



# WOKINGHAM BOROUGH COUNCIL

A Meeting of the **COUNCIL** will be held in Council Chamber  
- Civic Offices, Shute End, Wokingham RG40 1BN on  
**THURSDAY 19 MARCH 2020 AT 7.30 PM**

A handwritten signature in black ink, appearing to read 'Susan Parsonage', with a long, sweeping tail stroke.

Susan Parsonage  
Chief Executive  
Published on 11 March 2020

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, learn, work and grow and a great place to do business*

### Enriching Lives

- Champion outstanding education and enable our children and young people to achieve their full potential, regardless of their background.
- Support our residents to lead happy, healthy lives and provide access to good leisure facilities to complement an active lifestyle.
- Engage and involve our communities through arts and culture and create a sense of identity which people feel part of.
- Support growth in our local economy and help to build business.

### Safe, Strong, Communities

- Protect and safeguard our children, young and vulnerable people.
- Offer quality care and support, at the right time, to prevent the need for long term care.
- Nurture communities and help them to thrive.
- Ensure our borough and communities remain safe for all.

### A Clean and Green Borough

- Do all we can to become carbon neutral and sustainable for the future.
- Protect our borough, keep it clean and enhance our green areas.
- Reduce our waste, improve biodiversity and increase recycling.
- Connect our parks and open spaces with green cycleways.

### Right Homes, Right Places

- Offer quality, affordable, sustainable homes fit for the future.
- Build our fair share of housing with the right infrastructure to support and enable our borough to grow.
- Protect our unique places and preserve our natural environment.
- Help with your housing needs and support people to live independently in their own homes.

### Keeping the Borough Moving

- Maintain and improve our roads, footpaths and cycleways.
- Tackle traffic congestion, minimise delays and disruptions.
- Enable safe and sustainable travel around the borough with good transport infrastructure.
- Promote healthy alternative travel options and support our partners to offer affordable, accessible public transport with good network links.

### Changing the Way We Work for You

- Be relentlessly customer focussed.
- Work with our partners to provide efficient, effective, joined up services which are focussed around you.
- Communicate better with you, owning issues, updating on progress and responding appropriately as well as promoting what is happening in our Borough.
- Drive innovative digital ways of working that will connect our communities, businesses and customers to our services in a way that suits their needs.

To: The Members of Wokingham Borough Council

ITEM NO.	WARD	SUBJECT	PAGE NO.
69.		<b>APOLOGIES</b> To receive any apologies for absence.	
70.		<b>MINUTES OF PREVIOUS MEETING</b> To confirm the Minutes of the Meeting held on 20 February 2020.	15 - 34
71.		<b>DECLARATIONS OF INTEREST</b> To receive any declarations of interest.	
72.		<b>MAYOR'S ANNOUNCEMENTS</b> To receive any announcements by the Mayor.	
73.		<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>	
73.1	Ewendons	Alexandra Fraser has asked the Executive Member for Environment and Leisure the following question:  <b>Question</b> Would the person and department responsible for the management of Fox Hill woods please show us their management plan?	
73.2	Wescott	Morag Malvern has asked the Leader of the Council the following question:  <b>Question</b> With the recent investment in Denmark Street, what steps are being taken to encourage the police to return to Wokingham's town centre?	

73.3 None Specific Steve Mayers has asked the Executive Member for Highways and Transport the following question:

**Question**

As we continue to improve the infrastructure to manage the increasing amount of traffic on our roads due the high number of new houses that have been built, why are we not investing in smart traffic lights that can detect when no cars are coming in one direction and change priority in the direction where cars are waiting? Two examples where this would be of benefit are the junctions of Rectory Road, Milton Road, Shute End and Denmark Street (Tudor House). Also the new junction at St Ann's Manor. Both these areas have red lights stopping traffic when nothing is coming in the opposite direction. When we are being asked to switch off engines when we are in traffic, surely we should be investing in technology that will simply keep traffic flowing when there is no reason to stop it.

73.4 Norreys Philip Cunnington has asked the Executive Member for Highways and Transport the following question:

**Question**

Last year I was walking on the pavement on Rose Street, Wokingham by the pinch point near the Broad Street junction when I was hit on the arm by the wing mirror of a vehicle forced to the kerb by that width restriction. Since then, I have heard numerous reports of vehicles avoiding the width restriction by bypassing it on the wrong side of the road. This is a danger to oncoming traffic and pedestrians who will not be looking that way when crossing that half of the road. Furthermore, a fellow Norreys resident was recently reported in the press as challenging the Authority because he has measured the gap as being less than the 6'6" minimum required. No wonder cars are touching the kerb and hitting pedestrians as they pass through it. Will the Executive Member for Highways please commit to review this clearly problematic feature and make adjustments for the safety of all road users in Rose Street?

73.5 Twyford Clare Scull has asked the Executive Member for Climate Emergency the following question:

**Question**

What climate emergency plan initiatives will we directly have and benefit from in Twyford?

- 73.6 None Specific Ann Dally has asked the Executive Member for Finance and Housing the following question:
- Question**  
As Councillors may be aware robust evidence is emerging that the use of bailiffs to collect Council Tax arrears produces less revenue than other methods, such as signposting residents to local debt advice organisations. Has the Council been in contact with other Local Authorities for example Basingstoke and Deane, and Rushmoor, who have signed the LGA/CA CTP in order to understand their experiences and how they have benefited from this?
- 73.7 None Specific Ella Wolfel has asked the Executive Member for Climate Emergency the following question:
- Question**  
In a past meeting, the Council took a large step towards a greener more sustainable future by introducing a climate agenda. Naturally this is just a start and much more needs to be done as the current plan has many faults. To improve this, it has to be a cross-party plan and so my question is: what have you done to ensure that all parties agree with the agenda (taking into account that in the last meeting Labour voted the plan down due to it being a one-party decision)?
- 73.8 None Specific Charlotte Ibbotson has asked the Executive Member for Climate Emergency the following question:
- Question**  
You have voted for the Climate Change Plan, proving that you understand the disastrous consequences climate change is going to result in. This is a good first step, but it is only a first step. You have highlighted this already, following discussions from the Council meeting on the 23rd January. It is clear that there are some major flaws to the plan such as sums of money being spent on road construction and other questionable actions the Council is hoping to take that will inevitably result in CO2 emissions rising and sustainability being postponed. Why is money towards road construction in the Climate Emergency Plan?
- 73.9 None Specific Lizzie Bishop has asked the Leader of the Council the following question:
- Question**  
Councillor Halsall, you kindly committed last year that

you would support an LGBT Pride event in Wokingham in 2020, and you reaffirmed that commitment in the last full council meeting. When the rainbow flag was flown last year, many residents and businesses in the town centre responded with enthusiasm, and with their own gestures of support. We are hoping to build on this for 2020. We are hoping that this Wokingham Pride week will build greater mutual understanding, respect for differences, and friendship between residents.

I am aware that no Council funding is available, but in the spirit of building understanding, respect and friendship, could you please tell us what support the Council will be giving to Wokingham Pride in 2020?

- 74. PETITIONS**  
To receive any petitions which Members or members of the public wish to present.
- 75. None Specific PRESENTATION BY THE CHIEF CONSTABLE AND THE POLICE AND CRIME COMMISSIONER**  
To receive a presentation from the Chief Constable of Thames Valley Police, John Campbell, and the Police and Crime Commissioner, Anthony Stansfeld.  
  
The presentation is expected to be approximately 20 minutes in duration, after which there will be an opportunity for Member questions of no more than 15 minutes in duration.
- 76. None Specific ANNUAL REPORT FROM THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE AND THE OVERVIEW AND SCRUTINY COMMITTEES 2019/20** **35 - 52**  
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.  
  
**RECOMMENDATION:** That the report from the Chairman of the Overview and Scrutiny Management Committee be noted.
- 77. None Specific AUDIT COMMITTEE ANNUAL REPORT 2019/20** **53 - 56**  
To receive a report from the Audit Committee on the work undertaken over the past year.  
  
**RECOMMENDATION:** That the report from the Audit Committee be noted.

78. None Specific **STANDARDS COMMITTEE ANNUAL REPORT 2019/20** 57 - 64  
 To receive a report from the Chairman of the Standards Committee on the work undertaken over the past year.  
  
**RECOMMENDATION:** That the report from the Standards Committee be noted.
79. Remenham, Wargrave and Ruscombe **OUTCOME OF CODE OF CONDUCT COMPLAINT**  
 Following a self-referral from Councillor John Halsall and a formal complaint received into the same matter, an investigation was conducted.  
  
 It was determined that Councillor Halsall had failed to follow Wokingham Borough Council's Code of Conduct with regard to his Register of Interests and that Councillor Halsall should be formally censured in writing and the Monitoring Officer be instructed to arrange training for the Member concerned.  
  
 In accordance with Rule 9.1.16.3 of the Council's Constitution the decision notice was published on the Council's website on 11 March 2020. The Constitution also requires that the matter is reported to the next meeting of the Council. In relation to this complaint there is no further action required.  
  
**RECOMMENDATION:** That Council notes that Councillor John Halsall was found to be in breach of the Member Code of Conduct.
80. None Specific **REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES** 65 - 108  
 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.
81. **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.

81.1 None Specific Laura Blumenthal has asked the Executive Member for Highways and Transport the following question:

**Question**

We have high car usage in our Borough and we need a good bus service that residents use to help us reach our carbon neutrality goal by 2030. Please can you share what the trend is of local residents using the bus services in the Borough?

81.2 None Specific Prue Bray has asked the Leader of the Council the following question:

**Question**

The Liberal Democrats have become increasingly concerned about the fact that due to the time constraints artificially imposed on them, meetings of full Council do not manage to complete all the business that is on the agenda. This has gone on for some time and means that important issues do not get discussed.

In an effort to try to ensure the March Council meeting is at least able to reach the first motion on Heathrow expansion, held over for lack of time since as long ago as September, the Liberal Democrat group is submitting only this one written Member Question, saving time but sacrificing our limited opportunities to hold the ruling group to account in the process. Our question is: what will the Conservatives do at this meeting to try to ensure we reach the end of the agenda?

81.3 None Specific Andy Croy has asked the Executive Member for Climate Emergency the following question:

**Question**

Why has Wokingham Borough Council not eliminated the use of non-essential single use plastics from Shute End and all Council controlled environments?

**82. 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

**83. 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

84.

**STATEMENT 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.

85.

**MOTIONS**

To consider any Motions.

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

85.1 None Specific

**Resumption of Motion 421 submitted by Ian Pittock**

Debate of Motion 421, which was adjourned at the Council meeting held on 19 September 2019 following 12 minutes of debate. The Motion will be resumed at this point and will continue for a period not in excess of 18 minutes.

As Councillor Croy moved the adjournment he shall be entitled to speak first.

The wording of the Motion is as follows:

This Council does not support the expansion of Heathrow Airport.

85.2 None Specific

**Motion 428 submitted by Sarah Kerr**

This Council notes that:

- Air pollution poses a serious threat to the health of everyone and in particular the development of

young people. Epidemiological studies show that symptoms of bronchitis in asthmatic children increase in association with long-term exposure to pollutants, as well as stunting lung growth.

- Our residents and visitors are exposed to unsafe levels of pollutants, particularly outside of schools at peak times in the morning and afternoon, next to taxi ranks, at level crossings and along our major roads.
- Road transport is one of the biggest contributors to particulate matter and pollution in Wokingham Borough.
- While many of the policy interventions to rectify this problem would have to come from central Government, this Council can do more and needs to be proactive on this issue.
- Only a handful of areas across the country are trialling “No Vehicle Idling zones” yet they bring many health benefits, and could be introduced around the borough, particularly outside schools, taxi ranks and at level crossings.
- It is important to provide our residents and visitors with healthier and less polluting alternatives to move about the borough, and in particular, parents taking their children to school. Therefore, the Council should invest more in walking and cycling.

This Council resolves to:

- Monitor the level of particulate matter 2.5 across the Borough.
- Review the work done on No-Vehicle-Idling nationally in other local authorities and integrate this into an Action Plan for No-Vehicle-Idling zones covering the Wokingham Borough Council area with a view to implementing No-Vehicle-Idling zones, around as many schools in the Borough as possible, by the end of 2022, and in other identified areas such as taxi ranks and close to level crossings.
- Encourage local businesses to sponsor green walls on school buildings and tree planting near schools and the Executive Member for Environment includes this in their action plan.
- Increase spending on active travel in future budgets, especially safe cycle lanes.
- Produce a strategy for implementing a car club scheme across the Borough.

85.3 None Specific

**Motion 429 submitted by Rachel Bishop-Firth**

EU nationals are our family members, parents,

friends and colleagues. They care for our elderly and they teach our children. They are an integral part of a vibrant and thriving Wokingham.

In the Referendum campaign, we were promised that "there will be no change for EU citizens already lawfully resident in the UK and [they] ...will be treated no less favourably than they are at present".

This promise has not been honoured. Many EU27 citizens are unaware that if Brexit goes ahead, they risk deportation from their homes of many years unless they are granted settled status.

Home Office figures show that many EU nationals have not applied for Settled Status, or have applied but have been refused. We don't know how many Wokingham residents, perhaps elderly or vulnerable people, are unaware that they may become illegal immigrants. We risk a Windrush-style scandal here in Wokingham, with families broken up.

We also need to think of the 1.3 million British citizens who have made their homes in other EU countries, who may be forced to return to the UK, particularly if Brexit means they lose their access to healthcare. Many of these people are elderly, and many have made their homes overseas because of difficulties making ends meet on their pensions. How many will come to Wokingham, needing assistance with social housing and other support?

Therefore, the Council asks that Officers urgently undertake and publish a review of the how the Council can best mitigate the effects of Brexit on local residents including:

- a) How we can promote and assist with applications for settled status particularly for residents who face language or technology barriers.
- b) What we can do to help landlords and employers to be trained on immigration status, to avoid potential discrimination against EU27 nationals.
- c) How Brexit is likely to affect EU27 nationals accessing services provided by the Council, and steps that we can take to mitigate difficulties.

- d) The likely impact on Wokingham of British citizens returning to the UK and how we can best prepare for this.

85.4 None Specific

**Motion 430 submitted by Rachel Burgess**

This Council will adopt the Council Tax Protocol agreed by Citizens Advice and the Local Government Association (June 2017) during the municipal year 2020/21.

This protocol includes, inter alia:

- Wokingham Borough Council will work with enforcement agencies and Citizens Advice to help people pay their council tax bills while accessing debt advice
- All communication with residents about council tax will be clear
- Wokingham Borough Council will use the Standard Financial Statement when calculating repayment plans
- Flexible payment arrangements will be offered to residents
- Wokingham Borough Council will not use enforcement agents where a resident receives Council Tax support
- Wokingham Borough Council will publish their policy on residents in vulnerable circumstances

The full protocol can be found here:

<https://www.citizensadvice.org.uk/Global/CitizensAdvice/campaigns/Council%20Tax/Citizens%20Advice%20Council%20Tax%20Protocol%202017.pdf>

85.5 None Specific

**Motion 431 submitted by Pauline Helliard-Symons**

On 22nd November 2018, this Council adopted a Sprinkler Policy centred on our schools. After work by Royal Berkshire Fire & Rescue Service, the Fire Authority's Management Committee on 22nd July 2019 adopted a wider policy which they proposed be considered by each of the Berkshire Unitaries. This goes further to support promotion of Sprinklers in their Council areas and to put pressure on Central Government to legislate on Sprinklers, following the successful introduction of legal powers in Wales.

To be specific it is proposed:

That Wokingham Borough Council supports the proposals of the Royal Berkshire Fire Authority to

extend the promotion of Sprinklers and to lobby central government to bring in legislation or regulations which make installations a necessary part of new builds and major refurbishments in the categories identified. The policy agreed by the Council on 22nd November 2018 regarding schools remains, but additionally:

Wokingham Borough Council:

- a. Recognises that Sprinklers and other Automatic Fire Suppression Systems (AFSS) save lives, protect property, reduce the impact of fire on the environment, reduce interruption to business and improve safety for individuals the community in general and firefighters, especially in the case of schools.
- b. Commits to installation of sprinklers or other AFSS within its own building stock when planning for and constructing new buildings or as a retrofitted solution when undertaking major refurbishments of existing buildings where the extent of the refurbishment makes the fitting of sprinklers viable.
- c. Through the planning application or building control process, promote and support the installation of sprinklers or other AFSS for all new or refurbished buildings and particularly those that present the most significant risk to the public and firefighters.
- d. Supports the National Fire Chiefs Council position on sprinklers and will write to Central Government to express support for the creation of a legal requirement to fit sprinklers or AFSS in buildings.

#### **CONTACT OFFICER**

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## MINUTES OF A MEETING OF THE COUNCIL

HELD ON 20 FEBRUARY 2020 FROM 8.00 PM TO 10.15 PM

### Members Present

Councillors: Bill Soane (Mayor), Malcolm Richards (Deputy Mayor), Keith Baker, Parry Batth, Rachel Bishop-Firth, Laura Blumenthal, Chris Bowring, Shirley Boyt, Prue Bray, Rachel Burgess, Jenny Cheng, UllaKarin Clark, Stephen Conway, Gary Cowan, Andy Croy, Richard Dolinski, Carl Doran, Lindsay Ferris, Michael Firmager, Paul Fishwick, Jim Frewin, Maria Gee, Guy Grandison, Charlotte Haitham Taylor, John Halsall, David Hare, Emma Hobbs, Clive Jones, Pauline Jorgensen, John Kaiser, Sarah Kerr, Abdul Loyes, Tahir Maher, Adrian Mather, Ken Miall, Andrew Mickleburgh, Stuart Munro, Gregor Murray, Barrie Patman, Imogen Shepherd-DuBey, Rachelle Shepherd-DuBey, Caroline Smith, Wayne Smith, Alison Swaddle, Simon Weeks and Oliver Whittle

### 73. MINUTES SILENCE

The Council stood in silence to honour the memory of Muriel Long, who had previously been a ward member for Finchampstead for 20 years and Chairman of the Council in 2002, who had passed away recently.

### 74. APOLOGIES

Apologies for absence were submitted from Councillors Pauline Helliard Symons, Graham Howe, Dianne King, Charles Margetts, Ian Pittock and Angus Ross.

### 75. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Committee held on 23 January 2020 were confirmed as a correct record and signed by the Chairman.

### 76. DECLARATIONS OF INTEREST

Councillor John Halsall declared a Personal Interest in Item 66 Medium Term Financial Plan and Associated Reports on the grounds that he was a Non Executive Director of WBC Holdings Limited.

Councillor John Halsall declared a Personal Interest in Item 66 Medium Term Financial Plan and Associated Reports and Item 67 Community Vision and Corporate Delivery Plan on the grounds that he was a Director of the Campaign to Protect Rural Wokingham.

Councillor John Kaiser declared a Personal Interest in Item 66 Medium Term Financial Plan and Associated Reports on the grounds that he was a Non Executive Director of WBC Holdings Limited, Berry Brook Homes and Wokingham Housing Limited.

Councillor Lindsay Ferris declared a Personal Interest in Item 66 Medium Term Financial Plan and Associated Reports on the grounds that he was a Non Executive Director of Loddon Homes Limited.

Councillor UllaKarin Clark declared a Personal Interest in Item 66 Medium Term Financial Plan and Associated Reports on the grounds that she was a Non Executive Director of Loddon Homes Limited.

Councillor Stuart Munro declared a Personal Interest in Item 66 Medium Term Financial Plan and Associated Reports on the grounds that he was a Non Executive Director of WBC Holdings Limited.

Councillor Wayne Smith declared a Personal Interest in Item 66 Medium Term Financial Plan and Associated Reports on the grounds that he was a Non Executive Director of WBC Holdings Limited.

## **77. MAYOR'S ANNOUNCEMENTS**

The Mayor informed Members of the Mayor's Event on 28 March 2020 and encouraged as many as possible to attend.

## **78. PUBLIC QUESTION TIME**

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

### **78.1 Ian Shenton asked the Executive Member for Climate Emergency the following question:**

#### **Question**

I'm very pleased that this Council has declared a climate emergency, and delighted to see in some literature through my door that £50 million will be spent on reducing our carbon emissions, which is set to be approved at tonight's meeting as part of the Council's budget. Specifically, how will this money be used?

#### **Answer**

The committed investment of £50 million over the next three years (subject to approval at this Council) will allow some of the actions identified within the initial Climate Emergency Action Plan to progress.

To significantly reduce the Borough's carbon dioxide emissions within 10 years, the Council will require the implementation of substantial actions. The Council efforts will focus on the key emitting sectors; energy, domestic gas and transport.

The assigned funding will be allocated over the next 3 years to the following projects:

- Development of infrastructure for the generation of renewable energy. These will take shape in the form of solar farms, which will either feed into a battery or grid arrangement.
- Reduction of energy consumption in council-owned assets. These will see a wide range of energy efficiency projects at existing properties to reduce our energy demand. These include installing LED lighting, cavity wall and loft insulation boiler controls. These are envisaged to deliver demonstrable energy saving benefit.
- Investment in energy reduction schemes to support residents and small businesses to fund energy efficiency and retrofitting projects.
- Investment in public rights of way, cycle networks, greenways, new foot and cycle structures and other non-motorised routes throughout the Borough to support mode shift to active and sustainable modes of transport.
- Enhancement of transport infrastructure in the Borough to expand and improve the use of public transport.
- Improvement in waste schemes to increase recycling and food waste collection.

- Implementation of a rolling programme of capital projects aimed at enhancing biodiversity of various sites and other assets.

**Supplementary Question:**

When I look through last year's Capital Spending Programme a lot of that money was already in there before we had declared a climate emergency. For example, food waste collection had £20,000 in the Budget for the coming financial year but it was under the Customer and Locality section. This year the same amount is under Climate Emergency. Coppid Beech Park and Ride was under last year's Budget for £2.7m to be spent in the coming financial year in Customer and Localities. The same amount has been transferred to the Climate Emergency section of this year's Budget. Likewise, greenways were down for £1m in the coming financial year and in this year's Budget it is actually less at £874,000 under Climate Emergency. There are many examples of this and I believe it is a bit misleading. How is this £50million for the Climate Emergency when it looks like old money with a new name?

**Supplementary Answer:**

Actually almost half of the money that is being spent on climate emergency is new money. The money that we are putting into solar farms, the money we are putting into our Green Bank project, is all new money coming in. It was not in the Budget last year and it was not in any budgets beforehand.

What we have done though is very deliberately brought together under one roof, one remit, all of the programmes and projects that we believe will influence and help bring down our carbon footprint and our carbon budget. Yes, some of these are existing programmes. The Council has already been working on things like greenways and cycle routes, but it makes sense to have them all in one place under one officer group, to make sure that it can be monitored effectively, and that we can make sure that going forwards we are recording all of the net savings that we are making on our carbon budget, not just small fractions on it here and there.

**78.2 Chris Wallace asked the Executive Member for Finance and Housing the following question:**

**Question**

Agenda Item 66.1, Appendix A Page 45. The Housing Revenue Account Reserves – states that the reserve has to be a minimum 5% of gross spend with the current recommended minimum level of reserves at £0.8m. Could you explain why a reserve of less than this minimum, £0.6m (2020) & £0.7m (2021) is being authorised?

**Answer**

You rightly point out the recommended minimum level of reserve is approximately £0.8m and the proposed level for 2020/21 is just below this at £0.6m, but it rises to £1m over the next 3 years.

The reason for the reduction in reserves in 2020/21 is because we are repaying a significant tranche of HRA debt. What that means is the HRA debt is the second largest debt that this Council has, which is about £85m, that we took to buy our own council houses back so we could retain all of the rents and use that money to keep them at a decent standard. Before, half of our council rent was going out of the Borough, going somewhere else. In addition, there are other issues which will increase the debt, but it looks like at the end of year we are going to have an underspend, which is increasingly

likely. The minimum level is a guideline recommended by the Council's CFO and if he is comfortable with the budget proposal given the options available to us. The other thing that has not really helped is the fact that, in real terms, council home rents have probably dropped over the last 4 years by about 14%, so we have had less income as well.

**Supplementary Question:**

The reduction in the reserves and the need to increase borrowing to £2.3million for major repairs seems to have been caused by the HRA being stripped of assets, resulting in a loss of dwelling rent income of more than £2million per annum for the years shown in the Budget. It would appear that most of these assets have been transferred free of charge to WHL, with the profits from new builds being returned to the General Fund at the same time as the HRA, as you said, is still servicing loans taken out in 2012. As the HRA is a ring fenced fund by law, the Housing Act 1985, can you, show how this use of HRA assets and funds can be regarded as legal?

**Supplementary Answer:**

I am not quite sure where you got your information from, but it is a ring fenced fund, and we have not been taking any money out of it, or I do not know about us taking money out of it. I think you will find that the decrease in the fund is much around the reduction in the rent that we have been collecting over the last 4 years, which again is a nearly 15% reduction in the rent that we would have normally expected under normal circumstances.

**79. PETITIONS**

There were no petitions received.

**80. MEDIUM TERM FINANCIAL PLAN AND ASSOCIATED REPORTS**

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

- The Housing Revenue Account Budget 2020/21 as set out on Agenda pages 39-50;
- The Capital Programme and Strategy 2020-2023 as set out on Agenda pages 51-98;
- The Treasury Management Strategy 2020-2023 as set out on Agenda pages 99-152;
- The Medium Term Financial Plan 2020/23 – Revenue Budget Submission 2020/21 as set out on Agenda pages 153-156.

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

Prior to proposing the budget, Councillor John Halsall made the following announcement.

Since the publication of the Treasury Management Strategy and Medium Term Financial Plan documents included in tonight's agenda, I have the following amendments to highlight;

1. We now have received the council tax precepts for Winnersh Parish and the Fire Authority, these have now been included in the relevant pages of the Medium Term Financial Plan.
2. The elements of the capital funding in the Treasury Management Strategy and Medium Term Financial Plan have been corrected to reflect the latest figures. This includes an increase in developer funding and use of capital reserves which means an £8m reduction in borrowing. There is no change to the total funding and no

change to the planned Capital Programme which is still £517m over the next 3 years.

3. Following the changes just mentioned, all affected tables in the Treasury Management Strategy and Medium Term Financial Plan have been restated; this also corrects some casting anomalies.
4. Updated figures and tables have been tabled at the meeting for information.

Following the receipt of the council tax precepts for all the Parish Councils, the Fire Authority and the Police, the Council tax amounts for 20/21 for each Council Tax Band and Parish are set out in the "Revenue Budget & Statutory Resolution" (Appendix A) as shown as "to follow" in the agenda pack.

I ask Council to resolve to agree the recommendations set out in the Treasury Management Strategy as adjusted by the tabled amendments.

I also ask Council to resolve to agree the recommendations set out in the Medium Term Financial Plan as adjusted by the tabled amendments.

As set out in the recommendation, I also ask Council to resolve to agree the revenue budget and statutory resolution for the 20/21 financial year.

Following the Budget statements by Councillors John Halsall and Lindsay Ferris, Members discussed the various aspects of the proposed Budget, in detail.

At 9.50pm, as the debate was 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 and Associated Reports be extended by 30 minutes. This was proposed by Councillor Chris Bowring and seconded by Councillor John Halsall.

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

### **80.1 Councillor John Halsall, Leader of the Council 2020/21 Budget Statement**

Last May, I was honoured that you elected me Leader of the Council. It has been a huge pleasure to work with our Chief Executive, the Executive, Directors, the Officer Team and Councillors. In eight months, we have covered a lot of ground and launched some important initiatives.

Mr Mayor, it gives me great pleasure to propose this budget put before you this evening. The formulation of this year's budget has involved a level of transparency and collaboration like no other. The Opposition in Overview and Scrutiny has been able to input their comments and concerns throughout the process, which has significantly benefited from this approach. Long may it continue. I commend both John Kaiser and Graham Ebers for taking this significant and positive step.

Some Members give me the feeling that they are confused between the revenue and capital account. There are those, who have long experience of private sector IFRS, indeed lecture others, and assume that public sector conventions are the same. They are not. Grant funding sometimes determines categorisation. i.e. if the grant says its capital it is capital and if the grant funding says it is revenue – it is revenue.

Nevertheless, our fiscal rules are to maintain our revenue reserves – indeed this budget sees them increased back to over £10m which we regard as prudent.

Our Council tax proposal is at 1.99%, below inflation at 2.7%; in addition, we have taken advantage of the 2%, which is ring-fenced for Adult Social Care. It is instructive to note that whilst most town and parish precept increases are in line with inflation or below, Liberal controlled Earley Town Council is pushing their precept up by 10.4% making it up to the second highest precept in the Borough. Twyford Parish Council by 25% where two Liberal Councillors hold sway. Wokingham Town is increasing its precept by 4.5%. Woodley Town Council's precept of £112.88, the lowest precept for Woodley since 2008/9, but is still suffering from £114.65 precept they inherited in 2014/15, after 40 years I believe of Liberal administration. A too familiar tale I feel.

The Medium Term Financial Plan should be read in conjunction with the Community Vision and Corporate Delivery Plan, which I will be proposing shortly.

Our central mission is to keep our residents safe, secure and happy and to provide the very best services that we can.

We are all of course acutely aware of the pressures we have faced in Children's Services over the past years with an increase of 164% in children on protection plans and a 44% increase in children in care. This budget not only provides the resource needed to meet these unavoidable costs but provides investment to enable our community to receive a Children's Services offer rated as "Good" for the first time.

The Revenue budget also adds an additional £4.8m into Adults Services for our increasing elderly population.

It also contains additional capital financing costs that will enable £9m extra borrowing for the surfacing of our roads.

Our proposed Capital Programme is a budget which invests £185m in roads and transportation, which includes tackling congestion on our roads. It is a budget which invests £50m on Climate Emergency. It is a budget which invests over £70m into improving services for our essential frontline of Children's Services, Adult Social Care and Environmental facilities across the Borough. It is also a Capital Programme that provides over £200m on regenerating our Borough, providing homes and enabling the Council to generate valuable income streams from its expanding Commercial Agenda.

Capital borrowing is asset backed. As a local authority, we have recourse to funds from the Treasury fixed for the duration at the time when the debt is contracted. As we had originally predicted, debt peaks in 2022/23 but declines rapidly thereafter. This debt is not to fund spending but to purchase assets which remain and appreciate and generates much needed income for services. We have not predicted any asset sales. One of our largest debt is due for our purchasing of our social housing, whose asset value is many times the debt we incurred and allows us to retain all the rents we collect from our residents to be used to maintain their homes to decent standards and finance additional social homes.

Wokingham consistently ranks amongst the top ten most desirable places to live in the country. It is known as the Silicon Valley of the UK. It is one of the lowest areas of deprivation, which is a credit to the efficacy of the Council, its Officers and Members. Yet

its success raises concerns. Having a low level of deprivation results in the lowest funding of any unitary in the UK for both the Council and one of the lowest for GP surgeries, if not the lowest. We have the dubious honour of being, I understand, one of the highest vehicle concentrations per household in the UK.

Being a very desirable place to live, we are a prime target for developers. Whilst there is always the talk of a slowdown, it seems that there is no real problem with selling houses at a premium in the Borough. The only protected land is the small amount of green belt in the northern parishes. The high retail price of houses compared to the average income within the Borough drives the Government to instruct us to build some 800 homes per annum for the foreseeable future when the Office of National Statistics growth of the Borough is expected to be around 450. Mr Mayor, I fundamentally disagree with the Government's approach and agree with our residents that we should be obliged to take a very much lower level of housing perhaps even lower than the Office of National Statistics growth.

### **80.2 Point of Order**

At this point in the meeting, Councillor Andy Croy indicated that Councillor John Halsall was a Director of Campaign to Protect Rural Wokingham and had not declared this on his Declaration of Interest Form or at meetings where discussions around the Local Plan had taken place. Councillors Croy and Ferris sought clarification from Officers as to what should or should not be declared.

Councillor John Halsall declared a Personal Interest, as he was a Director for the Campaign to Protect Rural Wokingham. He advised that it had been dormant for some time.

The Mayor confirmed that the matter would be considered with the Monitoring Officer outside of the meeting.

### **80.3 Continuation of Councillor John Halsall, Leader of the Council 2020/21 Budget Statement**

Any Local Plan which is more than five years old is considered by National Planning Policy Framework to be out of date. As ours is more than five years old even though we continue to deliver more homes than neighbouring authorities, developers can claim that we do not have a plan and therefore appeal to planning inspectors that the development that they are promoting should be allowed. We have a veritable epidemic of appeals. To fight them we have engaged the top planning Chambers, which is both very expensive and very consumptive of Officers and Executive Members' time.

We have published the draft Local Plan for consultation. It is based upon meeting a lower figure than the standard method, which we feel we can justify. It protects the Green Belt and the countryside by concentrating development in only a few places across the Borough and proposes a new Garden town at Grazeley, which would be designed and built to cutting edge environmental standards with sustainable transport links into Reading and massive investment in facilities – schools, community centres, sporting and leisure facilities with huge swathes of green space opened up for public use.

To not adhere to the National Planning Policy Framework and not having a plan means that we will have planning by appeal – developers putting houses where they want and government taking our planning department into special measures, as has happened in Liberal controlled South Oxfordshire. We will get more houses not less with no

infrastructure. I do not like the situation we are in, but unless Parliament relents, we must do the best we can, with the tools we have.

Consequent upon the development, but not necessarily completely due to it we have congestion which is plaguing every resident's lives. We need several billions and many years to build the capacity we need. Without that, all we can do is to optimise our use of the existing network. We are completing five major new roads which when finished will enable travel across the Borough avoiding Wokingham Town Centre. We are acquiring the tools so that an intelligent transport system will keep traffic moving as well as helping the environment. We will install responsive traffic light systems with smart software allowing signals to work intelligently based on traffic demand. Residents should notice reduced delays and improved journey times thanks to a combination of cameras and sensors within the network.

Mr Mayor, climate change is an issue for everybody. We have declared a Climate Emergency. The recently approved plan starts to make significant inroads into our ambitions to achieve carbon neutrality. As a Borough, we cannot solve it, but we can make sure that we are doing everything we can to play our part in its resolution including generating clean renewable energy. The Council has published its first plan and this Budget sees that plan put into action. In the future, this plan will be modified taking account of the measurement that we will be doing and the results of the actions that we are taking. It will of course introduce other actions that will come to light. This is very new to us and to others, but we are determined to be at the leading edge as I am sure residents would wish us to be. It is too important an issue for our future and our children's future.

It is an ambitious but robust budget. It achieves the careful balance of safeguarding the vulnerable in our community and delivering services to everybody. The revenue budget is in surplus and the capital budget reflects our ambitions.

Mr Mayor, not only have we invested all this additional resource in much needed services and facilities for our community, we have maintained a strong and stable financial platform through our continued excellent stewardship of the Council's finances and I owe a huge debt of gratitude to my Deputy Leader and Lead Member of Finance John Kaiser, for doing this. Our proposed General Fund balance is restored to a healthy position in excess of £10m, we have a fully funded 3 year Capital Programme and we are ranked in the top 20 of all upper tier authorities in the country in terms of our overall financial standing. We are not without our significant financial challenges and we remain the lowest funded Unitary Authority in the country, however we remain financially responsible and well managed. This should not prevent us, across all parties, lobbying for a fair funding deal in next year's long-term settlement and getting the level of funding this community deserves.

Mr Mayor, notwithstanding the interruption, I am delighted to present this Budget to Chamber, a budget which provides much needed investment into our community, whilst being a budget proposal that is safe, sound and responsible.

#### **80.4 Councillor Lindsay Ferris, Leader of the Opposition, Budget statement on behalf of the Liberal Democrat Group:**

I have put an addendum at the beginning of my speech. It is: What a chaotic budget in Tory controlled Wokingham. All these errors and an additional £75 million of debt has been found in the last minute. If you check the figures, there is a £75million difference. What is going on?

For the first time in nearly 20 years, there is a serious challenge to the current Conservative administration. Local residents have an opportunity to choose an alternative way forward. Tonight, I want to present a Liberal Democrat vision and rationale for the future across the Wokingham Borough. The reasons we need change is because the current Conservative administration has acted more like cash strapped amateur speculators who have racked up £700 million of debt, than a Council administration who are there to provide services for their residents. The Conservatives have become complacent and arrogant in their approach to residents. Instead of providing services that residents want, they are providing services that the Council wants to provide and in the way, they want to provide them. Whenever the Council has been found to have done things incorrectly, for example, when they lost the Court of Appeal decision to Hare Hatch Sheeplands, or when they lost a vital Employment Tribunal, their response has been 'oh it was an exceptional, bizarre result.' This aloof response is not acceptable. The Council administration needs to learn from its mistakes and to act in a more appropriate manner in the future, instead the administration is in denial. This has to change for the sake of our residents. This Conservative Council rarely says sorry. The Liberal Democrats would put residents first.

The Tories have no forward thinking or overall strategy. Many proposals being presented are reactions to events. For example, Wokingham Borough Council closed both The Paddocks and Rose Street car parks in Wokingham as part of the Wokingham Town regeneration. Little or no thought was given to how suitable car parking capacity could be provided in the town centre area. Now in 2020, Wokingham Borough Council has been forced to buy back Denmark Street car park area, sold off by the previous Conservative administration. This is hardly joined up planning, and at what cost to the council tax paying residents?

There has been months of upheaval which has severely impacted local businesses and residents alike. The Conservative administration has treated residents' petitions presented in this Council Chamber of the last couple of years, with utter disdain. I am sure residents from Shinfield, Barkham and those supporting Hare Hatch Sheeplands remember how they were treated, and in effect, ignored, by this Conservative administration. This will change under a Liberal Democrat administration. The Budget being presented by the Conservatives tonight will be the Budget that the Liberal Democrats would have to use should there be a change of control at Council in May. It is recognised that the overall Budget, a 3.99% increase in council tax, made up of 1.99 council tax and 2% adult social care precept, is the highest possible without a referendum, we have no issue with this. However, the Liberal Democrats have a different set of priorities and would use supplementary estimates to move the financial resources around within the budget areas to enable an alternative set of priorities to be introduced. A number of these priorities will be presented by my colleagues in the Council Chamber here tonight.

Regarding the Capital Programme, it is like a curate's egg: good in part but unworkable in others. There are individual lines in the Capital Programme that the Liberal Democrat Group can support, in fact have pressed for. This includes the £640,000 for the Polehampton library in Twyford, although to fully complete and equip this, more money may be required. Also, the £250,000 for the Montague Park Community Facility and many others.

A significant part of the roads programme has already been agreed and is in the process of being built and many more areas have cross party support. However, there a number of

projects that the Liberal Democrats would like to introduce which have not been included in this Budget. We have a vision of a better run administration, which listens to our residents to enable us to provide the services that they want, within our budget constraints. Our vision – the culture of the Council must change. We would aim to make Wokingham Borough Council more resident focused, one of the best, if not the best local authority in England. The Liberal Democrats would support an ethical position on finance which is open and available for scrutiny, be at the forefront of tackling environmental matters, including the climate emergency, not just soundbites but thought through plans in a structured coordinated, quantifiable manner to achieve real results. We would rebuild our Children’s Services department so that it is better able to assist our local children and schools, with a future aim of making this one of the best in the country. We would focus the Council on providing the right number and type of homes for our local people. This includes the provision of truly affordable homes. Our focus will be on 1, 2, 3 bedroomed homes for local families and single people and the provision of 1 and 2 bedroomed bungalows for our older residents to move into so that they are able to downsize and stay in our area. We would establish Wokingham Borough as a vibrant centre for the arts and culture. The better provision for adult social services and improve support for carers. We believe we are ready, open and able to take on the running of this Council.

### **80.5 Housing Revenue Account Budget 2020/21**

It was proposed by Councillor John Halsall and seconded by Councillor John Kaiser that the Housing Revenue Account Budget 2020/21 as set out in Agenda Pages 39 to 50, be approved.

Upon being put to the vote, it was:

**RESOLVED:** That

- 1) the Housing Revenue Account budget be approved;
- 2) that Council house dwelling rents be increased by 2.70% effective from April 2020 in line with the Welfare Reform and Work Act 2015;
- 3) that Garage rents be increased by 2.38% effective from April 2020 in line with Council fees and charge;
- 4) that Shared Equity Rents be increased by 2.43% based on September RPI, effective from April 2020;
- 5) that Tenant Service Charges are set in line with estimated costs;
- 6) the Housing Major Repairs (capital) programme for 2020/21 as set out in Appendix B be approved;
- 7) that Sheltered room guest charges for 2020/21 remain at £9.50 per night per room.

### **80.6 Capital Programme and Strategy 2020-2023**

It was proposed by Councillor John Halsall and seconded by Councillor John Kaiser that the Capital Programme and Strategy 2020-2023, as set out in Agenda Pages 51 to 98, be approved.

Upon being put to the vote, it was;

**RESOLVED:** That

- 1) the Capital Strategy for 2020/23 - Appendix A be approved,
- 2) the three year capital programme for 2020/23 – Appendix B be approved;
- 3) the draft vision for capital investment over the next ten years - Appendix C be noted;
- 4) the developer contributions s106 and CIL as set out in Appendix D, be approved. The s106 and CIL values are estimated and approval is sought up to the scheme budget;
- 5) the commercial activities of the Council be noted.

**80.7 Treasury Management Strategy 2020/23**

It was proposed by Councillor John Halsall and seconded by Councillor John Kaiser that the Treasury Management Strategy 2020/2023 as set out Agenda Pages 99 to 152 be approved, subject to the tabled amendments.

Prior to the vote being held, six Members in accordance with Rule 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	Rachel Bishop-Firth	Jim Frewin
Parry Batth	Shirley Boyt	
Laura Blumenthal	Prue Bray	
Chris Bowring	Rachel Burgess	
Jenny Cheng	Stephen Conway	
UllaKarin Clark	Andy Croy	
Gary Cowan	Carl Doran	
Richard Dolinski	Lindsay Ferris	
Michael Firmager	Paul Fishwick	
Guy Grandison	Maria Gee	
Charlotte Haitham Taylor	David Hare	
John Halsall	Clive Jones	
Emma Hobbs	Sarah Kerr	
Pauline Jorgensen	Tahir Maher	
John Kaiser	Adrian Mather	
Abdul Loyes	Andrew Mickleburgh	
Ken Miall	Imogen Shepherd-DuBey	
Stuart Munro	Rachelle Shepherd-DuBey	
Gregor Murray	Caroline Smith	
Barrie Patman		
Malcolm Richards		

Wayne Smith		
Bill Soane		
Alison Swaddle		
Simon Weeks		
Oliver Whittle		

Upon being put to the vote, it was

**RESOLVED:** That subject to the tabled amendments:

- 1) the Capital Prudential indicators 2020/21 (*Appendix A (pages 4 and 5, table 1 and 2)*) be approved;
- 2) the Borrowing strategy 2020/21 (*Appendix A (page 8)*) be approved;
- 3) the Annual Investment Strategy 2020/21 (*Appendix D*) be approved;
- 4) the MRP policy (*Appendix E*) be approved;
- 5) Treasury Indicators: limits to borrowing activity (*Appendix A (page 10 –table 5)*) be approved; and
- 6) it be noted that the Audit Committee agreed the Treasury Management Strategy on 5th February 2020.

### **80.8 Medium Term Financial Plan 2020/23 Revenue Budget Submission 2020/21**

It was proposed by Councillor John Halsall and seconded by Councillor John Kaiser that the Medium Term Financial Plan 2020/23 Revenue Budget Submission 2020/21 be approved subject to the tabled amendments.

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

<b>FOR</b>	<b>AGAINST</b>	<b>ABSTAIN</b>
Keith Baker	Shirley Boyt	
Parry Batth	Rachel Burgess	
Rachel Bishop-Firth	Andy Croy	
Laura Blumenthal	Carl Doran	
Chris Bowring		
Prue Bray		
Jenny Cheng		
UllaKarin Clark		
Stephen Conway		
Gary Cowan		
Richard Dolinski		
Lindsay Ferris		
Michael Firmager		
Paul Fishwick		
Jim Frewin		
Maria Gee		
Guy Grandison		

Charlotte Haitham-Taylor		
John Halsall		
David Hare		
Emma Hobbs		
Clive Jones		
Pauline Jorgensen		
John Kaiser		
Sarah Kerr		
Abdul Loyes		
Tahir Maher		
Adrian Mather		
Ken Miall		
Andrew Mickleburgh		
Stuart Munro		
Gregor Murray		
Barrie Patman		
Malcolm Richards		
Imogen Shepherd-DuBey		
Rachelle Shepherd-DuBey		
Caroline Smith		
Wayne Smith		
Bill Soane		
Alison Swaddle		
Simon Weeks		
Oliver Whittle		

Upon being put to the vote, it was:

**RESOLVED:** That subject to the tabled amendments:

- 1) the Medium Term Financial Plan (MTFP) 2020/23, including the budget submission for 2020/21 be approved;
- 2) the statutory resolution that sets out the 2020/21 council tax levels as set out in Appendix A to the report (tabled at the meeting) be approved and that it be noted that at its meeting on 23rd January 2020 Council calculated the following amounts for the year 2020/21 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.

*The statutory resolution is attached as an appendix to the Minutes.*

- 3) that in the event that there are any changes to the provisional precept of the Fire Authority or parishes, arising from their precept setting meetings being held before the end of February, the Deputy Chief Executive (S151 Officer) is delegated authority to enact all relevant changes to the MTFP, Statutory Resolution and council tax levels.

## **Statutory resolution**

### **81. COMMUNITY VISION AND CORPORATE DELIVERY PLAN**

The Council considered the Community Vision and Corporate Delivery Plan as set out on Agenda pages 157 to 184.

It was proposed by Councillor John Halsall and seconded by Councillor John Kaiser that the recommendation within the report be agreed.

Councillor Halsall stated that the Community Vision set out what the Council would focus on over the next four years to improve the outcomes for residents. He wanted to keep residents safe, secure and happy and for the best service that, the Council could provide, to be provided. He went on to refer to some of the areas covered in the Community Vision and the Corporate Delivery Plan, including tackling the climate emergency and challenging traffic congestion and the impact of development on communities. The Plan would cover how the Council would work with its partners, what action would be taken and what success would look like.

Some Members felt that the Vision and Plan were too vague and did not detail how measures would be achieved or how actions would be monitored. Councillor Bishop-Firth questioned how anti-social behaviour in particular would be tackled.

Councillor Cowan commented that he supported the document but felt that more about how the Council would work with its residents and protecting green spaces, could be included.

A number of Members expressed concern at the inclusion of 'An approved and deliverable masterplan for a self-sustaining garden town at Grazeley' as stated in the 'What success will look like' under the 'Right homes, right places' section, in the Corporate Delivery Plan.

Councillor John Halsall proposed that 'An approved and deliverable masterplan for a self-sustaining garden town at Grazeley' be removed from the Corporate Delivery Plan. This was seconded by Councillor Gary Cowan.

Upon being put to the vote, the Mayor declared the amendment to be carried.

Councillor Jim Frewin commented that he felt that the Plan needed to be carefully positioned.

Councillor Prue Bray was of the opinion that the Plan was more a set of strategic aims and objectives. She questioned the tone of the documents.

Councillor John Kaiser referred to the progress that had been made over a number of years.

Prior to the vote on the Community Vision and Corporate Delivery Plan being held, six Members in accordance with Rule 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	Rachel Bishop-Firth	
Parry Batth	Shirley Boyt	
Laura Blumenthal	Prue Bray	
Chris Bowring	Rachel Burgess	
Jenny Cheng	Stephen Conway	
UllaKarin Clark	Andy Croy	
Gary Cowan	Carl Doran	
Richard Dolinski	Lindsay Ferris	
Michael Firmager	Paul Fishwick	
Guy Grandison	Jim Frewin	
Charlotte Haitham Taylor	Maria Gee	
John Halsall	David Hare	
Emma Hobbs	Clive Jones	
Pauline Jorgensen	Sarah Kerr	
John Kaiser	Tahir Maher	
Abdul Loyes	Adrian Mather	
Ken Miall	Andrew Mickleburgh	
Stuart Munro	Imogen Shepherd-DuBey	
Gregor Murray	Rachelle Shepherd-DuBey	
Barrie Patman	Caroline Smith	
Malcolm Richards		
Wayne Smith		
Bill Soane		
Alison Swaddle		
Simon Weeks		
Oliver Whittle		

Upon being put to the vote, it was:

**RESOLVED:** That the Community Vision and Corporate Delivery Plan as amended be approved subject to further amendments delegated to the Deputy Chief Executive in consultation with the Leader of the Council and the tabled amendment.

## **82. TREASURY MANAGEMENT -MID YEAR REPORT**

The Council considered the Treasury Management Mid-Year Report as set out on Agenda pages 185 to 187. The report gave details of treasury management operations during the first six months of 2019/20.

It was proposed by Councillor John Kaiser and seconded by Councillor John Halsall that the recommendations set out on Agenda page 185 be approved.

Upon being put to the vote, it was:

**RESOLVED** That:

- 1) the mid-year position on the treasury management portfolio be noted;

- 2) it be noted that the Council had worked within approved parameters;
- 3) the forecast outturn saving of £500k (an over achievement on investments £390k, and saving on debt charges of £110k), be noted.

## REVENUE BUDGET & STATUTORY RESOLUTION 2020/21

The Leader of the Council proposes the budget submission contained in the Medium Term Financial Plan and moves the following statutory resolution required to fix the Council Tax for each Band in each part of the Council's area in accordance with the decision on the level of Council Tax. The Localism Act 2011 has made significant changes to the Local Government Finance Act 1992, and now requires the billing authority to calculate a Council Tax requirement for the year, not its budget requirement as previously.

The Leader of the Liberal Democrat Group will make his budget speech and propose any amendments that he wishes to the budget proposals put forward by the Leader of the Council.

1. That it be noted that at its meeting on 23rd January 2020 Council calculated the following amounts for the year 2020/21 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) 72,036.50 being the amount calculated by the Council, (Item T) in accordance with regulation 31B of the Local Authorities (Calculation of Council Tax Base) Regulations 1992 (as amended by the Localism Act 2011 and the Local Government Finance Act 2012), as its council tax base for the year

(b) Part of the Council's area.

Arborfield and Newland	1,304.6
Barkham	1,830.1
Charvil	1,417.4
Earley	11,957.0
Finchampstead	6,031.2
Remenham	329.5
Ruscombe	528.2
St. Nicholas Hurst	1,082.7
Shinfield	6,295.9
Sonning	829.0
Swallowfield	1,074.6
Twyford	3,029.9
Wargrave	2,130.2
Winnersh	4,214.2
Wokingham	16,032.6
Wokingham Without	3,290.4
Woodley	10,659.0
	72,036.5

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

2. Calculate that the Council Tax requirement for the Council's own purposes for 2020/21 (excluding Parish precepts) is £111,162,405. This includes £9,696,833 in respect of the Adult Social Care precept; this is based on a 2.0% increase on the 2019/20 council tax.

3. That the following amounts be now calculated by the Council for the year 2020/21 in accordance with Sections 32 to 36 of the Local Government Finance Act 1992, amended by the Localism Act 2011. The precept shown below for Thames Valley Police and the Royal Berkshire Fire Authority were approval at respective meetings on 14 February 2020:-

(a) £308,738,956 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2)(a) to (f) of the Act taking into account all precepts issued to it by parish councils

(b) (£192,830,054) being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3)(a) to (d) of the Act

(c) £115,908,902 being the amount by which the aggregate at 3(a) above, exceeds the aggregate at 3(b) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its council tax requirement for the year (Item R)

(d) £1,609.03 being the amount at 3(c) above (Item R), all divided by 1(a) above (Item T), calculated by the Council, in accordance with Section 31B of the Act, as the 'basic amount of its Council Tax for the year (including Parish precepts).

(e) £4,746,496

being the aggregate amount of all special items (parish precepts) referred to in Section 34(1) of the Act (as per the table below).

	2020/21			2019/20			Council	
	TAX BASE	PARISH PRECEPT £	PARISH BAND D £	TAX BASE	PARISH PRECEPT £	PARISH BAND D £	Tax Increase	%
Arborfield and Newland	1,304.6	95,123	72.91	1,292.3	105,020	81.27	(10.29)	
Barkham	1,830.1	59,722	32.63	1,687.1	54,858	32.52	0.34	
Charvil	1,417.4	51,443	36.29	1,411.9	48,684	34.48	5.25	
Earley	11,957.0	978,271	81.82	11,894.1	881,817	74.14	10.36	
Finchampstead	6,031.2	162,600	26.96	5,933.3	153,698	25.90	4.09	
Remenham	329.5	25,913	78.64	326.3	24,919	76.37	2.97	
Ruscombe	528.2	32,000	60.58	498.8	33,725	67.61	(10.40)	
St. Nicholas Hurst	1,082.7	43,400	40.08	1,064.4	41,600	39.08	2.56	
Shinfield	6,295.9	459,100	72.92	5,656.8	412,500	72.92	0.00	
Sonning	829.0	38,046	45.89	817.6	37,187	45.48	0.90	
Swallowfield	1,074.6	20,620	19.19	1,069.9	20,530	19.19	0.00	
Twyford	3,029.9	107,620	35.52	3,011.8	85,360	28.34	25.34	
Wargrave	2,130.2	191,047	89.69	2,119.6	184,373	86.98	3.12	
Winnersh	4,214.2	156,862	37.22	4,117.7	137,314	33.35	11.60	
Wokingham	16,032.6	921,552	57.48	15,513.8	853,332	55.00	4.51	
Wokingham Without	3,290.4	199,990	60.78	3,232.4	180,409	55.81	8.91	
Woodley	10,659.0	1,203,188	112.88	10,528.8	1,123,528	106.71	5.78	
<b>Total / Average</b>	<b>72,036.5</b>	<b>4,746,496</b>	<b>65.89</b>	<b>70,176.6</b>	<b>4,378,855</b>	<b>62.40</b>	<b>5.60</b>	

(f) £1,543.14

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.

- That it be noted that for the year 2020/21 the Police and Crime Commissioner (PCC) 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 PCC and The Royal Berkshire Fire and Rescue Authority agreed to approve its precepts on 14th February 2020.
- 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 2020/21 for each part of its area and for each of the categories of dwellings.

**SUMMARY OF COUNCIL TAX 2020/2021****Valuation Bands**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
Wokingham Borough Council	1,028.76	1,200.22	1,371.68	1,543.14	1,886.06	2,228.98	2,571.90	3,086.28
Thames Valley Police Authority	144.19	168.22	192.25	216.28	264.34	312.40	360.47	432.56
Royal Berkshire Fire Authority	45.07	52.58	60.09	67.60	82.62	97.64	112.67	135.20

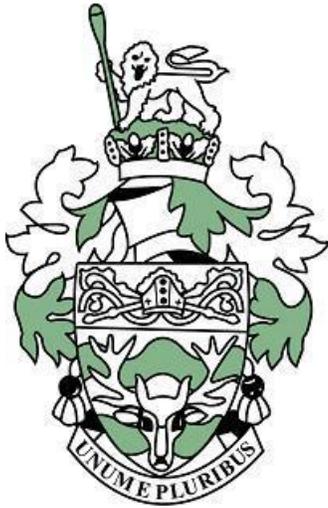
**Aggregate of Council Tax Requirement for each parish and the borough for each part of the Council's area:-**

Arborfield and Newland	1,077.37	1,256.93	1,436.49	1,616.05	1,975.17	2,334.29	2,693.42	3,232.10
Barkham	1,050.51	1,225.60	1,400.68	1,575.77	1,925.94	2,276.11	2,626.28	3,151.54
Charvil	1,052.95	1,228.45	1,403.94	1,579.43	1,930.41	2,281.40	2,632.38	3,158.86
Earley	1,083.31	1,263.86	1,444.41	1,624.96	1,986.06	2,347.16	2,708.27	3,249.92
Finchampstead	1,046.73	1,221.19	1,395.64	1,570.10	1,919.01	2,267.92	2,616.83	3,140.20
Remenham	1,081.19	1,261.38	1,441.58	1,621.78	1,982.18	2,342.57	2,702.97	3,243.56
Ruscombe	1,069.15	1,247.34	1,425.53	1,603.72	1,960.10	2,316.48	2,672.87	3,207.44
St. Nicholas Hurst	1,055.48	1,231.39	1,407.31	1,583.22	1,935.05	2,286.87	2,638.70	3,166.44
Shinfield	1,077.37	1,256.94	1,436.50	1,616.06	1,975.18	2,334.31	2,693.43	3,232.12
Sonning	1,059.35	1,235.91	1,412.47	1,589.03	1,942.15	2,295.27	2,648.38	3,178.06
Swallowfield	1,041.55	1,215.15	1,388.74	1,562.33	1,909.51	2,256.70	2,603.88	3,124.66
Twyford	1,052.44	1,227.85	1,403.25	1,578.66	1,929.47	2,280.29	2,631.10	3,157.32
Wargrave	1,088.55	1,269.98	1,451.40	1,632.83	1,995.68	2,358.53	2,721.38	3,265.66
Winnersh	1,053.57	1,229.17	1,404.76	1,580.36	1,931.55	2,282.74	2,633.93	3,160.72
Wokingham	1,067.08	1,244.93	1,422.77	1,600.62	1,956.31	2,312.01	2,667.70	3,201.24
Wokingham Without	1,069.28	1,247.49	1,425.71	1,603.92	1,960.35	2,316.77	2,673.20	3,207.84
Woodley	1,104.01	1,288.02	1,472.02	1,656.02	2,024.02	2,392.03	2,760.03	3,312.04

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

Arborfield and Newland	1,266.63	1,477.73	1,688.83	1,899.93	2,322.13	2,744.33	3,166.56	3,799.86
Barkham	1,239.77	1,446.40	1,653.02	1,859.65	2,272.90	2,686.15	3,099.42	3,719.30
Charvil	1,242.21	1,449.25	1,656.28	1,863.31	2,277.37	2,691.44	3,105.52	3,726.62
Earley	1,272.57	1,484.66	1,696.75	1,908.84	2,333.02	2,757.20	3,181.41	3,817.68
Finchampstead	1,235.99	1,441.99	1,647.98	1,853.98	2,265.97	2,677.96	3,089.97	3,707.96
Remenham	1,270.45	1,482.18	1,693.92	1,905.66	2,329.14	2,752.61	3,176.11	3,811.32
Ruscombe	1,258.41	1,468.14	1,677.87	1,887.60	2,307.06	2,726.52	3,146.01	3,775.20
St. Nicholas Hurst	1,244.74	1,452.19	1,659.65	1,867.10	2,282.01	2,696.91	3,111.84	3,734.20
Shinfield	1,266.63	1,477.74	1,688.84	1,899.94	2,322.14	2,744.35	3,166.57	3,799.88
Sonning	1,248.61	1,456.71	1,664.81	1,872.91	2,289.11	2,705.31	3,121.52	3,745.82
Swallowfield	1,230.81	1,435.95	1,641.08	1,846.21	2,256.47	2,666.74	3,077.02	3,692.42
Twyford	1,241.70	1,448.65	1,655.59	1,862.54	2,276.43	2,690.33	3,104.24	3,725.08
Wargrave	1,277.81	1,490.78	1,703.74	1,916.71	2,342.64	2,768.57	3,194.52	3,833.42
Winnersh	1,242.83	1,449.97	1,657.10	1,864.24	2,278.51	2,692.78	3,107.07	3,728.48
Wokingham	1,256.34	1,465.73	1,675.11	1,884.50	2,303.27	2,722.05	3,140.84	3,769.00
Wokingham Without	1,258.54	1,468.29	1,678.05	1,887.80	2,307.31	2,726.81	3,146.34	3,775.60
Woodley	1,293.27	1,508.82	1,724.36	1,939.90	2,370.98	2,802.07	3,233.17	3,879.80

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# **WOKINGHAM BOROUGH COUNCIL**

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

### **Annual Reports 2019/20**

Produced: March 2020  
Received by Council: 19 March 2020

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**Foreword by Councillor Pauline Helliard-Symons,  
Chairman of the Overview and Scrutiny  
Management Committee**

Welcome to the Annual Reports of Wokingham Borough Council's Overview and Scrutiny Committees for 2019/20.

The role of the Overview and Scrutiny Committees is to hold decision makers to account, both inside and outside the Council. The Committees also play a role in developing and reviewing policy and ensuring that the Council and its partners are working effectively to improve services for residents, businesses and visitors to the Borough.

The 2018/19 Annual Reports highlighted a number of major challenges facing the Borough. Most of these challenges remain, with some new ones added to the list. The challenges include financial uncertainty, demand and cost pressures, the funding of social care, health and social care integration, housing numbers, traffic congestion, Climate Emergency and the ongoing impact of Brexit.

In order to meet these challenges the Council will be more innovative and commercial in its approach, ensuring that its decisions focus on residents' key priorities as set out in the new Community Vision and Corporate Delivery Plan. At the same time, the Council will have to focus hard on efficiency, inclusion and sustainability in order to meet the targets in the Climate Emergency Action Plan.

Overview and Scrutiny aims to ensure that decisions are effective and transparent and that public services deliver value for money for local Council Tax payers. In order to achieve this aim the Committees receive regular performance management reports and, in 2019, carried out detailed Scrutiny of the Budget process and the Council's spending plans for the next three years.

The Overview and Scrutiny Committees will continue to demonstrate their value by making recommendations for improvement to services and policies which enhance the quality of life of all the Borough's residents.

The Annual Reports provide a small selection of highlights from the past year which reflect the hard work and commitment of residents, community stakeholders, Members and Officers who contributed to the work of the Committees.

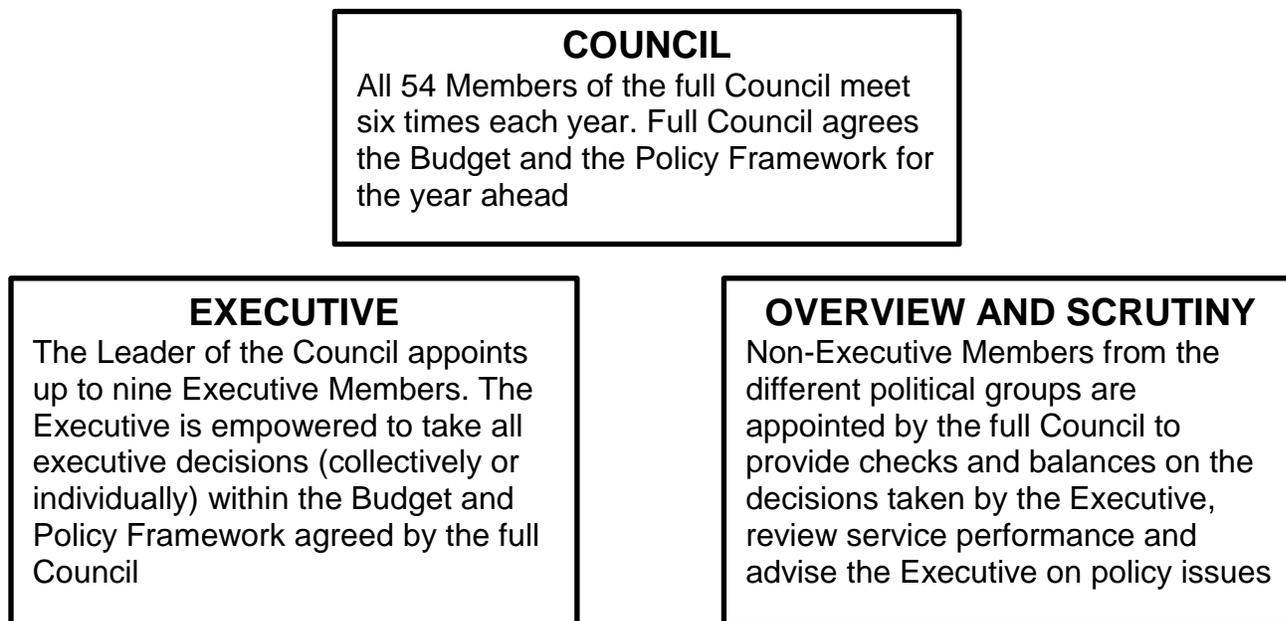
**Pauline Helliard-Symons,  
March 2020**

## SECTION 1 – WHAT IS OVERVIEW AND SCRUTINY?

Wokingham Borough Council is a large, complex organisation with a thousand employees and an annual budget in excess of £130m. The Borough’s Community Vision (February 2020) is to make the Borough “a great place to live, learn, work and grow and a great 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. Other public service providers such as the NHS, Thames Valley Police and the Royal Berkshire Fire and Rescue Service also make key decisions which affect the residents of the Borough. In order to ensure that the Council and other service providers spend public money wisely and make well informed decisions about key services it is essential that an effective system of checks and balances is in place.

A distinction is drawn between “Overview” which focuses on the development of policy and “Scrutiny” which looks at decisions that have been made, or are about to be made, to ensure that they are fit for purpose. In this document “Scrutiny” refers to both Overview and Scrutiny.

The Council’s Executive takes 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:

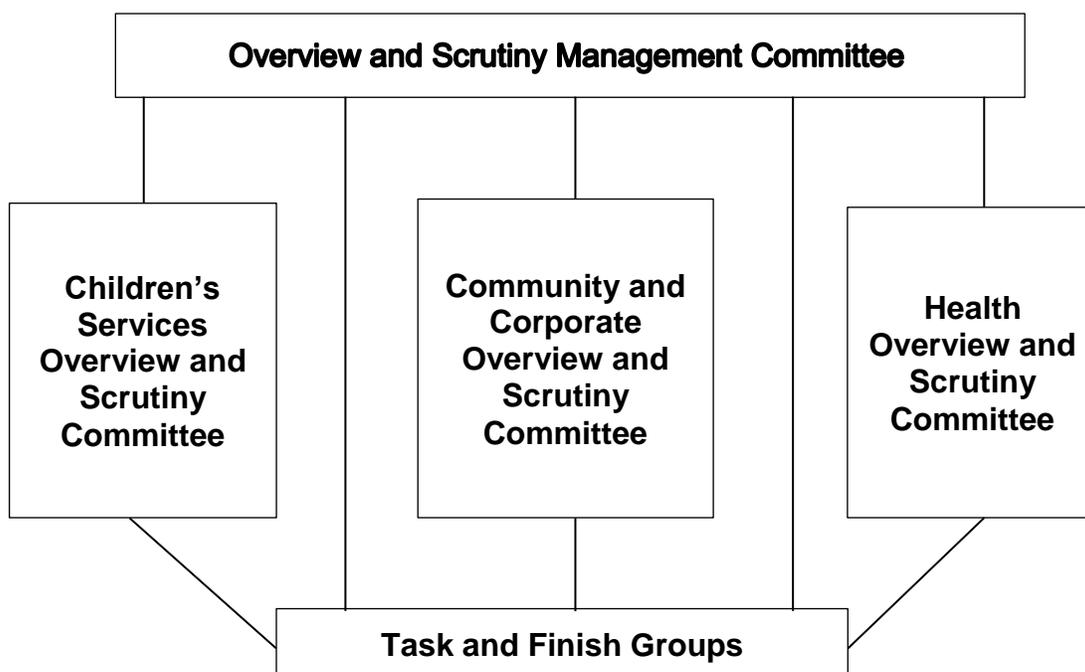


In order to deliver the Overview and Scrutiny function the Council has established the following Committees:

- Overview and Scrutiny Management Committee – responsible for overseeing the 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 2

### REPORT OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE



**Pauline Helliard-Symons, Chairman of the  
Overview and Scrutiny Management Committee**

The Overview and Scrutiny Management Committee has three principal roles. Firstly, to develop and oversee the work programmes of the Council's Overview and Scrutiny Committees. Secondly to investigate specific issues of concern raised by local residents and community stakeholders. Thirdly, to ensure that Scrutiny Members receive training and support to enable them to carry out their work effectively.

In May 2019 the Government published statutory guidance on the operation of Overview and Scrutiny. A key message in the guidance was the importance of organisational culture to the success of Scrutiny. The Committee addressed this issue by developing a protocol which clarified and strengthened the working relationship between the Council's Executive and the Overview and Scrutiny Committees.

The Committee considered a wide range of issues during the year including performance of key services, Climate Emergency, traveller encampments, waste and recycling, equalities and the Council's Continuous Improvement Programme. The Committee also monitored progress following its major review of the Grounds Maintenance service.

The Committee also set up two Task and Finish Groups during the year. The first Task and Finish Group scrutinised the Council's approach to the adoption of roads and open spaces following new housing development. This Task and Finish Group received evidence from a wide range of bodies including Town and Parish Councils, major housing developers and Thames Water. The second Task and Finish Group, established in February 2020, will scrutinise the Council's Climate Emergency Action Plan.

As we move into the 2020/21 the Committee will continue to focus on initiatives to strengthen the Overview and Scrutiny process. This will include greater emphasis on pre-decision scrutiny, greater involvement from residents and community groups and further training and support for Overview and Scrutiny Members.

Finally, I would like to thank the Members, Officers, residents, Town and Parish Councils and community groups who contributed their time, effort and knowledge during the year.

**Pauline Helliard-Symons**

## **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 and support for the three Overview and Scrutiny Committees.

### **Membership**

Councillor Pauline Helliard-Symons (Chairman).  
Councillors Alison Swaddle (Vice-Chairman), Chris Bowring, Jenny Cheng, Andy Croy, Paul Fishwick, Jim Frewin, Guy Grandison, Sarah Kerr, Abdul Loyes, Ken Miall, Andrew Mickleburgh (from March 2020) Ian Pittock (until March 2020) and Rachelle Shepherd-Dubey.

**Substitute Members:** Councillors Shirley Boyt, Prue Bray, Carl Doran, Lindsay Ferris, Emma Hobbs and Simon Weeks.

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

## **Highlights from the Year**

### **Performance Management**

The Committee received quarterly Performance Management reports setting out details of the Council's performance against a number of financial, staffing and operational indicators. Members used the quarterly data to probe on areas of underperformance and select issues for more in-depth scrutiny.

### **Climate Emergency**

The Committee reviewed the Council's initial Climate Emergency Action Plan which highlighted eight key priority areas including transport, domestic and business energy, reducing waste, engaging with young people and the Local Plan Update. The Committee provided challenge in relation to detailed carbon reduction targets, measures to reduce congestion and the potential benefits of a Green Bank. The Committee considered measures to deliver effective ongoing Scrutiny for this key issue which resulted in the establishment of a Task and Finish Group with the aim of scrutinising the Action Plan and the supporting targets and indicators.

### **Grounds Maintenance**

The Committee monitored progress following its major review into the Grounds Maintenance service in 2018/19. The Committee received feedback that the review had highlighted a number of issues which proved useful in strengthening contract management and the contractor's performance. These included earlier preparation relating to staff and machinery, earlier communication with stakeholders, improved IT systems and more collaborative working with the contractor (Tivoli). Lessons learned following the review had been applied to other outsourced contracts with positive results.

### **Food Waste Collection**

The Committee reviewed the operation of the Council's Food Waste Collection service following its introduction in April 2019. The new service supported the Council's aim of achieving the 50% national recycling target and reducing waste following the declaration of a Climate Emergency

in July 2019. The Committee provided challenge in relation to the implications for residents living in flats, publicity for the scheme and communication with residents and elected Members.

### **Estate Infrastructure Task and Finish Group**

The Committee established a Task and Finish Group to review existing policies and procedures relating to the adoption of new roads, drains, open space and play areas linked to new housing development. This followed concern expressed by local residents living on new estates in the Borough. The Task and Finish Group received evidence from a wide range of stakeholders and interviewed six major housing developers. The Group noted the high level of expertise and commitment demonstrated by Council staff. It made recommendations for improvement relating to public awareness, the WBC website, Section 106 agreements and training for Borough, Town and Parish Members.

### **Member Training**

The Committee recognises the importance of ongoing training and development to ensure that Members' skills and knowledge are constantly upgraded. In June 2019 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. Further training sessions were arranged to support Members involved in Budget Scrutiny and members of the Health Overview and Scrutiny Committee.

### **Scrutiny Impacts**

Assessing the impact of Overview and Scrutiny is not easy. An effective Scrutiny function influences decision making and policy development in a variety of ways. The development of robust challenge, questioning and examination of the issues helps to drive better decision making with greater transparency and accountability. Effective Scrutiny should have a defined impact on the ground, with the Committees making recommendations that make a tangible difference to the work of the Council and other public service providers.

Over the past year the following impacts are highlighted:

- Grass Cutting Review – recommendations led to improved service delivery, improved working relationship with the contractor and improved information for residents and Members. Lessons learned from the review were applied to other major outsourced contracts with positive results.
- Task and Finish Group report on estate infrastructure – the report highlighted the high quality service already provided by WBC. It recommended improved information/maps on the WBC website and greater clarity on the responsibilities of WBC, housebuilders and homebuyers. The Task and Finish Group focussed on an issue of public concern and made constructive recommendations for improvement.
- Executive-Overview and Scrutiny Protocol – improved working relationships – clarity about roles and responsibilities. The protocol promoted greater parity between the Executive and Overview and Scrutiny functions and highlighted the benefits of a positive, supportive organisational culture which is essential for effective decision making and Scrutiny.

## SECTION 3

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



**Alison Swaddle, Chairman of the 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 on this item.

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.

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.

**Alison Swaddle**

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

The Children's Services Overview and Scrutiny Committee is responsible for scrutiny and 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: Alison Swaddle (Chairman), Jenny Cheng (Vice-Chairman), Prue Bray, Andy Croy, Pauline Helliard-Symons, Ken Miall, Andrew Mickleburgh, Malcolm Richards

**Parent Governor:** Darryl Ward

### **Substitute Members:**

Councillors: Emma Hobbs, Barrie Patman, David Hare, Sarah Kerr, Shirley Boyt, Carl Doran

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. Members challenged the Service, asking for the most up to date information to be presented. This issue has been acknowledged and the Service is striving to provide the most up to date information where possible. The layout of the reports has also been updated and now includes trends and narratives.

### **Schools' Performance**

The Committee received regular Schools' Performance data reports and summaries of recent School Ofsted reports. In the Part 2 session of the meeting the Committee continued to challenge the Service regarding 'schools that are causing concern' and how the service is supporting those schools to improve. Local ward Members are invited to attend this session. In view of the fact that the Local Authority has limited powers in relation to academy schools, the Committee decided to invite the Regional Schools Commissioner (RSC) to attend once a year as a standing item. The Committee is seeking quality assurance in relation to the academy schools in the Borough. The Committee also continued to closely monitor the improvement plan for the Northern House School.

### **Ofsted SEND Inspection**

The Service underwent a SEND (Special Educational Needs and Disability) Ofsted inspection in March 2019, and a number of improvement areas were identified. The Committee continued to monitor the improvement plan that resulted from the inspection, including the development of a SEND Strategy. Part of the strategy includes the creation of more places in

Addington School and a bid to create a new special school in partnership with Reading and West Berkshire. The Committee will continue to monitor the implementation of the strategy.

### **Children's Continuous Improvement Plan**

The Committee received information about the Service's priorities and the challenges faced in achieving those priorities with limited resources. The Service's aspiration is to achieve a 'Good' Ofsted rating at the next inspection. The Committee welcomed the appointment of a settled senior management team to support the improvement journey.

### **Take-up of Sports and Leisure Activities by Children and Young People in the Borough**

The Committee received a very informative report containing details of the offer of sports activities in the Borough. The Committee was pleased to note the variety of activities on offer. However, even though the take up of exercise in the Borough is higher than the national average, this is still low. The Committee challenged the Leisure Service to encourage more participation in exercise in the Borough.

### **Joint Strategic Needs Assessment (JSNA)**

The JSNA report contained a list of 50 indicators which highlighted areas of inequalities, population needs, and service gaps across all areas of health and social care. The Committee was concerned with the high number of self-harm related hospital admissions and decided to call a joint meeting of the Children's and Health Overview and Scrutiny Committees to look into mental health services in the Borough. This meeting will take place on 31 March 2020.

### **Youth Offending Service**

The Committee scrutinised information in relation to the Borough's Youth Offending Service. This included a review of financial arrangements and offered a summary of partnerships and strategies designed to improve outcomes for young offenders and reduce re-offending.

### **Corporate Parenting Board (CPB) Review**

The Committee endorsed the proposal to improve CPB's structure. The number of CPB meetings has been reduced to four meetings a year, and an operational board has been created to facilitate communication with Children In Care and Care Leavers. The Committee will continue to monitor the work undertaken by CPB.

### **Wokingham Young Carers Service**

The Committee learnt about the offer to young carers in the Borough and suggested that schools and GPs be encouraged to liaise with the Local Authority in identifying young carers.

## **Scrutiny Impacts**

- Performance management – improved layout and content to provide more up-to-date information, trends and service narratives. Improved transparency and accountability.
- SEND Strategy – challenge to the emerging strategy on issues such as the timeliness of Education Health and Care Plans and engagement with parents.
- Continuous Improvement Plan – ongoing scrutiny of the Children's Services Improvement Plan to support the ambition of achieving a 'Good' Ofsted rating.

## SECTION 4

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



**Guy Grandison, Chairman of the  
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.

This year marked the first time that Overview and Scrutiny have looked at the proposed Medium Term Financial Plan (MTFP) in detail, prior to its journey through the February 2020 Executive and Budget Council meetings. This exercise has added value to the Budget setting process, by way of challenging the Executive Members and Directors to explain the rationale for spending proposals in a clear and understandable way.

The Committee considered a range of other issues during the year including flood prevention, burial ground provision, town centre regeneration projects, WBC's Property Investment Group, and a range of highways issues such as civil parking enforcement and the Borough Wide Parking Management Action Plan Consultation.

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 Ken Miall (Vice-Chairman), Keith Baker (from January 2020), Shirley Boyt, Paul Fishwick, Clive Jones, Graham Howe, Abdul Loyes and Malcolm Richards (until June 2019).

**Substitute Members:** Councillors Andy Croy, Carl Doran, Pauline Helliard-Symons, Emma Hobbs, Rachelle Shepherd-DuBey and Caroline Smith

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

## **Highlights from the Year**

### **Medium Term Financial Plan (MTFP) 2020-23**

The Committee undertook a detailed overview of the proposed 2020-23 MTFP. Executive Members and Directors were invited to attend the meetings to present their bids and explain in detail how the requested funding would be used to deliver key services. Members welcomed the inclusion of 'plain English' detailed bid sheets which provided key figures and descriptive narratives in a format that Members and members of the public could understand and interpret. The Committee probed bids within key service areas, including social work staffing within Children's Services, care and support within Adults Social Services, income generation within Corporate Services, and substantial capital bids within Customer and Localities. The role of the Committee was to challenge assumptions within the budget setting process and to make key decision makers think about their proposals from a different perspective. The Committee welcomed this new level of transparency on the proposed MTFP and budget setting process, and hoped that this would continue and evolve in future years.

### **Burial Ground Capacity**

The Committee considered an update on burial ground capacity within the Borough. The update highlighted a lack of Muslim burial plot provision within the Borough and sufficient provision of other burial plots in the medium term. This was, however, reliant on new burial ground provision at Ruscombe and the proposed new crematorium being progressed. Members asked that a further update be provided to the Committee's March 2020 meeting, and considered setting up a task and finish group to explore further options for burial ground provision within the Borough.

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

The Committee considered the final road safety audit and an update on the financing of the Market Place Highways Improvement Project. The Committee had previously considered the lessons learned report and interim road safety audit, and had requested that the final road safety audit and financial position return to Committee. Members probed the safety of the final

delivered scheme and were informed that no serious trips or falls had been reported in recent months. The Committee requested that WBC's consultation and engagement list be regularly reviewed and updated, with Members, Officers and members of the public invited to suggest further relevant groups and organisations to be added.

### **Borough-wide Parking Management Action Plan – Results of Member Consultation**

The Committee received an update on the results of the initial Member consultation regarding the Borough-wide Parking Management Action Plan. Members were informed that the absence of a defined and comprehensive parking service plan had contributed to the confusing parking management landscape for the Council's residents. This had made a clear case to develop a comprehensive and inclusive Borough-wide Parking Management Action Plan. The Committee asked that the Executive Member for Highways and Transport engage with the Town and Parish Councils with regards to the developing plan, and the consultation be re-opened to both newly elected and existing Members.

### **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 improvements to the traffic flow within the Borough made by challenging drivers' previous parking behaviours and increasing awareness by way of warning notices. The Committee asked for more detail with regards to plans for proposed CCTV installation at schools to increase parking compliance. Members probed the high levels of parking charge notices issued at country parks within the Borough and requested more data to this regard.

### **Property Investment Group**

The Committee received an update on WBC's Property Investment Group (PIG). Members probed the strategy of the PIG, including debt repayment rates and the management strategy, which involved both entry and exit of investments. The Committee were informed that the PIG was forecasted to return approximately two percent on investment per annum.

### **Scrutiny Impacts**

- Budget and Budget setting process transparency – information regarding the Budget and the Budget setting process has been thoroughly reviewed by the Committee, and made publically available in an easy to read 'plain English' format. Transparency around crucial issues such as the Budget forms an essential part of the checks and balances that Overview and Scrutiny oversees.
- Close working relationship with Executive Members and Directors – Executive Members and Directors were invited to, and attended, a number of Committee meetings. Answers to Member queries were frank and detailed, providing a solid foundation for transparent Overview and Scrutiny.
- Oversight of delivery of key Council Services – continued monitoring of key Council Services to ensure that they are delivering value for money for residents. Probing Services to think about service delivery and value for money is key in delivering cost effective services for residents.

## SECTION 5

### REPORT OF THE HEALTH OVERVIEW AND SCRUTINY COMMITTEE



**Ken Miall, Chairman of the  
Health Overview and Scrutiny Committee**

This year the Health Overview and Scrutiny Committee has focused on health and social care matters that affect residents, working closely with key partners.

Briefings were received from a number of bodies including the NHS Berkshire West Clinical Commissioning Group and the Council's Planning and Health Liaison Teams. The Committee also invited the Executive Member for Health, Wellbeing and Adult Services and the Director of Adult Services to the March 2020 meeting to discuss Adult Social Care and the challenges around this area, locally.

Throughout the year, the Committee maintained its focus on significant issues of concern for local residents such as the availability of GP appointments and the impact of delayed transfers of care.

Members continued to receive updates on the work of Healthwatch Wokingham Borough, the independent consumer champion created to gather and represent the views of Wokingham Borough residents, at most meetings.

In February 2020, the Committee arranged a training session, provided by the Centre for Public Scrutiny, which focussed on emerging national and local issues relating to health and social care and gave Members the opportunity to discuss potential future Scrutiny items.

Finally, I would like to thank the members of the Committee, Officers, residents and other stakeholders who took part in meetings for their contribution throughout the year.

**Ken Miall**

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

The Health Overview and Scrutiny Committee (HOSC) scrutinises issues relating to the planning, provision and operation of health and wellbeing services in the Borough. This includes acute and community health services, adult social care services, family and public health services and health related services commissioned jointly by the Council, health bodies and the voluntary sector. 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.

### **Membership**

Councillor Ken Miall (Chairman).

Councillors Abdul Loyes (Vice Chairman), Rachel Bishop-Firth, Jenny Cheng, Jim Frewin (January 2020), Guy Grandison, Clive Jones, Adrian Mather, Bill Soane and Alison Swaddle

**Substitute Members:** Gary Cowan, David Hare, Emma Hobbs, Tahir Maher and Malcolm Richards

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

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

## **Highlights from the Year**

### **Wokingham Borough Wellbeing Board**

The Committee has continued to scrutinise the work of the Wokingham Borough Wellbeing Board. The Committee requested a further update on the Joint Health and Wellbeing Strategy 2018-21 priority of reducing social isolation and loneliness. Members were briefed on the work that the Council and its partners were undertaking to reduce social isolation and loneliness, including the SHINE Over 60s programme and Ageing Actively Wokingham.

### **Better Care Fund**

The Committee received a report highlighting Wokingham's Better Care Fund Programme performance for 2018-19 (financial year), including progress of integration, challenges, performance metrics and finances. Members were informed of which schemes were progressing well and were pleased to note that the Falls and Frailty initiative had reduced conveyance to hospital rates by 30%.

### **Delayed Transfers of Care**

The Committee received a presentation on delayed transfers of care and how the Health Liaison Team worked with hospitals (primarily Royal Berkshire and Frimley) to agree and arrange safe and timely discharges from the hospitals.

### **Introduction to the Berkshire West Integrated Care Partnership**

The Berkshire West Clinical Commissioning Group provided a presentation on the development of Primary Care Networks and Neighbourhoods within the Wokingham Borough

and linkages with the wider geographical framework – Health and Wellbeing Boards, Berkshire West Integrated Care Partnership and the Buckinghamshire, Oxfordshire and Berkshire West (BOB) Integrated Care System.

### **Health and Planning**

Members were briefed on the impact of health and wellbeing matters in the planning process. They were informed that the Council tried to have conversations with partners such as the NHS as early as possible regarding the potential allocations to inform and influence service provision.

### **Healthwatch**

The Committee received frequent updates on the work of Healthwatch Wokingham Borough, including updates on issues such as consultation on the NHS Long Term Plan, community investment projects, helping patients take their medication and medicine compliance aids.

### **Children and Young People Emotional Wellbeing and Mental Health**

HOSC and the Children's Services Overview and Scrutiny Committee will be holding a joint meeting in late March to look in more detail at the issue of children and young people's mental health and emotional wellbeing and services available locally. In addition, the JSNA highlighted that the rate of self-harm related hospital admissions among 15-19 year olds in the Borough was significantly worse than the national average. Members have requested an update on what action is being taken to establish the reason behind this increase in self-harm related hospital admissions, and to reduce the rate.

### **Suicide Prevention**

The Committee requested an update on suicide prevention measures and agreed to monitor future progress on this issue.

### **Access to GP Appointments**

Throughout the year, Members continued to explore the issue of the availability of GP appointments, which was a key concern for many residents.

### **Scrutiny Impacts**

- Channelling the voice of local residents, ensuring that their needs are considered as part of the commissioning and delivery of health services which are effective and safe. Working with Healthwatch Wokingham to raise the profile of issues raised by local service users.
- Developing an overview of the integration of health, public health and social care. Scrutinising the work of the Wokingham Borough Wellbeing Board and the implementation of the Health and Wellbeing Strategy with a focus on priority issues such as isolation and loneliness.
- Promoting transparency and accountability by scrutinising performance data relating to local health services and service providers. Triangulating the performance information provided against the experience of service users and carers for example in relation to delayed transfers of care.

## SECTION 6

### 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 2020/21 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.



# **WOKINGHAM BOROUGH COUNCIL**

## **Audit Committee Annual Report 2019/20**

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

The Audit Committee's key responsibilities are to review and monitor the Council's corporate governance, treasury management and risk management arrangements, the work of the Council's Internal Audit and investigations teams and the Council's work with its external auditors Ernst and Young.

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

#### ***Internal Audit and Investigations***

The Audit Committee monitors the Council's internal controls and governance arrangements. The Committee received quarterly progress reports on the work and performance of the Shared Internal Audit and Investigation Service.

In June 2019, Members considered the Annual Report 2018/19 – Shared Audit and Investigation Service, which detailed the work undertaken by Internal Audit and Investigations during that period.

Throughout the municipal year Members have received quarterly reports, keeping them updated on progress made against the approved 2019/20 Internal Audit and Investigation Plan.

The Committee considered the outcome of the internal audit of the governance arrangements and processes for setting the 2019/20 Council Tax reduction scheme at its meeting in June 2019. This audit had been requested by Members following consideration of changes to the scheme earlier in the year. In addition, the Committee also received an update on the internal controls in place to manage Housing Rent arrears efficiently and effectively. This followed a request for further information on the progress relating to the two independent reports on rent arrears management, together with updated financial information on the collection of housing rents.

At its November 2019 meeting the Committee requested more information, such as the recommendations, about those audits that had received the third audit opinion ('range of Risk mitigation Controls is incomplete and risks are not effectively mitigated'), to provide assurance on work being undertaken to improve the direction of travel.

In February 2020, the Committee approved the 2020/21 Audit and Investigation Plan, noting the proposed internal audit and investigation activity for the forthcoming year.

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

The Audit Committee has received and reviewed the External Audit – Audit Results Report 2018/19.

Members were advised that the production of the Annual Audit Letter and External Audit Plan had been delayed due to the delay in producing the External Audit opinion.

**(b) Risk Management**

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

The Corporate Risk Register was considered at every meeting. Different Directors were invited to each meeting to discuss the key risks within their areas and to provide Members with assurance regarding the actions being taken to mitigate these risks. The Committee considered how the individual risks were being managed and made some recommendations for improvements. For example, Members had requested that Climate Emergency be included as a risk on the Corporate Risk Register following the Council's declaration of a Climate Emergency.

In the next municipal year, the Audit Committee will continue to invite Directors to provide an update on the risks in their areas in order to better understand risk management across the Council.

**(c) Statement of Accounts**

The Audit Committee is required to approve the annual Statement of Accounts on behalf of the Council.

Members were updated on the progress of the Statement of Accounts throughout the municipal year. When considering the Statement of Accounts the Committee took into account whether the appropriate accounting policies had been followed and if they had concerns arising from the audit or the financial statements which they felt that Council should be informed of.

At its February 2020 meeting the Committee were informed that while the accounts were complete from a Council position, there remained some audit issues around the pension fund information. Members agreed to approve the delegation of signing on behalf of the Audit Committee, the Statement of Accounts and also the letter of representation from the Council to their Auditors, Ernst & Young (EY) to the Vice Chairman upon receiving assurance from EY that they represent a true and fair view of the Council's finances and are free from material error, subject to there being no significant changes prior to signing.

**(d) Corporate Governance**

Considering the Council's arrangements for corporate governance and agreeing any required actions to ensure compliance with best practice is one of the Committee's key priorities.

At its meeting in July 2019, the Committee approved the Annual Governance Statement 2018/19 on behalf of the Council prior to its inclusion in the final Statement of Accounts. Members considered the improvements and exceptions identified by the process.

As part of its role in complementing the work of the Standards Committee in relation to the promotion of good governance, the Audit Committee received briefings on equalities and data protection at its September 2019 meeting.

**(e) Treasury Management**

The Audit Committee considered the Council's Treasury Management Strategy and policies prior to making recommendations to the Executive and Council that they be approved.

Members reviewed and monitored the Treasury Management outturn report 2018-19 in June 2019, which summarised treasury management operations during the year.

The Committee received the Treasury Management mid-term report, which summarised the treasury management activities during the first six months of 2019/20, in February 2020. Members were informed of the forecast outturn saving of £500k (an over achievement on investments £390k, and saving on debt charges of £110k).

Having reviewed the Treasury Management Strategy 2020/21 the Committee recommended it to Council for approval. Members recommended that in future, greater consideration be given to ethical and climate emergency investments.

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

In September 2019, the Committee received an update on the Council's corporate complaints process and compliments received during the year. Members were advised that the number of Stage 1 complaints received had increased slightly compared to the last two financial years. However, this was not a cause for concern. The number of complaints that had been escalated to Stage 2 and the Ombudsman remained steady. The Committee made a number of suggestions to improve the readability of future annual reports.



# **WOKINGHAM BOROUGH COUNCIL**

## **Standards Committee**

### **Annual Report**

**2019/20**

Submitted to the Council – March 2020

## **Introduction by John Halsall, Chairman of the Standards Committee**

I am pleased to present the Annual Report of the Standards Committee for 2019/20.

The main aim of the Standards Committee is to promote and maintain the highest standards of conduct by elected Members representing the Borough, Town and Parish Councils. Local government impacts the lives of residents every day, providing essential services to those it serves. High standards are required in order to demonstrate that key decisions are taken in the public interest and to maintain public confidence.

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 twice 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 submitted evidence to the Committee on Standards in Public Life (CSPL) in 2018, in relation to its review of ethical standards in local government. Following the publication of the CSPL's report, in 2019, the Committee reviewed the Council's Code of Conduct against best practice principles. I am pleased to confirm that the Council's Code is largely consistent with best practice and that minor changes will be made to ensure greater alignment and transparency.

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 2019/20 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.

**John Halsall  
March 2020**

## 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 seven 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 John Halsall.

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

The 2019/20 membership of the Committee was:

- John Halsall (Chairman)
- John Kaiser (Vice-Chairman)
- Prue Bray
- Gary Cowan
- Graham Howe
- Imogen Shepherd-Dubey
- Wayne Smith
  
- 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;
- Jennifer Lee, Senior Solicitor and Deputy Monitoring Officer;
- Neil Carr, Democratic and Electoral Services Specialist.

## 6.0 **Standards Committee Activity in 2019/20**

During the 2019/20 Municipal Year nine 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 alleged disclosure of confidential information;
- the use of social media by two elected Members;
- the conduct and behaviour of a Member at a Council meeting;
- an allegation of disrespect and bullying of a member of the public;
- the conduct of a Member at a meeting of the Planning Committee;
- two instances of failure to declare an interest in the Member Register;
- the handling of a service request by a Member;
- alleged use of inappropriate language in a local media report.

Action was taken in relation to four of these complaints as it was concluded, in each case, that there had been a breach of the Code of Conduct. These conclusions were supported by the Chairman/Vice-Chairman of the Standards Committee, the Independent Person and the Monitoring Officer. No action was taken in relation to one case, where it was concluded that there had not been a breach of the Code of Conduct. At the time of writing, four complaints were still under consideration.

In order to improve transparency, the Committee agreed previously 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 2019/20 was low, the Committee continues to recognise the importance of dealing with every complaint seriously and expeditiously.

## 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 CSPL 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 supported the implementation of high ethical standards. Key recommendations in the CSPL report included:

- A new power for local authorities to suspend Members without allowances for up to six months;
- Revised rules on the declaration of interests, gifts and hospitality;
- Local authorities to manage their own Codes of Conduct;
- A right of appeal for suspended Members to the Local Government Ombudsman;
- A strengthened role for the Independent Person;
- Greater transparency about the number and nature of Code of Conduct complaints.

The CSPL also 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 the CSPL's recommendations would require changes to primary and secondary legislation and the Local Government Transparency Code. In the meantime, the Standards Committee reviewed the existing Code of Conduct against the best practice principles set out in the CSPL report at its meeting in March 2020.

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

The Standards Committee will continue to make further 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 commission further training and support, as necessary, to underpin high standards of ethical behaviour by elected Members and Officers across the Borough. The Committee is keenly aware that high standards of behaviour help to build trust in elected representatives which is crucial to the democratic process.

An assessment of the best practice recommendations in the CSPL report indicates that the Council is already broadly in line. The Standards Committee will carry out public consultation in relation to proposed changes to the Code of Conduct agreed at its meeting in March 2020. It will also monitor progress relating to the Government's response the CSPL report and consider any implications for the Borough.

Finally, the Committee will endeavour to fill the existing vacancy for a Town/Parish representative on the Committee.

# Agenda Item 80.

Name of Outside Body	Author	Page Number
Age Concern Twyford & District	Lindsay Ferris	3
Atomic Weapons Establishment – Local Liaison Committee	Barrie Patman	4
Berkshire Healthcare NHS Foundation Trust	Jenny Cheng	5
Berkshire Maestros	Chris Bowring	6
Berkshire Museum of Aviation Trust	Malcolm Richards	7
Berkshire Pension Fund Advisory Panel	John Kaiser	8
Citizens Advice Wokingham	Parry Bath	9-10
Finchampstead Baptist Church Advisory Board	Simon Weeks	11-12
Keep Mobile	Sarah Kerr	13
Local Government Association General Assembly	Charlotte Haitham Taylor, John Kaiser, Stuart Munro and Rachelle Shepherd-DuBey	14-17
Mid & West Berks Local Access Forum	Angus Ross	18
Readibus Management Committee	Guy Grandison	19-20
Royal Berkshire Fire Authority	Pauline Helliar-Symons, Graham Howe, Rachelle Shepherd-DuBey and Angus Ross	21-22
Royal Berkshire Hospital Foundation Trust Board of Governors	Jenny Cheng	23
Sonning & District Welfare and Educational Trust	Michael Firmager	24
South East Employers	John Kaiser, Stuart Munro	25
South East Reserve Forces and Cadets' Association (SERFCA)	Angus Ross	26
Standing Conference on Archives	Pauline Jorgensen	27
Strategic Aviation Special Interest Group of the LGA (SASIG)	Malcolm Richards	28
Thames Basin Heaths Joint Strategic Partnership	Angus Ross	29
The Piggott Trust	Graham Howe	30
The Poors Land Charity	Abdul Loyes	31-32
White Waltham Airfield Consultative Committee	Graham Howe	33
Wokingham and District Association for the Elderly (WADE)	Dianne King	34
Wokingham Borough Sports Council	Michael Firmager	35-36

Wokingham Borough Sports Sponsorship Fund	Ken Miall	37
Wokingham Job Support Centre Management Committee	Stuart Munro	38
Wokingham Volunteer Centre	Dianne King	39
Wokingham Waterside Centre	Chris Smith	40
Wokingham Youth Counselling and Information Service (ARC)	Graham Howe	41
Woodley Town Centre Management Initiative	Jenny Cheng, Bill Soane	42
Woodley Volunteer Centre	Richard Dolinski	43-44

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2019-2020**

<b>Name of Organisation</b>	Age Concern (Twyford)	
<b>Name of Member</b>	Lindsay Ferris	
<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>	Has a clash of meetings	
<b>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.</b>		
They provide a facility for elderly people to meet, be entertained and provide lunch.		
<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 provided with the aims of Age Concern at the first meeting.		
<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>		
Very effective. The service provides help and support for around 60+ elderly residents within the Borough.		
<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>		
There is a need for liaison between both Wokingham Borough Council and Age Concern (Twyford).		

**Councillor:** Lindsay Ferris

**Dated:** 29 February 2020

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2019-2020**

<b>Name of Organisation</b>	AWE Local Liaison Committee	
<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>	3	
<b>Reasons for not attending, if appropriate</b>	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>Updates on progress with work in Aldermaston and Burfield                  Reports from office of Nuclear Regulation                  Reports on health and safety</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>Regular briefings on the various areas of work of AWE</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>The bulk of the membership is members of Parish Councils so the majority of topics relate to them but It is vital that we keep up to date with matters that affect the western part of the Borough. The extent of the Nuclear Evacuation area is of direct relevance to the Borough.</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>We need to have as much information as possible on the activities of AWE</p>		
<p><b>Please provide any additional information that fellow Members might find useful</b></p> <p>There changes in the way that nuclear safety is being implemented which could affect plans for any development south of the M4</p>		

**Councillor:** Barrie Patman

**Dated:** 5<sup>th</sup> March 2020

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2019-2020**

<b>Name of Organisation</b>	Berkshire Healthcare NHS Foundation Trust	
<b>Name of Member</b>	Jenny Cheng	
<b>Capacity appointed, e.g. trustee, director, observer etc</b>	Governor, I am on the Quality Assurance Committee, the Membership Committee and the Appointments and Remuneration Committee. I was on a panel which appointed a new N.E.D in June and I am again on a panel which is appointing a N.E.D.	
<b>Number of meetings called to attend</b>	16+	
<b>Number of Meetings attended</b>	16	
<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>		
The Trust is constantly working towards integration in the ICS and ICP and towards integration of its services, and now Health and Social Care are now a combined service. In May 2019 we received a report that there would be a new way of using GP practices, with more Doctors, Physiotherapists, Paramedics and other health professionals available to patients.		
<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 received a full agenda by email prior at all meetings and received a hard copy on arrival at meetings.		
<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 volume of phone calls for the Crisis Resolution Home Treatment Team and also in other services and now there is a Common Point on Entry for all phone calls which are triaged and redirected as necessary.		
<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 the job a Governor to seek assurance on everything the Trust does.		

**Councillor:** Jenny Cheng

**Dated:** 05/03/20

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2019-2020**

<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>	2
<b>Reasons for not attending, if appropriate</b>	Clash 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>Berkshire Maestros continues to offer tuition for primary and secondary students. It is expanding its programme of performances throughout the county.</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>Regular agendas and minutes of trustee meetings supplied as a matter of course.</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>The organisation continues to expand its influence in the county. The new CEO is very enthusiastic and keen to build on the successes of her predecessor. WBC is developing its own Arts and Culture portfolio and this will be enhanced by the successes of Berkshire Maestros.</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>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:** 8th March 2020

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2019-2020**

<b>Name of Organisation</b>	Berkshire Museum of Aviation, Woodley
<b>Name of Member</b>	Cllr Malcolm Richards
<b>Capacity appointed, e.g. trustee, director, observer etc</b>	WBC appointed representative
<b>Number of meetings called to attend</b>	2 (= Annual Mtg and a "Steering" Meeting).
<b>Number of Meetings attended</b>	3 (= 2 as above, plus an additional visit at their request)
<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>	
<p>We maintain contact and an update on their overall status and membership as a local tourist/museum location within the borough. There is also, currently, a discussion/request about realigning their boundary wall/entrance to improve access and safety between vehicles and visitors. This is now being discussed and considered by WBC.</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>	
Yes.	
<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>Yes. It provides an interesting aviation-based museum, plus a historical connection to the past and WW2; Douglas Bader flew from here (unfortunately it is also where he crashed and lost both his legs, but then continued to fly and became a British RAF war here). It attracts many visitors and tourists to the area. It is also in line with some of our visions for the borough (ie. a good place to live, work and grow, and to enjoy leisure/recreational facilities).</p>	
<b>Do you think the Council should continue to be represented on this Outside Body?</b>	Yes/XX = YES
<b>Please state the rationale FOR OR AGAINST having a representative</b>	
For the reasons stated above. The Museum is a credit and a contributor to the Boroughs historical provisions for residents and visitors.	
<b>Please provide any additional information that fellow Members might find useful</b>	
N/A	

**Councillor: M L Richards**

**Dated: 06/03/2020**

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2019-2020**

<b>Name of Organisation</b>	Berkshire Pension Fund Advisory Panel	
<b>Name of Member</b>	John Kaiser	
<b>Capacity appointed, e.g. trustee, director, observer etc</b>	Trustee	
<b>Number of meetings called to attend</b>	3	
<b>Number of Meetings attended</b>	2	
<b>Reasons for not attending, if appropriate</b>	Meeting clash	
<b>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.</b> Training and assessment of the fund		
<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> 1-day Training (Yes)		
<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> Competent and well run		
<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> Controls the pension of WBC employees		

**Councillor:** John Kaiser

**Dated:** 05/03/2020

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2019-2020**

<b>Name of Organisation</b>	Citizens Advice Wokingham
<b>Name of Member</b>	Councillor Parry Bath
<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>	2
<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>Citizens Advice Wokingham is an independent registered local charity employing 10 people part time in 2 offices in Wokingham Borough. They have around 73 people that volunteer for them and 10 local trustees.</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. 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 2019 Citizens Advice Wokingham helped 2203 people from Wokingham Borough with 6132 issues – a 13% increase in people helped locally compared to 2018.</p> <p>They secured £524,777 of income gain for local residents (such as help with benefit applications, appeals and employment cases) – a 43% increase from 2018.</p> <p>And they helped to write off £298,511 of debt, helping people make repayment plans for the future – a 118% increase compared to 2018.</p>	

In response to a public consultation exercise last year, they plan to make some changes to open hours and accessibility to ensure that more local residents are able to reach them. They will be releasing more news about this soon.

They launched an Advice Task Force in October 2019, visiting all 17 town and parish council areas at least twice over the next year, and they are encouraging all borough councillors to visit them when they are in the area.

In its recent audit from national Citizens Advice in January 2020, the Leadership were given a score of 'excellent' in all nine leadership areas, ranging from Governance, Operational Performance Management and Equality Leadership for the second year running.

**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 served as Wokingham Borough Council's nominated trustee for over five years and was fully briefed by the Chief Executive and Chair when I first joined the board.

In the last municipal year, the charity provided all trustees with an updated pack containing its constitution, good governance code, organisational structure and details of each contract/grant it needs to deliver.

**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 elected members and senior officers.

They report quarterly to the commissioning team on contract performance, and were recently told at a performance review meeting that they are a high performing contract.

Over the last municipal year Citizens Advice has supported the council with newer initiatives, including a joint council tax arrears project with officers from the council.

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

Yes

**Please provide any additional information that fellow Members might find useful**  
Having representation on Citizens Advice Wokingham's board benefits both the charity and Wokingham Borough Council. This charity is a strategic partner of the council, providing services right across the borough to thousands of our residents.

**Councillor:** PARRY BATTI

**Dated:** 14<sup>TH</sup> FEBRUARY 2020

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2019-2020**

<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>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 of £5m to deliver this 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. Sports and social activities are delivered here along with extensive youth work. Funding was also secured for Finchampstead's first Multi Use Games Area (MUGA) MUGA, which was opened on WBC land directly behind the centre in summer 2016. This complements the large and well equipped outdoor play facility.</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>
<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>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. This is now of greater significance due to the planned phased redevelopment of the Gorse Ride estate.</p>
<p><b>Do you think the Council should continue to be represented on this Outside Body?</b></p>	<p>Yes - absolutely.</p>
<p><b>Please state the rationale FOR OR AGAINST having a representative</b></p>	<p>See above.</p> <p>Note - I consider it essential that the group or board that oversees the new community centre soon to be built at the Atborfield SDL, includes a local borough councillor rep.</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> <p>Finally, as WBC and WBC have 10 years' experience of delivering benefits to the residents in Finchampstead, it has now been agreed that FBC will run the new developer funded community centre at the Arborfield Strategic Development Location.</p>

**Councillor:**

Simon Weeks

**Signed: Simon Weeks**

**Dated: 26 February 2020.**

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2019-2020**

<b>Name of Organisation</b>	Keep Mobile
<b>Name of Member</b>	Sarah Kerr
<b>Capacity appointed, e.g. trustee, director, observer etc</b>	Observer
<b>Number of meetings called to attend</b>	9
<b>Number of Meetings attended</b>	3
<b>Reasons for not attending, if appropriate</b>	Clashes with statutory committees at WBC.
<b>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.</b>	
Keep Mobile provides transport for the elderly and disabled in the local area. The charity also partakes in various fundraising activities to acquire income in order to continue operating.	
<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 a previous annual report. Initially there was little information provided prior and post meetings, but now we regularly receive agendas and minutes making it easier to fulfil my 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>	
Keep Mobile is a lifeline for many members of our community allowing them to get to and enjoy places they wouldn't otherwise be able to. The service does face challenges, particularly financial difficulties and recruiting drivers to undertake the work. A lot of time and effort is being put into a recruitment drive and submitting grant applications as well as developing other income generation opportunities.	
Keep Mobile is a key partner when it comes to fulfilling the council's vision and priorities, ensuring that our less mobile residents continue to enjoy living here, visiting what we have to offer and participating in community life.	
<b>Do you think the Council should continue to be represented on this Outside Body?</b>	<u>Yes/No</u>
<b>Please state the rationale FOR OR AGAINST having a representative</b>	
Keep Mobile works at the heart of the community with some of our more vulnerable residents. It deserves continued support from both borough and town/parish councils.	
<b>Please provide any additional information that fellow Members might find useful</b>	
One of the other obstacles that still needs to be addressed is an appropriate community bus stop in Wokingham Town Centre. This will allow Keep Mobile to bring more members of our community into our newly regenerated town centre.	

**Councillor:** Sarah Kerr

**Dated:** 2<sup>nd</sup> March 2020

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2019-2020**

<b>Name of Organisation</b>	Local Government General Assembly Annual Meeting
<b>Name of Member</b>	Charlotte Haitham Taylor (Attendee), and on behalf of John Kaiser, Stuart Munro and Rachelle Shepherd-DuBey (Attendee)
<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>• Funding for local government</li> <li>• Adult social care and health</li> <li>• Children, education and schools</li> <li>• Housing</li> <li>• Inclusive growth, jobs and devolution</li> <li>• Britain's exit from the EU</li> <li>• Supporting councils</li> <li>• A single voice for local government</li> </ul> <p>In 18/19, in making the case for local government, the LGA has been referenced on more than 500 times Parliament on a range of subjects that are important to local government. The LGA have briefed parliamentarians for 85 debates and provided evidence for more than 50 parliamentary inquires in the last year. On average, the LGA was featured in the media 1,400 times a week, or 199 times a day.</p> <p>Other work that the LGA continues to do is:</p>	

- Pick up emerging government thinking, ensuring councils views are represented
- Influence critical financial and policy decisions, helping develop policies in central government that will positively affect local government.
- Push for more powers to be devolved to local government.
- Work with public, private, community and voluntary organisations to secure their support for local priorities.
- Coordinate collective legal action on behalf of member councils
- Promote the roll, reputation and work of local government through the local, regional and national media.
- Campaign on behalf of LGA membership
- 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 help mitigate against anything that may detrimentally affect our residents which may come about for example from a change in central government. 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.

It is a positive benefit of being a member of the LGA that you can take advantage of sector led peer reviews. This is an effective and useful tool for evaluating a particular service area within the council. Council officers can take part in peer reviews of other authorities, which can also lead to improvement and innovation within our council.

**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 2<sup>nd</sup> July 2019 at the Bournemouth International Centre. This meeting takes place as part of the LGA's Annual Conference and Exhibition. 245 local authorities (in full LGA membership) were represented at this meeting, as well as 12 authorities in corporate membership.

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 help all member councils and the communities they represented.

He also highlighted that since the last General Assembly the LGA has transitioned to become an unlimited company, which would allow the organisation to become better value for money for Member Councils, and better support commercial activities.

In closing, Mark thanked the outgoing Chairman, Lord Porter, for all of his work over his previous four years as the LGA Chairman.

Lord Bob Kerslake was elected for the position of the President of the Association for 2019/20

Cllr. James Jamieson was elected Chairman of the Association of the LGA for 2019/20

Four Vice-Chairs were elected to the Association for 2019/20: Cllr. Nick Forbes CBE (Labour), Cllr. Izzi Seccombe OBE (Conservative), Cllr. Howard Sykes MBE (Liberal Democrats) and Cllr. Marianne Overton MBE (Independent).

Nine Deputy Chairs were elected to the Association for the LGA for 2019/20:

Conservative: Cllr. John Fuller OBE, Cllr. David Simmonds CBE, Cllr. Robert Alden

Labour: Cllr. Michael Payne, Cllr. Anne Western CBE, Cllr. Peter Box CBE, Cllr. Antoinette Bramble

Liberal Democrat: Cllr. Ruth Dombey OBE

Independent: Cllr. Clive Woodbridge

The General Assembly were also invited to note the appointment of 66 Vice- Presidents from different political parties for 2019/20, which included MPs and Peers.

The General Assembly received the LGA's Financial Statements for the year to 31<sup>st</sup> March 2019 and noted the Annual Report of the Audit Committee in 2018/19.

Lastly, the General Assembly debated a motion proposed by Mayor Marvin Rees (Bristol City Council) on the UN Sustainable Development Goals. There were three additions amendments to the original motion as written, however following a debate, and this motion was agreed. This also coincided with the LGA declaring a climate emergency the very same morning and announcing they would support councils taking steps to commit to specific timescales to achieve net zero carbon. The LGA also said they would be supporting councils to help understand the additional powers and resources they will need to achieve their ambitions.

In 2020 the LGA conference will be held in Harrogate from 30<sup>th</sup> June – 2<sup>nd</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,  
and on behalf of John Kaiser, Stuart  
Munro and Rachelle Shepherd-DuBey

**Dated:** 3<sup>rd</sup> March 2020

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2019-2020**

<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>		
LAF continues to monitor and comment on the three councils (West Berks, Reading & 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 our Rights of Way Improvement Plan 2020/2030 (ROWIP) due adoption in Spring 2020, Greenways and the Loddon and Blackwater Paths.		
<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>		
Have been rep for a number of years. The Constitution is well established as it is a statutory body.		
<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>		
Effective and contributes to support the H&WB agenda providing good PROW for exercise and outdoor enjoyment.		
<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>		
<i>Need WBC to be represented by an elected member on this statutory body</i>		

**Councillor:** Angus Ross

**Dated:** 17 Feb 2020

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2019-2020**

<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>	8
<b>Number of Meetings attended</b>	5
<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 develop as an organisation and continues to have a growing and loyal userbase.</p> <p>The change last year from the block model to the service contract has led to increased client satisfaction along the service in general, the challenges bedding in has now mostly been resolved.</p>	

There has been contention from the other main council outside Wokingham and Reading in regards to funding resulting in a reduction in service outside of the main areas that is having an impact on the reputation.

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: 09/03/20**

## WOKINGHAM BOROUGH COUNCIL

### APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM

**MUNICIPAL YEAR: 2019-2020**

<b>Name of Organisation</b>	Royal Berkshire Fire Authority
<b>Name of Members</b>	Pauline Helliar-Symons (Vice Chairman) Angus Ross (Strategic Assets Lead Member) Graham Howe (Vice Chairman, Audit & Governance C'tee) Rachelle Shepherd-DuBey (Liberal Democrat Group Leader)
<b>Capacity appointed, e.g. trustee, director, observer etc</b>	Member of the Fire Authority governing body
<b>Number of meetings called to attend</b>	Too many to count
<b>Number of Meetings attended</b>	Almost all, for everybody
<b>Reasons for not attending, if appropriate</b>	Clashes with WBC meetings or holidays
<b>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.</b>	
<p>This has been another successful year, with strong innovations begun over the last few years continuing. These have included full involvement of members in reviewing and developing the corporate plan through joint policy workshops with officers, the involvement of local members in the discussion of the linked strategy for their Borough; and through the whole system a clear golden thread going from the overall strategic plan, through all the levels and down to individual appraisals; in this way, all members, officers and fire fighters are clear about what they have to do and how they are contributing to the overall aims of the Fire Service.</p> <p>The leadership and management development programme has gone on apace and leaders at all levels are successfully taking on more responsibility. We have recruited 24 new whole time fire fighters and 14 new on call ones, and graduation ceremonies have been held for them all. There was also our annual and very much appreciated award ceremony in the Autumn where staff received awards for outstanding activities. The Elected Members attended all these events. It was especially pleasing that our own Adult Services department received a top award for the way it has collaborated with the Fire Service on telling them where vulnerable people live; this enables fire fighters to be prepared when they go to an incident in one of those homes, and tells them where the vulnerable resident can benefit from a Safe and Well visit, to install smoke alarms and advise on safety. We also continue to purchase new fire engines.</p> <p>We had a number of new members last May; they had a thorough induction and have integrated well; from a Wokingham perspective, it is a great success that our three Conservative members and the Liberal Democrat member work in close and positive cooperation.</p>	

<p>Work has been done to reduce response times, with the result that most fire engines reach an incident within ten minutes of the caller dialing 999. A recent visit to Wokingham Fire station by us showed the fire fighters getting into their protective uniform, into the fire engine and on the road within 45 seconds - their target time is two minutes. The new Bracknell MP was there too and was very impressed. And this commitment to their work is typical. As usual most calls are to traffic collisions rather than fires - or fire alarms going off by mistake. Work continues with young firefighters and visits to schools, all in the interest of educating people on how to prevent fires.</p> <p>We would continue to urge all our MPs to support our 'Fiver for Fire' campaign which would allow us to raise an extra £5 a year above the 1.99% we are currently allowed, and would welcome other members' pressure too on their own MP. 2020/21 Band 'D' contribution is only £67.60!</p> <p>We regret that our Council motion on extending fire sprinklers which genuinely prevent fires and their consequent injuries and deaths has been timed out of Council meetings since November.</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>Since all members are invited to the twice yearly policy working groups with officers to define our future priorities, aims and objectives, they are all fully aware of the work and achievements of the Fire Service. This is backed up by a member development programme and one to ones with Group leaders, whose purpose is less about 'training' than making sure everyone understands the issues concerning the Fire Service and keeps up to date.</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>The Fire Service is extremely effective, as shown by its achievement as a 'Good' Fire Service in a recent government inspection - one of the very few Fire Services in the country to reach this level; and it is in the top quartile for performance of all Fire Services, with the lowest funding. All this is actually done for the price of half a cup of coffee per week from the residents.</p> <p>Its vision aligns closely with that of the Council, in that its priority is to contribute to people's safety and wellbeing, and to look after the vulnerable.</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 having representatives</b></p> <p>The Fire Service spends tax payers' money and therefore should be accountable to elected members.</p>	
<p><b>Please provide any additional information that fellow Members might find useful</b></p> <p>RBFRS is a Combined Service with the other five Berkshire Boroughs. Each Borough sends a number of representatives, allocated by size of the Borough and the number of members throughout the county who represent one of the three main Parties.</p>	
<p><b>Councillors Pauline Helliars-Symons, Graham Howe, Angus Ross and Rachelle Shepherd-DuBey. Dated: 1<sup>st</sup> March 2020</b></p>	

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2019-2020**

<b>Name of Organisation</b>	Royal Berkshire Hospital Foundation Trust Board of Governors
<b>Name of Member</b>	Jenny Cheng
<b>Capacity appointed, e.g. trustee, director, observer etc</b>	Governor, I am on the Assurance Committee, and the Appointments and Remuneration Committee
<b>Number of meetings called to attend</b>	12+
<b>Number of Meetings attended</b>	12
<b>Reasons for not attending, if appropriate</b>	I did not attend some meetings because they clashed 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>During the winter RBH had the highest A &amp; E attendances ever during a substantial norovirus outbreak. Three wards were closed at one point with a net reduction of 10 beds and staff coped extremely well. This shows they are well prepared for dealing with a viral outbreak.</p> <p>During the year the car park barrier was vandalised several times during the year. RBH will be included in the Government's building programme and discussions are ongoing at the moment.</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>	
I received an induction pack and written constitution.	
<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>	
A CQC inspection gave the Trust a 'Good' rating across all sites in February. This show the efforts made to reach a high standard.	
<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 the job of a Governor to seek assurance on everything the Trust does.	

**Councillor:** Jenny Cheng

**Dated:** 05/03/2020

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2019-2020**

<b>Name of Organisation</b>	Sonning & District Welfare and Educational Trust	
<b>Name of Member</b>	Michael Firmager	
<b>Capacity appointed, e.g. trustee, director, observer etc</b>	Member	
<b>Number of meetings called to attend</b>	1	
<b>Number of Meetings attended</b>	1	
<b>Reasons for not attending, if appropriate</b>	-	
<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 Trust provides welfare support for individuals in need or distress over the area of the old Parish of Sonning by means of grants.</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>None</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>It is effective in what it does.</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 should continue because the Trust provides an effective and necessary function.</p>		

**Councillor:** Michael Firmager

**Dated:** 16 February 2020

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2019-2020**

<b>Name of Organisation</b>	South East Employers	
<b>Name of Member</b>	Stuart Munro & John Kaiser	
<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  
25 Feb 2020

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2019-2020**

<b>Name of Organisation</b>	<b>South East Reserved Forces &amp; Cadet's Association (SERFCA)</b>	
<b>Name of Member</b>	<b>Cllr Angus Ross</b>	
<b>Capacity appointed, e.g. trustee, director, observer etc</b>	<b>LA Representative</b>	
<b>Number of meetings called to attend</b>	<b>3</b>	
<b>Number of Meetings attended</b>	<b>2</b>	
<b>Reasons for not attending, if appropriate</b>	Meeting clash	
<b>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.</b>		
Education about the Reserved Forces and the Cadet organisations, links for the Employer Recognition Scheme and promoting the needs of ex-Service Men and Women in our communities.		
<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>		
As a former officer in the RAF and keeping association with linked organisations, I was well aware of the aims and objectives but attending one of the briefing evenings at RMA Sandhurst updated me. As a supporter of WBC signing up to the Armed Forces Covenant in 2013, I am now in effect the Armed Forces Champion, a role I already play for the Royal Berkshire Fire Authority.		
<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>		
Provides links for WBC to support the 3 Air Cadet Squadrons and 3 Army Cadet units in the borough plus two CCF units. Also, for WBC to take on more responsibility having signed the Armed Forces Covenant 7 years ago, something I am now working with WBC officers on. Support the Lord Lieutenant's awards programme and annual event.		
<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 above and re work in WBC for supporting ex-Service Men and Women in our community.		

**Councillor: Angus Ross**

**Dated: 17 Feb 2020**

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2019-2020**

<b>Name of Organisation</b>	Standing Conference on Archives (Berkshire Archives)	
<b>Name of Member</b>	Pauline Jorgensen	
<b>Capacity appointed, e.g. trustee, director, observer etc</b>	Member /Chairman	
<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	
This group forms an advisory body for Berkshire Archives which provides a shared Archive service for Berkshire County.		
Briefing by county archivist, website, meeting agendas and notes		
The archive provides an excellent service, preserving and restoring records and photographs from public and private bodies throughout the county, providing research facilities for the public and arranging displays of material.		
<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> Archive shared service, excellent rating from users.		
<b>Please provide any additional information that fellow Members might find useful</b> The archive provides a valuable resource and service for residents and researchers. This year they have acquired the Papers from the Best family of Donnington Grove, the Benham Park Estate, Speen and Barton Court Estate, Kintbury as well as a large quantity of records from E Berks magistrates court. They have also recently finished conservation work on Newbury churchwardens accounts which date between 1602 and 1795. Satisfaction with the service overall is 9.3 out of 10 and with staff 9.7 out of 10. The Archives were awarded £38,000 funding from Archives revealed and £12k from Thames water to conserve and exhibit material related to the Thames Conservancy. Recent exhibitions include one marking the centenary of the Treaty of Versailles and another marking the centenary of the Berkshire WI.		

**Councillor:** Pauline Jorgensen **Dated:** 4/3/20

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2019-2020**

<b>Name of Organisation</b>	SASIG (Strategic Aviation Body)	
<b>Name of Member</b>	Cllr Malcolm Richards	
<b>Capacity appointed, e.g. trustee, director, observer etc</b>	WBC appointed representative	
<b>Number of meetings called to attend</b>	4	
<b>Number of Meetings attended</b>	4	
<b>Reasons for not attending, if appropriate</b>	Timing clash with other council related meetings.	
<b>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.</b>		
<p>Climate Control issues and their impact upon aviation, including (possibly) Heathrow Airport expansion and air travel generally, and employment, including facts/myths and options etc; plus what options exist concerning fuel sources; plus matters of take-off and landing directions, and their impact on air/ground noise and areas affected by alternative routings/times; plus circling times and their effect on overflown areas; plus passenger ground transport volumes and its impact to/from airports.</p> <p><u>Some overall comments to note:</u> It is not the buildings on the ground (eg. HR-runway3) that causes most pollution and noise. It is the actual airplane flights. If the runway expansion is refused, there may be many more flights overnight to achieve the required flight and passenger volumes, but on fewer runways. So, pollution will still occur but over a longer period per day.</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? YES</b>		
<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> Aviation (and Heathrow Airport) is very important because of its effect upon local employment within Wokingham and the Thames Valley, and on continuing the presence of large international companies and employers - but pollution and health are also very important to our residents and to the planet – so it is a major topic of conversation and SASIG is a major influencer of aviation matters. So we should continue to be represented on that body.		
<b>Do you think the Council should continue to be represented on this Outside Body?</b>	Yes/XX = <b>YES</b>	
<b>Please state the rationale FOR OR AGAINST having a representative</b> See the points made in my previous responses to this report. = FOR		
<b>Please provide any additional information that fellow Members might find useful.</b> See the above-noted responses and info.		

**Councillor:** Cllr Malcolm Richards

**Dated:** 06/03/2020

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2019-2020**

<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>	2	
<b>Number of Meetings attended</b>	2	
<b>Reasons for not attending,</b>	n/a	
<b>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.</b>		
<p>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.</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>		
I have been the WBC rep since the setup of this organisation in 2007		
<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 meets the support for the introduction and management of SANGs in WBC area and protects the monies received from each new dwelling. It supports the SAMM spend of and policy behind the Strategic Access Management and Monitoring contribution and investment of funds now held for future management.		
<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>		
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 live and bred in the SPAs		

**Councillor: Angus Ross**

**Dated: 17 Feb 20**

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2019-2020**

<b>Name of Organisation</b>	The Piggott Trust	
<b>Name of Member</b>	Graham Howe	
<b>Capacity appointed, e.g. trustee, director, observer etc</b>	WBC Representative	
<b>Number of meetings called to attend</b>	3	
<b>Number of Meetings attended</b>	2	
<b>Reasons for not attending, if appropriate</b>	1 meeting whilst away on business	
<b>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.</b>		
Grants to youths in education and other young people with financial needs		
<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>		
Full briefing from chair and members		
<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>		
Piggott Trust is proactive in promoting how it can help youths and works collaboratively with local schools		
<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>		
Helps WBC stay in contact with needs of youths in education in the local area		

**Councillor:** GRAHAM HOWE

**Dated:** 6<sup>th</sup> February 2020

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2019-2020**

<b>Name of Organisation</b>	The Poor's Land Charity (Woodley)
<b>Name of Member</b>	Councillor Abdul Loyes
<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>	4
<b>Reasons for not attending, if appropriate</b>	Clash with another meeting
<p><b>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.</b></p> <ul style="list-style-type: none"> <li>- Provide Housing for local residents</li> <li>- Providing charitable support to residents in the borough</li> <li>- Planned maintained to properties with refurbishments</li> </ul>	
<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 Poor Land's Charity was formed on 11<sup>th</sup> July, 1972. Previously a known as the Fuel Allotment Charity. In 1979, the charity's land was eventually sold and therefore proceeds were used to purchase a parcel of land to provide residential properties in Woodley.</p> <p><b>Objectives:</b></p> <p>The governing scheme empowered the Trustees to relieve hardship by: -</p> <ol style="list-style-type: none"> <li>a) Housing persons in need in purpose built accommodation (Almshouses). The occupiers were drawn from within the parishes of Woodley Sandford and Charvil.</li> <li>b) Making donations in kind to residents of Woodley Sandford and Charvil and adjacent parishes as "Relief in Need".</li> <li>c) Applying income for the general benefit of residents of Woodley Sandford and Charvil and adjacent parishes.</li> </ol>	

**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?**

Poor Land's Charity has been effective by reaching out to the council's vision of enriching lives for example, fourteen flats and four bungalows were administered by the charity.

There has been ongoing charitable support whereby their Relief in Need scheme provided a total of £11,966 which was paid out for relief including £1,280 to local organisations. This financial support meant that it helped young families obtain 'white' goods, beds and flooring.

**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**

FOR – This gives representatives an internal insight on the daily operations of the organisation.

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

The Poor Land's Charity was served by ten trustees during the municipal year, of whom four were co-opted and six were nominated appointments. A trustee was nominated by Wokingham Borough Council (Councillor Abdul Loyes).

**Councillor:** Abdul Loyes

**Dated:** 26/02/2020

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2019-2020**

<b>Name of Organisation</b>	WHITE WALTHAM AIRFIELD CONSULTATIVE COMMITTEE	
<b>Name of Member</b>	GRAHAM HOWE	
<b>Capacity appointed, e.g. trustee, director, observer etc</b>	WBC REPRESENTATIVE	
<b>Number of meetings called to attend</b>	3	
<b>Number of Meetings attended</b>	2	
<b>Reasons for not attending, if appropriate</b>	1 clashed with WBC committee meeting	
<b>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.</b>		
Committee consults with management, and local organisations on the use, development and operations of the 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>		
Briefing from chair and fellow members		
<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>		
Air traffic from a private airfield can have an effect to local residents. Resident representatives are on the committee and the management provide reports and proactive follow up to enquiries and complaints		
<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>		
Helps WBC stay in contact with needs of residents in the airfield locality and assist with any regulatory requirements incumbent on WBC		

**Councillor:** GRAHAM HOWE

**Dated:** 6<sup>th</sup> February 2020

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2019-2020**

<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>	4 meetings	
<b>Number of Meetings attended</b>	3 formal meetings plus discussions with organisers and attending events and fund raising events.	
<b>Reasons for not attending, if appropriate</b>	Coincided 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 has for many years run a day centre for the elderly in Reading Road, Wokingham. Lunch is provided and activities for attendees		
<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 their 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. It provides transport, lunch and entertainment for its elderly clients who may have otherwise little company or activities during the day.		
<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 organisation 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>		
The organisation also runs events such as Christmas and Summer Fares and other fundraising activities. This year it held a Charity Ball at a local hotel and raised enough money to renovate the kitchen (which was much needed)		

**Councillor:** Dianne King

**Dated:** 06/02/20

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2019-2020**

<b>Name of Organisation</b>	Wokingham Borough Sports Council
<b>Name of Member</b>	Michael Firmager
<b>Capacity appointed, e.g. trustee, director, observer etc</b>	Member
<b>Number of meetings called to attend</b>	3
<b>Number of Meetings attended</b>	2
<b>Reasons for not attending, if appropriate</b>	Because of Purdah owing to the General Election.
<p><b>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.</b></p> <p>To co-ordinate, promote and develop opportunities and facilities for sport in the Borough of Wokingham.</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 have been previously been a member representing either Wokingham Borough Council or Earley Town Council for a number of years.</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>It provides a forum to co-ordinate, promote and develop sports across the borough. It also organises the annual sports awards.</p> <p>This is where different sports clubs and representatives can meet to share experiences, information and on occasions work together.</p> <p>The Annual Sports Awards were held on 22<sup>nd</sup> November 2019 at Holme Grange School, Wokingham. The awards were presented by Kelly Chambers who is the Reading FC Women's Team Manager, who gave an inspiring and enthusiastic speech.</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>	
It is crucial for Wokingham Borough Council to have a representative on the Sports Council. This is to help support and encourage participation in sport for everyone across the borough, leading to healthier lifestyles and to show the benefits of sport.	
<b>Please provide any additional information that fellow Members might find useful</b>	
The Sports Council is there for all ages.	
Details can be found under their website	
<a href="http://www.wokinghamboroughsportsCouncil.org/">http://www.wokinghamboroughsportsCouncil.org/</a>	

**Councillor:** Michael Firmager

**Dated:** 16 February 2020

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2019-2020**

<b>Name of Organisation</b>	Wokingham Sports Sponsorship Fund	
<b>Name of Member</b>	Ken Miall	
<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	
<b>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.</b>		
Distribution of funds to promising sporting athletic children.		
<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>		
Helping to ensure worthy distribution of funds.		
<b>Please provide any additional information that fellow Members might find useful</b>		
<p>The Wokingham Sports Sponsorship Fund (WSSF) is distributed by a committee that meets twice a year. The committee looks at requests for funding of children living in Wokingham Borough up to the age of 18, funding is given to truly exceptional and dedicated athletes that are already competing at local, national and international level. The funding for the WSSF comes from the various bodies that support sport. Many people with children will be aware of the costs involved when their child takes up a sport, and when at a competing level the costs involved can be considerable with equipment, kit and travel expenses, No matter your financial status, these costs can sometimes be restrictive and a little extra funding can make all the difference for some children going on to achieve great things. Our thanks go to the town councils that offer matched funding for the children.</p>		

**Councillor:** K Miall

**Dated:** 8<sup>th</sup> March 2020

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2019-2020**

<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>	Yes	
<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.....

**Dated:**...25/02/20.....

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2019-2020**

<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>		
The organisation provides volunteers in many capacities e.g. running a transport service to hospitals/doctors etc. They also have a gardening scheme for older residents and place volunteers in various capacities and organisations		
<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 have represented the Council on the organisation for many years and it is well known to me and is very well supported by local helpers. I am kept informed of activities and issues and liaison with Council officers if necessary		
<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 is a very efficiently run organisation using volunteers to provide services as listed above to local 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>		
To be a liaison between the organisation and the Council		
<b>Please provide any additional information that fellow Members might find useful</b>		
It also provides volunteers and training for other organisations		

**Councillor:** Dianne King

**Dated:** 06.03.19

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2019-2020**

<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>	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>	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>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 financial performance.</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 have been given tours and briefings of the facilities and supported by other directors.</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>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
<p><b>Please state the rationale FOR OR AGAINST having a representative</b></p> <p>WBC owns the land and buildings and should be represented to protect the facilities.</p>		

**Councillor:** Christopher Smith

**Dated:** 13 February 2020

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2019-2020**

<b>Name of Organisation</b>	ARC Youth Counselling service	
<b>Name of Member</b>	GRAHAM HOWE	
<b>Capacity appointed, e.g. trustee, director, observer etc</b>	WBC REPRESENTATIVE	
<b>Number of meetings called to attend</b>	4	
<b>Number of Meetings attended</b>	3	
<b>Reasons for not attending, if appropriate</b>	1 clashed with business meeting	
<b>Please give a brief synopsis of the key areas covered by the Outside Body during the past Municipal Year.</b>		
ARC provides youth counselling services in Wokingham to those with mental health and other needs		
<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>		
Briefing from the Chief Executive and supporting documentation		
<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>		
ARC provides an essential service that compliments and works with WBC Children Services. Demand for arc services has increased. ARC works closely with WBC schools and other youth organisations to provide help to identify and service those in need of support.		
<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>		
ARC provide an essential service to young people with often what are complex needs. ARC works closely with children's services. WBC representation helps ARC and WBC Children's Services work together.		

**Councillor:** GRAHAM HOWE

**Dated:** 6<sup>th</sup> February 2020

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2019-2020**

<b>Name of Organisation</b>	Woodley Town Centre Management Initiative
<b>Name of Member</b>	Jenny Cheng
<b>Capacity appointed, e.g. trustee, director, observer etc</b>	WBC Representative
<b>Number of meetings called to attend</b>	6
<b>Number of Meetings attended</b>	I attended 2 out of 3 WTCMI Executive Committee meetings and 2 out of 3 WTCMI meetings.
<b>Reasons for not attending, if appropriate</b>	I did not attend some meetings because they clashed 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>Woodley TCMI holds markets in the town centre on a regular basis: a food market, an artisans and produce market and a vegan market which is due to start on 15<sup>th</sup> March. It also holds a regular car boot sale.</p> <p>Every Winter the WTCMI puts on a Winter Extravaganza with many stalls and performances by local groups and individuals all afternoon. The last one, in 2019, was very successful.</p> <p>This year WTCMI took on a new logo which is now on display all around the town centre.</p> <p>Woodley Town Centre won a silver award from Thames and Chilterns in Bloom again this year.</p> <p>WTCMI is planning to hold celebrations for the anniversary celebrations for VE Day on 8<sup>th</sup> May. Woodley Town Council will now oversee expenditure of WTCMI's funds.</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>Meeting agendas etc.</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>The above awards and successful Winter Extravaganza are examples of effective organisational contribution to the local area.</p>	
<b>Do you think the Council should continue to be represented on this Outside Body?</b>	Yes

**Councillor:** Jenny Cheng, and on behalf of Bill Soane

**Dated:** 06/03/2020

**WOKINGHAM BOROUGH COUNCIL**

**APPOINTMENT TO OUTSIDE BODIES ANNUAL FEEDBACK FORM**

**MUNICIPAL YEAR: 2019-2020**

<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>	-
<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>Woodley Volunteers Centre is very well run charity and has a very active and responsible committee and membership. WVC continues to excise excellent management of their grants and donations to deliver outstanding value for money given the volume of journeys made over the past year.</p> <p>As in previous years the continuing challenge faced by Woodley Volunteers Centre is the recruitment off drivers to meet the unprecedented growth in demand for its service. In particular, journeys to the Royal Berkshire Hospital. Woodley Volunteers actively work hard throughout the year to advertise for drivers and are visible at all local community events.</p> <p>The enormous success of the Woodley scheme continues to place pressures for parking spaces at the Royal Berkshire Hospital. It's not unusual for patients to ask their driver to accompany them to their appointments and wait to make the return journeys. Many are elderly, lonely and need of both physical and emotional support. 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. These spaces are competed for by similar schemes from across Berkshire West.</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 aim is to provide transport for elderly and disabled residents in Woodley area. Also, assistive technology for persons unable to afford them - it's a service run by **locals for locals**, keeping those needing help in touch with those prepared to give it. 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. The information provided gave me a sound understanding of the work and benefits of the scheme.

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

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

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

Yes

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

This is a charity working at the heart of a community with an ageing and complex 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 35 drivers and has delivered in excess of 3500 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:** 7th February 2020