) (NHS Berkshire West Clinical Commissioning Group)
- Dr Cathy Winfield (NHS Berkshire West Clinical Commissioning Group)
- Katie Summers (NHS Berkshire West Clinical Commissioning Group)
- Tessa Lindfield (Strategic Director of Public Health for Berkshire)
- Carol Cammiss (Director Children's Services, WBC)
- Angela Morris (Director Adult Services, WBC)
- Sarah Hollamby (Director Locality and Customer Services, WBC)
- Nick Campbell-White (Healthwatch Wokingham Borough)
- Nikki Luffingham (NHS England, Thames Valley Area Team)
- Superintendent Shaun Virtue (Community Safety Partnership)
- Phil Cook (Voluntary, Community and Faith Sector) and (Place and Community Partnership)

The core functions of the Wellbeing Board are:

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

### Work Programme 2018-19:

The 2018-19 Annual Report highlights key areas of work undertaken by the Wellbeing Board during the previous municipal year, which included the following:

## Joint Health and Wellbeing Strategy 2018-21:

The Wokingham Borough Wellbeing Board created a revised, 'punchy' and more meaningful Joint Health and Wellbeing Strategy. Board members during 2018-19 discussed where the Wellbeing Board could make the biggest impact and key health and wellbeing indicators. It was decided that the Board should have a focus on wellbeing specifically and this has been reflected in the revised strategy and the name of the Board (now Wokingham Borough Wellbeing Board).

A refreshed Joint Health and Wellbeing Strategy for 2018-2021 was designed around the vision of "creating healthy and resilient communities", within which is three key priorities:

- **Creating physically active communities**
- **Reducing social isolation and loneliness**
- **Narrowing the health inequalities gap**

Although these are the key priorities, they are also an umbrella that covers a large range of areas and issues that relate to the local needs of the Borough. Some examples of these are: the mental health of all ages, support for carers, utilising green spaces, transport availability, school readiness, employment and vulnerable people.

The action plan, which has been named 'Strategy into Action', will be co-produced by the Wellbeing Board and key stakeholders in spring 2019. This collaboration for the development of the action plan will aim to enhance relationships and enable our partners to decide on their level of involvement from the outset. This resource will be utilised to support, co-ordinate and help to progress actions. In order for an effective action plan, it is important that the current work within the Borough is mapped out so we are able to gauge the level of activity and pave the way for grasping opportunities. Furthermore, to ensure that Strategy into Action is kept on track with achieving the actions and key priorities, a number of metrics will be produced using both national guidelines and local needs.

During 2019/20 the Wellbeing Board will continue to work with its partners to address health inequalities, targeting those in the community who are most vulnerable.

## Wellbeing Board Refresh:

The Wellbeing Board has considered proposals to refresh its 'agenda' since 2017. These considerations have been in relation to governance, partnership working and other issues seen to be relevant to improving the effectiveness of the Board and enhancing its community engagement. It was decided that in order to ensure enhanced focus, vibrancy and engagement with the community, the agenda should be the steering for this.

An agenda setting group has been set up to review and discuss papers to be presented to formal Board meetings to determine if the paper is appropriate for inclusion. There will be close monitoring of prospective items to ensure the Board are clear on what is being asked of them and how the items fit in with the refreshed strategy and key priorities. This group will continue to meet throughout 2019/20 to ensure governance and discipline is

maintained. An example of this has been enforced that stronger governance will be maintained around partner updates in formal meetings.

Moreover, it was considered that an enhanced collective contribution towards the three key priorities could be achieved by:

- i) a stronger alignment of our respective business cycles
- ii) review of the attendance/representation at the Board
- iii) visibility and input from 'external' organisations delivering on the agenda

The Board has since begun implementing this governance in a number of ways. The Board enhanced membership by extending it to the Director of Locality and Customer Services at Wokingham Borough Council was appointed in November 2018. This appointment would allow for closer relationships and input from a planning perspective. A revised reporting template for the Board agenda items has also been created with an enhanced focus on delivering against the priorities. Moreover, Board members have been assigned against each of the priorities to strengthen focus further.

Furthermore, the Board has had a number of external organisations present as part of the formal meetings. In August 2018, the focus was on increasing physical activity and there were representatives from a number of internal and external organisations who informed the Board of ongoing projects in the Wokingham Borough. The invigorating section was closed off by an external organiser holding a short Thai Chi session for the Board members.

Bi-monthly informal Board meetings were reinstated from September 2018, which provide capacity for deep dive conversations and focus on specific themes.

### Wellbeing Board Member Training:

A Local Government Association (LGA) led training event was held last year which was aimed at the Chairs and Vice Chairs of Health and Wellbeing Boards. The event focused on comparing practice, learning and sharing ideas, networking and updating awareness of policy issues from key national partners. Both the Chair and Vice Chair of the Wokingham Borough Wellbeing Board attended this event and found it very beneficial.

In July 2018, the LGA also held a facilitated integration workshop called '*Stepping up to the Place*' for Wellbeing Board members which was extremely beneficial as it highlighted areas of strength and also key challenges. The workshop presented an opportunity to establish a platform to build on. There was strong commitment shown to enhance strategic objectives and to allow for effective and efficient production and delivery of a refreshed strategy.

### Wellbeing Board Website:

As an ongoing project from 2018, the health section of the Wokingham Borough Council website is being updated and improved, to allow easy access to all health information and services in one place. This will include a range of signposts to health partners and advice, health statistics, and Public Health campaigns. The section will also provide links to the key assessments and strategies that are linked with health. There is also a dedicated

section for the Wokingham Borough Wellbeing Board which outlines the functions and principles of the Board and the revised Joint Health and Wellbeing Board Strategy 2018-21.

The health webpages are expected to be launched in 2019.

### Public Health Campaigns:

Public Health England carried out many national health campaigns over the course of 2018 and the Board received presentations on some of the overarching campaigns such as healthy weight, influenza immunisations and emotional and mental health.

In the November 2018 meeting, Board members were presented with a summary and learnings from the 2017/18 flu campaign and were introduced to the Local flu plan for 2018/19. A flu planning workshop took place in June 2018 where a range of stakeholders attended and brought together their plans for provision and promotion of the flu vaccine. Following the workshop, the Shared Public Health Team developed a high level Berkshire Flu Plan which enabled the Wokingham Public Health team to create a local flu action plan for the 2018-19 season.

The Board acknowledged these campaigns and will support the 2019/20 programme.

### Wokingham Borough Council Emotional Health and Wellbeing Strategy 2018-21:

The Board was presented with the Wokingham Borough Council's Emotional Wellbeing Strategy 2018-2021 in November 2018. The strategy had been developed in order to promote an integrated and holistic approach to Children and Young People's Emotional Wellbeing. It also looked to develop stronger links between the local authority, voluntary sector and health, with regards to delivering on the health and wellbeing agenda for children and young people. The priority areas that the Strategy focused on had been grouped together under four themes; better intelligence to aid and improve decision making, support for schools and additional universal settings, early identification and self-help, and improving access. It was acknowledged that this strategy links in well with the refreshed Joint Health and Wellbeing Strategy.

A wider, more developed action plan will be brought back to the Board and the Board will review the impact of the strategy in 2019/20.

### Public Health Annual Report:

It is a statutory requirement for the Director of Public Health to produce an annual report. The 2018 Annual Report was named "Creating the Right Environments for Health". The report focused on the wider determinants of health, specifically the natural environment, and how these can have a significant impact on people's lives. The report highlighted government policies and initiatives to utilise green and blue spaces effectively then applied this to the Wokingham Borough and what resources are available. Furthermore, the report

looked at different areas such as mental health, children and young people, physical activity and health inequalities within communities, and provided an in-depth analysis of the current policies, the statistics in Wokingham and the potential opportunities to come.

The following was recommended:

- Local authorities and other agencies should continue to encourage community initiatives that make the most of natural space available, with the aim of improving mental health, increasing physical activity and strengthening communities.
- Existing green space should be improved and any new developments should include high quality green spaces. The use of professional design and arrangements to ensure the ongoing management of natural environments should be considered if spaces are to be sustainable.
- Opportunities to increase active transport should be considered when designing new green spaces and in the improvement of existing space.
- Planning guidance for new developments should specifically consider the use of green and blue space to improve the health and wellbeing of residents and other using the space.
- Local authorities and their public health teams should foster new relationships with organisations aiming to improve the natural environment and its use.

The report was published and realised to the public in May 2018.

### Wokingham's Pharmaceutical Needs Assessment 2018-2021:

Every three years the Health and Wellbeing board is under statutory requirements to produce a local Pharmaceutical Needs Assessment (PNA) which describes the needs of the Wokingham Borough population and considers the current provision of pharmaceutical services to assess whether they meet the identified needs of the population. The assessment also considers whether there are any gaps in the delivery of pharmaceutical services.

The PNA highlighted that Wokingham Borough has a good provision of essential and advanced pharmaceutical services that are well distributed around the borough and easily accessible to the communities. A potential gap was identified with regards to the upcoming housing developments such as Arborfield, in that patients may have to travel further to access essential services outside of core hours; this could mean that additional pharmacy provision may be required.

### Wokingham's Joint Strategic Needs Assessment 2018-2021:

The Joint Strategic Needs Assessment (JSNA) is a process by which local authorities and Clinical Commissioning Groups (CCGs) assess the current and future health, care and wellbeing needs of the local community to inform local decision making. The JSNA was introduced following the Health and Social Care Act 2012 and it is the statutory responsibility of the Health and Wellbeing Boards to produce the assessment and to update it on an annual basis.

Wokingham's 2018-2021 JSNA will be comprised of five chapters; 'Borough Profile', 'Starting Well', 'Developing Well', 'Living and Ageing Well' and 'People and Places'. These chapters will be comprised of infographic data to highlight Wokingham's position against comparators, such as the South East region and England, and will be accompanied by a narrative to provide background and context.

The JSNA is currently a work in progress and the completed assessment will be presented to the Board for sign off in April 2019.

## Children and Adolescent Mental Health Services (CAMHS) Local Transformation Plan - Implementing Future in Mind across Berkshire West CCGs:

In 2015, the Government issued a report called 'Future in Mind – Promoting, Protecting and Improving our Children and Young People's Mental Health and Wellbeing', about why changes in mental health services for children and young people are needed. From this, a Local Transformation Plan (LTP) was created by Berkshire West CCG for the children and young people living in Wokingham, Reading and West Berkshire. The public bodies, voluntary and community organisations involved in supporting children and young people's mental health are working together in partnership on LTP that will deliver improvements in mental health and wellbeing. The LTP is reviewed, refreshed and published annually and is in line with the requirements of the NHS 'Five Year Forward View for Mental Health' and the Green Paper. The vision is to ensure that every child and young person to get the help they need, when and where they need it.

NHS England have approved and revised the Future in Mind Local Transformation Plan in October 2018. By 2020 support will be individually tailored to the needs of the child, family and community – delivering significant improvements in children and young people's mental health and wellbeing. The LTP is about integrating and building resources within the local community, so that emotional health and wellbeing support is offered at the earliest opportunity. The goal is to reduce the number of children, young people and mothers whose needs escalate to require specialist intervention, a crisis response or in-patient admission.

The extent of the transformation so far has been recognised by CQC, OFSTED, NHS England Regional Team and the Children's Commissioner for England. There has been a movement away from the traditional escalator style tiered system, to a systems approach that is informed by the THRIVE framework. The focus is on promoting a whole system framework of care and moving away from a specialist single agency mental health response to families, communities, schools, public health, social care and voluntary sector. Investments have been made in workforce training across schools, primary care, the voluntary sector and social care. An example of this is the collaboration between the Reading Emotional Wellbeing Partnership, West Berkshire Emotional Health Academy and the Wokingham School Link Project in which they have built skills and support in schools and the community.

As the local system has matured, so has the ambition to transform services even further. This has led to the bid to become a Green Paper Trailblazer site. Berkshire West CCG are currently in the process of bidding to become a Trailblazer site for the Green Paper Reforms with the confidence of already being cited by the Children's Commissioner for England as an area of good practice. The intention is to build on well-established joint

working arrangements with Local Authorities to achieve further sustainable whole system change. Two Trailblazer lots are being bided for – creating new local Mental Health Support Teams (MHSTs) and reducing the waiting times for Specialist Child and Adolescent Mental Health Services (CAMHs) and the Anxiety and Depression pathway.

Although lots of changes have been made so far, there is still more to be done to make the local mental health services the best they can be.

### Better Care Fund:

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

The iBCF was first announced in the 2015 Spending Review, and is paid as a direct grant to local government, with a condition that it is pooled into the local BCF plan. The iBCF grant allocations were first given in April 2017. In 2018/19 we received £112,000 which was a significant decrease of £57,000 from the previous year. For 2019/20, we will be receiving £56,390. As with previous years, our iBCF funding was considerably less than other surrounding local authority areas e.g. Reading £1,602,176 and West Berks £583,666 for 2018/19.

The Board members were presented the Better Care Fund Annual Report 2017/18 in June 2018. This provided a high level overview of performance against the budget of the Better Care Fund for 2017/18 in accordance with the Section 75 agreement. The report highlighted that Wokingham had done well with regards to keeping over 75's fit and healthy in their own homes which was a priority focus in the BCF.

In support of the work outlined in the report, it was agreed that the governance was to be through a Memorandum of Understanding (MoU) between the partners, which was implemented in a shadow format from 1<sup>st</sup> April 2018. At the meeting in November 2018, the Board reviewed the MoU for sign off and recognised that this was an important and significant step in the development of a new collaborative partnership for health and social care in Wokingham. It was agreed that the Board would reconsider the MoU at a future meeting once it had been considered and adopted by the Clinical Commissioning Group (CCG).

The Board had received quarterly updates on the programme performance and will continue to receive and review these in 2019/20.

### Berkshire West Integrated Care System Operating Plan 2018/19:

The Berkshire West Integrated Care System (ICS) is a partnership between Berkshire West CCG, the acute Royal Berkshire Hospital and Berkshire Healthcare Foundation Trusts, and providers of GP services in four locality or neighbourhood 'alliances'. The ICS covered residents from Reading, West Berkshire and Wokingham and was recognised by NHS England as an ICS Exemplar area in June 2017 and is one of 10 ICSs across England. The commitments of the ICS are outlined in the Memorandum of Understanding which was taken to the Board for review in November 2018.

The Berkshire West Integrated Care System Operating Plan 2018/19 superseded the Clinical Commissioning Group (CCG) Operational Plan 2017-19. The Operating Plan sets out how the CCG will deliver the NHS Five Year Forward View, working as part of the BOB STP and driving the establishment of the Berkshire West Integrated Care System, and was the first operating plan that was jointly written by the ICS.

The first draft of the plan was submitted to NHS England in March 2018 and received positive feedback overall. The final version was taken through the required governance at BHFT and RBHFT prior to final submission to NHS England at the end of April 2018.

The Operating Plan builds on engagement activities carried out over recent years, including patient and public engagement meetings and public events. It outlines the key requirements and deliverables for the ICS 2018/19 and focused on six key areas of transformation:

- 1) Outpatient services
- 2) Development of an integrated respiratory service
- 3) “High Intensity Users” programme
- 4) Development of an Integrated musculoskeletal service
- 5) Maternity transformation
- 6) Diabetes transformation

There are five domains against which the ICS will deliver: These are:

**Domain 1 – Deliver the 5 Year Forward View** as one of the pillars of the ICS and is central to improving the health of our local population.

**Domain 2 – Deliver local transformation priorities** such as New Care Model work streams which will give the freedom and support to the clinical leaders for the design of service improvements for the patients.

**Domain 3 – Deliver financial sustainability** as one of the key aims of the ICS and a significant amount of shared resource has been and will continue to be required to support this.

**Domain 4 – Embed a population health approach** which is an approach to better understand the needs of the local population as a whole with specific improvement actions identified through which the local NHS can improve both clinical and financial outcomes.

**Domain 5 – ICS Governance and Leadership** which has been in place since 2015 and was refreshed in 2017 and is governed by a monthly programme dashboard which tracks this progress.

The ICS has continued to work on building partnerships and introducing joint working across the health economy and with its local authorities. Work has progressed on the 6 programmes of work highlighted above with many of the projects starting to move from the ‘design’ stage into ‘business case’ stage to start to deliver the transformation needed to support the 5 domains listed above. The system continues to perform well in delivering the *5 Year Forward View* and is looking to build on these achievements now the *Long Term Plan* has been published. A key part of the *Long Term Plan* is the development of Primary Care Networks which will deliver services closer to home for patients. The ICS has 4 GP Alliances in place and work has already begun to explore how services traditional delivered in hospitals could be delivered in a different way in primary care.

The operating plan for 2019/20 is currently being drafted with the final version due in April 2019 where much more detail will be given on how the system plans to work moving forward.

## The NHS Long Term Plan Update:

The NHS Long Term Plan is a new plan for the NHS to improve the quality of patient care and health outcomes which was published in January 2018 on the back of the NHS Five Year Forward View. The aim of the plan is to create a new model of care for the 21<sup>st</sup> century which will have an increased effort on prevention of illness and tackling health inequalities. The plan outlines that a joined up approach will be taken to ensure better co-ordinated and more proactive care.

The Long Term Plan sets out five major, practical changes to the NHS service model that will be brought about over the next five years:

1. 'Out of hospital' care will be boosted and the historic divide between primary and community health services will be dissolved.
2. The NHS will redesign and reduce pressure on emergency hospital services.
3. More personalised care will be offered to increase people's control over their own health.
4. Digitally-enabled primary and outpatient care.
5. Local NHS organisations will increasingly focus on population health and local partnerships with local authority-funded services, through new Integrated Care Systems (ICSs) everywhere.

Wokingham are in a good position with the 21<sup>st</sup> century service model. This model puts huge emphasis on prevention and preventative measures and has recognised the need for up to date technology. The focus on out of hospital care will involve a big change in GP delivered care where GP practices will come together to form networks. These networks will allow for a broader range of assistance in providing health care.

Community Navigators in the Wokingham Borough are already providing a social prescribing service which aids the out of hospital care approach. The Community Navigation scheme provides an essential link between health services and local voluntary and community provisions which is known as 'social prescribing'. This scheme in Wokingham is provided by Involve. Personalised care will include a focus on proactive care, personal health budgets and personal care plans which collectively will aid tailored support for individuals.

Across Berkshire West, work is to be carried out to define exactly what the 'neighbourhoods' will include. This will take into consideration the GP Alliances that are currently in place in Berkshire West, the NHS definition of neighbourhoods and the Primary Care Networks to align into one clear definition. The overarching aim is to have self-sufficient, integrated neighbourhoods. The neighbourhoods will envelop Population Health Management which is discussed at detail in the Long Term Plan which focuses on primary care, urgent care and planned care to enable early intervention and targeted support.

The Board will continue to receive updates on the progress of the NHS Long Term Plan and will review the strategy which is to be produced in autumn 2019.

## Voluntary Sector engagement

Involve hosted a Community Awareness Event on 10 May 2018 which focused on Community Safety. This was in partnership with the members of the Community Safety Partnership Board and there were 51 attendees. Throughout June and July 2018 Involve also hosted Youth Discussion meetings in a co-productive manner to look at youth provision locally which is ongoing through 2019/20. Furthermore, Involve hosted a Community Awareness Event on World Mental Health Day in October 2018 which was in partnership with the members of WIWAG (Wellbeing in Wokingham Action Group). There were over 100 attendees and more than 15 partner organisations supported the delivery.

Ongoing, Involve has been pushing and promoting #WokinghamHWBB on social media which has led to increased engagement each month.

The monthly promotional areas are as below:

April 9<sup>th</sup> – Active April 🏃  
May 14<sup>th</sup> – May Events 📅  
June 11<sup>th</sup> – Carers ❤️  
July 9<sup>th</sup> - Safe in summer ☀️  
August 13<sup>th</sup> - Learning & Development 🍏  
September 10<sup>th</sup> – Food & Nutrition 🍷  
October 8<sup>th</sup> – Diversity 🌍  
November 12<sup>th</sup> – Heritage & History 📖  
December 10<sup>th</sup> – Emotional Well-Being ❤️  
January 14<sup>th</sup> - Keep Safe & Healthy 🛡️  
February 11<sup>th</sup> – Friendships 📅  
March 11<sup>th</sup> - De-clutter, De-stress 📅

Throughout the 2019/20, Involve will continue to engage with the local voluntary and community sector and statutory partners through meeting and board attendance, delivering business planning and network opportunities and general contact and communications.

## Partnerships:

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

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

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

## 2019/20 Work Programme:

The Wellbeing Board's work programme for 2019/20 will be an evolving document and will be developed over the next few months. The outcomes from the emerging Joint Strategic Needs Assessment will inform the priorities for the work of the Wellbeing Board's work programme for 2019/20.

Share your Wokingham news, information and advice using #wokinghamHWBB and follow us on Facebook and twitter for updates on how to stay happy and healthy.

### Glossary of abbreviations

Abbreviation		Description
BCF	Better Care Fund	A programme spanning both the NHS and local government which seeks to join-up health and care services, so that people can manage their own health and wellbeing, and live independently in their communities for as long as possible.
BHFT	Berkshire Health Foundation Trust	A specialist mental health and community health services trust that operate from more than 100 sites in Berkshire.
BOB STP	Buckinghamshire, Oxfordshire and Berkshire West Sustainability Transformation Plan	Covers a population of 1.8 million people in the South East and together utilising the plans that set out practical ways to improve NHS services and population health.
CAMHS	Children and Adolescent Mental Health Services	CAMHS is used as a term for all services that work with children and young people who have difficulties with their emotional or behavioural wellbeing.
CCG	Clinical Commissioning Group	Clinically-led statutory NHS bodies who are responsible for the planning and commissioning of health care services for their local area. There are now 195 CCGs in England.
iBCF	Improved Better Care Fund	In 2017 spring budget, Department of Communities and Local Government provided an additional Adult social care fund of £169k in part supported sustainability of care market.
ICS	Integrated Care System	Provides a conceptual framework to support practitioners and managers in undertaking the key tasks of assessment, planning and intervention and review.
JSNA	Joint Strategic Needs Assessment	Examination of the current and future health and care needs of local populations to inform and guide the planning and commissioning of health, wellbeing and social care services within a local authority area. It is a statutory requirement for the Wellbeing Board to produce the assessment every three years and keep it updated.

LGA	Local Government Association	An organisation which works with councils to support, promote and improve local government.
LTP	Local Transformation Plan	First published in 2015, LTP's set out how local services will invest resources to improve children and young people's mental health across the "whole system". This will also align with the Sustainability Transformation Plan.
MHST	Mental Health Support Team	Berkshire West is one of 25 trailblazers to launch Mental Health Support Teams in 2019, who will work with schools.
MoU	Memorandum of Understanding	An agreement between two or more parties.
PNA	Pharmaceutical Needs Assessment	A statement of the pharmaceutical services provided that are necessary to meet the needs of the area. This assessment is a statutory requirement and is published every three years.
RBHFT	Royal Berkshire Health Foundation Trust	One of the largest general hospital foundation trusts in the country. It provides acute medical and surgical services to the local population as well as specialist services.

## REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES 2018/19

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Age Concern Twyford	John Jarvis	2
Age UK Berkshire	Andy Croy	3
AWE Local Liaison Group	Barrie Patman	4
Berkshire Healthcare NHS Foundation Trust	Jenny Cheng	5
Berkshire Maestros	Chris Bowring	6
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Berkshire Pension Fund	John Jarvis	8
Citizens Advice Wokingham	Parry Batth	9 - 10
Finchampstead Baptist Church Advisory Board	Simon Weeks	11 - 12
Local Government Association General Assembly	Rachelle Shepherd-DuBey	13
Local Government Association General Assembly	Charlotte Haitham Taylor	14 - 16
Mid & West Berks Local Access Forum	Angus Ross	17
Readibus Management Committee	Guy Grandison	18 - 19
Royal Berkshire Fire and Rescue Authority	Pauline Helliard-Symons, Angus Ross, Rachelle Shepherd-DuBey and Alistair Auty	20 - 22
RBH NHS Foundation Trust	Jenny Cheng	23
South East Employers	Stuart Munro	24 - 25
Standing Conference on Archives	Pauline Jorgensen	26
Thames Basin Heaths Joint Strategic Partnership	Angus Ross	27
Thames Valley Local Enterprise Partnership and City Deal Joint Committee	Stuart Munro	28 - 29
The Polehampton Charity	John Jarvis	30 - 31
The Poors Land Charity	Bill Soane	32
White Waltham Airfield Consultative Committee	John Jarvis	33
Wokingham and District Association for the Elderly (WADE)	Dianne King	34
Wokingham Job Support Centre Management Committee	Stuart Munro	35
Wokingham Volunteer Centre	Dianne King	36
Wokingham Waterside Centre	Chris Smith	37
Wokingham Youth Counselling Service (ARC)	Rachelle Shepherd-DuBey	38
Woodley Town Centre Management Committee	Keith Baker	39 - 40
Woodley Volunteer Centre	Richard Dolinski	41 - 42

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2018-2019**

<b>Name of Organisation</b>	Twyford Age Concern	
<b>Name of Member</b>	John L Jarvis	
<b>Capacity appointed, e.g. trustee, director, observer etc</b>	Observer	
<b>Number of meetings called to attend</b>	11	
<b>Number of Meetings attended</b>	8	
<b>Reasons for not attending, if appropriate</b>	Attendance at other WBC meetings.	
<b>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.</b>		
The management and organisation of the Lady Elizabeth Centre catering for the aged in and around Twyford. Also the provision of services and transport for the aged attending the Lady Elizabeth Centre in Polehampton Close.		
<b>What background /briefing information did you receive from the organisation on its constitution, aims, objectives etc and was it sufficient to enable you to carry out your appointed role?</b>		
Information from the Secretary of the Trustees concerning the work of the Charity. Information gleaned from the website and other discussions with other Trustees.		
<b>Please indicate how effective you think the organisation is, e.g. has it met or contributed to the Council's Vision and Priorities and give examples to illustrate your reply?</b>		
The Twyford Age Concern appears to function extremely well and is well respected and used by local retired people.		
<b>Do you think the Council should continue to be represented on this Outside Body?</b>	Yes	
<b>Please state the rationale FOR OR AGAINST having a representative</b>		
WBC are the landlords of the Lady Elizabeth Centre and as such should be involved in ensuring the original objects of this Charity are maintained.		
<b>Please provide any additional information that fellow Members might find useful</b>		
N/A		

**Councillor:** John L Jarvis

**Signed:** *John L Jarvis*

**Dated:** 9<sup>th</sup> March 2019

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2018-2019**

<b>Name of Organisation</b>	Age UK Berkshire
<b>Name of Member</b>	Andy Croy
<b>Capacity appointed, e.g. trustee, director, observer etc</b>	Observer
<b>Number of meetings called to attend</b>	2
<b>Number of Meetings attended</b>	1
<b>Reasons for not attending, if appropriate</b>	Work commitment
<p><b>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.</b></p> <p>Age UK Berkshire continues to provide a range of paid for and voluntary services in Berkshire relating to the welfare of older people.</p>	
<p><b>What background /briefing information did you receive from the organisation on its constitution, aims, objectives etc and was it sufficient to enable you to carry out your appointed role?</b></p> <p>I received an initial briefing from the then CEO in 2016. Since then I have received a range of reports outlining the work of the charity.</p>	
<p><b>Please indicate how effective you think the organisation is, e.g. has it met or contributed to the Council's Vision and Priorities and give examples to illustrate your reply?</b></p> <p>WBC commissions some services from AUKB, though at a reduced rate, increasing the financial pressure on AUKB. Others of the charity's activities in support of older people clearly supplement and support the work and responsibility of WBC with and towards older people.</p>	
<b>Do you think the Council should continue to be represented on this Outside Body?</b>	Yes/No
<p><b>Please state the rationale FOR OR AGAINST having a representative</b></p> <p>The charity's activities in support of older people clearly supplement and support the work and responsibility of WBC with and towards older people.</p>	
<p><b>Please provide any additional information that fellow Members might find useful</b></p> <p>I had two meetings with the CEO, Fiona Price this year. At the meetings, among other things, we discussed the idea of an Older People's Forum for the Borough. For the second of these meetings, Cllr Dolinski, who was then the Executive Member responsible, attended to discuss the idea as did an officer.</p>	

**Councillor:** Andy Croy

**Dated:** 06/03/2019

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2018-2019**

<b>Name of Organisation</b>	AWE Local Liaison Group
<b>Name of Member</b>	Barrie Patman
<b>Capacity appointed, e.g. trustee, director, observer etc</b>	Member
<b>Number of meetings called to attend</b>	4
<b>Number of Meetings attended</b>	2
<b>Reasons for not attending, if appropriate</b>	Meeting clash with Borough plus Illness
<p><b>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.</b></p> <p>This is a group of members representing Local Authorities who are adjacent to the Aldermaston and Burghfield AWE sites and includes Parish, District and Borough Councils.</p> <p>The main role of the Group is to receive and discuss information received from AWE regarding safety aspects of the sites and their impact on local communities. They also provide an overview of some of their working practices and their support for local organisations.</p> <p>The Government have been re-considering the size of the emergency planning zones surrounding both sites and as a result have decreased the size of the Aldermaston zone. The map of the Burghfield zone has been altered to match the village layout.</p>	
<p><b>What background /briefing information did you receive from the organisation on its constitution, aims, objectives etc and was it sufficient to enable you to carry out your appointed role?</b></p> <p>The Constitution was reviewed after requests from some Authorities to include some local groups. They have now set up a website and a newsletter to inform members. There has been ample provision of information regarding the role of AWE and the Group.</p>	
<p><b>Please indicate how effective you think the organisation is, e.g. has it met or contributed to the Council's Vision and Priorities and give examples to illustrate your reply?</b></p> <p>This body does not contribute directly to the Council's Vision but it could be seen to contribute to the concept of safer and stronger communities.</p>	
<b>Do you think the Council should continue to be represented on this Outside Body?</b>	Yes
<p><b>Please state the rationale FOR OR AGAINST having a representative</b></p> <p>Best way to keep up to date on AWE issues.</p>	
<p><b>Please provide any additional information that fellow Members might find useful</b></p> <p>The size of the Burghfield zone has only increased by a small amount, and Officers are now considering the possible impact on any development proposed for the area.</p>	

**Councillor:** Barrie Patman

**Signed:** *Barrie Patman*

**Dated:** 7<sup>th</sup> Mar 2019

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2018-2019**

<b>Name of Organisation</b>	Berkshire Healthcare NHS Foundation Trust
<b>Name of Member</b>	Jennifer Cheng
<b>Capacity appointed, e.g. trustee, director, observer etc</b>	Governor
<b>Number of meetings called to attend</b>	11
<b>Number of Meetings attended</b>	9
<b>Reasons for not attending, if appropriate</b>	Car accident, family bereavement and clash with other meetings
<p><b>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.</b></p> <p>Publication of NHS Long-Term Plan.                  Implementation of Long-Term Plan:                  Strategic bed modelling review.                  Report on 'Eliminating Overspill, Optimising Rehabilitation and recovery Pathways programme'.                  Staff survey                  Constitution change report                  Mental Health Strategy update.                  Physical Health and Mental Health Patients Presentation                  Report from Regional Director Berkshire West and Regional Director Berkshire East.</p>	
<p><b>What background /briefing information did you receive from the organisation on its constitution, aims, objectives etc and was it sufficient to enable you to carry out your appointed role?</b></p> <p>I received an induction pack and written constitution.</p>	
<p><b>Please indicate how effective you think the organisation is, e.g. has it met or contributed to the Council's Vision and Priorities and give examples to illustrate your reply?</b></p> <p>CQC inspection at Prospect Park Hospital 2018 gave a 'Good' standard overall and 'Outstanding' in the well-led category. This show the efforts made to reach a high standard.</p> <p>I attended the Berkshire West ICS Engagement Event which showed the high efforts made to implement the NHS Long-Term Plan aims of integration.</p>	
<b>Do you think the Council should continue to be represented on this Outside Body?</b>	Yes
<p><b>Please state the rationale FOR OR AGAINST having a representative</b></p> <p>A representative provides a useful link between WBC and Berkshire Healthcare Foundation Trust.</p>	

**Councillor: Jennifer Cheng**

**Dated: 04.03.2019**

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2018-2019**

<b>Name of Organisation</b>	Berkshire Maestros
<b>Name of Member</b>	Christopher Bowring
<b>Capacity appointed, e.g. trustee, director, observer etc</b>	Trustee
<b>Number of meetings called to attend</b>	5
<b>Number of Meetings attended</b>	3
<b>Reasons for not attending, if appropriate</b>	Clash with Council meetings
<b>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.</b>	
<p>Berkshire Maestros continues to offer tuition and concerts throughout the year. It has a very wide reach interfacing to most schools. It also has an important liaison with Addington School through the Berkshire Special Superstar programme. Music is recognised as therapeutic to children's and young people's good health.</p>	
<b>What background /briefing information did you receive from the organisation on its constitution, aims, objectives etc and was it sufficient to enable you to carry out your appointed role?</b>	
<p>Asked for and received previous agendas and minutes of trustee meetings.</p>	
<b>Please indicate how effective you think the organisation is, e.g. has it met or contributed to the Council's Vision and Priorities and give examples to illustrate your reply?</b>	
<p>Immensely effective in reaching out to around 14000 pupils across Berkshire with musical education. It is the principal body in the Berkshire Hub offering 'inspirational, high quality musical education' for all children in Berkshire.</p>	
<b>Do you think the Council should continue to be represented on this Outside Body?</b>	Yes
<b>Please state the rationale FOR OR AGAINST having a representative</b>	
<p>It is important that the work of Berkshire Maestros receives the support of the local authorities in its area. I therefore advise continuing representation as a trustee.</p>	

**Councillor:** Christopher Bowring

**Dated:** 8<sup>th</sup> March 2019

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2018-2019**

<b>Name of Organisation</b>	Berkshire Museum of Aviation Trust	
<b>Name of Member</b>	Cllr Malcolm Richards	
<b>Capacity appointed, e.g. trustee, director, observer etc</b>	WBC Representative	
<b>Number of meetings called to attend</b>	2/3 per annum, but none have been advised so far.	
<b>Number of Meetings attended</b>	None so far (but have spoken on the telephone a few times).	
<b>Reasons for not attending, if appropriate</b>	Have not received any contact from the Museum so far, and have therefore not been notified of any meetings at which to attend. However telephone contact has been made by me to the Curator/Manager, and I shall be visiting him shortly for a personal introduction and site tour/discussion.	
<b>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.</b> Unknown since no meetings were notified to me, nor any written material received. But I did check the website for some background information.		
<b>What background /briefing information did you receive from the organisation on its constitution, aims, objectives etc and was it sufficient to enable you to carry out your appointed role?</b> Nothing so far.		
<b>Please indicate how effective you think the organisation is, e.g. has it met or contributed to the Council's Vision and Priorities and give examples to illustrate your reply?</b> As a historically relevant airport and it being in an area of previously extensive airplane manufacture and important wartime activities, plus its geographical link to wartime air-ace Douglas Bader (the famous legless pilot and wartime hero) – it has a historical relevance to the borough, and is a place for airplane enthusiasts to visit (so it provides historical tourism and leisure related interests) – which I believe to be part of our overall vision. "Wokingham is a good place to live and to work and to play".		
<b>Do you think the Council should continue to be represented on this Outside Body?</b>	Yes	
<b>Please state the rationale FOR OR AGAINST having a representative</b>		
<b>FOR</b> - See the reasons listed above.		
<b>Please provide any additional information that fellow Members might find useful</b> The commitments are minimal in terms of time and effort and cost, but the Museum has an interesting and relevant part to play in the borough's history and ongoing cultural heritage. So I believe we should continue to appoint a representative/observer to the outside body.		

**Councillor:** Malcolm Richards

**Dated:** 08-March-2019

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2018-2019**

<b>Name of Organisation</b>	Berkshire Pension Fund Panel
<b>Name of Member</b>	Councillor John L Jarvis
<b>Capacity appointed, e.g. trustee, director, observer etc</b>	Trustee
<b>Number of meetings called to attend</b>	4
<b>Number of Meetings attended</b>	3
<b>Reasons for not attending, if appropriate</b>	Attendance at other WBC meetings.
<b>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.</b>	
<p>The Panel administers via professional Investment Firms both the collection and investment of all pension fund contributions from Local Authority employees together with the payment of pensions to retired employees. They have over 70,000 separate employee records which they administer.</p>	
<b>What background /briefing information did you receive from the organisation on its constitution, aims, objectives etc and was it sufficient to enable you to carry out your appointed role?</b>	
<p>I received details of the activities of the Panel plus a detailed analysis of the Investments, how they are chosen and the diverse nature of these to give a balanced portfolio as required by pension legislation.</p>	
<b>Please indicate how effective you think the organisation is, e.g. has it met or contributed to the Council's Vision and Priorities and give examples to illustrate your reply?</b>	
<p>The Berkshire Pension Fund Panel is effective in managing its portfolio of Investments to protect its ability to maintain payment of pensions to all of its members.</p>	
<b>Do you think the Council should continue to be represented on this Outside Body?</b>	Yes
<b>Please state the rationale FOR OR AGAINST having a representative</b>	
<p>The Berkshire Pension Fund Panel provides reassurance to the Council that its obligations to its Members can be met for all employees of the Council.</p>	
<b>Please provide any additional information that fellow Members might find useful</b>	
N/A	

**Councillor:** John L Jarvis

**Signed:** *John L Jarvis*

**Dated:** 9<sup>th</sup> March 2019

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2018-2019**

<b>Name of Organisation</b>	Citizens Advice Wokingham
<b>Name of Member</b>	Councillor Parry Batth
<b>Capacity appointed, e.g. trustee, director, observer etc</b>	Trustee and Director
<b>Number of meetings called to attend</b>	5
<b>Number of Meetings attended</b>	2
<b>Reasons for not attending, if appropriate</b>	N/A
<p><b>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.</b></p> <p>Citizens Advice Wokingham is an independent registered charity employing 8 people part time in 2 offices in Wokingham Borough. They have around 57 people that volunteer for them.</p> <p>Citizens Advice Wokingham provides free, confidential and impartial advice for all members of the community regardless of race, gender, age, sexuality or disability.</p> <p>They help people resolve their problems including support with welfare benefits, debt, consumer issues, employment, housing, legal, relationship, tax, utilities, community care, education, health and immigration.</p> <p>Their aim is to ensure that individuals do not suffer through lack of knowledge of their rights and responsibilities or of the services available to them, or through an inability to express their needs effectively, and equally to exercise a responsible influence on the development of social policies and services both locally and nationally.</p> <p>The aims of the Citizens Advice service are:</p> <ul style="list-style-type: none"> <li>- To provide the advice people need for the problems they face</li> <li>- To improve the policies and practices that affect people's lives</li> </ul> <p>In 2018 Citizens Advice Wokingham helped around 2100 people from Wokingham. They are currently embarking on a consultation exercise to shape their services across the Borough.</p> <p>In its recent audit from National Citizens Advice in February 2019, the Leadership were given a score of 'excellent' in all nine leadership areas, ranging from Governance, Operational Performance Management and Equality Leadership.</p>	

**What background /briefing information did you receive from the organisation on its constitution, aims, objectives etc and was it sufficient to enable you to carry out your appointed role?**

I have been a trustee for over 4 years and was fully briefed by the Chief Executive and Chair when I started on the board. Since then I have attended a number of board meetings.

**Please indicate how effective you think the organisation is, e.g. has it met or contributed to the Council's Vision and Priorities and give examples to illustrate your reply?**

Citizens Advice Wokingham actively engages with colleagues throughout the Council, including political leadership and senior officers.

They report quarterly to commissioning service on contract performance.

**Do you think the Council should continue to be represented on this Outside Body?**

Yes

**Please state the rationale FOR OR AGAINST having a representative**

To allow Wokingham Borough Council to have a voice at Citizens Advice Wokingham, as a major funder, and to monitor the organisation's activities.

**Please provide any additional information that fellow Members might find useful**

**Councillor:** Parry Batth

**Dated:** 25<sup>th</sup> of February 2019

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2018-2019**

<b>Name of Organisation</b>	Finchampstead Baptist Church Centre Advisory Board
<b>Name of Member</b>	Cllr Simon Weeks
<b>Capacity appointed, e.g. trustee, director, observer etc</b>	WBC representative
<b>Number of meetings called to attend</b>	Two
<b>Number of Meetings attended</b>	Two
<b>Reasons for not attending, if appropriate</b>	
<b>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.</b>	<p>Finchampstead Baptist Church secured funding and built this wonderful £5m community centre, on land owned by WBC. The FBC Centre opened in 2010.</p> <p>Included within the centre is a very large multi-use sports hall, a library and Childrens' Centre (both operated by WBC), café, parish council office, police point and several meeting rooms. Extensive youth work and sports and social activities are delivered here. During 2015, funding was secured for Finchampstead's first MUGA, which was opened directly behind the centre in summer 2016.</p> <p>The Advisory Board was established to ensure the use by the church, WBC and local community is appropriately balanced, whilst maximising the occupancy level of the building and its associated facilities.</p>

<p><b>What background /briefing information did you receive from the organisation on its constitution, aims, objectives etc and was it sufficient to enable you to carry out your appointed role?</b></p>	<p>Because I was fully involved in this project from initial concept right through to delivery, I did not need a briefing.</p> <p>Prior to the opening of FBC Centre, Finchampstead previously had a lack of appropriate community facilities. FBC has addressed that shortfall and the Centre is now extremely well used and highly regarded and respected by the community.</p>
<p><b>Please indicate how effective you think the organisation is, e.g. has it met or contributed to the Council's Vision and Priorities and give examples to illustrate your reply?</b></p>	<p>An extensive range of sports, social, and community activities hosted by FBC help reinforce the increasingly strong community cohesion across Finchampstead.</p> <p>Ongoing community development work has helped in an area of deprivation (Gorse Ride) and provided a popular hub that was previously lacking in Finchampstead.</p> <p>FBC Centre has significantly enhanced many local residents lives and is used by a broad cross section of ages.</p>
<p><b>Do you think the Council should continue to be represented on this Outside Body?</b></p>	<p>Yes</p>
<p><b>Please state the rationale FOR OR AGAINST having a representative</b></p>	<p>See above.</p>
<p><b>Please provide any additional information that fellow Members might find useful</b></p>	<p>The recent creation of the first "Greenway" in the borough provides safe walking and cycling links between the emerging Arborfield Green community and FBC Centre in Finchampstead. Users of the facilities are drawn from beyond Finchampstead's boundaries.</p> <p>Opening hours of the library have recently been extended because of high usage levels.</p>

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**Councillor:**

Simon Weeks

**Signed: SW**

**Dated: 7 March 2019.**

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**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2018-2019**

<b>Name of Organisation</b>	Local Government Association	
<b>Name of Member</b>	Rachelle Shepherd-DuBey	
<b>Capacity appointed, e.g. trustee, director, observer etc</b>	Member	
<b>Number of meetings called to attend</b>	1 (Annual Conference)	
<b>Number of Meetings attended</b>	1	
<b>Reasons for not attending, if appropriate</b>	N/A	
<b>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.</b> Challenges local authorities face with funding, new ways of computerizing some service access for the public, best practices, highways		
<b>What background /briefing information did you receive from the organisation on its constitution, aims, objectives etc and was it sufficient to enable you to carry out your appointed role?</b> I am a councillor, I attended training on highways and how other councils are online access to provide better access for residents		
<b>Please indicate how effective you think the organisation is, e.g. has it met or contributed to the Council's Vision and Priorities and give examples to illustrate your reply?</b> I learned new ways other authorities deal with potholes, road maintenance, how they achieved cost saving by using online services for residents		
<b>Do you think the Council should continue to be represented on this Outside Body?</b>	Yes	
<b>Please state the rationale FOR OR AGAINST having a representative</b> We need to find out different solutions other authorities have used that have worked or failed so not to have to invent something new at a greater cost to WBC		
<b>Please provide any additional information that fellow Members might find useful</b>		

**Councillor:** Rachelle Shepherd-DuBey

**Dated:** 27/02/2019

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2018-2019**

<b>Name of Organisation</b>	Local Government General Assembly Annual Meeting
<b>Name of Member</b>	Charlotte Haitham Taylor
<b>Capacity appointed, e.g. trustee, director, observer etc</b>	Representative
<b>Number of meetings called to attend</b>	1
<b>Number of Meetings attended</b>	1
<b>Reasons for not attending, if appropriate</b>	n/a
<p><b>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.</b></p> <p>During the municipal year the Local Government Association (LGA), based on feedback from member councils and in agreement with their politicians supported the following areas of priority:</p> <ul style="list-style-type: none"> <li>• Britain's exit from the EU</li> <li>• Devolution and funding for local government</li> <li>• Inclusive growth, jobs and housing</li> <li>• Children, education and housing</li> <li>• Adult social care and health</li> <li>• Supporting councils</li> <li>• A single voice for local government</li> </ul> <p>In 2017/18, in making the case for local government, the LGA has been referenced on more than 1,000 times in the Houses of Parliament, 714 in the House of Commons and 361 in the House of Lords. On average, the LGA gets quoted in the media 151 times a day.</p> <p>Other work that the LGA continues to do is:</p> <ul style="list-style-type: none"> <li>• Push for more powers to be devolved to local government.</li> <li>• Influence critical financial and policy decisions, helping develop policies in central</li> </ul>	

government that will positively affect local government.

- Ensure that local views are represented in central government.
- Promote the roll, reputation and work of local government in regional and national media.
- Share best practice with local government through innovation and improvement.
- Local government's role as employer, fair pay and pensions including providing advice and support on workforce issues.
- Provide training and mentoring programmes for members.

**What background /briefing information did you receive from the organisation on its constitution, aims, objectives etc and was it sufficient to enable you to carry out your appointed role?**

The LGA sends out monthly bulletins to members providing useful information on current policy papers that central government are consulting on, updates from the LGA Board Chairs, topical research papers as well as a monthly magazine.

Political groups also send out monthly news bulletins to members. The LGA also offers councils topical peer reviews, peer to peer mentoring, and other events throughout the year such as conferences, training events, and forums.

**Please indicate how effective you think the organisation is, e.g. has it met or contributed to the Council's Vision and Priorities and give examples to illustrate your reply?**

The LGA helps to influence central government's evolving policies and their approach to local government. From Wokingham Borough's perspective this helps add more weight to the other lobbying that we are able to do through our local MPs to ensure that our residents are not detrimentally affected by central government policies that are in the process of being developed. It also provides the Council with a collective voice to press for positive changes that can enable us to better pursue our vision and priorities.

**Do you think the Council should continue to be represented on this Outside Body?**

Yes

**Please state the rationale FOR OR AGAINST having a representative**

By the Borough Council being a member of the LGA, and therefore having representatives from this Council at the General Assembly, this enables us to continue to have a voice in the local government community, putting forward issues or concerns that specifically affect Wokingham Borough. It also makes it possible for us to contribute to discussions around matters affecting local government in general. As a member of the LGA the Council is also able to nominate up to three members for LGA Committees and Boards, which if we are successful in securing places, assist in helping shape and contribute to the policy work of the LGA.

**Please provide any additional information that fellow Members might find useful**

The Local Government Association General Assembly meeting was held at the Local Government Association Annual Conference on 3<sup>rd</sup> July 2018 at the International Convention Centre in Birmingham. This meeting takes place as part of the LGA's Annual Conference and Exhibition. 245 local authorities were represented at this meeting.

The Chief Executive of the LGA, Mark Lloyd welcomed representatives to the meeting and highlighted the role of the General assembly in electing the political leadership team who would drive the LGA agenda on behalf of Local Government for the next 12 months. He also thanked all those members and officers that had played a part in the LGA to represent their authorities and communities over the last year.

Lord Bob Kerslake was elected for the position of the President of the Association for 2018/19

Lord Gary Porter was elected Chairman of the Association of the LGA for 2018/19

Four Vice-Chairs were elected to the Association for 2018/19: Cllr. Nick Forbes (Labour), Cllr. James Jamieson (Conservative), Cllr. Howard Sykes MBE (Liberal Democrats) and Cllr. Marianne Overton MBE (Independent).

Ten Deputy Chairs were elected to the Association for the LGA for 2018/19: Cllr. Izzi Secombe OBE, Cllr. Paul Carter CBE, Cllr. David Simmonds CBE, Cllr. Robert Alden, Cllr. Lib Peck, Cllr. Michael Payne, Cllr. Anne Western CBE, Cllr. Peter Box CBE, Cllr. Ruth Dombey OBE, Cllr. Clive Woodbridge.

The General Assembly were also invited to note the appointment of 78 Vice- Presidents from different political parties for 2018/19, which included MPs, MEPs and Peers

The General Assembly agreed to initiate the process of moving staff, contracts assets and liabilities of the unincorporated LGA to the new incorporated LGA with a view to it becoming the membership body for the LGA from 1<sup>st</sup> April 2019.

The General Assembly received the LGA's Consolidated Financial Statements for the year to 31<sup>st</sup> March 2018 and noted the annual report of the Audit Committee.

In 2019 the LGA conference will be held in the Bournemouth International Centre from Tuesday 2<sup>nd</sup> – Thursday 4<sup>th</sup> July. This is an opportunity for members attending hear about the latest innovation in local government, understand the LGA's position on current government policy being led by members, learn about best practice from around the country, and meet with MPs to raise issues affecting local government.

**Councillor:** Charlotte Haitham Taylor

**Dated:** 8<sup>th</sup> March 2019

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2018-2019**

<b>Name of Organisation</b>	Mid & West Berks Local Access Forum
<b>Name of Member</b>	Cllr Angus Ross
<b>Capacity appointed, e.g. trustee, director, observer etc</b>	Appointed WBC Member
<b>Number of meetings called to attend</b>	4
<b>Number of Meetings attended</b>	3
<b>Reasons for not attending, if appropriate</b>	Holiday
<b>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.</b>	
<p><i>LAF continues to monitor and comment on the three councils (West Berks, Reading &amp; Wokingham) Rights of Way Improvement Plans (ROWIPs) and the maintenance of Public Rights of Way (PROW). Also commenting on possible access opportunities post Brexit and continuing issues with use of Byways. We continue to promote the work WBC is doing with cooperation from the Loddon Valley Ramblers (including installation of a number of kissing gates to replace stiles), local landowners and progress on Greenways and the Loddon Path.</i></p>	
<b>What background /briefing information did you receive from the organisation on its constitution, aims, objectives etc and was it sufficient to enable you to carry out your appointed role?</b>	
<p><i>Have been rep for a number of years. The Constitution is well established as it is a statutory body.</i></p>	
<b>Please indicate how effective you think the organisation is, e.g. has it met or contributed to the Council's Vision and Priorities and give examples to illustrate your reply?</b>	
<p><i>Effective and contributes to support the H&amp;WB agenda providing good PROW for exercise and outdoor enjoyment.</i></p>	
<b>Do you think the Council should continue to be represented on this Outside Body?</b>	Yes, Statutory
<b>Please state the rationale FOR OR AGAINST having a representative</b>	
<p><i>Need WBC to be represented by an elected member on this statutory body</i></p>	

**Councillor:** Angus Ross

**Dated:** 27 Feb 2019

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2018-2019**

<b>Name of Organisation</b>	ReadiBus
<b>Name of Member</b>	Guy Grandison
<b>Capacity appointed, e.g. trustee, director, observer etc</b>	Trustee/director
<b>Number of meetings called to attend</b>	7
<b>Number of Meetings attended</b>	4
<b>Reasons for not attending, if appropriate</b>	Other Meetings and work commitments
<p><b>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.</b></p> <p>ReadiBus is the dial-a-ride bus service for people with restricted mobility in and around Reading. The bus service is for people of all ages who cannot make use of the mainstream bus services offered in the area. When ReadiBus started out, mainstream bus services and other forms of public transport were much more difficult for people with restricted mobility to use.</p>	
<p><b>What background /briefing information did you receive from the organisation on its constitution, aims, objectives etc and was it sufficient to enable you to carry out your appointed role?</b></p> <p>Before all Meetings, we receive additional information from the General Manager and other Trustees as to the operational capacity and financial stability of ReadiBus. This information is highly detailed and informative and should further information be required then all that is needed to be done is ask the General Manager for further information either before or during a meeting.</p>	
<p><b>Please indicate how effective you think the organisation is, e.g. has it met or contributed to the Council's Vision and Priorities and give examples to illustrate your reply?</b></p> <p>Readibus continues to go from strength to strength in spite of the challenges that are laid down before it. This year has seen a change in the way it operates with Reading Council as it has moved away from a block grant model and towards a service led contract.</p> <p>The contract did have challenges but now having bedded in the challenges have</p>	

decreased but financial challenges continue with West Berkshire now reviewing funding on how it offers transport provision without properly consulting or inviting a response from Readibus.

The number of complaints in the last year has dropped and punctuality has improved again.

The number of miles travelled per bus has decreased but the efficiency of passengers carried per mile has increased.

Having been on the buses there is a great community atmosphere between users and all are felt welcome during trips.

ReadiBus has some challenges ahead and is rising to meet them and they deserve the continued support of Wokingham Borough Council as they perform a vital community service to local residents and there is more that WBC can do to support them beyond the purely financial side.

It is a fantastically run organisation both in terms of passion and belief in what is being done and has been running in the reading area for over 35 years now.  
Long may it continue.

**Do you think the Council should continue to be represented on this Outside Body?**

Yes

**Please state the rationale FOR OR AGAINST having a representative**

They provide a vital community service for thousands of WBC residents.

**Please provide any additional information that fellow Members might find useful**

Nothing currently

**Representative: Guy Grandison**

**Signed:** *Guy Grandison*

**Dated: 08/03/19**

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2018-2019**

<b>Name of Organisation</b>	Royal Berkshire Fire and Rescue Authority
<b>Name of Members</b>	Pauline Helliard-Symons, Angus Ross, Rachelle Shepherd-DuBey and Alistair Auty
<b>Capacity appointed, e.g. trustee, director, observer etc</b>	WBC Members of the Fire Authority
<b>Number of meetings called to attend</b>	Varies According to the role of each person
<b>Number of Meetings attended</b>	All that we were required to attend except when on holiday
<b>Reasons for not attending, if appropriate</b>	See above
<p><b>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.</b></p> <p>Budget consultation and budget, input into asset management, new innovations in service cooperation with other counties, member development, working practices, pensions, national inspections</p>	
<p><b>What background /briefing information did you receive from the organisation on its constitution, aims, objectives etc and was it sufficient to enable you to carry out your appointed role?</b></p> <p>New members receive training on what the RBFRS does, as part of their induction. They also see the fires training area at Whitley Wood, the call centre and have a personal briefing on the budget.</p> <p>All members have a one to one with their Group leader and put together a member development programme. All members and senior officers have a 6 monthly discussion of the future corporate plan and objectives.</p> <p>All completely sufficient.</p>	
<p><b>Please indicate how effective you think the organisation is, e.g. has it met or contributed to the Council's Vision and Priorities and give examples to illustrate your reply?</b></p> <p>Yes it has provided a safer Wokingham knowing RBFRS can help in emergencies and fires safety home inspections. Created a motion to require sprinklers in new school building to make our children safer.</p>	
<b>Do you think the Council should continue to be represented on this Outside Body?</b>	Yes
<p><b>Please state the rationale FOR having a representative</b></p> <p>We need to have an influence over the fire stations in Wokingham, Whitley Wood, Crowthorne and Wargrave, and encourage their community activities. We broker meetings between our different departments and the Fire Service, e.g. to share information on where vulnerable residents live and who might benefit from a home fire</p>	

safety check. Also influence the setting and management of the budget, which collects Council tax from our residents. It is also important that we ensure that the Brigade is well led and managed, and take part in the appointment of the most senior officers.

**Please provide any additional information that fellow Members might find useful**

A highlight each year is the six monthly policy development meeting held between members and leading officers: this sets out and updates the priorities for the coming three years, and reinforces the common goals and team working that goes on in the Fire Brigade. The budget is linked to these priorities.

As a result of a public consultation on the 2.99% Council tax increase, 90% of respondents supported this. In reality this amounts to an increase of £1.10p a year, or about 10p a month! At £66 a year for a band D house, this represents excellent value for money for what people receive, especially the elderly and vulnerable, with the home fire safety checks; it is one of the lowest charges in the country. We become more and more dependent on Unitary Authority funding, which is volatile, and for 2019-20 we are in the position that the actual income from Council tax and business rates through the County will be below what had been planned, so we are taking £458K from a reserve of £11m – that sounds a big reserve but much of it is already allocated. The alternative would be to close a fire station. We continue to lobby government about our precept and for being ‘punished’ for budgeting well in the past.

The future of Wargrave fire station still hangs in the balance, as by their original deadline of this January they had still not recruited enough trained fire fighters: this has a close link to the criterion set to decide whether it stays open which is the percentage of time it is on call; it was able to turn out to hardly any calls at all last year, which did not justify the expense of keeping it open. However, since a number of new recruits were still in training, it was decided to give the station until October 2019 to see if they can meet the criterion set.

This year we have passed a member/officer protocol, reflecting the relationship between members and officers. This is supported by a People Strategy which is underpinned by the principle of enabling staff to become the best public servants they can be; and there is now an excellent training course for all middle managers. There are also four apprentices. As champion for Organisational Development Cllr. Pauline Helliard-Symons has spearheaded the introduction of one to ones with Group leaders which leads to individual member development plans – these are not ‘training’ as such, but are aimed to keep all members up to date with the ever changing scene of the fire service and of their role. Activities have ranged from visits to the Control Centre to training in media activities.

Cllr. Angus Ross continued his role as the Lead Member for Strategic Assets - that is the Fire Stations, Vehicles and IT. During the year he visited a number of Fire Stations and accepted new Fire Appliances introduced under a partnership procurement with Oxfordshire and Buckinghamshire providing state of the art vehicles with common equipment for better joint use when operating cross border. He also worked with officers on rebuild projects for Crowthorne (to be opened 2020), Theale (a new Fire Station shortly to be built to replace Dee Road and Pangbourne) and Whitley Wood and initial plans on other building projects. Crowthorne and Theale will be built for joint use with the Police and Ambulance. An updated Vehicles Strategy has been accepted by the Fire Authority and a new IT Strategy is in train. He introduced a new 10year

Strategic Asset Investment Framework which has been adopted to outline the Capital Investment needed to bring the assets to modern needs and standards.

He is also one of the two Berkshire representatives on the Joint Committee for the Thames Valley Fire Control Service providing the service to receive 999 calls, mobilise response vehicles and maintain links during attendance at incidents. This service has developed well since it opened in 2015, enhancing the joint working with the three Thames Valley Fire Services.

There is close working between RBFRS and WBC in many areas which is supported by members; one example is the sharing of data on where vulnerable people live, to prepare fire fighters in case of a fire, or more usually to enable them to give a home fire safety check.

The bulk of fire fighters' work, however, remains their attendance at road traffic collisions, and their expertise at cutting people out of car wrecks remains high!

**Councillors:** Pauline Helliard-Symons,  
Angus Ross, Rachelle Shepherd-DuBey  
and Alistair Auty.

**Dated:** 6/03/2019

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2018-2019**

<b>Name of Organisation</b>	RBH NHS Foundation Trust
<b>Name of Member</b>	Jennifer Cheng
<b>Capacity appointed, e.g. trustee, director, observer etc</b>	Governor
<b>Number of meetings called to attend</b>	10
<b>Number of Meetings attended</b>	7
<b>Reasons for not attending, if appropriate</b>	Meeting clashes and family bereavement
<b>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.</b>	
Publications of Long-Term Plan  Implementation of Long -Term plan  Signing of Joint Academic partnership agreement with Reading University. Digital Hospital Go-Live. This was a success and all departments at RBH can access patients' information. Launch of Behaviour Framework. NHS England and NHS Ireland work arrangements. Staff survey	
<b>What background /briefing information did you receive from the organisation on its constitution, aims, objectives etc and was it sufficient to enable you to carry out your appointed role?</b>	
I was given governor induction information and a summary of RBH Vision 2025 which is their vision published in 2017, before the Long-Term plan.  I attended a governor induction session.	
<b>Please indicate how effective you think the organisation is, e.g. has it met or contributed to the Council's Vision and Priorities and give examples to illustrate your reply?</b>	
RBH working hard to fulfil NHS improvement objectives. I attended a Public Engagement Workshop for Berkshire West ICS, showing steps taken towards integration between different parts of the NHS.	
<b>Do you think the Council should continue to be represented on this Outside Body?</b>	Yes
<b>Please state the rationale FOR OR AGAINST having a representative</b>	
A representative provides a link between WBC and the RBH NHS Foundation Trust.	

**Councillor: Jennifer Cheng**

**Dated: 04.03.2019**

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2018-2019**

<b>Name of Organisation</b>	South East Employers	
<b>Name of Member</b>	Stuart Munro	
<b>Capacity appointed, e.g. trustee, director, observer etc</b>	Member representing WBC and Executive board member	
<b>Number of meetings called to attend</b>	4	
<b>Number of Meetings attended</b>	3	
<b>Reasons for not attending, if appropriate</b>	Unable to make meeting	
<b>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.</b> Please see attached information sheet		
<b>What background /briefing information did you receive from the organisation on its constitution, aims, objectives etc and was it sufficient to enable you to carry out your appointed role?</b>  A Full briefing was given by the Director when first joining.		
<b>Please indicate how effective you think the organisation is, e.g. has it met or contributed to the Council's Vision and Priorities and give examples to illustrate your reply?</b> This is a well-used service and is a good vehicle for WBC to understand pay negotiations, benchmarking and employment trends		
<b>Do you think the Council should continue to be represented on this Outside Body?</b>	Yes	

**Councillor...**Stuart Munro  
**Signed**



**Dated:** 01/03/19

## **SOUTH EAST EMPLOYERS**

### **What is the legal status of the organisation**

A membership organisation.

### **Aims and Objectives**

“To add value to our councils and communities through our wealth of local knowledge and professional expertise.”

### **Trust Deed, Code of Conduct, Constitution, Memorandum or Articles of Association**

The organisation's Rules are available at  
[http://www.seemp.co.uk/see\\_rules\\_may\\_2015.pdf](http://www.seemp.co.uk/see_rules_may_2015.pdf)

### **Status of Appointment (i.e. Observer/Trustee/Director)**

Two representatives  
Stuart Munro also Member of the Executive Board

### **Wokingham Representative(s)**

Alistair Auty and Stuart Munro

### **Financial Status**

Levy paid by Member Authorities dependent upon size of Authority ie County Councils pay more than Unitary Authorities.

### **Risk/Liabilities**

No risk to WBC as a standalone organisation

### **Insurance**

As above

### **Is Training Provided**

Full briefing information given prior to AGM at the start of the Municipal year.

### **Frequency of Meetings**

Quarterly

### **Contact Details (organisation)**

**Name:** Jennifer McNeill, Chartered Fellow CIPD, MA, Bed, Regional Director  
jennifer@seemp.co.uk  
**Address:** Civic Centre, Winchester, Hampshire, SO23 8BB  
**Telephone:** 01962 840664  
**Email:** [info@seemp.co.uk](mailto:info@seemp.co.uk)

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2018-2019**

<b>Name of Organisation</b>	Berkshire Archives	
<b>Name of Member</b>	Pauline Jorgensen	
<b>Capacity appointed, e.g. trustee, director, observer etc</b>	Member Standing Conference	
<b>Number of meetings called to attend</b>	2	
<b>Number of Meetings attended</b>	2	
<b>Reasons for not attending, if appropriate</b>	n/a	
Berkshire Archives continues to work to preserve the Counties records and make them accessible to both the public and researchers		
<b>What background /briefing information did you receive from the organisation on its constitution, aims, objectives etc and was it sufficient to enable you to carry out your appointed role? - Yes</b>		
<b>Do you think the Council should continue to be represented on this Outside Body?</b>	Yes	
<b>Please state the rationale FOR OR AGAINST having a representative – we fund the organisation and they provide statutory services for us</b>		
<p>This year saw the archives 70<sup>th</sup> birthday in August. During the last year the Archive service has continued to expand its collection and work to preserve documents in its care.</p> <p>The archive has been taking in local collections and procuring key records using national grant funding and public donations including funds provided by the Wokingham Society.</p> <p>Recent purchases include a Winkfield deed from 1382, a bundle of papers related to the Shinfield Estate dated between 1435 and the 19<sup>th</sup> century, and deeds for land in Wokingham. The archive has also received a large volume of records from Basildon Park</p> <p>The service, as a member of a digital consortium headed by Dorset County Council, is starting to expand to cover electronic records in line with trends towards less paper records being kept. It has also launched a new website.</p> <p>In Feb the Archive will publish a book on Berkshire schools in the C18, this book is the culmination of 6 years research from volunteers.</p> <p>Recent exhibitions included: Hidden LGBT histories and the Coleshill exhibition.</p>		

**Councillor:** Pauline Jorgensen

**Dated:** 11/2/19

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2018-2019**

<b>Name of Organisation</b>	Thames Basin Heaths Joint Strategic Partnership
<b>Name of Member</b>	Cllr Angus Ross
<b>Capacity appointed, e.g. trustee, director, observer etc</b>	Appointed WBC Member
<b>Number of meetings called to attend</b>	4
<b>Number of Meetings attended</b>	3
<b>Reasons for not attending, if appropriate</b>	Holiday
<b>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.</b>	
<p><i>The partnership provides a vehicle for the joint working, liaison and exchange of information between the 12 local authorities, natural England and other organisations affected by the Thames basin Heaths SPA. The Board has continued to monitor the work carried out by natural England on its behalf to provide wardens, review use of the SANGs by the public and to ensure the monies received from houses built within 5 or 7 Kms are protected and used wisely.</i></p>	
<b>What background /briefing information did you receive from the organisation on its constitution, aims, objectives etc and was it sufficient to enable you to carry out your appointed role?</b>	
<p><i>I have been the WBC rep since the setup of this organisation in 2007</i></p>	
<b>Please indicate how effective you think the organisation is, e.g. has it met or contributed to the Council's Vision and Priorities and give examples to illustrate your reply?</b>	
<p><i>It meets the support for the introduction and management of SANGs in WBC area and protects the monies received from each new dwelling.</i></p>	
<b>Do you think the Council should continue to be represented on this Outside Body?</b>	Yes
<b>Please state the rationale FOR OR AGAINST having a representative</b>	
<p>Essential we are represented along with the other 11 Local Authorities affected by the SPA and the EU Directive for protection of three species of birds who use the SPAs</p>	

**Councillor:** Angus Ross

**Dated:** 27 Feb19

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2018-2019**

<b>Name of Organisation</b>	Thames Valley Local Enterprise Partnership and City Deal Joint Committee
<b>Name of Member</b>	Stuart Munro
<b>Capacity appointed, e.g. trustee, director, observer etc</b>	Member of the Thames Valley Berkshire LEP Forum
<b>Number of meetings called to attend</b>	5
<b>Number of Meetings attended</b>	4
<b>Reasons for not attending, if appropriate</b>	Unable to attend the meeting as was on holiday
<p><b>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.</b></p> <p>The Local Enterprise partnership (LEP) is a Government body set up to promote the Economy in the Thames Valley area and is a partnership between private sector and Local Government. As such each unitary Council in Berkshire has one representative on the board which is known as the Forum. Thames Valley Berkshire LEP was endorsed by the government on 28 October 2010 and incorporated on 16 December 2011 as a company limited by guarantee.</p> <p>Activity has been based on the decision by the Government to place all investment capital via the LEPS. In recent years the 39 LEPs competitively bid for this investment capital. The TVB LEP successfully negotiated £160m which includes the full, pre-allocated transport funds as well as indicative transport funding from 2017/18 onwards.</p> <p>In the past year the Forum has approved funds to Local Councils in Berkshire in support of infrastructure projects, including in Wokingham Borough Council. In addition, funds have been approved to support business which offer real growth opportunities in the area mostly based around high tech business. In addition it has made loan offer</p> <p>The LEP has developed a Strategic Economic Plan that sets out the vision and business priorities for economic growth in Thames Valley Berkshire. This sets out a framework of delivery activity which is about to be implemented.</p> <p>Other bodies that are associated with the LEP include the City Deal Joint Committee, Chaired by WBC, which continues to oversees the £2.4 million City Deal fund</p> <p>The LEP is in the process of completing distribution of £24m of EUSIF funding based on</p>	

the frame work approved in 2017.

**What background /briefing information did you receive from the organisation on its constitution, aims, objectives etc and was it sufficient to enable you to carry out your appointed role?**

A Full briefing was given by the LEP CEO, and was comprehensive.

**Please indicate how effective you think the organisation is, e.g. has it met or contributed to the Council's Vision and Priorities and give examples to illustrate your reply?**

It is essential that WBC plays a key role in the LEP Forum as much of central Government future investment will come through the LEP.

The priorities of the TV LEPs Strategic Economic Plan – Infrastructure, transport, communications and place shaping - Enterprise Innovation and business growth -Skills education and employment - and Inward investment, all have a strong synergy with the vision for Wokingham Borough “A great place to live, an even better place to do business”.

**Do you think the Council should continue to be represented on this Outside Body?**

Yes

**If No, please state why**

**Please provide any additional information that fellow Members might find useful**

**Councillor...**Stuart Munro

**Dated:** 01/03/19



**Signed**

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2017-2018**

<b>Name of Organisation</b>	The Polehampton Trust
<b>Name of Member</b>	Councillor John L Jarvis
<b>Capacity appointed, e.g. trustee, director, observer etc</b>	Trustee
<b>Number of meetings called to attend</b>	4
<b>Number of Meetings attended</b>	3
<b>Reasons for not attending, if appropriate</b>	Attendance at other WBC meetings.
<p><b>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.</b></p> <p>This outside body administers the income and expenditure of the Polehampton Trust in giving aid and assistance to schools and residents particularly children in the Twyford area. This also includes neighbouring Parishes.</p> <p>This body has substantial cash and property assets and uses the income from these assets to give loans and grants to worthy recipients. These grants can be made via e-mail discussions and approval.</p> <p>The trust meets on a regular basis to discuss the activities of the Trust, its income, expenditure and investments.</p> <p>The Polehampton Trust was set up by an Act of parliament in the 17<sup>th</sup> Century to administer the gift by Edward Polehampton to the children and residents of Twyford. This Trust originally set up both a Boys and Girls School with the old Girls School currently being used by WBC as the Polehampton Infants School. The old Boys School is intended to form a Community Hub housing the local Library and other local organisations.</p> <p>The Polehampton Trust has agreed to provide the Old Boys School to a Charity called Twyford Community Hub for redevelopment into the new Twyford Library and community facilities. I am also a Trustee of this new Charity.</p>	
<p><b>What background /briefing information did you receive from the organisation on its constitution, aims, objectives etc and was it sufficient to enable you to carry out your appointed role?</b></p> <p>I received details of the formation of the Trust, a brief history of the Trust and its activities together with a verbal briefing from the Chairman of the Trustees James Fort. The information provided is sufficient for me to carry out my appointed role as a</p>	

Trustee.	
<p><b>Please indicate how effective you think the organisation is, e.g. has it met or contributed to the Council's Vision and Priorities and give examples to illustrate your reply?</b></p> <p>The Polehampton Trust is very effective in managing its resources to provide in excess of circa £50,000.00 per annum to distribute to applicants for specific projects in Twyford.</p>	
<p><b>Do you think the Council should continue to be represented on this Outside Body?</b></p>	Yes
<p><b>Please state the rationale FOR OR AGAINST having a representative</b></p> <p>This Polehampton Trust has been involved in giving grants to local schools and residents in Twyford and has helped many generations of people over the years. The representative from WBC is actively involved in the decisions on grants and can help in furthering aid to schools and local residents.</p>	
<p><b>Please provide any additional information that fellow Members might find useful</b></p> <p>N/A</p>	

**Councillor:** John L Jarvis

**Signed:** *John L Jarvis*

**Dated:** 9<sup>th</sup> March 2019

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2018-2019**

<b>Name of Organisation</b>	Poors Land Charity	
<b>Name of Member</b>	Bill Soane	
<b>Capacity appointed, e.g. trustee, director, observer etc</b>	Trustee	
<b>Number of meetings called to attend</b>	8	
<b>Number of Meetings attended</b>	4	
<b>Reasons for not attending, if appropriate</b>	Clashes with other committee meetings, Deputy Mayoral duties. and Town Council Meetings	
<b>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.</b>		
<p><b>What background /briefing information did you receive from the organisation on its constitution, aims, objectives etc and was it sufficient to enable you to carry out your appointed role?</b></p> <p>Given details of the aims and objectives of the charity and details given as to the financial position. Property under the control of the charity and fellow trustees</p>		
<p><b>Please indicate how effective you think the organisation is, e.g. has it met or contributed to the Council's Vision and Priorities and give examples to illustrate your reply?</b> Has been effective in all roles and responsibilities</p>		
<b>Do you think the Council should continue to be represented on this Outside Body?</b>	Yes/	
<p><b>Please state the rationale FOR OR AGAINST having a representative.</b></p> <p>This organisation serves a very useful position in the community and looks after its residents very well. A borough representative gives the council an insight into the effectiveness and good care that is offered.</p>		
<b>Please provide any additional information that fellow Members might find useful</b>		

**Councillor: Bill Soane**

**Dated: 07.03.19**

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2018-2019**

<b>Name of Organisation</b>	White Waltham Airfield Consultative Committee	
<b>Name of Member</b>	Councillor John L Jarvis	
<b>Capacity appointed, e.g. trustee, director, observer etc</b>	Committee Member	
<b>Number of meetings called to attend</b>	4	
<b>Number of Meetings attended</b>	3	
<b>Reasons for not attending, if appropriate</b>	Attending other WBC Meeting.	
<b>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.</b>		
This consultative committee has been set up to keep the local residents and councils informed on the activities and proposed works at the White Waltham Airfield.		
<b>What background /briefing information did you receive from the organisation on its constitution, aims, objectives etc and was it sufficient to enable you to carry out your appointed role?</b>		
Copies of previous minutes, its constitution and a briefing from Angus Ross who has been on the Committee for several years. The information contained in these documents and the verbal briefing is sufficient to enable me to carry out my appointed role.		
<b>Please indicate how effective you think the organisation is, e.g. has it met or contributed to the Council's Vision and Priorities and give examples to illustrate your reply?</b>		
This committee has been set up to inform the local residents and councils affected by the flying activities at the White Waltham Airfield and is effective in that all affected are not only informed about their activities but can give input into suggested alternatives to relieve any problems in their area. Operators of private airfields are required as a condition of their licence to operate to have a consultative committee made up of local residents and councils affected by their operations.		
<b>Do you think the Council should continue to be represented on this Outside Body?</b>	Yes	
<b>Please state the rationale FOR OR AGAINST having a representative</b>		
To allow WBC to have an input into the operations of the White Waltham Airfield and to be able to inform any affected residents in Wokingham of future events and airfield operations.		
<b>Please provide any additional information that fellow Members might find useful</b>		
N/A		

**Councillor:** John L Jarvis

**Signed:** *John L Jarvis*

**Dated:** 23<sup>rd</sup> March 2017

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2018-2019**

<b>Name of Organisation</b>	WADE – Wokingham & District Association for the Elderly	
<b>Name of Member</b>	Dianne King	
<b>Capacity appointed, e.g. trustee, director, observer etc</b>	Observer	
<b>Number of meetings called to attend</b>	6 meetings	
<b>Number of Meetings attended</b>	4 formal meetings plus discussions with organisers and attending events	
<b>Reasons for not attending, if appropriate</b>	Clashes with other meetings	
<b>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.</b>		
WADE runs a day centre for the elderly in Reading Road, Wokingham, providing lunch and activities. It also runs a Charity Shop which helps raise money to fund the centre		
<b>What background /briefing information did you receive from the organisation on its constitution, aims, objectives etc and was it sufficient to enable you to carry out your appointed role?</b>		
Details of its work and organisation and current funding		
<b>Please indicate how effective you think the organisation is, e.g. has it met or contributed to the Council’s Vision and Priorities and give examples to illustrate your reply?</b>		
The organisation provides important facilities for local elderly residents. It is well respected and receives support from local residents.		
It has its own catering staff and charges clients on a daily fee basis and as well as providing lunch it provides care and entertainment for its elderly clients who may otherwise have little attention during the day.		
It has a mini bus and provides transport to the centre.		
<b>Do you think the Council should continue to be represented on this Outside Body?</b>	Yes	
<b>Please state the rationale FOR OR AGAINST having a representative</b>		
The Council provides services on behalf of the Council for some clients. Liaison between the organisation and the Council is important		
<b>Please provide any additional information that fellow Members might find useful</b>		
As well as the above items the organisation runs events such as Christmas and summer Fares and other fundraising activities. It recently held an event to celebrate 50 years of activities, well attended by local business and Dignitaries.		

**Councillor:**  
Dianne King

**Dated: 06.03.19**

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2018-2019**

<b>Name of Organisation</b>	Wokingham Job Support Centre Management Committee WJSC	
<b>Name of Member</b>	Stuart Munro	
<b>Capacity appointed, e.g. trustee, director, observer etc</b>	WBC Representative	
<b>Number of meetings called to attend</b>	1	
<b>Number of Meetings attended</b>	1	
<b>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.</b>		
Since Appointment of the new board of trustees, the review of the funding from WBC (ongoing) WJSC continues as before.		
<b>What background /briefing information did you receive from the organisation on its constitution, aims, objectives etc and was it sufficient to enable you to carry out your appointed role?</b>		
I am given a full briefing by the Trustees Chairman, Martyn Lambert who I have known for many years and receive a copy of their quarterly report.		
<b>Please indicate how effective you think the organisation is, e.g. has it met or contributed to the Council's Vision and Priorities and give examples to illustrate your reply?</b>		
The Organisation provides an essential and well respected service to the community		
<b>Do you think the Council should continue to be represented on this Outside Body?</b>	<b>Yes</b>	
<b>Please state the rationale FOR OR AGAINST having a representative</b>		
As well as a well-used service, this is a good vehicle for WBC to understand employment trends in the Economic Development area.		

**Councillor**...Stuart Munro.....

**Signed**



**Dated:** 01.03.19

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2018-2019**

<b>Name of Organisation</b>	WOKINGHAM VOLUNTEER CENTRE	
<b>Name of Member</b>	DIANNE KING	
<b>Capacity appointed, e.g. trustee, director, observer etc</b>	OBSERVER	
<b>Number of meetings called to attend</b>	6 per annum	
<b>Number of Meetings attended</b>	4 plus AGM and special events	
<b>Reasons for not attending, if appropriate</b>	Not available but in contact by email and telephone	
<b>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.</b>		
<p>The organisation provides volunteers in many capacities eg running a transport service to hospitals/doctors etc Runs a gardening scheme for older residents and acts as a brokerage to find and place volunteers in various capacities</p>		
<b>What background /briefing information did you receive from the organisation on its constitution, aims, objectives etc and was it sufficient to enable you to carry out your appointed role?</b>		
<p>I have represented the Council on the organisation for many years and it is well known to me. I am kept informed of activities and issues and act as liaison with Council officers.</p>		
<b>Please indicate how effective you think the organisation is, e.g. has it met or contributed to the Council's Vision and Priorities and give examples to illustrate your reply?</b>		
<p>It is a very efficiently run organisation. Provides services as listed above and helps provide volunteers and training for other organisations</p>		
<b>Do you think the Council should continue to be represented on this Outside Body?</b>	Yes	
<b>Please state the rationale FOR OR AGAINST having a representative</b>		
<p>To be a liaison between the organisation and Council</p>		

**Councillor:** Dianne King

**Dated:** 06.03.19

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2018-2019**

<b>Name of Organisation</b>	Wokingham Waterside Centre	
<b>Name of Member</b>	Christopher Smith	
<b>Capacity appointed, e.g. trustee, director, observer etc</b>	Director	
<b>Number of meetings called to attend</b>	3	
<b>Number of Meetings attended</b>	2	
<b>Reasons for not attending, if appropriate</b>	Clashes with other meetings	
<b>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.</b>		
<p>The board has oversight and scrutiny of the management and finances of the centre. The WWC is managed by a third party who report to the Board which has led to improvements in effectiveness and prevented loss during the period.</p>		
<b>What background /briefing information did you receive from the organisation on its constitution, aims, objectives etc and was it sufficient to enable you to carry out your appointed role?</b>		
<p>I have been given tours and briefings of the facilities and supported by other directors.</p>		
<b>Please indicate how effective you think the organisation is, e.g. has it met or contributed to the Council's Vision and Priorities and give examples to illustrate your reply?</b>		
<p>Extra facilities and space are required and courses are fully subscribed. It is a valued local facility.</p>		
<b>Do you think the Council should continue to be represented on this Outside Body?</b>	Yes	
<b>Please state the rationale FOR OR AGAINST having a representative</b>		
<p>WBC owns the land and buildings and should be represented to protect the facilities.</p>		
<b>Please provide any additional information that fellow Members might find useful</b>		

**Councillor:** Christopher Smith

**Dated:** 08 March 2019

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2018-2019**

<b>Name of Organisation</b>	ARC Counselling Service	
<b>Name of Member</b>	Rachelle Shepherd-DuBey	
<b>Capacity appointed, e.g. trustee, director, observer etc</b>	Member	
<b>Number of meetings called to attend</b>	6	
<b>Number of Meetings attended</b>	2 (but had 4 private meetings with the Manager)	
<b>Reasons for not attending, if appropriate</b>	Conflicting counselling meetings	
<b>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.</b> Youth counselling and mental health issues, CAMHS, Financial challenges of a charity		
<b>What background /briefing information did you receive from the organisation on its constitution, aims, objectives etc and was it sufficient to enable you to carry out your appointed role?</b> I am a BACP qualified counsellor already, the rest was funding		
<b>Please indicate how effective you think the organisation is, e.g. has it met or contributed to the Council's Vision and Priorities and give examples to illustrate your reply?</b> It helps our young people deal with various mental health challenges from exam stress, to eating disorders, to depression as well as other serious mental health challenges to prepare young people to be resilient to any changes they will encounter in life.		
<b>Do you think the Council should continue to be represented on this Outside Body?</b>	Yes	
<b>Please state the rationale FOR OR AGAINST having a representative</b> It is useful to know the stress young people are facing to help them get a better life in the future and for them to achieve better academic results in school		
<b>Please provide any additional information that fellow Members might find useful</b> Mental health issues are a serious problem and need to be treated.		

**Councillor:** Rachelle Shepherd-DuBey

**Dated:** 27/02/2019

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2018-2019**

<b>Name of Organisation</b>	Woodley Town Centre Management Initiative (TCMI)
<b>Name of Member</b>	Keith Baker
<b>Capacity appointed, e.g. trustee, director, observer etc</b>	Committee Member / Executive Committee Member
<b>Number of meetings called to attend</b>	18
<b>Number of Meetings attended</b>	15
<b>Reasons for not attending, if appropriate</b>	Clashed with council meetings
<p><b>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.</b></p> <p>This year the TCMI has been moved onto a three year SLA arrangement with the Council which puts it on a different footing.</p> <p>The TCMI manages the town centre for Woodley. This includes running various markets (Saturday, Farmers, continental); Car Boot Sales; specific events such as Winter Extravaganza, Carnival, the look of the centre covering things like flower displays and Xmas lights; and manage the pagoda and clock. It also involves extensive liaison with retailers and the freeholders of their shops. They also operate, with the police, the shop watch system and manage temporary stands in the town centre. The TCMI is fully inclusive including local retailers, the police, local resident groups, councillors, WBC Economic Development Officer and interested residents. The financial strength of the TCMI is solid thus making it eminently sustainable. Fully participated, both in terms of time &amp; manpower and funding for major project to refurbish the North End of the Town Centre. Also worked with Woodley Town Council &amp; Wokingham Borough Council for environmental improvements to the town centre (new planters, new seats around trees). This is the web address for the TCMI for further information  <a href="http://www.woodleytowncentre.co.uk/">http://www.woodleytowncentre.co.uk/</a></p>	
<p><b>What background /briefing information did you receive from the organisation on its constitution, aims, objectives etc and was it sufficient to enable you to carry out your appointed role?</b></p> <p>As I have been involved with this organisation for over 10 years I have had full information available.</p>	

**Please indicate how effective you think the organisation is, e.g. has it met or contributed to the Council's Vision and Priorities and give examples to illustrate your reply?**

This provides a major impetus in regenerating Woodley Town Centre, one of the key priorities. It also helps, as a by-product the Sustainable Communities priority. Whilst Wokingham Town is the focus of regeneration this initiative contributes to the regeneration of Woodley Town Centre in advance of the next phase of WBC regeneration strategy.

**Do you think the Council should continue to be represented on this Outside Body?**

**Yes/No**

**Please state the rationale FOR OR AGAINST having a representative**

As the Council now has an three year SLA arrangement with the TCMI it is helpful to have someone who is monitoring activities from the "inside"

**Please provide any additional information that fellow Members might find useful**

**Councillor:** Keith Baker (and on behalf of Jenny Cheng) **Dated:** 7<sup>th</sup> March 2019

**WOKINGHAM BOROUGH COUNCIL  
APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM  
MUNICIPAL YEAR: 2018-2019**

<b>Name of Organisation</b>	Woodley Volunteers Centre
<b>Name of Member</b>	Richard Dolinski
<b>Capacity appointed, e.g. trustee, director, observer etc</b>	Committee Member
<b>Number of meetings called to attend</b>	2
<b>Number of Meetings attended</b>	2
<b>Reasons for not attending, if appropriate</b>	N/A
<p><b>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.</b></p> <p>Woodley Volunteers Centre is an invaluable service for the elderly and disabled residents in the Woodley area who have no other means of transport. The assisted transport scheme provides thousands of car journeys each year with the majority serving clinical appointments.</p> <p>The continuing challenge faced by Woodley Volunteers Centre is the recruitment of new drivers to meet the growing demand for its service, in particular journeys to the Royal Berkshire Hospital. It's hoped that new drivers will continue to come forward following interest shown at the Woodley Extravaganza. It has also been proposed to purchase a 'pop up' banner to publicise the work of the charity and to use local publications to attract new recruits to meet the growing demand for the transport. At present there are approximately 50 residents on the waiting list.</p> <p>The success of the Woodley scheme continues to place pressures for parking spaces at the Royal Berkshire Hospital. Often drivers are asked to accompany patients to their appointments and wait to make the return journeys. Although the RBH has allocated additional designated free parking spaces with a wait limit of 20 minutes this remains woefully inadequate to meet the growth in demand.</p> <p>Woodley Volunteers Centre is very well run charity and has a very active and responsible committee and membership. Finically the WVC bank account balances as of last month were as follows: reserve A/c £8993.64, current A/c £465.35, making a total of £9458.99. Donations received over the past four months have amounted to some £195.00. The Christmas Extravaganza on 2<sup>nd</sup> December raised some £434.00 with costs of £60 for the stalls. This was their best ever result and thanks go to all who helped out on the day and to the generosity of the residents of Woodley. General running costs have remained much in line with previous year.</p>	

**What background /briefing information did you receive from the organisation on its constitution, aims, objectives etc and was it sufficient to enable you to carry out your appointed role?**

Woodley Volunteer Driver Scheme, provides transport for elderly and disabled residents in Woodley area. Also provision of alarm aids for persons unable to afford them - it's a service run by locals for locals. Those needing help in touch with those prepared to give it, for example with hospital visits, doctors, etc. The cost of transport to medical appointments is covered by the WBC Bus Pass scheme. Other trips, such as shopping, visiting and day centres are charged at fixed rates.

**Please indicate how effective you think the organisation is, e.g. has it met or contributed to the Council's Vision and Priorities and give examples to illustrate your reply?**

The scheme is highly efficient and valued in meeting the demand for its service. It supports the Council's vision and priorities in supporting some of our most vulnerable residents.

**Do you think the Council should continue to be represented on this Outside Body?**

Yes/No

**Please state the rationale FOR OR AGAINST having a representative**

This is a charity working at the heart of a community with an age population. It's a scheme that deserves the continued support of WBC.

**Please provide any additional information that fellow Members might find useful**

The scheme currently has approximately 30 drivers and has delivered in excess of 3000 journeys in the past year. However, it's anticipated that this year the number of journeys will have significantly increased. The greatest demand continues to be for journeys to and from medical/clinical/therapy appointments. Other journeys included social activities and shopping. The scheme also provides compassionate visits.

**Councillor:** Richard Dolinski

**Dated:** 11th February 2018