



WOKINGHAM BOROUGH COUNCIL

A Meeting of the **EXECUTIVE** will be held in the Council Chamber - Civic Offices, Shute End, Wokingham RG40 1BN on **THURSDAY 17 FEBRUARY 2022 AT 5.30 PM**

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

Susan Parsonage
Chief Executive
Published on 9 February 2022

Note: Although non-Committee Members and members of the public are entitled to attend the meeting in person, space is very limited due to the ongoing Coronavirus pandemic. You can however participate in this meeting virtually, in line with the Council's Constitution. If you wish to participate either in person or virtually via Microsoft Teams please contact Democratic Services. The meeting can also be watched live using the following link:
<https://youtu.be/DjJ20s2nR04>

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.

MEMBERSHIP OF THE EXECUTIVE

John Halsall	Leader of the Council
John Kaiser	Deputy Leader and Executive Member for Finance and Housing
Parry Bath	Environment and Leisure
Graham Howe	Children's Services
Pauline Jorgensen	Highways and Transport
Charles Margetts	Health, Wellbeing and Adult Services
Stuart Munro	Business and Economic Development
Gregor Murray	Resident Services, Communications and Emissions
Wayne Smith	Planning and Enforcement
Bill Soane	Neighbourhoods and Communities

ITEM NO.	WARD	SUBJECT	PAGE NO.
94.		APOLOGIES To receive any apologies for absence	
95.		MINUTES OF PREVIOUS MEETING To confirm the Minutes of the Executive Meeting held on 27 January 2022.	7 - 22
96.		DECLARATION OF INTEREST To receive any declarations of interest	
97.	None Specific	STATEMENT BY THE LEADER OF COUNCIL To receive a statement from the Leader of Council	
98.		PUBLIC QUESTION TIME To answer any public questions A period of 30 minutes will be allowed for members of the public to ask questions submitted under notice. The Council welcomes questions from members of the public about the work of the Executive Subject to meeting certain timescales, questions can relate to general issues concerned with the work of the Council or an item which is on the Agenda for this meeting. For full details of the procedure for submitting questions please contact the Democratic Services Section on the numbers given below or go to www.wokingham.gov.uk/publicquestions	
99.		MEMBER QUESTION TIME To answer any member questions A period of 20 minutes will be allowed for Members to ask questions submitted under Notice	

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

99.1 None Specific

Jim Frewin has asked the Executive Member for Planning and Enforcement the following question:

Question

A number of videos and other communications have been recently released by Executive members, aimed at relieving some of the concerns and anxiety residents have with regards to the Local Plan update. One of the main resident concerns is the potential impact additional traffic might have on the local highway systems.

To help local Councillors assist in managing some of the residents' Local Plan anxieties will the Executive Member kindly provide access to the detail and cost of the traffic modelling analysis undertaken in reaching the Local Plan recommendations?

99.2 Arborfield;
Barkham

Gary Cowan has asked the Executive Member for Planning and Enforcement the following question:

Question

In a recent article in the Bracknell News Cllr Wayne Smith, when questioned about a proposed site for 270 houses on Council owned land in Barkham explained: "We are required to assess all land promoted for development as part of the local plan process".

Cllr Wayne Smith also said "We are required to assess all land promoted for development as part of the local plan process" but he did add that "the Council wants a majority of new homes to be built in the so-called 'Hall Farm / Loddon Valley' major development in Arborfield" – a location where 2,200 homes could be built by 2037/38 which is the end of the plan period.

If the Council needs to build 2200 houses to meet its housing needs in Hall Farm/Loddon Valley by 2038 yet their draft LPU consultation plan is to build 4500+ houses at Hall Farm meaning many Wokingham residents in the South of the Borough will be forced to live in a building site up to the year 2057 or longer.

From today that is 35 years away. All on the banks of a river that has a history of flooding and under the shadow of a Category A dam at Bearwood Lakes in a climate emergency.

Why do you plan for 2200 houses in the local plan update but consult on 4500+ houses?

Matters for Consideration

100.	None Specific	HOUSING REVENUE ACCOUNT BUDGET 2022/23	23 - 32
101.	None Specific	CAPITAL PROGRAMME AND STRATEGY 2022-2025	33 - 70
102.	None Specific	TREASURY MANAGEMENT STRATEGY 2022-2025	71 - 116
103.	None Specific	MEDIUM TERM FINANCIAL PLAN 2022-2025 INCLUDING REVENUE BUDGET SUBMISSION 2022/23	117 - 182
104.	None Specific	COMMERCIAL WASTE AND RECYCLING CONTRACT	183 - 192
105.	None Specific	SCHOOL ADMISSION ARRANGEMENTS 2023/2024	193 - 280
106.	Finchampstead South	GORSE RIDE REGENERATION PROJECT CHANGES TO DELIVERY MODEL	281 - 288
107.	None Specific	LOCAL BUS SERVICES	289 - 294

EXCLUSION OF THE PRESS AND PUBLIC

The Executive may exclude the press and public in order to discuss the Part 2 sheets of Agenda Item 107 above and to do so it must pass a resolution in the following terms:

That under Section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Act (as amended) as appropriate.

A decision sheet will be available for inspection at the Council's offices (in Democratic Services and the General Office) and on the web site no later than two working days after the meeting.

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**MINUTES OF A MEETING OF
THE EXECUTIVE
HELD ON 27 JANUARY 2022 FROM 7.00 PM TO 8.10 PM**

Committee Members Present

Councillors: John Halsall (Chairman), John Kaiser, Parry Batth, Pauline Jorgensen, Charles Margetts, Stuart Munro, Gregor Murray, Wayne Smith and Bill Soane

Other Councillors In Attendance

Stephen Conway

Gary Cowan

Maria Gee

Clive Jones

83. APOLOGIES

An apology for absence was submitted from Councillor Graham Howe.

84. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Executive Meeting held on 25 November 2021 and the Extraordinary Executive Meeting held on 15 December 2021 were confirmed as correct records and signed by the Leader of Council.

85. DECLARATION OF INTEREST

Councillors John Halsall and John Kaiser declared personal and prejudicial interests in Agenda Item 89 Optalis Contract Renewal 2022 as they were Non-Executive Directors of Optalis Holdings Ltd. Councillors Halsall and Kaiser left the Chamber during discussion of the item and did not take part in the vote.

Councillor Charles Margetts declared a personal and prejudicial interest in Agenda Item 89 Optalis Contract Renewal 2022 as he was a Non-Executive Director of Optalis Ltd. Councillor Margetts left the Chamber during discussion of the item and did not take part in the vote.

86. STATEMENT BY THE LEADER OF COUNCIL

The Leader of Council made the following statement:

I want to make it clear that all this administration, my party and I are completely opposed to the loss of every blade of grass, tree, shrub, field or greenspace in the Borough. Once it's gone it's gone forever. The verdict of the Borough's "enough is enough" consultation was also clear that the residents of the Borough agree with our stance. I have lived in the Borough for the best part of sixty years. I remember how the rural district of Wokingham was.

Nevertheless, we are not an independent island. We must follow Government mandates, which require us to make provision for a Government determined number of houses. All mainstream political parties have within their manifestos a commitment to build a huge number of houses; the current Government objectives are amongst the lowest of the three national parties.

We have the option to do nothing, which would mean that we have no plan and therefore no defence against speculative development. There is not a square inch of the Borough

which has not been optioned by a developer who would seek to exercise that option by claiming that we have no plan or five-year land supply. The developer would be successful in his application. I have no doubt that we would be faced with housing numbers several times those currently mandated. This is the option that Lib Dem South Oxfordshire took with the result, I understand, of many, many more houses and the original plan reimposed.

The current consultation for the Local Plan Update has now closed. There are at least two more opportunities for residents to make their views known. I have been very pleased to see a very good level of response. I was delighted to see many of my colleagues making strong representations for their wards. It was disappointing that other Councillors confined themselves to making futile political points about the housing numbers. As I have said all mainstream political parties within their manifestos have a commitment to build a huge number of houses, of which the current Government's objectives are amongst the lowest.

I have worked hard and successfully to ensure that our housing numbers were reduced from 1,635 to the current 789 and campaigned successfully, initially alone with the support of John Redwood and Theresa May, to oppose the planned changes to national planning policies. Notwithstanding the consultation, I will continue to press Government to make more changes and encourage our MPs, who are all critical of the housing numbers and planning policies, to join me in so doing. As the Council and Government are of the same party, there is leverage that can be applied. I have written to the Minister and have received an acknowledgement. I am awaiting a meeting date. I have been successful in the past and hope to be so in the future.

Last time we as an Executive met, the new Omicron variant was just known in Wokingham. It has then since dominated our thoughts. The rate of new Covid cases reached a high of just over 1,600 per 100,000 at the beginning of January. Covid led to many families having to change their plans over the festive period. The new year started with a welcome decline in rates although with schools returning and the high transmissibility of the Omicron variant in an unvaccinated (in primary settings), and therefore susceptible population, this decline has been short lived. Rates are now back on the rise and are currently just over 1,350 per 100,000. The current rate reflects the week 13-19 January. We expect this to rise further, as daily case numbers continue to increase. Like the situation at the end of the Autumn term, most cases are now within our school age population and their parents.

The past month has seen, and continues to see, a flurry of new and changed guidance for us to follow. This is sometimes hard to keep pace with. Officers are working relentlessly to translate new guidance for our residents, through the Community Champion newsletter, via our website and other channels, and supporting our partners and providers working with care settings and educational settings as they navigate the complexities of the new situations.

There was an urgent national Omicron appeal for the public to 'Get Boosted Now', leading up to the end of 2021 and we have been working tirelessly to support health partners on the delivery of the new vaccination programme across the Borough. 67% of residents over the age of 12 have now received their booster vaccine and we continue to work with our healthcare colleagues to ensure that the vaccine offer reaches all our residents across the Borough.

With this backdrop of rising rates and pressure on services the Government's Plan B is being lifted from today. Whilst this removes the mandate to work from home and wear masks indoors, we continue to encourage residents to take precautions where there is the

risk of Covid transmission. We call upon all our residents and partners to be as patient as they can as services are operating under significant staffing pressure.

With one eye on the Spring, there will continue to be much change over the coming weeks whilst case rates remain high and rising; we must remain cautious and continue to employ all measures we can to keep our communities as safe as possible and reduce transmission as much as we can. And lastly on that topic, please continue to encourage everyone to be vaccinated with the three jabs.

On a happier note, for the last six months an organisation called Climate Emergency has been undertaking a benchmarking exercise of all Local Authority Climate Emergency Action Plans, scored against 200 criteria. The results were announced today, and I am very pleased to say that Wokingham ranked 8 out of 183 single tier authorities across the United Kingdom and I offer my congratulations to Gregor Murray, the Executive Member, who has pushed this forward.

We are approaching that time in the year when we present our medium-term budget proposals to full Council. We do this acutely aware of our objectives and responsibilities to the most vulnerable in our community. Last week we agreed to a Council Tax Reduction scheme approving over £4m worth of support to those facing financial hardship. This support sits amongst a whole range of measures we provide to those in need of financial assistance. John Kaiser will expand on this later in the meeting. We are also making great strides in the provision of affordable and social housing in the Borough, much needed particularly amongst our younger adults. The Gorse Ride project being considered at Executive next month is a testament to that.

Although we will continue to do what we can for our vulnerable, we must do this within our overall financial context of the Council. The Chief Finance Officer's statutory draft report sets this out clearly and alerts us to unprecedented times in terms of financial risk and uncertainty. We have the impact of rising inflation, particularly alarming in the procurement of gas and electricity with potential increases of over 80%. We have the ongoing implementation of the Adult Social Care reform for which we have calculated the full impact to be well over £20m to the Council. We have the uncertainty of the Local Government funding system to determine our future Government funding. This takes place under a national levelling up agenda, so it is unlikely to go well for Wokingham. In addition to which we have a host of other financial pressures yet to reveal themselves, such as the true cost of Covid-19 and the outcome of the consultation on the Minimum Revenue Provision, which could increase the cost of debt falling on our General Fund.

So, to quote Donald Rumsfeld '...as we know, there are known knowns; there are things we know we know. We also know there are known unknowns; that is to say we know there are some things we do not know.' I would be inclined to go further than this and suggest our financial future also includes a degree of unknown unknowns, that is to say there are things we will not yet have been aware of.

It is in this context we must formulate our budget proposals and move forward with great caution through the following years. We passionately believe in helping those most in need in our community but can only do this by maintaining our strong financial resilience in the most precarious of circumstances. As my good friend and colleague, John Kaiser, often says "a council which is broke is no good to anyone".

87. PUBLIC QUESTION TIME

There were no public questions submitted.

88. MEMBER QUESTION TIME

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

88.1 Gary Cowan asked the Executive Member for Planning and Enforcement the following question:

Question

Approximately 8 months ago, supported by a big fanfare of publicity, Councillor Smith announced a Carbon capture plan, thanks to a £300,000 contribution from the Woodland Trust and an injection of £350,000 of Council capital borrowing.

The plan requires 250Ha of green space and Phase 1 was to set up a project team including a paid manager, develop a tree strategy, work with landowners, Parish and Town Councils.

Since the scheme's inception in which there seems to be no plan for replacement trees that die, no real update on progress in any of the plans initial intention yet at the same time the Council's own Planning Department continues to recommend the removal of TPO trees to facilitate development.

My question is simply how many of the 250,000 trees have been planted or agreements made to plant to date?

Answer

As you are aware, through updates provided at the Trees and Biodiversity Task and Finish Group of which you are a member, a project manager to lead the delivery of the 250,000 tree planting project and Tree Strategy, was recruited in September last year and in the four months since they arrived they have been working to deliver Phase 1 of the business plan. A project of this scale requires significant amount of preliminary feasibility and preparation work, involving stakeholder engagement, land negotiations, consultation, and design work, all before delivery can take place. In the last four months Officers have been focussed upon engaging with numerous landowners including schools, towns and parishes, and other third parties to begin negotiations for large scale planting schemes.

In the meantime, smaller scale planting has taken place already on sites in Woosehill Meadows, Shinfield St Mary's, Winnersh Community Orchard and Chiltern Drive. To date, 5,651 very precise number of trees have been planted and by March this year we are expecting to have planted a further 2,145 trees on a number of school sites in the Borough. That is a fantastic start in a very short space of time!

Now we are up and running, we will also be accepting applications for the Garden Forest Initiative as part of the tree planting project, whereby residents can apply to the Council for a tree to plant in their gardens. We have received over 631 applications in the first round of the initiative, and the trees will be provided, for residents to plant, in October this year.

Alongside the delivery of the 250,000 tree planting project, Officers will always be working to develop a new Tree Strategy for the Borough. The Tree Strategy will provide improved direction for the tree management and the Authority's approach across the Borough. It will

help the Borough to better understand the value of WBC's tree assets and provide guidance upon how planting schemes should be undertaken to optimise benefits for carbon sequestration, biodiversity and the local area.

An early engagement survey took place in November 2021, last year, to gather input from stakeholders and residents about some of the key areas that could be covered within the Strategy. This is to be used to assist with the preparation of the Strategy. Following further public consultation on the draft Strategy in 2022, this year the Executive will consider the adoption of the new Tree Strategy in early in 2023.

Supplementary Question

That would appear to be about 10% of the numbers so far identified. With respect to the planting of trees as there seems to be no real plans to build many houses in the north of the Borough, in particular Remenham and Hurst, would it not be just a good idea to sign all remaining trees there so two problems solved? You get trees planted and no houses either and I would call that a win, win.

Supplementary Answer

As you know Gary there are lots of things that you have to look at. That is why a scheme of this size is, as you quite rightly say, it is a massive scheme and yes we are only at the start. I would say, in answer to your question, it all depends on the ground conditions because not all ground conditions will accept trees so it would have to be looked at and considered. But, you also have to consider that the majority of that land would not be in the Council's ownership so it would be down to the landowner.

88.2 Clive Jones asked the Executive Member for Finance and Housing the following question:

Question

What will the effect on revenue costs be of cancelling the crematorium project over the next five years?

Answer

There was an indicative £110k net income in 2022/23 and £219k in 2023/24 and that was when the MTFP was agreed in February 2021. As this scheme has now been deleted, and has been ruled out at the viability stage, the income line has now been deleted along with £3.7m worth of expenditure from the 21/22 capital programme, which is £6m over two years. The impact has already been factored into our budget setting work in formulating a balanced budget for 2022/23 and, as you will already know, it has been presented to and considered by Overview and Scrutiny.

Part of this impact, obviously, will help to reduce the need to borrow more money.

Supplementary Question

When the idea of a crematorium was first raised, it was meant to address the need for our residents to have more local cremations and have them in a reasonable time without having the delays often associated with Reading and Easthampstead. Has this need from our residents gone away?

Supplementary Answer

Parts of the viability was to look at whether or not, it was not just about money, it was about whether or not the area could actually support another crematorium and when we

did the work and we looked at Bracknell, which owns the one as you say, and we looked at the Reading one an additional one would not help. It would not help with the numbers because the reason there has been delay at these crematoriums is because of Covid. It is not because they do not have capacity and once Covid, when it has gone away or once the Covid rules change significantly, they will be able to get back to business as usual and cope with the volume.

All we would do is put additional volume which would mean that we could not justify and the utilisation for the viability. I very much would like to have built it if it could be justified financially. But we cannot the money is just not there.

88.3 Maria Gee asked the Executive Member for Finance and Housing the following question:

Question

The Capital Monitoring report shows reprofiling to date of £244m. What financial effect will this reprofiling have on the revenue costs required to manage these projects next year, in addition to those already planned for 2022/23?

Answer

Over the past two years, the Council has seen some unprecedented levels of uncertainty due to Covid-19. This has had an impact in some areas on the capital programme including the ability to source resources, materials and labour for some of the projects however we are still on track to invest £154m this year in the community as highlighted in the Capital Monitoring report. Alongside this, the Council have paused some programmes which will be considered in the future if viable business cases support these going ahead. You have just heard of one which is basically we are looking at solar farms for instance.

Any impact on revenue costs will be minimised and where required we will look to carry forward revenue budgets associated with these projects into future years. The Council continually monitors the impact of the Council's capital programme on borrowing costs and look to minimise these by borrowing when required as projects are delivered rather than ahead of need.

The reprofiling of the capital programme is therefore wholly financially responsible and will enable schemes to be more appropriately delivered and will reduce unnecessary costs in the short term by passporting decisions and implementation into future years. Both when service needs and the financial landscape will be more certain.

I would add that none of this reprofiling has been at the expense of delivering services.

Supplementary Question

So, the approved Capital Budget for the year 2021/22 is £204m. As I have mentioned the carry forward to futures years is £244m, which is 120% of the programme for this year. I appreciate that some of this year's projects have been delivered but that must mean that some projects are more than a year behind. Can you agree that it would be better to plan for a more deliverable programme so that residents might have certainty about investments in their communities?

For example, I see that the Montague Park community facility has been delayed yet again and I would regard that as an investment in services. So, I would really like to know when it is going to be delivered?

Supplementary Answer

I cannot tell you when that one will be delivered but if you want, I can write to you about that and explain why that has been delayed.

We live in very uncertain times, and you would not expect this Council to commit until we know where we are going and what is happening. Constantly in the past people have actually said that we have overborrowed, well we are now in a position whereby we feel we are not overborrowing, and we never will overborrow and we will make sure that our capital programme fits what is required at the time. We could not do it any other way. I mean it is just financially prudent to do it that way and of course there are some changes going on with regards to the way that councils can borrow money and the way they invest money and that is out for consultation at the moment, and we do not know the outcome of that yet.

88.4 Stephen Conway asked the Executive Member for Finance and Housing the following question:

Question

My question relates to the Capital Budget Monitoring report. The first recommendation in that report states that there will be no financial impact from the reprofiling of budgets into 2022/23. We live in inflationary times. Factors beyond the Council's control have led to significant inflation in costs since the budget was originally set. Given that progress on projects such as Twyford's new library has been delayed by these inflationary pressures, may I ask whether Recommendation 1 takes full account of inflation, current and projected?

Answer

Your question is very helpful because it indicates that there are uncertainties. Over the past two years, the Council has seen an unprecedented level of uncertainty due to Covid-19 and in response to this we have introduced a strengthening of our approach which includes the reprofiling of spend into future years.

Globally, inflation is an issue and will have an impact on the Council's capital programme. As presented to the Overview and Scrutiny as part of the budget submission for 22/23, we have looked to mitigate this through introducing £12m of central contingency for capital cost uplift pressures over the next three years.

Within the capital programme, projects also have allowances for a level of price inflation built into the budget, which was always the case.

The capital programme will continue to be monitored closely with continuing reporting to the Executive and recommendations to make modifications where needed. This is part of our ongoing strengthening in financial management arrangements required in such times of uncertainty and again I would just say that I would not hesitate if I feel that the finances of the Council are going off course. I will not hesitate to bring the numbers back and look at the numbers again because we have seen some massive increases, especially around labour and materials. We are not sure whether those increases are short term or whether they are long term, but we will be looking at it again, I expect, half way through the year.

Supplementary Question

Thank you for your answer John, that was helpful and more or less what I expected and hoped to hear.

I noticed in Appendix B of the Capital Budget Monitoring report the delivery of the new Twyford Library is now to be delayed until the financial year 2022/23 and this is not entirely a surprise to me. But the delay, I am sure you will be aware, will be very disappointing to many people in the northern parishes as they have been eagerly awaiting this long promised new library.

Can you give me a more precise indication of when in the financial year, 2022/23, structural work on the building will commence and when the project will finally be delivered?

Supplementary Answer

It is very difficult for me at this moment in time to give you a commitment to that and I would not want to tell you something that we could not meet.

We have lots of other things going on at the moment and I understand how important this is, and how it was promised in times pre-Covid. It was definitely on the agenda to deliver but we have challenges around buses, we have challenges around bulge classes at schools and all those things need additional funding. In your neck of the woods, as you probably know, you have schools, secondary schools, crying out for additional facilities. Now we have to balance all those things Stephen and so it is really difficult, and I could not answer the same question if I was posed it on any project that we have got going on at the moment to be honest with you.

89. REVENUE BUDGET MONITORING REPORT FY2021/22 - QUARTER THREE

The Executive considered a report setting out the expenditure, as at 31 December 2021, for the third quarter of the current financial year and the overall forecast of the current position of the General Fund revenue budget, the Housing Revenue Account and the Schools' Block funding.

During his introduction of the report the Executive Member for Housing and Finance stated how proud he was that the Council had worked to minimise the impact of Covid on residents in the Borough. This had been achieved in many ways including the provision of affordable homes to those people in real need of housing. During Covid there had been an increase in the demand for affordable homes, which was due in the main to the high cost of rents in the Borough. The only solution was to deliver more social housing but unfortunately the rise in labour and material costs had made the delivery of social housing difficult and only possible on Council owned land, which included the regeneration of brownfield sites or assets in the Council's control.

Councillor Kaiser advised that he, working with Officers, would do everything he could to irradicate poverty and protect services in the Borough including expanding council tax discount where possible, assisting rough sleepers, and ensuring that the Council's housing stock continued to meet the Decent Homes Standard. He went on to add that in order to support families in crisis the Council was continually keeping under review the effectiveness of the local welfare provision scheme, ensuring ongoing consultation with residents and the voluntary sector to ascertain how those who needed crisis assistance could be fully supported and ensuring signposting and easy access to relevant schemes for those who needed to access them.

Councillor Kaiser highlighted that from a budget of around £150m a forecast overspend at year end was predicted in the sum of £523k, which given the difficulties of the last year and the fact that £388k of the overspend related to Covid expenditure he felt that this was a great achievement by the Officers.

Councillor Margetts highlighted the severe pressure that Officers in Adult Social Care had been under, not only dealing with the Covid response but also business as usual. He therefore wanted to thank those Officers for not only responding to the Covid emergency but also for nearly balancing the budget, despite the huge overspend advised during the first lockdown.

Councillor Murray also echoed the words previously stated as he felt to be overspent by only 0.35% under the conditions and pressures of the last year was a tremendous achievement.

The Leader also mentioned the remarkable job that the Chief Executive and Deputy Chief Executive had done over the last two years.

With regards to recommendation 3) Councillor Halsall highlighted the work being undertaken as part of the Arts and Culture Strategy, including the establishment of the Cultural Alliance and the need to provide support to take the work set out in the Strategy forward.

RECOMMENDATION that:

- 1) the financial impact of the Covid-19 crisis, as illustrated in the Executive Summary, be noted;
- 2) the overall forecast of the current position of the General Fund revenue budget, Housing Revenue Account (HRA) and Dedicated Schools Grant (DSG) illustrated in the Executive Summary and appendices attached to the report be noted;
- 3) a supplementary estimate for £110,000 (c£55,000 per year) for additional capacity to support the Arts and Culture Strategy over the next two years be approved.

90. CAPITAL MONITORING 2021-22 - QUARTER 3

The Executive considered a report outlining the progress of the Council in delivering its capital programme for the financial year 2021/2022 and the Capital Monitoring report up to 31 December 2021.

The Executive Member for Finance and Housing went through the report and advised the meeting that the capital programme was reviewed on a regular basis to ascertain if any savings could be made. Councillor Kaiser advised that it was possible that in future largescale funds would be required for schools to accommodate additional children within the Borough and therefore some of the non-essential projects may need to be rephased to a future date.

In addition, Councillor Kaiser was pleased to report that the predicted forecast at year end was around £8m under the amount forecast at the beginning of the year. It was noted that although less capital schemes were being delivered, due to material and labour shortages, borrowing was lower.

As advised in the response to Councillor Jones' question the crematorium scheme had been removed from the capital programme, due to the fact that there was capacity in the two neighbouring crematoriums and therefore the project did not now make commercial sense.

RECOMMENDATION that:

- 1) the proposed rephrasing to the Capital Programme following the 'in-year' review, as set out in paragraph 3 of the report and Appendix B, be noted and approved. There is no financial / service impact from the reprofiling of budgets into 2022/2023;
- 2) the position of the capital programme at the end of Quarter 3 (to 31st December 2021), as summarised in the report and set out in detail in Appendix A, be noted;
- 3) the removal of the new Crematorium scheme from the capital programme be noted and approved. This will remove £3.7m of budget from the 2021/22 capital programme.

91. CHIEF FINANCE OFFICER'S REPORT

The Executive considered a report from the Chief Financial Officer highlighting the financial issues facing the Council which were required to be taken into consideration as part of the budget setting process for 2022/23.

When introducing the report the Executive Member for Finance and Housing stated that he felt that the report, written by the Chief Finance Officer, was an excellent piece of work that highlighted the annual budget changes, pressures on service and efficiencies. It was noted that a challenging target of efficiencies of around £5m were being looked at for the next financial year.

In relation to the major financial risks outlined in the report, which included the adult social care reform, Councillor Margetts advised that in order to raise the profile of this issue he was liaising with other Berkshire authorities to encourage them to look at the impact the reforms would have on their finances. As West Berkshire and the Royal Borough of Windsor and Maidenhead Councils faced similar issues to Wokingham the Lead Members from those authorities had written to Savid Javid to highlight the issues the Councils were facing. Whilst the reforms were very welcome in their attempts to review social care there was not currently enough funding available to support the reforms.

Councillor Murray drew attention to the table showing the net annual benefit of £42 per Band D property in 2022/23, £55.21 in 2023/24 and £62.47 in 2024/25 and it was confirmed that this net benefit was income generated from assets and investments. Councillor Kaiser reminded the meeting that the Council was the lowest grant funded unitary authority in the country therefore very little money was received from the Government.

Councillor Halsall highlighted that the Council received around £65m in business rates but only retained around £15m as due to the relevant calculations the remainder had to be given to the Government. Councillor Halsall also drew Members' attention to the Asset Value, Debt Levels and Repayment Profiles table within the report which showed that the

net indebtedness was forecast to be £177m, rising to £300m in 2022/23, then reducing year on year.

RECOMMENDATION that:

- 1) the Chief Finance Officer (CFO) report and the issues contained within, including the local government finance settlement and the sections on key risks, be noted and that the Executive consider these when setting the council tax for 2022/23 and agreeing the Council's Medium Term Financial Plan (MTFP);
- 2) the Council's response to the local government finance settlement, as set out in Appendix Two to the report, be supported;
- 3) the Council's ongoing representations for fairer funding for the residents of Wokingham Borough Council be supported.

92. OPTALIS CONTRACT RENEWAL 2022

(Councillors John Halsall, John Kaiser and Charles Margetts declared personal and prejudicial interests in this item.

Councillor Stuart Munro took over the Chair for this item only)

The Executive considered a report setting out the procurement business case to renew the contract for adult care services with Optalis Ltd.

During his introduction of the report the Executive Member for Business and Economic Development highlighted the amount of work that had gone into the contract. Three years ago Optalis was exclusively focussed on growth however the Council's view was that it should be focussing on quality and value. Two years of negotiations followed with the result that £2.5m was returned to the Council and the company had been restructured which had led to three boards of Directors being reduced to one. Optalis was now a more flexible and agile company, with the Council's operation separated from the overall company which meant that the Council could focus on the service it required for Wokingham residents.

Councillor Munro confirmed that the contract would enable the Council to use Optalis as a provider which would help ensure against rising and variable care costs from other providers and would also enable the development of new services to suit the needs of its residents.

RECOMMENDATION that Council be recommended to:

- 1) approve the procurement business case, as set out in the report, to renew the contract to Optalis;
- 2) delegate authority to the Director of Adult Services, in consultation with the Lead Member for Adult Services to;
 - a) approve and complete the contract with Optalis for £7.3mil – 2022-23; and
 - b) undertake all activities required to complete the joint ownership arrangements between RBWM and the Council as set out under the heading 'Future Arrangements'.

- 3) delegate jointly to the Director of Adult Services and the Director of Resources and Assets authority to add to and remove services within Optalis during the term of the contract provided that in each case, up to the total value of £500k:
 - a) the budget for the costs of the services has already been approved as part of the agreed Council Budget;
 - b) the business case has been approved by both Directors;
 - c) the Executive Member with responsibility for Adult Services and the Executive Member with responsibility for Finance have been consulted.
- 4) note the shareholders agreement.

93. RUSCOMBE NEIGHBOURHOOD DEVELOPMENT PLAN - REGULATION 16 CONSULTATION AND FUTURE EXAMINATION

The Executive considered a report relating to the proposed consultation on the draft Ruscombe Neighbourhood Plan which if approved would sit alongside the Council's planning policies to help shape how development was managed in that area.

RECOMMENDATION that:

- 1) a 6-week consultation on the draft Ruscombe Neighbourhood Plan (Appendix 1a and 1b of the report) be approved; and
- 2) an examiner be appointed to independently examine the Ruscombe Neighbourhood Plan, delegating the appointment and submission of the examination documentation to the Director of Place and Growth in consultation with the Lead Member for Planning and Enforcement.

94. LEISURE STRATEGY

The Executive considered a report setting out a proposed Leisure Strategy following consultation.

During his introduction the Executive Member for Environment and Leisure advised that the Leisure Strategy sets out plans to help residents' physical and emotional wellbeing through the Council's extensive leisure offerings and partnership with a wide range of other organisations. The four key priorities of the Strategy were:

- Promoting health and wellbeing of residents;
- Raising participation and reducing levels of inactivity;
- Maintaining and extending accessibility to indoor leisure services; and
- Maintaining and extending accessibility to outdoor spaces.

Councillor Batth reminded Members that consultation on the draft Strategy had been carried out between April-July 2021. The main areas of feedback from residents were that they wanted more sports facilities and classes, more options for young people and more outdoor activities. In response to this feedback the Council had been working with the Youth Council and community teams to develop new programmes and facilities to encourage more young people and teenagers to get active.

In addition, sessions would be targeted for the Borough's black, Asian and minority ethnic communities. The Council would review its current programme of activities and identify sessions which were popular with those communities and encourage more residents to get

involved and get physically active. The offer for older people would also be expanded as set out in the Strategy.

Councillor Batth reiterated the significant health benefits of sports and leisure for everyone including, raising achievement in schools plus being very important in the prevention of mental and physical illnesses.

In addition to the key leisure partners outlined previously Councillor Batth mentioned the strong sports and leisure community at Pinewood and the importance of the Council's relationship with these organisations. He advised that there was a commitment to develop these valuable facilities in the future.

Councillor Kaiser stated that he was glad to see that towns and parishes were mentioned in the partnership delivery section of the Leisure Strategy. Towns and parishes often had funds available and therefore work could be undertaken with them to deliver better services in facilities that they either currently run or assist them in implementing new projects.

RECOMMENDATION that:

- 1) the principles and content of the Leisure Strategy be endorsed;
- 2) the Leisure Strategy and action plan, with the amends incorporated following consultations and feedback from the Overview and Scrutiny Committee, be approved.

95. WHOLE COUNCIL ELECTIONS

The Executive considered a report setting out a proposal to launch a consultation with stakeholders on moving to a whole council (all-out) electoral cycle.

The Leader of Council reiterated the financial pressures that were facing the Council now and in the future. These included the Adult Health and Social Care Bill which would cost around £27m, the likelihood of losing the New Homes Bonus of £4m, settling the Negative Schools Grant of £10m as well as other inflationary pressures and cost increases which represented more than £50m of increases. Therefore, as the Council's finances were likely to be severely stretched there was a need to look at areas where savings could be made in order to protect Council services.

Councillor Halsall advised that one area that was currently being considered was the Council's electoral cycle i.e moving from the current process which was the election of a third of Councillors each year, apart from the fourth year, to whole Council elections, an election every fourth year for all Councillors. Moving to whole Council elections could potentially save £4.5m over a four-year cycle.

It was noted that the Boundary Commission was currently undertaking an electoral (boundary) review and as part of this process the Council was required to consider the electoral system it wished to use. The options were:

- Continue with election by thirds (an election every year apart from the fourth) of one third of the wards. All wards would have to be three councillor wards, which was a change to the current process.

- Whole Council elections (an election every fourth year) for all seats which could be either one councillor, two councillor or three councillor wards reflecting communities or all single councillor wards.

Because the Boundary Commission believed that every resident should have equal access to democracy, they wanted all voters to have the opportunity either to vote every year or every four years. The current process meant that if you lived in Arborfield you only got to vote once every four years but if you lived in Shinfield you had the ability to vote every year. Elections by thirds was also very expensive and highly disruptive.

Councillor Halsall confirmed that as a consequence of the Boundary Commission's electoral review whole Council elections would have to take place in 2024. He further advised that most Councils had either moved to whole Council elections or were moving to them. It was noted that MPs were elected for a maximum of five years and PCCs, town and parish councils and mayors were all elected every four years.

As set out in the report Councillor Halsall highlighted that there would need to be a public consultation on whether to change the Council's electoral cycle and to this end the Executive was being asked to recommend to Council that a consultation take place. A special Council meeting would be required to be held in the Summer to consider whether to change the Council's electoral cycle. It was noted that a two thirds majority at that meeting would be required to make the change.

RECOMMENDATION: That Council be recommended to agree to launch a consultation with stakeholders on moving to a whole council (all-out) electoral cycle.

96. CENTRAL AND EASTERN BERKSHIRE JOINT MINERALS AND WASTE PLAN: MAIN MODIFICATIONS CONSULTATION

The Executive considered a report relating to a proposal to consult on the Central and Eastern Joint Minerals and Waste Plan: Main Modifications (The Joint Plan) and supporting documents.

The Executive Member for Planning and Enforcement went through the report and reminded the meeting that the Examination in Public had taken place during September/October last year at which a number of modifications came forward. This report was therefore asking for Executive to recommend to Council the main modifications and supporting documentation for consultation. Councillor Smith confirmed that, despite posts to the contrary on social media, there were no sites in Wokingham Borough contained in the Plan.

RECOMMENDATION that Council be recommended to:

- 1) agree the Central and Eastern Berkshire Joint Minerals and Waste Plan: Main Modifications and supporting documentation for publication and public consultation;
- 2) authorise community engagement on the Central and Eastern Berkshire Joint Minerals and Waste Plan: Main Modifications and associated supporting documents to take place for at least 6 weeks from February 2022 onwards;
- 3) authorise the Director of Place and Growth, in consultation with the Executive Member for Planning and Enforcement, to agree minor amendments necessary to

the Central and Eastern Berkshire Joint Minerals and Waste Plan: Main Modifications and other supporting documents prior to consultation.

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TITLE	Housing Revenue Account Budget 2022/23
FOR CONSIDERATION BY	The Executive on Thursday, 17 February 2022
WARD	None Specific;
LEAD OFFICER	Deputy Chief Executive - Graham Ebers
LEAD MEMBER	Executive Member for Finance and Housing - John Kaiser

PURPOSE OF REPORT (INC STRATEGIC OUTCOMES)

The revenue and capital budgets for 2022/23 are set and tenants rent levels are set for 2022/23 to ensure sound finances and value for money in providing housing services for council tenants.

RECOMMENDATION

That the Executive approve and recommend to Council:

- 1) The Housing Revenue Account budget for 2022/23 (Appendix A);
- 2) Council house dwelling rents be increased by up to 4.10% effective from 4 April 2022 in line with the council's Rent Setting Policy that was approved by Executive on 25 November 2021.
- 3) Garage rents to be increased by 3.80% effective from April 2022 in line with Council's general fees and charges;
- 4) Shared Equity Rents to be increased by 4.86% based on September RPI, effective from April 2022;
- 5) Tenant Service Charges to be set based on cost recovery;
- 6) The Housing Major Repairs (capital) programme for 2022/23 as set out in Appendix B;
- 7) Sheltered room guest charges for 2022/23 remain unchanged at £9.50 per night per room.

EXECUTIVE SUMMARY

The proposed Housing Revenue Account (HRA) for 2022/23 is set out for consideration and recommendation to Council. An indication of the budget for 2023/24 and 2024/25 is provided for information. Proposed 2022/23 rent levels for council housing and council owned garages are also set out for recommendation to Council.

The level of reserves over the next three years are estimated to remain in line with our reserves policy, ranging from £1.3m in 2022/23 to £1m in 2024/25.

BACKGROUND

HOUSING REVENUE ACCOUNT 2021/22

Housing Ring Fence

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

Rent Restructuring, Convergence, Housing Self Financing and the End of the Rental Reduction

2. For four years, commencing in 2016/17 the Government introduced a compulsory 1% reduction in Social and Affordable rents. There was no discretion in making this change and it applied to all council tenants. The 1% reduction was implemented in April 2016 and was followed by a further 1% cumulative reduction from April each year for the three years to 2019/20. From 2020/21 onwards, the rent reduction stopped and has been replaced with rental increases of CPI + 1% which for **2022/23 equals 4.10%** (1.50% in 21/22, and 2.7% in 20/21), although the Council will continue increasing rents to formula rent when properties are re-let whilst still maintaining the compulsory rental changes. Formula rent is a calculation by Government to ensure all properties of a similar nature (e.g. location, no. of bedrooms) have similar rent levels for tenants.
3. The Council has prepared a 30-year business plan for the HRA. The allocated debt is based on a notional valuation of the Council's housing stock and a 30 year notional business plan of income and expenditure. The HRA will incur an annual interest charge and principal debt repayment over the majority of the plan. Over the next three years a further £6.0m of debt is to be repaid. The estimated debt as at the 31st March 2025 is £77m. Revenue budget provision for debt repayment is included under the HRA principal repayments line in Appendix A.
4. The Council's 30 year business plan is being reviewed and updated to reflect known changes including the rent policy issues highlighted above. The Council will need to consider its appetite for debt over the 30 year period in light of legislative changes and the removal of the borrowing cap for local authorities. Key features of the HRA budget submission are;
 - a) The HRA Capital Programme for 2022/23 will be £5.7m plus any carry forwards from 2021/22, followed by indicative budgets of £8.6m in 2023/24 and £8.0m in 2024/25. The programme assumes all retained right to buy receipts are utilised.
 - b) Rental income will be based on government requirements for an increase of 1% + Consumer Price Inflation (CPI) in future years albeit the current government policy of 1% + CPI is in place until 2024/25 inclusive.

Garage Rents

5. It is proposed to increase garage rents by 3.80% for 2022/23 (1.16% for 2021/22) in line with the council wide increase to fees and charges. Charges will be rounded to the nearest £0.10p.

Shared Equity Rents

6. It is proposed to increase shared equity rents by 4.86% for 2022/23 (1.13% for 2021/22) based on September RPI, effective from April 2022.

2022/23 Budget Assumptions & Risks

7. The Housing Revenue Account budget for 2022/23 is shown at Appendix A. The budget has been drawn up on a self-financing basis and reflects interest charges of £2.7m, depreciation of £4.5m as determined by the Council's 30-year business plan under the self-financing system. The 2022/23 budget also includes expenditure of £3.5m for repairs and maintenance.

The projected HRA reserve balance (see Appendix C) at 31 March 2023 will be £1.3m.

Housing Major Repairs (Capital Programme)

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

The proposed Housing Capital Programme is shown at Appendix B. The capital programme will be funded from the Major Repairs Reserve.

Consultation

9. On 28 October 2021, the Tenants & Landlord Improvement Panel (TLIP) were consulted regarding a 4.10% increase in housing dwelling rents. TLIP agreed the 4.10% rent increase in principle and understood the rationale behind the need to apply the full 4.10% increase.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe funding pressures, particularly in the face of the COVID-19 crisis. It is therefore imperative that Council resources are focused on the vulnerable and on its highest priorities.

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

Other Financial Information
None

Stakeholder Considerations and Consultation
On 28 October 2021, TLIP were consulted regarding a 4.10% increase in housing dwelling rents.

Public Sector Equality Duty
The specific projects and programmes of work will be assessed individually prior to implementation. Rent increases follow Government legislation.

Climate Emergency – <i>This Council has declared a climate emergency and is committed to playing as full a role as possible – leading by example as well as by exhortation – in achieving a carbon neutral Wokingham Borough by 2030</i>
Climate change within the HRA is being looked at on a number of levels. Housing Officers attend the Council’s climate change meetings and are also members of the retro fitting working group. As we know domestic homes contribute to the emissions of the country and we will need to reduce these emissions over time. Projects will be coming forward but social housing providers are still awaiting guidance and associated funding from central government. Any future investments to meet climate change agenda will be factored into future budget papers.

List of Background Papers
Appendix A – HRA Revenue Budget Appendix B – HRA Capital Budget Appendix C – HRA Reserves

Contact Simon Price	Service Housing Services
Telephone 07500 951702	Email simon.price@wokingham.gov.uk

HOUSING REVENUE ACCOUNT - REVENUE BUDGET

The HRA is a ring-fenced account and as such has no impact on the level of council tax. The money spent maintaining the Council's housing stock (valued at approximately £235m) and providing a service to Council tenants is mainly funded by housing rents paid by Council tenants. The following table sets out the revenue expenditure planned for the HRA and the estimated income.

		2022/23 Budget £'000	2023/24 Budget £'000	2024/25 Budget £'000
INCOME				
Rents				
Dwelling Rents		(15,502)	(15,967)	(16,446)
Garage Rents		(258)	(263)	(268)
Commercial Rents		(2)	(2)	(2)
Total Rents		(15,762)	(16,232)	(16,716)
Fees & Charges				
Service Charges		(425)	(433)	(442)
Leasehold Charges		(123)	(125)	(128)
Other Charges for Services & Facilities		(48)	(48)	(48)
Interest on balances		(20)	(20)	(20)
Total Income		(16,377)	(16,859)	(17,354)
EXPENDITURE				
Housing Repairs		3,485	3,555	3,626
General Management		3,404	3,472	3,542
Sheltered Accommodation		231	235	240
Depreciation	Note 1	4,538	4,538	4,538
Capital Finance Interest Charge	Note 2	2,650	2,680	2,710
Voluntary Revenue Provision	Note 3	2,070	2,000	1,900
Revenue Contribution to Capital	Note 4	0	456	987
Total Expenditure		16,377	16,936	17,542
Net Expenditure / (Income)		0	77	188
HRA Revenue Reserve				
Balance at Beginning of Year		(1,280)	(1,280)	(1,203)
Net Expenditure / (Income) - from above		0	77	188
Balances at Year End	Note 5	(1,280)	(1,203)	(1,015)

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

Note 2. Based on current and forecast loan portfolio

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

Note 4. Additional revenue contribution to fund capital programme

Note 5. Reserve balances guided by assessments of financial risks

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HOUSING REVENUE ACCOUNT CAPITAL BUDGET

The following table sets out the capital expenditure planned for the HRA and the funding set aside to pay for the expenditure.

		2022/23 Budget £'000	2023/24 Budget £'000	2024/25 Budget £'000
EXPENDITURE				
Estate Improvements		10	10	10
Home Loss Payments		100	220	150
Capitalised Staffing Costs		675	675	675
Adaptations for the Disabled		600	600	600
Voids		800	800	800
Housing Purchase & New Builds		0	2,500	2,500
Planned & Improvements Works		3,542	3,832	3,290
Total Capital Expenditure		5,727	8,637	8,025
FUNDED BY				
Major Repairs Reserve		(5,727)	(5,681)	(4,538)
Right to Buy Receipts	Note 1	0	(1,000)	(1,000)
Revenue Contributions	Note 2	0	(456)	(987)
Loan for 60% right to buy contribution	Note 3	0	(1,500)	(1,500)
Total Capital Funding		(5,727)	(8,637)	(8,025)
Balances at Year End		0	0	0

Note 1. Estimated receipts from right to buy sales

Note 2. Revenue contribution to fund capital programme

Note 3. Additional borrowing to support maximising right to buy receipts and capital works

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HOUSING REVENUE ACCOUNT RESERVES

APPENDIX C

Reserve	Policy	Estimated Level at 31 March	Benefits	Opportunity Costs
Housing Revenue Account	<p>Local Government and Housing Act 1989 section 76 (3) forbids a year end deficit on the HRA</p> <ul style="list-style-type: none"> Balance is determined by level of risk associated with the budget <p>Current recommended minimum level of reserves is approx.. £1m - minimum level</p>	<p>2023 £1.3m 2024 £1.2m 2025 £1.0m</p>	<ul style="list-style-type: none"> Provides general contingency for unavoidable and unseen expenditure or fall in income Stability for longer term planning and for meeting the decent homes standards Interest on Balances helps to reduce costs: Interest on Balances @ 1.0% = £13k 	<ul style="list-style-type: none"> Could be used to fund HRA Capital expenditure to help meet decent homes standard which would result in loss of interest £10k per £1m Could be used to fund HRA debt repayment
Major Repairs Reserve	<ul style="list-style-type: none"> Use of Capital to meet Decent Homes Standard Redevelopment and regeneration of the Council's housing stock 	<p>2022 £1.1m 2023 £0m 2024 £0m</p>	<ul style="list-style-type: none"> Provides capital to invest in stock to meet the government's Decent Homes Standard policy Provides general contingency for unavoidable or unseen expenditure 	<ul style="list-style-type: none"> Will be used to fund HRA capital expenditure to help meet decent homes standard

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TITLE	Capital Programme and Strategy 2022-2025
FOR CONSIDERATION BY	The Executive on Thursday, 17 February 2022
WARD	None Specific;
LEAD OFFICER	Deputy Chief Executive - Graham Ebers
LEAD MEMBER	Executive Member for Finance and Housing - John Kaiser

PURPOSE OF REPORT (INC STRATEGIC OUTCOMES)

The capital programme and strategy 2022 – 2025 sets out the capital investment for the benefit of the community and how this is funded.

RECOMMENDATION

The Executive is asked to note and recommend to Council the following:

- 1) the Capital Strategy for 2022 - 2025 - Appendix A;
- 2) the three-year capital programme for 2022 - 2025 – Appendix B;
- 3) the draft vision for capital investment over the next five years - Appendix C;
- 4) the use of developer contribution funding (s106 and CIL) for capital projects as set out in Appendix D. Approval is sought up to the project budget.

EXECUTIVE SUMMARY

The Chartered Institute of Public Finance & Accountancy (CIPFA) 2018 Prudential Code sets out the requirements in relation to the setting of a Capital Strategy within Local Authorities. The key objectives of the Code are to ensure, within a clear framework, that local authorities' capital investment plans are affordable, prudent, and sustainable.

Under the prudential system, individual local authorities are responsible for deciding the level of their affordable borrowing, having regard to CIPFA's Prudential Code, which has been given legislative backing. Prudential limits apply to all borrowing, qualifying credit arrangements and other long-term liabilities – whether supported by government or entirely self-financed. The system is designed to encourage authorities that need and can afford to undertake capital investment to do so within a robust framework.

Using the guidance from the Prudential Code, every year the Council produce a **Treasury Management Strategy** and a **Capital Strategy**. Both strategies are closely linked and also support the Medium Term Financial Plan. The Treasury Management Strategy is considered in a separate report.

The Capital Strategy for the three financial years from 2022 – 2025 is intended to provide a high-level overview of how capital expenditure, capital financing and treasury

management contribute to the provision of services along with an overview of how associated risk is managed and the implications for future financial sustainability.

The Capital Strategy is set out in **Appendix A**.

This shows investment of c£265m over the next three years across (excluding carry forwards):

- Housing, Local Economy and Regeneration - c£99m
- Roads and Transport - c£63m
- Children Services and Schools - c£31m
- Climate Emergency - c£30m
- Internal Services - c£20m
- Environment - c£13m
- Adult Social Care - c£9m

BACKGROUND

Key aims of the Capital Strategy (Appendix A)

The key aims of the capital strategy are to:

- Provide a clear context within which proposals for capital expenditure are evaluated to ensure all capital investment is targeted to deliver the Council's priorities.
- Give clarity about how the Council identifies and prioritises capital requirements and proposals arising from various strategies, and how they will be managed within the limited capital resources available.
- Identify and consider options available to fund capital expenditure that minimises the ongoing revenue implications of historic capital expenditure and of any new investments.
- Establish effective arrangements for managing capital schemes including assessment of outcomes and achievement of value for money.

Capital Expenditure

Wokingham Borough Council has an ambitious capital programme which builds upon recent years of historic capital investment in the borough including regeneration of Wokingham town, new strategic roads, schools, and leisure facilities. The Council will continue to provide services and assets for residents to enjoy and to meet their needs.

The Capital Strategy is fundamental to the effective delivery of these key activities. The table below shows the planned capital expenditure for the next three years across the key activities. Note, these figures exclude any carry forwards from the current financial year.

	2022/23 £'000	2023/24 £'000	2024/25 £'000	Total £'000
Housing, Local Economy and Regeneration Delivering sustainability, a strong, robust and successful economy that stimulates opportunities for all who work and live in	39,939	43,619	15,285	98,843
Roads and Transport Continuous investment in highways infrastructure to meet the needs of current and future users of the network	46,013	9,735	6,916	62,664
Children Services and Schools Dedicated in providing services and schools which ensure all children have the opportunity to achieve their goals potential	4,243	11,116	15,930	31,289
Climate Emergency Commitment to reduce carbon emissions and working towards becoming a carbon neutral Council	16,672	7,763	5,826	30,261
Internal Services Investment in Council assets and technology to continue to support all Council services and priorities	10,104	6,113	3,640	19,857

Environment Investment and enhancement of facilities across the borough benefiting communities and resident's wellbeing	5,222	1,283	6,100	12,605
Adult Social Care An effective, high-quality care and support service to providing a better quality of life for residents	1,959	6,320	781	9,060
Total Capital Programme 2022/23 to 2024/25	124,152	85,949	54,478	264,579

A full breakdown of the areas above by individual scheme can be found in **Appendix B**

The draft vision for capital investment over the next five years can be found in **Appendix C**.

Capital Resources (Funding of Capital Expenditure)

Like most Local Authorities, the Council has limited capital resources available, and these are allocated to each scheme to ensure best value for money by maximising the use of grants, developer funding and capital receipts in order to minimise the need for revenue contributions and borrowing. Although borrowing does make a large portion of the capital resources, this has been calculated on a prudent, sustainable, and affordable basis. Each individual scheme is evaluated before being added to the capital programme.

The table below shows the estimated capital resources required to fund the three-year capital programme from April 2022 to March 2025.

	2022/23	2023/24	2024/25	Total
	£m	£m	£m	£m
Supported borrowing	(64.0)	(40.2)	(17.1)	(121.3)
Developer contributions (S106 / CIL)	(27.6)	(4.9)	(12.3)	(44.8)
Capital grants	(18.7)	(10.7)	(7.5)	(36.9)
Other contributions	(6.4)	(6.9)	(5.5)	(18.8)
Capital receipts	(0.1)	(6.8)	(7.5)	(14.4)
General fund borrowing	(7.3)	(2.2)	(4.6)	(14.1)
Total	(124.1)	(71.7)	(54.5)	(250.3)

The capital programme currently has a budget shortfall of c£14m over three years which includes a fully funded year 1 programme. This shortfall over three years will be balanced through a combination of reducing or reprofiling capital expenditure and maximising capital funding opportunities such as bidding for capital grants.

Developer Contributions

With regards to developer contributions funding. The Councils Finance Regulations require allocation of this funding to be approved. As set out in **Appendix D**, approval is sought up to the project budget for the capital scheme to allow flexibility if more funding becomes available during the year and can reduce borrowing costs. The Executive are

asked to approve and recommend that Council approve the use of developer contribution funding (s106 and CIL) for capital projects as set out in Appendix D.

The capital programme drives the Treasury Management Strategy (see separate Executive and Council paper for the 17 February 2022), in terms of identifying and undertaking necessary borrowing. The graph below shows the estimated debt and debt repayment profile for the borrowing used to support the capital programme.

Supported Borrowing

A significant part of the Council's capital programme is either self-financing or makes a surplus where the income generated is greater than the cost of financing and therefore is available to fund other council services. These are referred to as "supported borrowing" in the table above.

Supported borrowing activities can be broken down as follows:

Investment in Wokingham Borough

- Regeneration. There is an ambitious programme of regeneration with the town centres of the borough. With the Council's low cost of capital and return on investment requirement compared to the private sector this allows the Council to take on and complete projects for the benefit of the local community that would otherwise not be delivered by the private sector.
- Economic Development. Likewise, the Council is able to use its resources to secure properties within town centres to ensure continued delivery of services to the community, whilst encouraging local businesses with security of tenure.
- Enabling infrastructure. The Council has always been positively proactive in delivering infrastructure in advance of developments.
- Local Employment Protection. The Council will invest to ensure local employers remain in premises and not lose economic business sites to alternative development.
- Housing. The Council has an ambitious affordable and social housing plan for the borough, delivered through its wholly owned subsidiary companies.

Invest to Save

The Council is also investing in activities which not only cover the financing costs and debt repayment for the scheme but make income each year to contribute to the costs of running the Council, reducing the burden on the local taxpayer whilst maintaining services. These are referred to as 'invest to save' funded projects, and examples are listed below:

- Leisure and sport facilities

- Energy reduction / efficiency
- Social care placements provision

Repayment of Borrowing

As highlighted previously, the Council continue to invest significant amounts into the capital programme generating assets such as roads, schools, housing, regeneration properties and many more. The graph below sets out the expected repayment of this debt as well as the asset value generated.

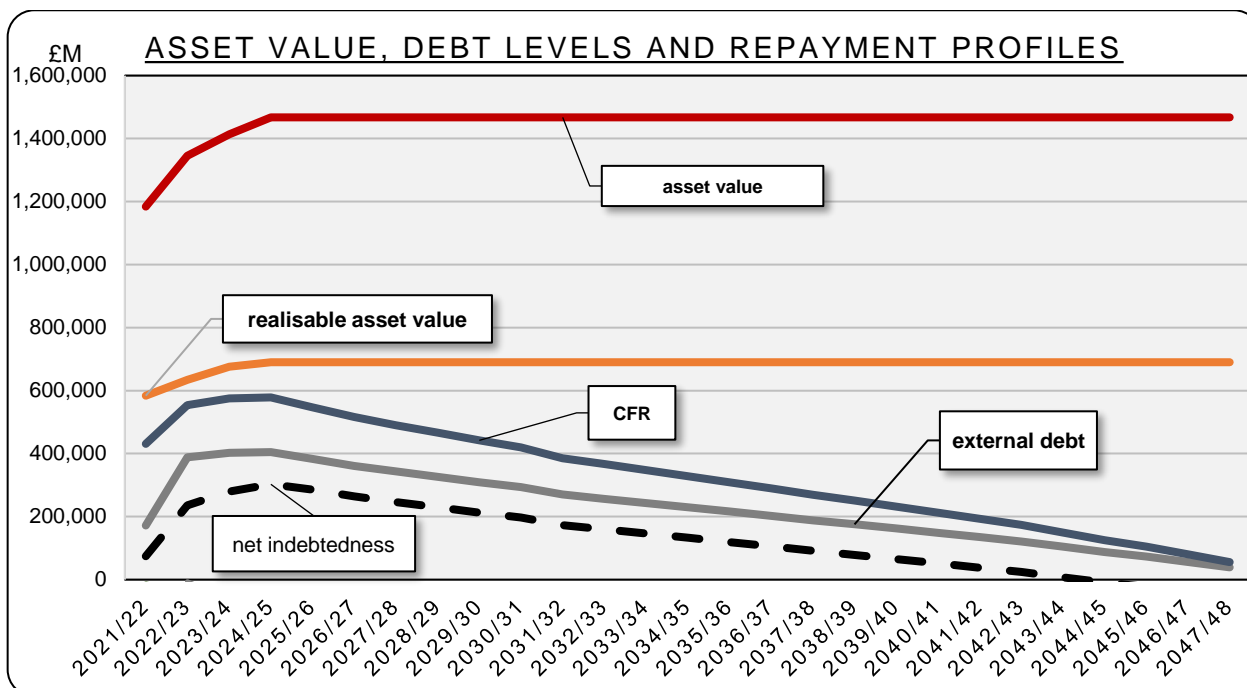
The graph includes four key lines in reference to debt:

- Capital financing requirement (CFR) - a technical calculation of historic capital expenditure less that already paid for, required to arrive at the annual level of debt repayment.
- External debt – this is the actual amount borrowed with third parties. The difference between CFR and external debt is referred to as internal borrowing.
- Net indebtedness – this is external debt less treasury (i.e. liquid) investment balances. It is important that these are considered together as treasury investments could be used to repay external debt.
- Realisable asset value – this is the potential income that could be raised through the sale of assets. The values are based on the asset values line excluding highways, education, housing revenue account assets and other assets such as IT infrastructure and equipment.

The Council are expecting debt to rise over the next three years in line with the capital programme. A majority of this additional debt is supported borrowing where direct repayment streams have been identified, for example, developer contributions. In addition, debt is expected to reduce over time as income is generated from these projects and cost savings are realised.

CFR and external debt will reduce as borrowings are repaid through income and will reach a point in time when debt is fully repaid, and the ongoing income will be transferred to benefit the general fund.

The graph is based on general fund only and excludes HRA as this is ringfenced. The original CFR levels before commercialisation, forward funding and regeneration projects were approximately £100m.



The asset values used in the graph above are calculated using the total asset value from the Council's balance sheet, and an estimate of capital expenditure over the next three years. This methodology reflects all asset values that either have been or will be funded from an element of borrowing. A prudent approach to asset value has been taken with no capital appreciation estimated however over a long period of time it wouldn't be unreasonable to see asset values increase.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe funding pressures, particularly in the face of the COVID-19 crisis. It is therefore imperative that Council resources are focused on the vulnerable and on its highest priorities.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	£124m	Yes	Capital
Next Financial Year (Year 2)	£86m	No	Capital
Following Financial Year (Year 3)	£54m	No	Capital

Other Financial Information

The capital programme currently has a budget shortfall in year 2 totalling c£14m. This will be balanced through a combination of reducing or reprofiling capital expenditure and maximising capital funding opportunities such as bidding for capital grants.

The year 1 budget of £124m does not include any carry forwards from the 2021/22 capital programme. These are approved by Executive as part of the Capital monitoring outturn reports.

Please see the attached appendices for full details of the capital strategy.

Stakeholder Considerations and Consultation

N/A

Public Sector Equality Duty

The specific projects and programmes of work will be assessed individually prior to implementation.

Climate Emergency – This Council has declared a climate emergency and is committed to playing as full a role as possible – leading by example as well as by exhortation – in achieving a carbon neutral Wokingham Borough by 2030

As highlighted in the Capital Strategy and appendices, the Council continues to invest in Climate Emergency across a range of capital schemes.

List of Background Papers

Appendix A - WBC capital strategy
Appendix B - WBC capital programme detail
Appendix C - WBC five-year capital vision
Appendix D - WBC Capital Programme to be part/fully funded by developer contributions.

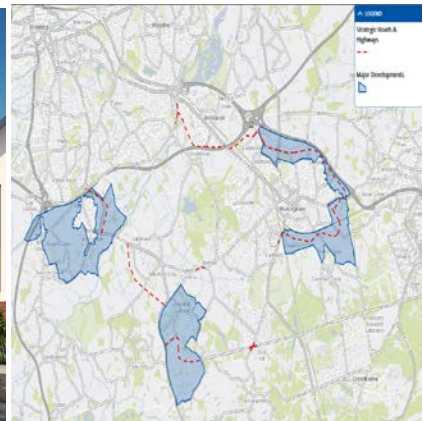
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Capital Strategy 2022-25



**WOKINGHAM
BOROUGH COUNCIL**

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Appendices

Appendix B - Three year capital programme by key areas

Appendix C - Five year capital vision by asset type

Appendix D - Developer contribution funded schemes

1. Introduction

The Chartered Institute of Public Finance & Accountancy (CIPFA) 2018 Prudential Code sets out the requirements in relation to the setting of a Capital Strategy within Local Authorities. The key objectives of the Code are to ensure, within a clear framework, that local authorities' capital investment plans are affordable, prudent and sustainable.

Under the prudential system, individual local authorities are responsible for deciding the level of their affordable borrowing, having regard to CIPFA's Prudential Code, which has been given legislative backing. Prudential limits apply to all borrowing, qualifying credit arrangements and other long-term liabilities – whether supported by government or entirely self-financed. The system is designed to encourage authorities that need and can afford to undertake capital investment to do so within a robust framework.

The Capital Strategy for the three financial years from 2022 – 2025 is intended to provide a high level overview of how capital expenditure, capital financing and treasury management contribute to the provision of services along with an overview of how associated risk is managed and the implications for future financial sustainability.

2. The Aims Of The Capital Strategy

The capital strategy aligns with the Council's priorities and key council strategies. The strategy is integrated with the Medium Term Financial Strategy and Treasury Management Strategy.

The Capital Strategy is the document that sets out the following principles:

- To drive the authority's ambitious capital programme and identifying the optimum level of investment
- Giving an outline of future commitments so that the affordability of both the long term plan and any new proposals can be properly understood.

3. Governance Framework & Core Principles

As part of the annual budget process, the capital vision including any new capital scheme bids is reviewed. The Council develops a three year capital programme, of which year 1 is fully funded, and years 2 and 3 have indicative funding. This forms part of the Council's Medium Term Financial Plan (MTFP) and is approved at Council in February having previously been reviewed by CCOSC.

Throughout the budget setting process, assistant directors and the corporate leadership team review and scrutinise new and existing capital bids to ensure they still meet the Council's priorities. This is supported by the Financial Specialist team.

Based on these evaluations the attached Capital Programme has been prepared. Members are presented with the proposed capital budget submission 2022/23 for recommendation to Council (Appendix B).

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

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

4. Capital Vision Planning

Wokingham Borough Council's Capital Vision is created alongside its vision for providing the majority of the needed housing in the borough, through its four strategic development locations.

The major development projects ongoing in the Capital Programme are:-

Arborfield Garrison major development - This development includes 3500 new homes, 2 new primary schools, a secondary school, community and local shopping facilities, sports hub and gym, open spaces and roads including the Arborfield Relief Road project, an extension of Nine Mile Ride and improvements to the California Crossroads junction and Barkham Bridge

Shinfield Parish major development – Based around the villages of Shinfield, Spencers Wood and Three Mile Cross, this development initially included 2500 new homes, 2 new primary schools, school expansion, community and local shopping facilities, sports hub, open spaces and roads including the Shinfield Eastern Relief Road project

North Wokingham major development – This development initially includes 1500 new homes, a new primary school, local community and shopping facilities in a new neighbourhood centre, enhancements to the sports hub at Cantley Park, open spaces and roads including the North Wokingham Distributor Road project

South Wokingham major development – This development includes 2500 new homes, 2 new primary schools, local shopping and community facilities, new open spaces and roads including the South Wokingham Distributor Road project

These major developments will accommodate a total of about 10,000 homes in carefully planned new or extended communities, by 2026.

Other ongoing major regeneration and development projects in the borough include:-

Gorse Ride Estate redevelopment - Working to regenerate the Gorse Ride Estate in order to provide high-quality homes in a great community

Wokingham Town Centre Regeneration – This redevelopment provides residential housing alongside Elms Field to complement the retail, food store, cinema, hotel and play area which have been successfully completed. In addition the provision of a new Leisure facility to replace the Carnival Pool facility, which includes a new pool and leisure facility, provision of 4 court sports hall, a new library and food/beverage offering and 55 residential apartments.

Climate Emergency – Develop solar farms to create a renewable energy infrastructure. Energy reduction projects at existing properties to make them energy efficient (e.g., LED lighting, cavity walls). Managing congestion, improving traffic flow and reducing incidents which cause delays (including using CCTV cameras)

Work is currently underway on an updated local plan which will shape the future of Wokingham Borough. See the Council's Local Plan Update page on the Council's Web site.

<https://www.wokingham.gov.uk/planning-policy/planning-policy-information/local-plan-update/>

5. Asset Management

The overriding objective of asset management within the council is to achieve a corporate portfolio of property assets that is appropriate, fit for purpose and affordable. The council's property portfolio consists of operational property, properties held for economic development, and property held for specific community or regeneration purposes. The council has specific reasons for owning and retaining property:

- Operational purposes e.g. assets that support core business and service delivery e.g. Schools, office buildings.
- Parks, playgrounds and open spaces.
- Economic development and Regeneration, enabling strategic place shaping and economic growth.

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

6. Acquisition Of Land And Buildings For Economic Development And Regeneration

The council will acquire land and buildings within the borough boundaries for the primary reason of economic development, regeneration or to protect local employment for residents.

The reasons for acquisition of property are primarily;

- Market and economic opportunity
- Economic development and regeneration activity in the borough
- To maintain and safeguard local employment within the borough

Any acquisition is supported by strong, robust and prudent financial business case, and signed off by the councils S151 officer in accordance with delegations approved by Council.

7. Loans

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

8. Capital Expenditure 2022-2025

The following table shows a breakdown of expenditure over the next three years broken down into expenditure categories:

Table 1 Capital Programme 2022-2025

	2022/23 £'000	2023/24 £'000	2024/25 £'000	Total £'000
Housing, Local Economy and Regeneration Delivering sustainability, a strong, robust and successful economy that stimulates opportunities for all who work and live in	39,939	43,619	15,285	98,843
Roads and Transport Continuous investment in highways infrastructure to meet the needs of current and future users of the network	46,013	9,735	6,916	62,664
Children Services and Schools Dedicated in providing services and schools which ensure all children have the opportunity to achieve their goals potential	4,243	11,116	15,930	31,289
Climate Emergency Commitment to reduce carbon emissions and working towards becoming a carbon neutral Council	16,672	7,763	5,826	30,261
Internal Services Investment in Council assets and technology to continue to support all Council services and priorities	10,104	6,113	3,640	19,857
Environment Investment and enhancement of facilities across the borough benefiting communities and resident's wellbeing	5,222	1,283	6,100	12,605
Adult Social Care An effective, high-quality care and support service to providing a better quality of life for residents	1,959	6,320	781	9,060
Total Capital Programme 2022/23 to 2024/25	124,152	85,949	54,478	264,579

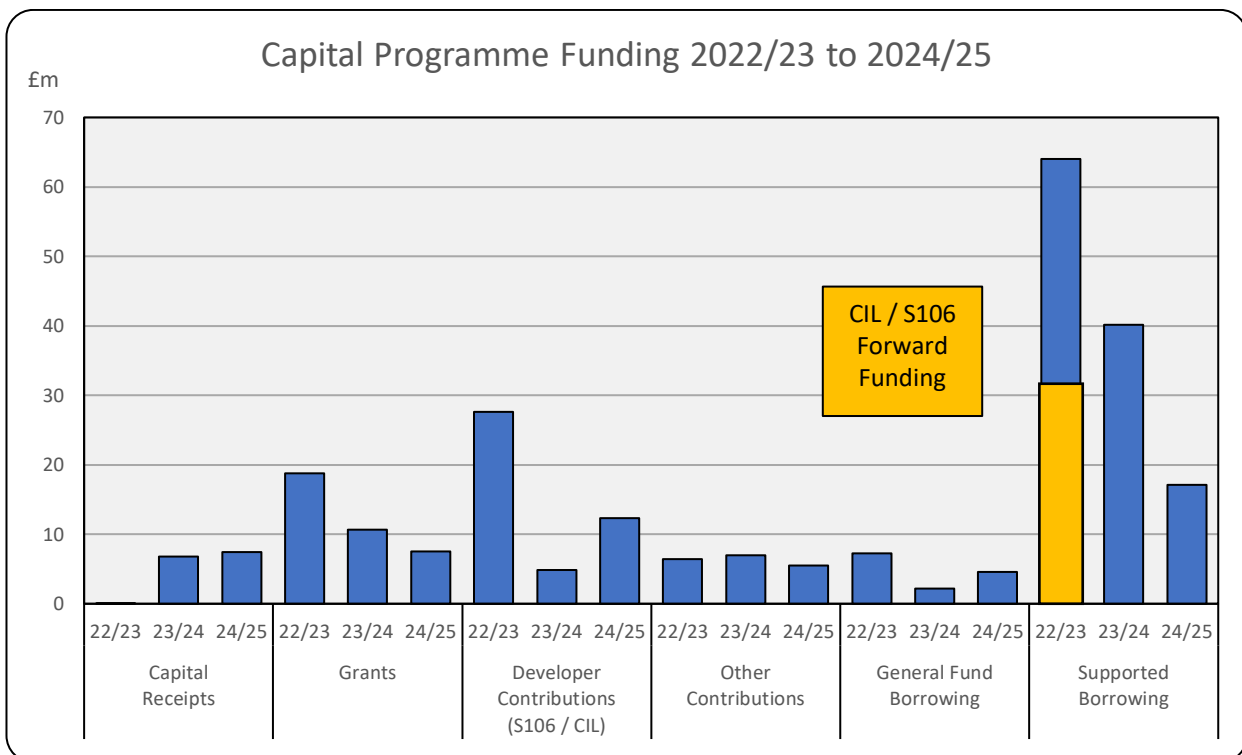
9. Capital Funding and Capital Reserves

Like most Local Authorities, the Council has limited capital resources available and these are allocated to each scheme to ensure best value for money by maximising the use of grants, developer funding and capital receipts in order to minimise the need for revenue contributions and borrowing. Although borrowing does make a large portion of the capital resources, this has been calculated on a prudent, sustainable and affordable basis. Each individual scheme is evaluated before being added to the capital programme.

The table and graph below set out the capital funding for the next three years.

	2022/23	2023/24	2024/25	Total
	£m	£m	£m	£m
Supported borrowing	(64.0)	(40.2)	(17.1)	(121.3)
Developer contributions (S106 / CIL)	(27.6)	(4.9)	(12.3)	(44.8)
Capital grants	(18.7)	(10.7)	(7.5)	(36.9)
Other contributions	(6.4)	(6.9)	(5.5)	(18.8)
Capital receipts	(0.1)	(6.8)	(7.5)	(14.4)
General fund borrowing	(7.3)	(2.2)	(4.6)	(14.1)
Total	(124.1)	(71.7)	(54.5)	(250.3)

The capital programme currently has a budget shortfall of c£14m over three years which includes a fully funded year 1 programme. This shortfall over three years will be balanced through a combination of reducing or reprofiling capital expenditure and maximising capital funding opportunities such as bidding for capital grants.



10. Financing Need (Borrowing)

A major source of funding for the Council's capital programme is borrowing. This is described in two forms, supported borrowing and general fund borrowing. A significant part of the Council's capital programme is either self financing or makes a surplus where the income generated is greater than the cost of financing and therefore is available to fund other council services. These are referred to as "supported borrowing". General fund borrowing is funded through existing base budget and supports general investment to maintain Council assets and continue to provide services to customers and residents

The table below sets out the total borrowing need for the Council. This is known as the capital financing requirement (CFR) and is an accounting concept which monitors how much capital expenditure has been incurred but not yet paid for.

It is important to note that the CFR balance does not reflect the level of debt the Council holds. Where the Council hold surplus balances such as reserves, unspent grants and working capital, this avoids the need to borrow externally, saving on interest costs. This is know as internal borrowing. Furthermore, it is important to take into account any treasury investment balances when looking at external debt to understand a more accurate debt figure.

The following tables shows the CFR balance for supported borrowing and general fund borrowing.

Table 3 Capital Finance Requirement (CFR)

	Supported Borrowing			General Fund Borrowing		
	22/23	23/24	24/25	22/23	23/24	24/25
	£m	£m	£m	£m	£m	£m
Opening balance	307	428	450	125	126	124
Expenditure in year	156	42	18	5	2	5
Repayments in year	(35)	(20)	(16)	(4)	(4)	(4)
Closing balance	428	450	452	126	124	125

In the table above, the £156m supported borrowing expenditure assumes expenditure in relation to the remaining c£113m of the borrowing approved for community investment in utilised however the likelihood that this will only be used in 2022/23 if further renewable energy schemes are enacted.

In the table above, it is important to note, the "expenditure in year" row is an estimate of actual capital expenditure to be incurred in the financial year and includes the impact of carry forwards from the previous year and carry forwards into future years based on historic trends. This ensures a more accurate CFR position which is important when considering investment and borrowing decisions. It will therefore be different to the amount identified as funding earlier in the report in the capital funding tables.

The following table shows the CFR balance for the housing revenue account.

	Housing Revenue Account		
	22/23	23/24	24/25
	£m	£m	£m
Opening balance	80	79	78
Expenditure in year	1	1	1
Repayments in year	(2)	(2)	(2)
Closing balance	79	78	77

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

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

A summary of our external and internal debt over the medium term financial plan time period, can be found in the Treasury Management Strategy approved by executive on 17 February 2022.

11. Long Term Revenue Implications of Capital Investment Decisions

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

12. Risk Appetite

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

13. Knowledge and Skills

The Council has professionally qualified staff across a range of disciplines including Finance, Legal and Property and follow Continuous Professional Development (CPD) and attend courses on an ongoing basis to keep abreast of new developments and skills.

External professional advice is taken where required.

14. Training

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

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CAPITAL PROGRAMME 2022/23 to 2024/25 - DETAIL

The following table sets out by the key areas, the Councils detailed Capital Programme by scheme for the next 3 years. The HRA Capital programme is also included under Housing Delivery.

Key Areas - by Sub Categories	Project Name	Project Description	Year 1 2022/23 £,000	Year 2 2023/24 £,000	Year 3 2024/25 £,000	Total
Housing, Local Economy and Regeneration						
Housing delivery 53	WBC (Holdings) Ltd Loan	Wokingham Borough Council owned houses funding. (1-4-5 housing objective)	10,000	6,000	6,000	22,000
	Housing (Tenants Services)	Investment in the Council's housing stock (Inc. adaptations/estate improvements)	5,627	5,917	5,375	16,919
	Gorse Ride Regeneration Project	To part fund phase 2 of the Gorse Ride regeneration project	9,568	60	60	9,688
	Purchase of council houses HRA	To replace HRA housing stock using the 1 for 1 Right to Buy receipts	0	2,500	2,500	5,000
	Mandatory disabled facility grants	Mandatory means tested grants for adapting the homes of people with disabilities to enable them to live independently at home	1,070	1,100	1,100	3,270
	HRA Homeless Payments for Gorse Ride South	Redevelopment of Gorse Ride Housing Estate to provide new affordable housing	100	220	150	470
		Housing delivery total	26,365	15,797	15,185	57,347
Income generation	Community Investment	To build on the commercial property portfolio in line with the Council's socio-economic and sustainability agendas	6,833	26,500	0	33,333
	Work place re-imagined	Redesigning use of WBC assets to generate future income	1,400	1,222	100	2,722
		Income generation total	8,233	27,722	100	36,055

CAPITAL PROGRAMME 2022/23 to 2024/25 - DETAIL

The following table sets out by the key areas, the Councils detailed Capital Programme by scheme for the next 3 years. The HRA Capital programme is also included under Housing Delivery.

Key Areas - by Sub Categories	Project Name	Project Description	Year 1 2022/23 £,000	Year 2 2023/24 £,000	Year 3 2024/25 £,000	Total
Service improvements	Infrastructure to enable Toutley East development	Infrastructure (including roads) to enable Toutley East development	3,500	0	0	3,500
	Improvements to WBC commercial properties	To ensure commercial properties are suitable for letting	0	100	0	100
		Service improvements total	3,500	100	0	3,600
Regeneration of towns	Carnival Pool Area Redevelopment (including library & leisure fit out)	Part of town centre regeneration scheme	1,841	0	0	1,841
		Regeneration of towns total	1,841	0	0	1,841
Housing, Local Economy and Regeneration			39,939	43,619	15,285	98,843
Roads and Transport						
New roads	SCAPE - Road infrastructure (distribution roads etc) initial costs	Investment in future road building / enhancement across WBC road network (including new relief roads)	33,000	0	0	33,000
	Nine Mile Ride Extension		3,310	0	0	3,310
	Completed Road Schemes Retention	Retention costs after scheme completion	62	64	66	192
		New roads total	36,372	64	66	36,502

CAPITAL PROGRAMME 2022/23 to 2024/25 - DETAIL

The following table sets out by the key areas, the Councils detailed Capital Programme by scheme for the next 3 years. The HRA Capital programme is also included under Housing Delivery.

Key Areas - by Sub Categories		Project Name	Project Description	Year 1 2022/23 £,000	Year 2 2023/24 £,000	Year 3 2024/25 £,000	Total
55 Improvement to existing facilities	Highways Carriageways Structural Maintenance	Rolling programme to resurfacing carriageways (roads) to repair damage and extends the life of the asset		2,280	2,280	2,280	6,840
	Bridge Strengthening - Earley Station Footbridge	New footbridge over railway		0	3,800	0	3,800
	Warren House Road Embankment Stablisation	Stabilise highways structure		3,000	0	0	3,000
	Safety / Crash Barriers	Improving safety / crash barriers on the highways in the borough		250	500	750	1,500
	The Ridges	Repair and stabilise closed road		1,000	0		1,000
	Bridge Strengthening	Continued enhancement to highway structures		225	225	225	675
	Highway Drainage Schemes (road subsidised)	To reduce the overall degradation of the highway drainage network		200	200	200	600
	Highways Footway Structural Maintenance Programme	Enhancement to footways within the borough		100	100	100	300
	VRS Priority Sites			190	0	0	190
	Strengthening Approach Embankments to Bridges	Continued enhancement to highway structures		20	20	20	60
Street Lighting Column Structural Testing	Structural testing of lighting assets		0	20	0	20	
Improvement to existing facilities total			7,265	7,145	3,575	17,985	

CAPITAL PROGRAMME 2022/23 to 2024/25 - DETAIL

The following table sets out by the key areas, the Councils detailed Capital Programme by scheme for the next 3 years. The HRA Capital programme is also included under Housing Delivery.

Key Areas - by Sub Categories	Project Name	Project Description	Year 1 2022/23 £,000	Year 2 2023/24 £,000	Year 3 2024/25 £,000	Total
Service improvements	Wokingham Highways Investment Strategy (WHIS)	A "Needs Based" approach to maintaining Wokingham's highways network, aligned to the Council's and stakeholder priorities	2,126	2,126	2,126	6,378
	Integrated Transport Schemes	Enhancement the integrated transport schemes	250	400	400	1,050
	Highway Infrastructure Flood Alleviation Schemes	To deliver flood risk management schemes and sustainable drainage systems to reduce the risk of flooding to major highways across the borough	0	0	500	500
	Traffic Signal Upgrade Programme	Investment in highways signals	0	0	250	250
		Service improvements total	2,376	2,526	3,276	8,178
Roads and Transport total			46,013	9,735	6,916	62,664

CAPITAL PROGRAMME 2022/23 to 2024/25 - DETAIL

The following table sets out by the key areas, the Councils detailed Capital Programme by scheme for the next 3 years. The HRA Capital programme is also included under Housing Delivery.

Key Areas - by Sub Categories		Project Name	Project Description	Year 1 2022/23 £,000	Year 2 2023/24 £,000	Year 3 2024/25 £,000	Total
Children Services and Schools							
57 New facilities	Basic needs secondary - additional places	Extension / new build projects to provide additional places throughout the Borough to meet need		2,100	4,500	6,500	13,100
	Sixth form expansion	Provide additional places throughout the borough to meet need for additional sixth form places		0	3,500	1,900	5,400
	Spencer's Wood primary school	New build project to provide additional places throughout the borough to meet needs		0	0	5,138	5,138
	Care leaver accommodation	To provide a setting to meet the needs of vulnerable children		0	1,200	0	1,200
	Basic needs primary - additional places	Extension / new build projects to provide additional places throughout the Borough to meet need		0	0	500	500
	Arborfield / Barkham primary schools	Furniture, fittings & Equipment to meet need of additional places throughout the Borough		50	30	30	110
	Shinfield West primary school			30	30	30	90
	Matthewsgreen primary school			0	38	25	63
	Montegue Park primary school			34	11	0	45
New facilities total				2,214	9,309	14,123	25,646

CAPITAL PROGRAMME 2022/23 to 2024/25 - DETAIL

The following table sets out by the key areas, the Councils detailed Capital Programme by scheme for the next 3 years. The HRA Capital programme is also included under Housing Delivery.

Key Areas - by Sub Categories		Project Name	Project Description	Year 1 2022/23 £,000	Year 2 2023/24 £,000	Year 3 2024/25 £,000	Total
58	Improvement to existing facilities	Schools maintenance	Urgent capital planned improvements and suitability issues	630	630	630	1,890
		Schools devolved formula	Specific government grant to carry out capital works, controlled by schools	389	375	375	1,139
		Children in Care Equipment	Purchase / replace equipment that is provided to children in care in line with our children in care pledge	200	200	200	600
		Schools condition maintenance	Capital planned improvements and suitability issues	400	0	0	400
		School kitchens	Improve various school meals kitchens including delivery of the universal free school meal programme	100	100	100	300
		ICT equipment for children in care	Purchase / replace equipment that is provided to children in care in line with our children in care pledge	22	22	22	66
		Improvement to existing facilities total		1,741	1,327	1,327	4,395
Service improvements	Safer Routes to Schools	Infrastructure changes to make school journey's by most sustainable mode	150	150	150	450	
	Capitalisation of analysts and report developers	Investment in Business Analysts part of continued change programme	138	138	138	414	
	Systems Contract (Capita)	Re-tender of Children's services IT systems	0	192	192	384	
		Service improvements total		288	480	480	1,248
Children Services and Schools total				4,243	11,116	15,930	31,288

CAPITAL PROGRAMME 2022/23 to 2024/25 - DETAIL

The following table sets out by the key areas, the Councils detailed Capital Programme by scheme for the next 3 years. The HRA Capital programme is also included under Housing Delivery.

Key Areas - by Sub Categories	Project Name	Project Description	Year 1 2022/23 £,000	Year 2 2023/24 £,000	Year 3 2024/25 £,000	Total
Climate Emergency Alternative transport 59	Wokingham Borough Cycle Network	Investment in cycle networks in the borough	1,000	1,000	1,000	3,000
	Greenways	A network of quiet commuting and leisure routes for pedestrians and cyclists	742	1,000	1,000	2,742
	Local Cycling and Walking Infrastructure Plans	Improvements for walking and cycling in borough	1,200	1,200	0	2,400
	Public Rights of Way Network	Investment in all public rights of way and other non-motorised routes to support the needs of all types of users	0	1,474	737	2,210
	A327 Cycleway	Investment in cycle networks in the borough	750	0	0	750
	Bus Stop Infrastructure Works to Support North Arborfield SDL Bus Strategy	Transport infrastructure enhancement	0	30	30	60
		Alternative transport total	3,692	4,704	2,767	11,162
Clean energy generation	Renewable Energy Infrastructure projects (e.g. solar farms)	Renewable energy generation infrastructure. i.e. solar farms (fields of solar panels) feeding into a battery or grid arrangement and either us selling off the energy or using against our own consumption	8,000	0	0	8,000
	Solar Farms (Barkham)		2,000	0	0	2,000
		Clean energy generation total	10,000	0	0	10,000

CAPITAL PROGRAMME 2022/23 to 2024/25 - DETAIL

The following table sets out by the key areas, the Councils detailed Capital Programme by scheme for the next 3 years. The HRA Capital programme is also included under Housing Delivery.

Key Areas - by Sub Categories	Project Name	Project Description	Year 1 2022/23 £,000	Year 2 2023/24 £,000	Year 3 2024/25 £,000	Total
Co2 reduction	Energy Reduction Projects	Energy efficiency projects at existing properties including, installing LED lighting, cavity wall & loft insulation, boiler controls,	2,000	1,750	1,750	5,500
	Electric Vehicle Charge Points	Installation of electric vehicle charge points	600	1,200	1,200	3,000
	Supplementary Estimate - Carbon Capture Planting Trees	To plant 250,000 trees in the borough to assist with the reduction of carbon emissions as well as the enhancement of biodiversity	271	0	0	271
	Waste Schemes - Recycling	Purchase of waste receptacles to enable the borough to enhance their waste / recycling	89	89	89	267
	Food Waste Collection	To provide food waste containers	20	20	20	60
60		Co2 reduction total	2,980	3,059	3,059	9,098
Climate Emergency total			16,672	7,763	5,826	30,260
Internal Services						
	Central Contingency	For allocation to schemes if required	1,500	1,500	1,500	4,500
	Microsoft E5		553	648	890	2,091
	IMT Infrastructure, Networks & Security	Continued enhancement in IT network	420	330	250	1,000
	IMT Devices	Devices (Hardware) refreshed on an ongoing basis e.g. laptops	200	200	200	600
	Laptop Refresh	This project refreshes the Council's Laptop estate on a 4 year life cycle	50	350	0	400
	Berkshire Records Office	Extension to the Berkshire Record Office building	303	0	0	303

CAPITAL PROGRAMME 2022/23 to 2024/25 - DETAIL

The following table sets out by the key areas, the Councils detailed Capital Programme by scheme for the next 3 years. The HRA Capital programme is also included under Housing Delivery.

Key Areas - by Sub Categories	Project Name	Project Description	Year 1 2022/23 £,000	Year 2 2023/24 £,000	Year 3 2024/25 £,000	Total
New facilities	Capital Construction Inflation Costs	To meet increasing labour and material costs of construction across the programme where required	5,000	2,000	0	7,000
		New facilities total	5,000	2,000	0	7,000
Improvement to existing facilities	Property Maintenance and Compliance	The continued development and upkeep of the Councils customer digital assets and infrastructure	350	350	350	1,050
	Maintaining an enhanced level of IT infrastructure		300	300	300	900
		Improvement to existing facilities total	650	650	650	1,950
Internal Services			10,104	6,113	3,640	19,857
62 Environment						
New facilities	New pool at Arborfield	A development of a new swimming pool	0	1,000	6,000	7,000
	Sports Provision to Serve North & South SDL's (Grays Farm)	Delivery of an outdoor sports hub at Grays Farm, to facilitate the delivery of North and South Wokingham SDLs	4,080	0	0	4,080
	3G Pitch at Laurel Park	New 3G Pitch	600	0	0	600
	Outdoor gyms x 3 locations	New outdoor fitness gyms	75	0	0	75
		New facilities total	4,755	1,000	6,000	11,755
Service improvements	Planning & Public Protection Partnership (PPP) - system replacement	New software system with mobile functionality required to support PPP service Planning service	367	183	0	550
		Service improvements total	367	183	0	550

CAPITAL PROGRAMME 2022/23 to 2024/25 - DETAIL

The following table sets out by the key areas, the Councils detailed Capital Programme by scheme for the next 3 years. The HRA Capital programme is also included under Housing Delivery.

Key Areas - by Sub Categories		Project Name	Project Description	Year 1 2022/23 £,000	Year 2 2023/24 £,000	Year 3 2024/25 £,000	Total
Improvement to existing facilities	Leisure Centre Refurbishments & upgrades	The enhancement of existing leisure facilities		100	100	100	300
		Improvement to existing facilities total		100	100	100	300
Environment total				5,222	1,283	6,100	12,605

CAPITAL PROGRAMME 2022/23 to 2024/25 - DETAIL

The following table sets out by the key areas, the Councils detailed Capital Programme by scheme for the next 3 years. The HRA Capital programme is also included under Housing Delivery.

Key Areas - by Sub Categories	Project Name	Project Description	Year 1 2022/23 £,000	Year 2 2023/24 £,000	Year 3 2024/25 £,000	Total
Adult Social Care						
New facilities	Older people's dementia care home	Manage the future demand by investing in additional supported living accommodation	0	5,541	0	5,541
	Adult social care accommodation transformation	Additional supported living accommodation to support our learning disability strategy	1,200	0	0	1,200
		New facilities total	1,200	5,541	0	6,741
Service improvements	Adult social care community equipment	Support statutory duty to provide prevention, reduction and delay of long term care and support through the provision of equipment.	709	729	731	2,169
		Service improvements total	709	729	731	2,169
Improvement to existing facilities	Adult social care maintenance & refurbishment	Urgent maintenance / refurbishment of the Health and Wellbeing estate to retain the function and value of the assets and to meet health and safety issues	50	50	50	150
		Improvement to existing facilities total	50	50	50	150
Adult Social Care total			1,959	6,320	781	9,060

FIVE YEAR CAPITAL VISION 2022/23 to 2026/27

The following table sets out by key area, the Councils Capital Vision for the next five years.

	2022/23 £,000	2023/24 £,000	2024/25 £,000	2025/26 £,000	2026/27 £,000	Total £,000
Housing, Local Economy and Regeneration Delivering sustainability, a strong, robust and successful economy that stimulates opportunities for all who work and live in	39,939	43,619	15,285	16,981	15,330	131,154
Roads and Transport Continuous investment in highways infrastructure to meet the needs of current and future users of the network	46,013	9,735	6,916	13,488	4,645	80,797
Children Services and Schools Dedicated in providing services and schools which ensure all children have the opportunity to achieve their goals potential	4,243	11,116	15,930	11,234	6,667	49,189
Climate Emergency Commitment to reduce carbon emissions and working towards becoming a carbon neutral Council	16,672	7,763	5,826	12,676	14,696	57,632
Internal Services Investment in Council assets and technology to continue to support all Council services and priorities	10,104	6,113	3,640	3,440	3,690	26,987
Environment Investment and enhancement of facilities across the borough benefiting communities and residents wellbeing	5,222	1,283	6,100	100	100	12,805
Adult Social Care An effective, high-quality care and support service to providing a better quality of life for residents	1,959	6,320	781	787	1,295	11,142
Total Capital Programme 2022/23 to 2026/27	124,152	85,949	54,478	58,706	46,423	369,707

FIVE YEAR CAPITAL VISION 2022/23 to 2026/27 BY SUB CATEGORY

Appendix C

The following table sets out in further detail by key area, the Councils Capital Programme for the next five years.

	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £,000	2026/27 £,000	Total £'000
Housing, Local Economy and Regeneration						
Housing delivery	26,365	15,797	15,185	14,910	14,660	86,917
Incoome Generation	8,233	27,722	100	0	0	36,055
Service Improvements	3,500	100	0	100	0	3,700
Regeneration of towns	1,841	0	0	1,971	670	4,482
Housing, Local Economy and Regeneration Total	39,939	43,619	15,285	16,981	15,330	131,154
Roads and Transport						
New roads	36,372	64	66	9,493	420	46,415
Improvement to existing facilities	7,265	7,145	3,575	3,345	3,575	24,905
Service improvements	2,376	2,526	3,276	650	650	9,478
Roads and Transport Total	46,013	9,735	6,916	13,488	4,645	80,797
Children Services and Schools						
New facilities	2,214	9,309	14,123	9,627	5,060	40,333
Improvement to existing facilities	1,741	1,327	1,327	1,127	1,127	6,649
Service improvements	288	480	480	480	480	2,208
Children Services and Schools Total	4,243	11,116	15,930	11,234	6,667	49,189
Climate Emergency						
Alternative transport	3,692	4,704	2,767	4,617	4,237	20,016
Clean energy generation	10,000	0	0	0	0	10,000
Co2 reduction	2,980	3,059	3,059	8,059	10,459	27,616
Climate Emergency Total	16,672	7,763	5,826	12,676	14,696	57,632

FIVE YEAR CAPITAL VISION 2022/23 to 2026/27 BY SUB CATEGORY CONT..

	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £,000	2026/27 £,000	Total £'000
Internal Services						
Service improvements	4,454	3,463	2,990	2,790	3,040	16,737
New facilities	5,000	2,000	0	0	0	7,000
Improvement to existing facilities	650	650	650	650	650	3,250
Internal Services Total	10,104	6,113	3,640	3,440	3,690	26,987
Environment						
New facilities	4,755	1,000	6,000	0	0	11,755
Service improvements	367	183	0	0	0	550
Improvement to existing facilities	100	100	100	100	100	500
Environment Total	5,222	1,283	6,100	100	100	12,805
Adult Social Care						
New facilities	1,200	5,541	0	0	0	6,741
Service improvements	709	729	731	737	745	3,651
Improvement to existing facilities	50	50	50	50	550	750
Adult Social Care Total	1,959	6,320	781	787	1,295	11,142
Total Capital Programme 2022/23 to 2026/27	124,152	85,949	54,478	58,706	46,423	369,707

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Approval of S106 & CIL Funding 2022/25

The table shows the capital programme schemes which have been identified to be part/fully funded by developers contributions.

As per the finance regulations, the Executive are asked to approve the allocation of Section 106 and CIL funding up to the value of the total budget of each scheme.

Project Description	Total Budget 2022/23 - 2024/25	2022/23 Budget	2023/24 Budget	2024/25 Budget	Total Estimated Developer Contributions Funding	Total Estimated Other Funding
	£,000	£,000	£,000	£,000		
SCAPE - Road infrastructure (distributor & strategic roads)	33,000	33,000	0	0	100%	0%
Gorse Ride Regeneration Project	9,508	9,508	0	0	100%	0%
Basic Needs Secondary - Additional Places	6,500	0	0	6,500	81%	19%
Primary strategy - Spencer's Wood Primary School	5,138	0	0	5,138	84%	16%
Sports Provision to Serve North & South SDL's	4,080	4,080	0	0	100%	0%
Bridge Strengthening (Earley Station Footbridge)	3,800	0	3,800	0	57%	43%
Sixth Form Expansion	3,500	0	3,500	0	6%	94%
Toutley Care Home Infrastructure	3,500	3,500	0	0	100%	0%
Nine Mile Ride Extension	3,310	3,310	0	0	100%	0%
Wokingham Borough Cycle Network	3,000	1,000	1,000	1,000	100%	0%
Greenways	2,742	742	1,000	1,000	100%	0%
Public Rights of Way Network	2,210	0	1,474	737	66%	34%
Learning Disability Demand Management	1,200	1,200	0	0	100%	0%
Capital Construction Inflation Costs	3,500	3,500	0	0	27%	73%
A327 Cycleway	750	750	0	0	100%	0%
Gorse Ride Regeneration Project Management	180	60	60	60	100%	0%
Completed Road Schemes Retention	62	62	0	0	100%	0%
Bus Stop Infrastructure Works to Support North Arborfield SDL Bus Strategy	60	0	30	30	100%	0%
Furniture, fittings & Equipment for Additional places - Shinfield West FFE	41	0	41	0	100%	0%
Total	86,081	60,712	10,904	14,464	85%	15%

Note 1 - Any changes agreed by Executive to the Gorse Ride Regeneration project will need to be updated in the table above.

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TITLE	Treasury Management Strategy 2022-2025
FOR CONSIDERATION BY	The Executive on Thursday, 17 February 2022
WARD	None Specific;
LEAD OFFICER	Deputy Chief Executive - Graham Ebers
LEAD MEMBER	Executive Member for Finance and Housing - John Kaiser

PURPOSE OF REPORT (INC STRATEGIC OUTCOMES)

Note the treasury management procedures, limits, and objectives for 2022/23.

Effective and safe use of our resources to deliver service improvements and service continuity through the management of the council’s cash flow and investments while funding the capital programme.

RECOMMENDATION

The Executive is asked to;

- 1) note the Treasury Management Strategy as set out in Appendix A including the following additional appendices;
 - Prudential Indicators (Appendix B)
 - Annual Investment Strategy 2022/23 (Appendix C)
 - Minimum Revenue Provision (MRP) policy (Appendix D)
- 2) note the Audit Committee agreed the Treasury Management Strategy on 2 February 2022 and have recommended the report to Council;
- 3) note the cumulative financial impact on the Council of its borrowing activities equates to a net credit to the general fund for the taxpayer of £42.70 per band D equivalent at end of 2022/23 and noting this credit increases to £62.47 at the end of 2024/25.

EXECUTIVE SUMMARY

The Chartered Institute of Public Finance & Accountancy (CIPFA) 2017 Prudential Code sets out the requirements in relation to the setting of a Treasury Management Strategy within Local Authorities. The key objectives of the Code are to ensure, within a clear framework, that local authorities’ capital investment plans are affordable, prudent and sustainable.

Under the prudential system, individual local authorities are responsible for deciding the level of their affordable borrowing, having regard to CIPFA’s Prudential Code, which has been given legislative backing. Prudential limits apply to all borrowing, qualifying credit arrangements and other long-term liabilities – whether supported by government or

entirely self-financed. The system is designed to encourage authorities that need and can afford to undertake capital investment to do so within a robust framework.

Using the guidance from the Prudential Code, every year the Council produce a **Treasury Management Strategy** and a **Capital Strategy**. Both strategies are closely linked and also support the Medium Term Financial Plan. The Capital Strategy is considered in a separate report.

This report outlines the expected treasury activity for the forthcoming year and includes prudential indicators relating specifically to Treasury Management for the next three years.

Further reports are produced during the year: a mid-year monitoring and a year-end outturn.

A key requirement of this report is to explain both the risks and the management of the risks associated with the treasury management activity.

Treasury Management Strategy

The Executive are asked to note the Treasury Management Strategy as set out in Appendix A including the following appendices;

- Prudential Indicators (Appendix B)

These are primary indicators designed to ensure the key objectives of the Prudential Code are met and that local authorities' capital investment plans are affordable, prudent and sustainable; that treasury management decisions are taken in accordance with good professional practice.

These are summarised below and consist of limits and performance indicators for categories of Affordability and Prudence.

Prudential Indicators	2022/23 £m	2023/24 £m	2024/25 £m
<u>Affordability</u>			
<u>Limits</u>			
Authorised Limit (Note: CFR*120%)	760	783	785
Operational Boundary (Note: CFR*110%)	696	718	719
<u>Performance Indicators</u>			
Gross external borrowing – General Fund (GF)	388	403	405
Gross external borrowing - HRA	69	68	66
% of internal borrowing to CFR	28%	28%	28%
Ratio of financing costs to net revenue stream - GF	-0.6%	-0.6%	-0.6%
Ratio of financing costs to net revenue stream - HRA	29.9%	29.2%	28.5%
<u>Prudence</u>			
Maturity structure of borrowing	See Appendix C		

In relation to % of internal borrowing to CFR, although no set % is advised in the Prudential Code, the guideline across the industry is between 25% and 35% and depends very much on each local authorities circumstances and approach. Wokingham will aim to work within the guidelines of 25% and 35%.

The ratio of financing costs to net revenue stream calculation does not include any surplus income generated from assets which the Council have borrowed for. Although a statutory indicator, it is important to consider all the income as highlighted in the table below on the net credit to the general fund.

- Annual Investment Strategy 2022/23 (Appendix C)

This sets out the investment parameters that the Council treasury service will work within when making decisions. The CIPFA Code and DLUHC Guidance require the Council to invest its funds prudently, and to have regard to the security and liquidity of its investments before seeking the highest rate of return, or yield. The Council's investment priorities will be security first, liquidity second, then return.

- Minimum Revenue Provision (MRP) policy (Appendix D)

The policy in which the Council set aside a prudent revenue provision each year to repay historic capital spend also known as the capital financing requirement. The current approach which is in line with the Statutory Guidance on Minimum Revenue Provision requires a local authority to calculate in each financial year an amount of MRP that it considers to be prudent (set out in Appendix D). However, this does not rule out or otherwise preclude a local authority from using an alternative method should it decide that is more appropriate.

There is currently a consultation on changes to capital framework - MRP which DLUHC published on the 30th November 2021 running until the 8th February 2022. Any impact from this would need to be incorporated in future strategies and the Medium Term Financial Plan (MTFP).

Net credit to general fund

The executive are asked to note the cumulative financial impact on the Council of its borrowing activities equates to a net credit to the general fund for the taxpayer of £42.70 per band D equivalent at end of 2022/23 as shown in the table below. Over the medium term, these credits will increase as the housing, local economy and regeneration projects deliver more surplus income over and above financing costs. This includes c£0.8m in 2024/25 from town centre regeneration, c£3.1m from community investments (including solar farms).

Net Annual Benefit £m	£3.2m	£4.2m	£4.8m	
Divide by Council Tax Base (no. of band D equivalent properties)	74,946.3	76,070.5	76,831.2	
Benefit per band D property - £	£42.70	£55.21	£62.47	

BACKGROUND

The Council operates a balanced budget, which broadly means cash raised during the year will meet its cash expenditure. Part of the treasury management operations is to ensure that the Council has sufficient available cash to manage its day-to-day operations. By planning this daily cashflow the treasury service is able to invest short term surplus balances in suitable low-risk counterparties, which provide security of the investment and the appropriate liquidity before considering investment return.

The second main function of the treasury management service is the funding of the Council's capital plans. These capital plans provide a guide to the borrowing requirement of the Council, essentially the longer-term cash flow planning to ensure the Council can meet its capital spending operations. This management of longer-term cash may involve arranging long or short-term loans or using core balances. On occasion, debt previously drawn may be restructured to achieve a better financial position.

Details of the Council's capital spend plans are set out in the **Capital Strategy** document. As capital spend impacts on treasury management, key highlights from the capital strategy are included in the treasury management strategy (Appendix A) and summarised below;

	2022/23 £m	2023/24 £m	2024/25 £m	Total £m
Housing, Local Economy & Regeneration	39.9	43.6	15.3	98.8
Roads and Transport	46.0	9.7	6.9	62.6
Children Services and Schools	4.2	11.1	15.9	31.2
Climate Emergency	16.7	7.8	5.8	30.3
Internal Services	10.1	6.1	3.6	19.8
Environment	5.2	1.3	6.1	12.6
Adult Social Care	2.0	6.3	0.8	9.1
Total Capital Programme 2022/23 to 2024/25	124.1	85.9	54.4	264.4

Note – the figures above do not include any carry forward budgets from the current approved 2021/22 capital programme.

The capital programme proposed for the next year is prudent and affordable as per the principles of the treasury management code of practice. The proposed funding of the three year programme is summarised below;

	2022/23 £m	2023/24 £m	2024/25 £m	Total £m
Supported borrowing	(64.0)	(40.2)	(17.1)	(121.3)
Developer contributions (S106 / CIL)	(27.6)	(4.9)	(12.3)	(44.8)
Capital grants	(18.7)	(10.7)	(7.5)	(36.9)
Other contributions	(6.4)	(6.9)	(5.5)	(18.8)
Capital receipts	(0.1)	(6.8)	(7.5)	(14.4)
General fund borrowing	(7.3)	(2.2)	(4.6)	(14.1)
Total	(124.1)	(71.7)	(54.5)	(250.3)

The capital programme currently has a budget shortfall of c£14m over three years which includes a fully funded year 1 programme. This shortfall over three years will be balanced through a combination of reducing or reprofiling capital expenditure and maximising capital funding opportunities such as bidding for capital grants.

Borrowing Position

An important part of the treasury management strategy is to highlight the level of borrowing need. This is known as the capital financing requirement (CFR) and is an accounting concept which monitors how much capital expenditure has been incurred but not yet paid for.

The housing revenue account also has a CFR which is shown in Appendix A. This CFR is ringfenced and repaid through tenants rental income. This is estimated to be £79m for 2022/23.

A major source of funding for the Council’s capital programme is borrowing. This is described in two forms, supported borrowing and general fund borrowing. A significant part of the Council’s capital programme is either self-financing or makes a surplus where the income generated is greater than the cost of financing and therefore is available to fund other council services. These are referred to as “supported borrowing”. General fund borrowing is funded through existing base budget and supports general investment to maintain Council assets and continue to provide services to customers and residents.

A summary of the general fund CFR for the next three financial years is estimated below.

	Supported Borrowing			General Fund Borrowing		
	22/23	23/24	24/25	22/23	23/24	24/25
	£m	£m	£m	£m	£m	£m
Opening balance	307	428	450	125	126	124
Expenditure in year	156	42	18	5	2	5
Repayments in year	(35)	(20)	(16)	(4)	(4)	(4)
Closing balance	428	450	452	126	124	125

In the table above, the £156m supported borrowing expenditure assumes expenditure in relation to the remaining c£113m of the borrowing approved for community investment in utilised however the likelihood that this will only be used in 2022/23 if further renewable energy schemes are enacted.

It is important to note, the “expenditure in year” row is an estimate of actual capital expenditure to be incurred in the financial year and includes the impact of carry forwards from the previous year and carry forwards into future years based on historic trends. This ensures a more accurate CFR position which is important when considering investment and borrowing decisions. It will therefore be different to the amount identified as funding earlier in the report in the capital funding tables.

Also, worth noting, is the CFR balance does not reflect the level of debt the Council holds. Where the Council hold surplus balances such as reserves, unspent grants and working capital, this avoids the need to borrow externally saving on interest costs. This is known as internal borrowing. Furthermore, it is important to take into account any treasury investment balances when looking at external debt to understand a more accurate debt figure.

The table below sets out the annual cost of serving this borrowing and the income generated through the assets which have been borrowed for. Over the next three years, the income generated from these assets will give **an increasing net credit to the general fund.**

	2022/23	2023/24	2024/25
	£m	£m	£m
General Fund – Financing Cost (Interest and MRP debt repayment)	9.3	10.8	16.1
<u>Less</u> contributions towards financing costs from following areas:			
- Invest to save schemes	(1.2)	(2.2)	(7.4)
- Treasury investments	(1.6)	(1.6)	(1.6)
- Housing, Local Economy and Regeneration	(7.4)	(7.9)	(8.0)
	(10.2)	(11.7)	(17.0)
Net Annual Financing Cost / (Benefit)	(0.9)	(0.9)	(0.9)
<u>Include</u> additional income over and above the contributions shown above:			
- Community investments (inc. Solar Farms)	(2.3)	(2.6)	(3.1)
- Town centre regeneration*	0.0	(0.7)	(0.8)
Net Annual <u>Benefit</u> to the taxpayer	(3.2)	(4.2)	(4.8)

Net Annual Benefit £m	£3.2m	£4.2m	£4.8m
Divide by Council Tax Base (no. of band D equivalent properties)	74,946.3	76,070.5	76,831.2
Benefit per band D property - £	£42.70	£55.21	£62.47

*Income from this investment goes to repay its costs. When the scheme is fully operational, the surplus income is expected to be c£2m per annum. Over the fullness of time when debt is fully repaid, the surplus will be in the region of £5m - £6m per year.

Repayment Of Borrowing

As highlighted previously, the Council continue to invest significant amounts into the capital programme generating assets such as roads, schools, housing, regeneration properties and many more. The graph below sets out the expected repayment of this debt as well as the asset value generated.

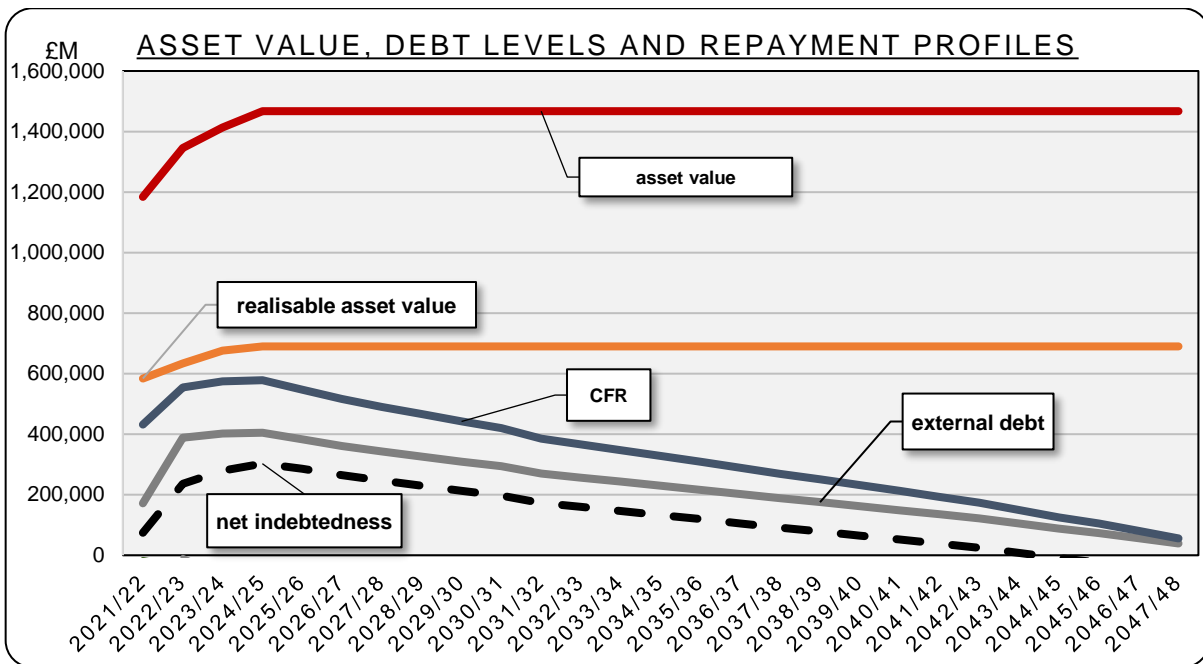
The graph includes four key lines in reference to debt;

- Capital financing requirement (CFR) - A technical calculation of historic capital expenditure less that already paid for, required to arrive at the annual level of debt repayment.
- External debt – this is the actual amount borrowed with third parties. The difference between CFR and external debt is referred to as internal borrowing.
- Net indebtedness – this is external debt less treasury (i.e. liquid) investment balances. It is important that these are considered together as treasury investments could be used to repay external debt.
- Realisable asset values – this is the value that could be realised through the disposal of assets. They are based on the asset values line excluding highways, education, housing revenue account assets and other assets such as IT infrastructure and equipment.

The Council are expecting debt to rise over the next three years in line with the capital programme and then it is expected to reduce over time as income is generated from these projects and cost savings are realised.

CFR and external debt will reduce as borrowings are repaid through income and will reach a point in time when debt is fully repaid and the ongoing income will be transferred to benefit the general fund.

The graph is based on general fund only and excludes HRA as this is ringfenced. The original CFR levels before commercialisation, forward funding and regeneration projects were approximately £100m.



As shown in the graph above, from 2022/23 external debt is based on 70% of the CFR in line with the guideline across the industry of 65% - 75% external debt to CFR ratio. A significant part of the CFR is supported borrowing expenditure and assumes expenditure in relation to the remaining c£113m of the borrowing approved for community investment is utilised however the likelihood that this will only be used in 2022/23 if further renewable energy schemes are enacted. External borrowing will therefore only be undertaken when needed.

The asset values used in the graph above are calculated using the total asset value from the Council's balance sheet, and an estimate of capital expenditure over the next three years. This methodology reflects all asset values that either have been or will be funded from an element of borrowing. A prudent approach to asset value has been taken with no capital appreciation estimated however over a long period of time it wouldn't be unreasonable to see asset values increase.

The above graph is summarised in the table below. After the first three years, the expectation is that the CFR, external debt and net indebtedness will start to reduce as repayments of borrowing start to increase, capital receipts and developer funding are received.

	2022/23	2023/24	2024/25
	£m	£m	£m
CFR (a)	554	575	578
Less internally Funded (b)	166	173	174
External debt - general fund only (c = a+b)	388	403	405
Less treasury investments (d)	152	122	102
Net indebtedness (e = c -d)	236	281	303

Key Changes to the Strategy

CIPFA published a revised Prudential Code and Treasury Management Code Practice on the 20th December 2021 following two consultation periods during 2021. Given local authority reporting timetables, CIPFA have stated that while the 2021 publications apply with immediate effect, authorities may defer introducing the revised reporting requirements until 2023/24 and following discussions with our external treasury advisors, WBC will work towards 2023/24. At the time this report was being produced CIPFA have yet to publish the accompanying guidance notes for each of the new publications.

The Authority will work throughout 2022/23 to integrate the revised reporting requirements and ensure continued compliance with the CIPFA Prudential Code and Treasury Management Code of Practice. This will be reflected in changes to the capital strategy, prudential indicators and investment reporting, recognising the differentiation between treasury, service and commercial investments. It will also be supported by incorporating the Councils Environmental, Social and Governance policies with the Capital Strategy and Treasury Management Practices, which will also be further updated and complimented by the introduction of Investment Management Practices to recognise service and commercial investments. A knowledge and skills framework will also be developed for the Authority in respect of Treasury Management activity.

The current prudential indicators used within this Treasury Strategy were developed by CIPFA to illustrate collectively that the Authority's capital expenditure plans are prudent, affordable and sustainable, and that the Authority's investment strategy is consistent with the principles of security and liquidity before yield.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe funding pressures, particularly in the face of the COVID-19 crisis. It is therefore imperative that Council resources are focused on the vulnerable and on its highest priorities.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	N/A	N/A	Revenue
Next Financial Year (Year 2)	Credit to general fund equal to band D property - £42.70	Yes	Revenue
Following Financial Year (Year 3)	Credit to general fund equal to band D property - £55.21	Yes	Revenue

Other Financial Information
Capital spend plans are outlined in further detail in the Capital Strategy which is available within the agenda pack for the 17 February 2022 Executive meeting and will be available on the Council's website once approved.

Stakeholder Considerations and Consultation
None

Public Sector Equality Duty
An Equality Impact Assessment is not required for this report

Climate Emergency – <i>This Council has declared a climate emergency and is committed to playing as full a role as possible – leading by example as well as by exhortation – in achieving a carbon neutral Wokingham Borough by 2030</i>
None

List of Background Papers
Appendix A - Treasury Management Strategy Appendix B - Prudential & Treasury Management Indicators 2022/23 to 2024/25 Appendix C - Annual Investment Strategy Appendix D - MRP policy

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Treasury Management Strategy 2022-23



WOKINGHAM
BOROUGH COUNCIL

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1. Introduction

The Chartered Institute of Public Finance & Accountancy (CIPFA) 2018 Prudential Code sets out the requirements for all local authorities to set an annual Treasury Management Strategy. The key objectives is to ensure, within a clear framework, that local authorities' capital investment plans are affordable, prudent and sustainable.

Under the prudential system, individual local authorities are responsible for deciding the level of their affordable borrowing, having regard to the Code. Prudential limits apply to all borrowing, qualifying credit arrangements and other long-term liabilities – whether supported by government or entirely self-financed. The system is designed to encourage authorities that need and can afford to undertake capital investment to do so within a robust framework.

This report has been written using guidance from the Prudential Code, and has the Council's **Capital Strategy report**. Both strategies are closely linked and also support the Medium Term Financial Plan.

This report outlines the expected treasury activity for the forthcoming year and includes prudential indicators relating specifically to Treasury Management for the next three years. A key requirement of this report is to explain both the risks and the management of the risks associated with the treasury service.

The Strategy for 2022/23 covers two main areas:

Treasury Management activities

- treasury management policy statement
- the current treasury position;
- treasury indicators which limit the treasury risk and activities of the Council;
- prospects for interest rates;
- the investment strategy;
- the borrowing strategy;
- policy on use of external service providers;
- reporting arrangements and management evaluation

Capital activities

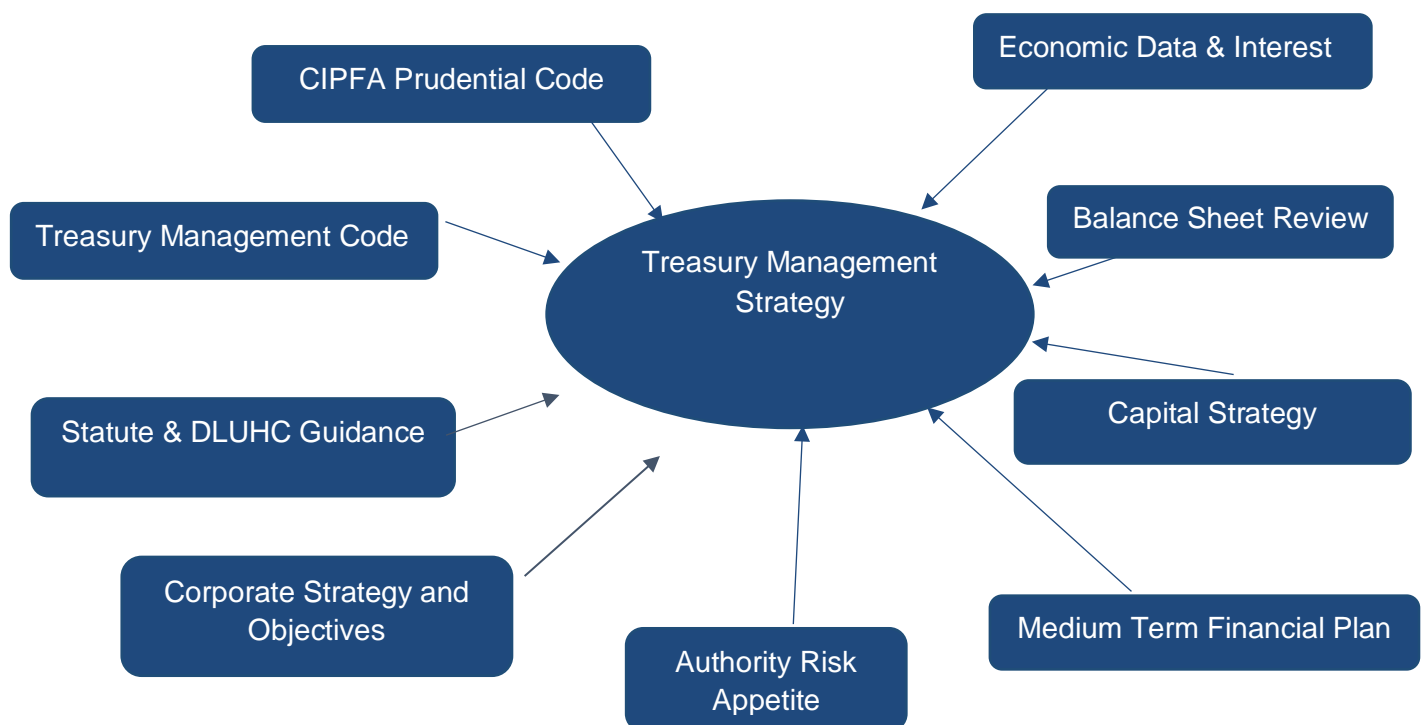
- the capital plans and the prudential indicators;
- the minimum revenue provision (MRP) policy.

2. Treasury Management Policy Statement

Wokingham Borough Council Treasury Management Policy Statement for 2022/23 is:

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

Factors that shape the Treasury Strategy



Policy on use of external service providers

The Council use financial advisers Link Asset Services, to advise and support our treasury management practices, policies, investment and borrowing strategy.

When making investment or borrowing decisions, the Council have access to treasury brokers to ensure we achieve best value for money in our treasury deals.

3. Governance and Monitoring

The Deputy Chief Executive confirms that the treasury service will comply with the strategy set out within this document and any breaches to limits and prudential indicators will be reported to the Audit Committee as part of the two further statutory reports that are produced during the year: a mid-year monitoring report and a year-end outturn report.

During the year, the finance team engages in the following governance activities:-

- capital monitoring (forecast expenditure) is reported to Executive on a quarterly basis
- analysis of income projections for all funding assumptions
- cashflow review and forecasting
- treasury training including staff CPD
- financial modelling to support investment / borrowing strategy
- regular meetings with treasury advisors

4. Updates to Treasury Management Strategy

There are no changes proposed to the Treasury Management Strategy for 2022/23.

CIPFA published a revised Prudential Code and Treasury Management Code Practice on the 20th December 2021 following two consultation periods during 2021. Given local authority reporting timetables, CIPFA have stated that while the 2021 publications apply with immediate effect, authorities may defer introducing the revised reporting requirements until 2023/24. At the time this report was being produced CIPFA have yet to publish the accompanying guidance notes for each of the new publications.

The Authority will work throughout 2022/23 to integrate the revised reporting requirements and ensure continued compliance with the CIPFA Prudential Code and Treasury Management Code of Practice. This will be reflected in changes to the capital strategy, prudential indicators and investment reporting, recognising the differentiation between treasury, service and commercial investments. It will also be supported by incorporating the Councils Environmental, Social and Governance policies with the Capital Strategy and Treasury Management Practices, which will also be further updated and complimented by the introduction of Investment Management Practices to

recognise service and commercial investments. A knowledge and skills framework will also be developed for the Authority in respect of Treasury Management activity.

The current prudential indicators used within this Treasury Strategy were developed by CIPFA to illustrate collectively that the Authority’s capital expenditure plans are prudent, affordable and sustainable, and that the Authority’s investment strategy is consistent with the principles of security and liquidity before yield.

5. The Council’s Capital Expenditure and Financing 2022/23

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

- financed in year, immediately through the application of capital or revenue resources (capital receipts, capital grants, capital contributions and revenue contributions etc.), which has no resulting impact on the Council’s borrowing need or;
- funded by borrowing (internal or external);
 - internal borrowing - is the use of the internal cash reserves of the Council to fund the cashflow requirement for its capital expenditure.
 - external borrowing - is the use of loans from outside organisations to fund the cashflow requirements for its capital expenditure. For example, borrowing from other local authorities or the Public Works Loans Board.

The capital expenditure plan is a key driver of the treasury management activity. The output of the capital expenditure plans is reflected in the prudential indicators, which are designed to assist members’ overview and confirmation of the Capital Programme.

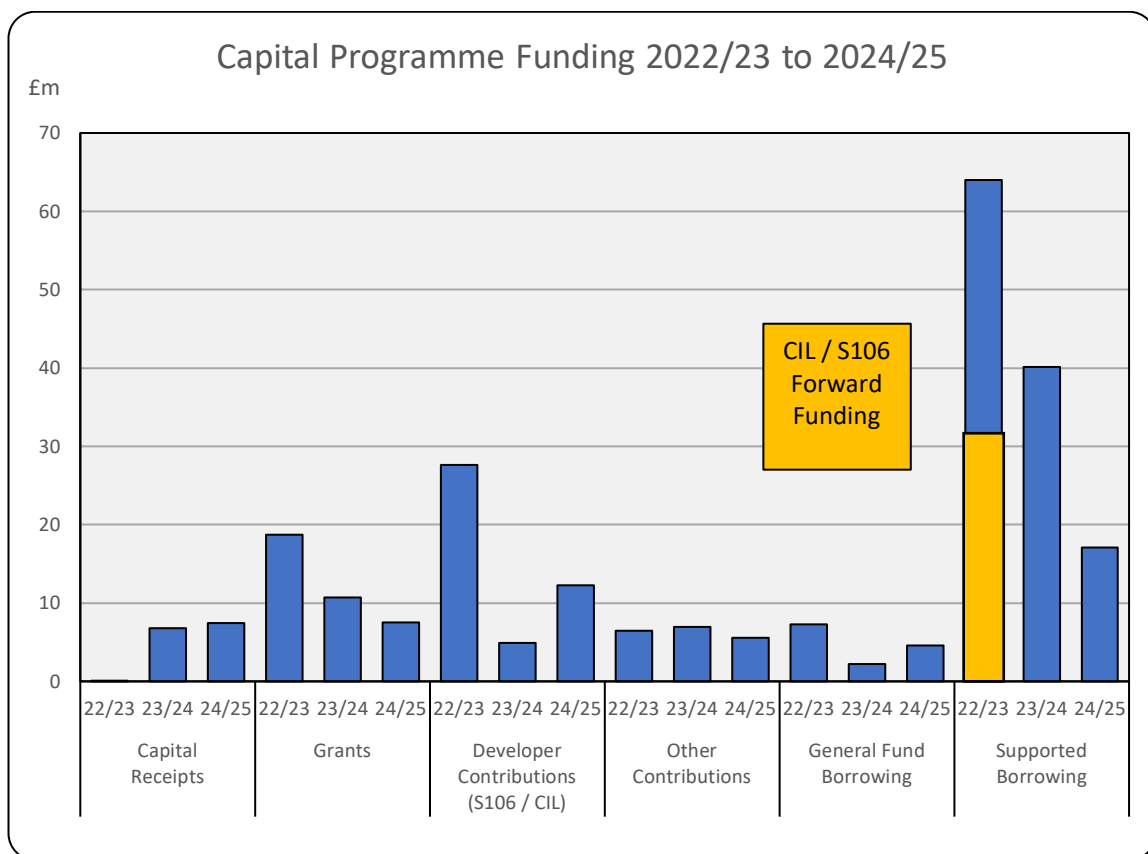
The table below sets out the capital programme for the next three years by key area. Full details of the Capital Programme can be found in the Capital Strategy and the Medium Term Financial Plan.

	2022/23 £m	2023/24 £m	2024/25 £m	Total £m
Housing, Local Economy & Regeneration	39.9	43.6	15.3	98.8
Roads and Transport	46.0	9.7	6.9	62.6
Children Services and Schools	4.2	11.1	15.9	31.2
Climate Emergency	16.7	7.8	5.8	30.3
Internal Services	10.1	6.1	3.6	19.8
Environment	5.2	1.3	6.1	12.6
Adult Social Care	2.0	6.3	0.8	9.1
Total Capital Programme 2022/23 to 2024/25	124.1	85.9	54.4	264.4

The capital programme proposed for the next three years is prudent and affordable as per the principles of the treasury management code of practice. The proposed funding of the programme is summarised below;

	2022/23 £m	2023/24 £m	2024/25 £m	Total £m
Supported borrowing	(64.0)	(40.2)	(17.1)	(121.3)
Developer contributions (S106 / CIL)	(27.6)	(4.9)	(12.3)	(44.8)
Capital grants	(18.7)	(10.7)	(7.5)	(36.9)
Other contributions	(6.4)	(6.9)	(5.5)	(18.8)
Capital receipts	(0.1)	(6.8)	(7.5)	(14.4)
General fund borrowing	(7.3)	(2.2)	(4.6)	(14.1)
Total	(124.1)	(71.7)	(54.5)	(250.3)

The capital programme currently has a budget shortfall of c£14m over three years which includes a fully funded year 1 programme. This shortfall over three years will be balanced through a combination of reducing or reprofiling capital expenditure and maximising capital funding opportunities such as bidding for capital grants.



Supported borrowing is where a direct repayment source has been identified to cover the cost of borrowing, for example invest to save schemes (covered from the future income generation or cost reductions), and many projects under Housing, Local Economy and Regeneration classification. Another example is forward funding developer contributions, where borrowing will be repaid from future developer contributions to be received (highlighted orange in the chart above).

The Capital Financing Requirement (CFR)

The Capital Financing Requirement (CFR) is the total historic outstanding capital expenditure which has not yet been paid for from resources (e.g. Capital receipts or grants). Any capital expenditure above, which has not immediately been paid for, will increase the CFR.

A major source of funding for the Council's capital programme is borrowing. This is described in two forms, supported borrowing and general fund borrowing. A significant part of the Council's capital programme is either self-financing or makes a surplus where the income generated is greater than the cost of financing and therefore is available to fund other council services. These are referred to as "supported borrowing". General fund borrowing is funded through existing base budget and supports general investment to maintain Council assets and continue to provide services to customers and residents.

The table below shows the estimated CFR for supported borrowing and general fund borrowing over the next three years.

	Supported Borrowing			General Fund Borrowing		
	22/23	23/24	24/25	22/23	23/24	24/25
	£m	£m	£m	£m	£m	£m
Opening balance	307	428	450	125	126	124
Expenditure in year	156	42	18	5	2	5
Repayments in year	(35)	(20)	(16)	(4)	(4)	(4)
Closing balance	428	450	452	126	124	125

In the table above, the £156m supported borrowing expenditure assumes expenditure in relation to the remaining c£113m of the borrowing approved for community investment in utilised however the likelihood that this will only be used in 2022/23 if further renewable energy schemes are enacted.

It is important to note, the "expenditure in year" row is an estimate of actual capital expenditure to be incurred in the financial year and includes the impact of carry forwards from the previous year and carry forwards into future years based on historic trends. This ensures a more accurate CFR position which is important when considering investment and borrowing decisions. It will therefore be different to the amount identified as funding earlier in the report in the capital funding tables.

As mentioned above, supported borrowing are related to capital projects which are self-financing and / or income generating. For the types of supported borrowing, a breakdown of the CFR is shown below.

	Supported Borrowing		
	22/23	23/24	24/25
	£m	£m	£m
Invest to save	183	215	219
Town centre regeneration	85	83	79
Wokingham housing companies	49	55	61
Developer contributions forward funded	111	97	93
Closing balance	428	450	452

The tables on the previous page are referred to as the “general fund” position and exclude the Housing Revenue Account (HRA) CFR because this is ringfenced and funded entirely from tenants rental income.

The HRA CFR for the next three years is estimated below.

	Housing Revenue Account		
	22/23	23/24	24/25
	£m	£m	£m
Opening balance	80	79	78
Expenditure in year	1	1	1
Repayments in year	(2)	(2)	(2)
Closing balance	79	78	77

The in-year increase in the borrowing requirement is due to the Council’s ambitious Capital Programme which includes invest to schemes (these schemes will be able to create a saving and pay for the financing costs), many are Housing, Local Economy and Regeneration schemes, which will reduce over time when capital receipts are recovered or loans repaid. To be able to provide the infrastructure such as roads and facilities that the borough needs the council is continuing to forward fund schemes. These will decrease again as developer contributions are received. The CFR is also reduced each year by the minimum revenue provision (MRP) (see section 6). Part of the Councils financial strategy is based on diversifying income streams, by growing revenue generating assets through its housing companies and other strategic investments.

Part of the Council’s treasury activities is to address the funding requirements for this borrowing need. Depending on the Capital Programme, the treasury service organises the Council’s cash position to ensure that sufficient cash is available to meet the Capital Programme and cash flow requirements. The Council does not borrow all of this money externally but uses some of its internal cash reserves to fund this expenditure (this approach saves the council on interest costs). This is referred to as “internal borrowing”. This means that the Council’s capital financing requirement is higher than its external borrowing figures. External borrowing may be sourced from bodies such as

the Public Works Loan Board [PWLB], the money markets and other types of funding (local authorities, bonds etc.).

The CFR is estimated to reduce over the next 25 to 30 years to the pre 2011/12 level of £100m. 2011/12 is used as a benchmark because this was the level of balance before the housing, regeneration and forward funded projects.

This reduction is shown on the graph on the next page.

As highlighted previously, the Council continue to invest significant amounts into the capital programme generating assets such as roads, schools, housing, regeneration properties and many more. The graph below sets out the expected repayment of this debt as well as the asset value generated.

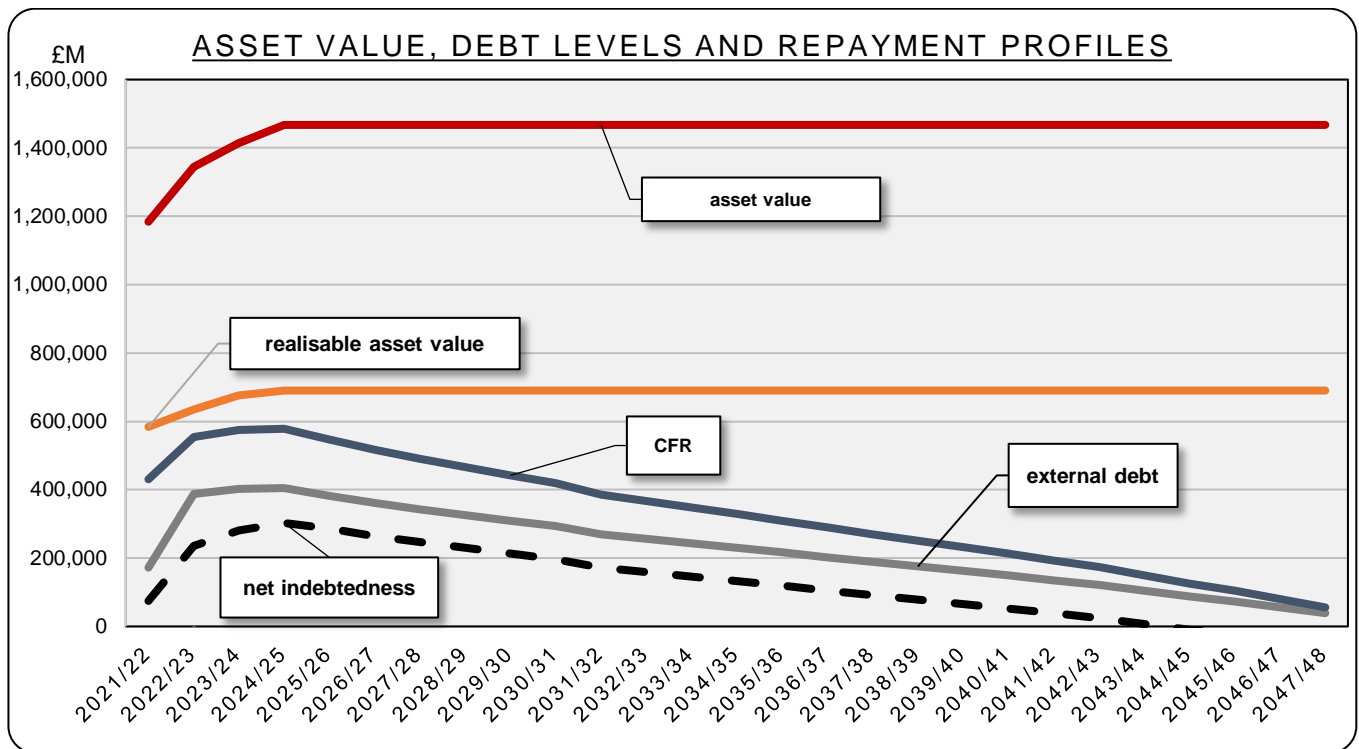
The graph includes three key lines in reference to debt;

- Capital financing requirement (CFR) - A technical calculation of historic capital expenditure less that already paid for, required to arrive at the annual level of debt repayment.
- External debt – this is the actual amount borrowed with third parties. The difference between CFR and external debt is referred to as internal borrowing.
- Net indebtedness – this is external debt less treasury (i.e. liquid) investment balances. It is important that these are considered together as treasury investments could be used to repay external debt.

The Council are expecting debt to rise over the next three years in line with the capital programme and then it is expected to reduce over time as income is generated from these projects and cost savings are realised.

CFR and external debt will reduce as borrowings are repaid through income and will reach a point in time when debt is fully repaid and the ongoing income will be transferred to benefit the general fund.

The graph is based on general fund only and excludes HRA as this is ringfenced.



As shown in the graph above, from 2022/23 external debt is based on 70% of the CFR inline with the guideline across the industry of 65% - 75% external debt to CFR ratio. A significant part of the CFR is supported borrowing expenditure and assumes expenditure in relation to the remaining c£113m of the borrowing approved for community investment in utilised however the likelihood that this will only be used in 2022/23 if further renewable energy schemes are enacted. External borrowing will therefore only be undertaken when needed.

The asset values used in the graph above are calculated using the total asset value from the Council’s balance sheet, and an estimate of capital expenditure over the next three years. This methodology reflects all asset values that either have been or will be funded from an element of borrowing. A prudent approach to asset value has been taken with no capital appreciation estimated however over a long period of time it wouldn’t be unreasonable to see asset values increase.

The realisable asset values in the graph above are based on the asset values line excluding highways, education, housing revenue account assets and other assets such as IT infrastructure and equipment.

The original CFR levels before commercialisation, forward funding and regeneration projects were approximately £100m.

6. Minimum Revenue Provision (MRP) Policy Statement

The Council is required to pay off an element of the accumulated General Fund underlying borrowing each year (the 'CFR') through a revenue charge known as the Minimum Revenue Provision (MRP). The Council is also permitted to undertake additional voluntary payments known as Voluntary Revenue Provision (VRP).

The Department for Levelling Up, Housing and Communities, DLUHC (previously MHCLG) regulations have been issued which require the full Council to approve a MRP Statement in advance of each financial year. The decision on the amount of MRP lies with the Council although a prudent provision must be made. **The Council is recommended to approve the MRP Statement which can be found in Appendix D.**

Principles of the guidance have been reflected in the Council's strategy now the guidance has been finalised. However where we identify an alternative prudent and more pertinent MRP policy, we are permitted to follow that instead.

For 2022/23 Wokingham Borough Council's MRP policy will follow the main DLUHC principles, except in some instances. The table below summarises areas where WBC are planning to treat MRP different from the guidance however the approach remains prudent and affordable which are consistent with the principles of the code.

Expenditure type	WBC MRP charging policy
Freehold land	maximum 60 years using asset life as a guide
Bridges	maximum 60 years using asset life as a guide
Housing, Local Economy and Regeneration a) assets that can be disposed of for appreciation	10% of maximum 15 years asset life
Housing, Local Economy and Regeneration b) all other assets	range of 5 to 40 years (depending on life of asset type)
Loan Capital in WBC holdings	no charge - loan secured by company assets
Forward Funding Schemes	no charge – developer contributions are used to repay principle

Housing, Local Economy and Regeneration - a) assets that can be disposed of for appreciation – 10% for a maximum of 15 years asset life. This is a prudent contingency for assets which can be disposed of for appreciation, if they reduce in value when sold, to cover any loss on disposal.

7. Balance Sheet Projections

The balance sheet projection is a financial model used to help understand the current and future levels of external and internal borrowing in relation to the CFR estimates and the underlying cash balances. It is not required in the Prudential Code however is considered best practice to do and helps to ensure our borrowing is prudent, affordable and sustainable.

With support from our financial advisors Link Asset Services, we produce a balance sheet review on a quarterly basis. One of the key performance indicators identified in the strategy is the ratio of internal borrowing to CFR. The industry benchmark is a ratio of 25% - 35%. This ratio is important as it indicates if the Council can take on capital expenditure without the need to secure borrowing at the point of expenditure. This helps ensure borrowing costs are minimised. The balance sheet review will calculate the ratio for the current year and future years.

The balance sheet review looks at;

- CFR position
- Level of investment balance
- External debt requirement
- Working capital position
- Level of reserves

8. External Borrowing and Compliance with Treasury Limits and Prudential Indicators for Debt

We have looked at the overall Capital Programme (above) but within this framework prudential indicators are required to assess the affordability of the capital investment plans. These provide an indication of the impact of the capital investment plans on the Council's overall finances.

Further detail on each of these indicators is included in Appendix B.

Authorised limit – Limit beyond which borrowing is prohibited, and needs to be set and revised by Council and should reflect a level of borrowing which, while not desired, could be afforded but may not be sustainable.

Operational boundaries limit – Limit of borrowing which is deemed prudent and affordable whilst allowing the Council to fund its capital programme plan.

Gross external borrowing – borrowing with external parties which attract an interest charge (e.g. PWLB).

% of internal borrowing to CFR – percentage of the use of the internal cash reserves of the Council to fund the cashflow of its capital expenditure (internal borrowing) over the 'total historic outstanding capital expenditure which has not yet been paid for from capital resources' (capital financing requirement).

Maturity structure of borrowing – time period when loans borrowed will be required to be repaid.

Ratio of financing costs to net revenue stream - The ratio of the financing costs against the net revenue expenditure.

The Council is asked to approve the following prudential indicators in the table below:

Prudential Indicators	2022/23 £m	2023/24 £m	2024/25 £m
<u>Affordability</u>			
<u>Limits</u>			
Authorised Limit (Note: CFR*120%)	760	783	785
Operational Boundary (Note: CFR*110%)	696	718	719
<u>Performance Indicators</u>			
Gross external borrowing – General Fund (GF)	388	403	405
Gross external borrowing - HRA	69	68	66
% of internal borrowing to CFR	28%	28%	28%
Ratio of financing costs to net revenue stream - GF	-0.6%	-0.6%	-0.6%
Ratio of financing costs to net revenue stream - HRA	29.9%	29.2%	28.5%
<u>Prudence</u>			
Maturity structure of borrowing	See Appendix C		

9. Investment Strategy

The treasury management team ensure the cash flow is adequately planned, with surplus monies being invested in suitable low risk counterparties, providing adequate liquidity initially before considering maximising investment return. The return on investments contributes to the Council's budget for both the general fund and housing revenue account.

Annual investment strategy

CIPFA Code and the MHCLG Guidance require the Council to invest its funds prudently, and to have regard to the security and liquidity of its investments before seeking a rate of return, or yield. The Council's investment priorities are security first, liquidity second, then return.

The Council will only invest its surplus funds in accordance with its time and monetary limits for institutions on the Council's counterparty list.

Time and monetary limits for institutions on the Council's counterparty list

	* Minimum credit criteria / colour band*	Money Limit	Max. maturity period
DMADF – UK Government	UK sovereign rating	£20M	3 months
UK Government gilts	UK sovereign rating	£5m	1 year
UK Government Treasury bills	UK sovereign rating	£5m	1 year
Money market funds	AAA	£10m	Liquid
Local authorities	N/A	£10m	5 year
Term deposits with banks and building societies**	AA	£5m	Liquid
Term deposits with building societies	A-	£5m	Liquid
CDs or corporate bonds with banks and building societies	AA	£5m	Liquid

Note*: The credit criteria shown here is Fitch credit ratings agencies long term ratings. When using the credit rating the Council will use the lower of the three credit rating agencies. (See appendix C)

Note **for each banking group the following limits will apply, dependent on the rating of the Parent Bank (i.e. Lloyds group)

- AAA : £7m with a maximum average duration of 1 year
- AA- : £5m with a maximum average duration of 6 months

The annual investment strategy can be found in Appendix C.

Changes to investment strategy for 2022/23

There are no changes proposed the investment strategy for 2022/23.

Treasury investment projections

The Council assesses future investment projections, so as to maintain an operational cash balance so that it is able to manage its planned future day-to-day cashflow, without the requirement of short-term borrowing. Once planned short term expenditures are covered, the treasury team will look to invest in the longer term (plus 1 year).

The table below shows the Councils treasury investment projections for the next three years.

	2022/23 £m	2023/24 £m	2024/25 £m
Loans to Council owned companies	44	46	48
Loans to Local Authorities / fund managers	152	122	102
Total	196	168	150

Estimated investment return rates for treasury investments

Investment returns are likely to remain low during 2022/23 but are expected to rise gradually over the next few years'. There remains a lot of uncertainty in terms of the global and national economy and the longer terms impact from Covid-19.

	Interest forecasts							
	Mar 2022	Jun 2022	Sep 2022	Dec 2022	Mar 2023	Jun 2023	Sep 2023	Dec 2023
Bank rate	0.25%	0.50%	0.50%	0.50%	0.75%	0.75%	0.75%	0.75%

Cash flow management

The Council's officers maintain a detailed cash flow forecast for each coming year revising it as more information is available. This informs the short-term investments. The forecast is compiled on a prudent basis to minimise the risk of the Council being forced to borrow on unfavourable terms to meet its financial commitments. Long term investment strategy is based on the Council's Medium Term Financial Strategy.

Non-Treasury Investments

Although not classed as treasury management activities and therefore not covered by the CIPFA Code or the DLUHC Guidance, the Council may also make loans and investments for service purposes or where the local authority is setting up local authority owned companies. Such loans and investments will be subject to the Council's normal approval processes for revenue and capital expenditure and need not comply with this Treasury Management Strategy.

The council will acquire land and buildings within the borough boundaries for the primary reason of economic development, regeneration or to protect local employment for residents and has to take on external debt to pay for these, the minimum revenue provision and the cost of debt financing is expected to be covered from any income streams generated by the acquisition.

THE COUNCIL WILL NOT BORROW TO ACQUIRE ASSETS PRIMARILY FOR FINANCIAL RETURN.

The previous commercial properties investment made before changes to the PWLB borrowing regulations will be retained until the optimum point for disposal in accordance with the strategy agreed by Council on 23 November 2017. Where these investments have treasury or MRP implications this strategy will be followed.

Investment Performance Benchmarking

Prior to investing funds the Council is required to ensure that it follows the following indicators to achieve security, liquidity and return (in this order).

Performance Benchmark	2022/23	2023/24	2024/25
Review of investment strategy to be undertaken during year	Yes	Yes	Yes
Bank overdraft limit	£0m	£0m	£0m
Liquid short term deposits available with a week's notice of at least	£5m	£5m	£5m
Weighted average life benchmark is expected to be 0.25 years, with a maximum of 0.5 years.	0.5 Years	0.5 Years	0.5 Years

10. Borrowing Strategy

In order to fund the capital programme highlighted earlier in the strategy, the Council will be required to borrow. Depending on the cashflow position of the Council at the time, borrowing will vary from short term (due to a requirement for liquidity), or over a longer period so as to fund a major project.

The following factors are to considered when making borrowing decisions;

- Need for short term or long term borrowing.
- Forecast ratio of Internal / External borrowing.
 - i) Internal borrowing - is the use of the internal cash reserves of the Council to fund its capital expenditure
 - ii) External borrowing - is the use of loans from outside the organisations to fund its capital expenditure
- Maturity Structure - link maturity payments dates to when other income receipts due to be received to match against the repayment of debt (part of the long- term cash-flow).
- View of the interest rate market.

Once a decision is made on the type of borrowing required, the Council will look to borrow from the following places (in no particular order);

- PWLB (Public Works Loans Board)
- Local Authorities.
- Financial Institutions (e.g. banks, pensions funds)
- Municipal Bonds Agency (MBA) borrowing – Local Government Funded Agency, raises funds from selling municipal bonds to lend to local authorities
- Issuance of Local Authority Bonds (from Wokingham Borough Council) – Council issue bonds on bond market

Changes to the borrowing strategy for 2022/23

There are no changes to the borrowing strategy for 2022/23.

11. Appendices

- Appendix B – Prudential & Treasury Management Indicators 2022/23 to 2024/25
- Appendix C - Annual Investment Strategy
- Appendix D - MRP Policy

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Prudential & Treasury Management Indicators 2022/23 to 2024/25

These are primary indicators designed to ensure the key objectives of the Prudential Code are met and that local authorities' capital investment plans are affordable, prudent and sustainable; that treasury management decisions are taken in accordance with good professional practice.

Capital Expenditure

The Council's capital expenditure plans are the key driver of treasury management activity. The output of the capital expenditure plans is reflected in the prudential indicators, which are designed to assist Members' overview and confirm capital programme.

The Council's Capital programme is summarised below as the required prudential indicators for capital expenditure.

	2022/23 £m	2023/24 £m	2024/25 £m	Total £m
Housing, Local Economy & Regeneration	39.9	43.6	15.3	98.8
Roads and Transport	46.0	9.7	6.9	62.6
Children Services and Schools	4.2	11.1	15.9	31.2
Climate Emergency	16.7	7.8	5.8	30.3
Internal Services	10.1	6.1	3.6	19.8
Environment	5.2	1.3	6.1	12.6
Adult Social Care	2.0	6.3	0.8	9.1
Total Capital Programme 2022/23 to 2024/25	124.1	85.9	54.4	264.4

The table below summarises the above capital expenditure plans and how these plans are being financed by capital or revenue resources. Any shortfall of funding resources results in a borrowing need.

	2022/23 £m	2023/24 £m	2024/25 £m	Total £m
Supported borrowing	(64.0)	(40.2)	(17.1)	(121.3)
Developer contributions (S106 / CIL)	(27.6)	(4.9)	(12.3)	(44.8)
Capital grants	(18.7)	(10.7)	(7.5)	(36.9)
Other contributions	(6.4)	(6.9)	(5.5)	(18.8)
Capital receipts	(0.1)	(6.8)	(7.5)	(14.4)
General fund borrowing	(7.3)	(2.2)	(4.6)	(14.1)
Total	(124.1)	(71.7)	(54.5)	(250.3)

A major source of funding for the Council's capital programme is borrowing. This is described in two forms, supported borrowing and general fund borrowing. A significant part of the Council's capital programme is either self financing or makes a surplus where the income generated is greater than the cost of financing and therefore is available to fund other council services. These are referred to as "supported borrowing". General fund borrowing is funded through existing base budget and supports general investment to maintain Council assets and continue to provide services to customers and residents.

Capital Financing Requirement

The Capital Financing Requirement (CFR) is any capital expenditure above, which has not been funded (resulting in a borrowing need). The CFR does not increase indefinitely, as the minimum revenue provision (MRP) is a statutory annual revenue charge which reduces the borrowing need in line with our MRP policy. The CFR includes any other long- term liabilities (e.g. PFI schemes, finance leases). Whilst these increase the CFR, and therefore the Council's borrowing requirement, these types of scheme include the financing of the asset and so the Council is not required to separately borrow for these schemes.

The following table shows the total CFR for the general fund and therefore excludes the HRA which is shown separately further below.

CFR : General fund Total	Total		
	22/23	23/24	24/25
	£m	£m	£m
Opening balance	432	554	574
Expenditure in year	161	44	23
Repayments in year	(39)	(24)	(20)
Closing balance	554	574	577

This can be broken down further into supported and general fund borrowing.

CFR : General fund	Supported Borrowing			General Fund Borrowing		
	22/23	23/24	24/25	22/23	23/24	24/25
	£m	£m	£m	£m	£m	£m
Opening balance	307	428	450	125	126	124
Expenditure in year	156	42	18	5	2	2
Repayments in year	(35)	(20)	(16)	(4)	(4)	(4)
Closing balance	428	450	452	126	124	125

Supported borrowing consists of different types of supported borrowing which are broken down further below. As described earlier, these are either self-financing or makes a surplus where the income generated is greater than the cost of financing and therefore is available to fund other council services.

CFR : General fund	Total		
	22/23	23/24	24/25
	£m	£m	£m
Invest to Save	183	215	219
Town Centre Regeneration	85	83	79
Wokingham Housing Ltd	49	55	61
Developer contribution forward funded	111	97	93
Closing balance	428	450	452

The following table shows the CFR balance for the HRA. Due to the ringfenced nature of the HRA, the CFR is considered separately to the general fund.

CFR : HRA	Total		
	22/23	23/24	24/25
	£m	£m	£m
Opening balance	80	79	78
Expenditure in year	1	1	1
Repayments in year	(2)	(2)	(2)
Closing balance	79	78	77

External Debt

The Operational Boundary

This is the limit beyond which external borrowing and long-term liabilities are not normally expected to exceed. In most cases, this would be linked to the CFR, but may be lower or higher depending on the levels of actual borrowing and the ability to fund under-borrowing by other cash resources.

	2022/23	2023/24	2024/25
	£m	£m	£m
Operational boundary for total debt	696	718	719

Note: calculation CFR *110%

A 10% adjustment is added to the CFR balance in order to calculate the operational boundary. This is deemed prudent enough to cover any fluctuations in borrowing levels throughout the year.

Authorised limit

This is the maximum level of borrowing. It represents a limit beyond which external borrowing is prohibited.

	2022/23	2023/24	2024/25
	£m	£m	£m
Authorised limit for total debt	760	783	785

Note: calculation CFR *120%

A 20% adjustment is added to the CFR balance in order to calculate the authorised limit. This is deemed prudent enough to cover any fluctuations in borrowing levels throughout the year.

Affordability

To assess the affordability of a council's capital programme, the following indicators provide an indication of the impact of the capital investment plans on the Council's overall finances.

Ratio of financing costs to net revenue stream

This indicator identifies the trend in the cost of capital, (borrowing and other long term obligation costs net of investment income), against the net revenue stream;

General Fund

2022/23 2023/24 2024/25

Percentage of Financing Costs to Net Revenue Stream	-0.6%	-0.6%	-0.6%
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This indicator is estimated to remain stable in line with the CFR for general fund borrowing highlighted in the earlier table. Increases in the CFR are related to supported borrowing which have an identified repayment stream to offset the financing costs and therefore has no impact on the ratio percentage above.

Housing Revenue Account (HRA)

2022/23 2023/24 2024/25

Percentage of Financing Costs to Net Revenue Stream	29.9%	29.2%	28.5%
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The decrease is due to reduction in financing costs as loan repayments are made.

Maturity structure of borrowing

The table below shows the current maturity structure of borrowing forecast as at 31 March 2022. The Council will aim to match the maturity structure of borrowing with the expected profile of when income will come in to repay borrowing.

Long Term Borrowing	31st March 2022
	£m
Less than 1 year	96.5
Between 1 and 2 years	19.2
Between 2 and 5 years	13.1
Between 5 and 10 years	26.4
Between 10 and 15 years	39.2
Between 15 and 20 years	0.0
Between 20 and 25 years	1.5
Between 25 and 30 years	3.0
More than 30 years	39.7
Total	238.6

Note: Less than a year borrowing will be replaced with a mixture of new external debt and internal borrowing. The treasury service through the use of its cashflow constantly review its debt and will endeavour to get the best rates available while looking at the long and short term picture of anticipated receipts and payments.

Investment treasury indicator and limit

Total principal funds invested for greater than 365 days. These limits are set with regard to the Council's liquidity requirements and to reduce the need for early sale of an investment, and are based on the availability of funds after each year-end.

Upper limit for principal sums invested for longer than 365 days	2022/23	2023/24	2024/25
	£m	£m	£m
Principal sums invested for longer than 365 days	60	60	60

ANNUAL INVESTMENT STRATEGY

The CIPFA Code and DLUHC (previously MHCLG) Guidance require the Council to invest its funds prudently, and to have regard to the security and liquidity of its investments before seeking the highest rate of return, or yield. The Council's investment priorities will be security first, liquidity second, then return.

The council may invest its surplus funds in accordance with its time and monetary limits for institutions on the Council's counterparty list, as shown below.

	Fitch Long term Rating	Moody's	Standard & Poors	Money Limit	Time Limit
Banks 1 higher quality	F1+/AAA	P-1Aaa	A-1+/AA-	£5m	365 days
Banks 1 medium quality	F1+/AA-	P-1Aa3	A-1+/AA-	£3m	365 days
Building Societies				£2m	6 Months
Debt Management Office Account (DMADF)	-	-	-	£20m	3 Months
Guaranteed Organisations	-	-	-	£2m	3 Months
Other local authorities	-	-	-	£10m	5 years / 1825 days
Other Institution Limits (Money Market Funds, Gilts and Supranational investments)	-	-	-	£10m	365 days

Creditworthiness policy

The primary principle governing the Council's investment criteria is the security of its investments, although the yield or return on the investment is also a key consideration. After this main principle, the Council will ensure that:

- It maintains a policy covering both the categories of investment types it will invest in, criteria for choosing investment counterparties with adequate security, and monitoring their security. This is set out in the specified and non-specified investment sections; and
- It has sufficient liquidity in its investments. For this purpose it will set out procedures for determining the maximum periods for which funds may prudently be committed. These procedures also apply to the Council's prudential indicators covering the maximum principal sums invested.

The Deputy Chief Executive (S151 Officer) will maintain a counterparty list in compliance with the following criteria and will revise the criteria and submit them to Council for approval as necessary.

Credit Rating criteria:

Credit rating information is supplied by Link Asset Services, our treasury advisors, on all active counterparties that comply with the criteria below. Any counterparty failing to meet the criteria would be omitted from the counterparty (dealing) list.

- Banks a minimum, the following Fitch, Moody's and Standard and Poors credit ratings (where rated):
 - i. Short term – F1+ (Fitch), P-1 (Moody's), A-1+ (Standard and Poor's)
 - ii. Long term – AA (Fitch), Aa2 (Moody's) , AA (Standard and Poor's)
- Building societies. Subject to a minimum asset size of £5bn and meeting a minimum credit rating of A-.
- UK Government: including Money market funds – the Council and its Fund Managers will use AAA rated funds.

Bank criteria

The Council will only use good credit quality banks which:

- are UK banks; and/or
 - are non-UK and domiciled in a country which has a minimum sovereign long- term rating of AAA (in house team only)
- Group Limits – For each banking group the following limits will apply, dependent on the rating of the Parent Bank
 - AAA : £7m with a maximum average duration of 1 year
 - AA- :£5m with a maximum average duration of 6 months

Other institutions

Gilts and the Debt Management Account Deposit Facility (DMADF)

- Local authorities, parish councils etc.
- Supranational institutions – multilateral investment organisations such as the World Bank or European Investment Bank (sometimes used by the Fund Managers)

Note: investment decisions are never made solely based on credit ratings, and all other relevant factors including external advice will be taken into account.

TREASURY MANAGEMENT PRACTICE (TMP1) – CREDIT AND COUNTERPARTY RISK MANAGEMENT

DLUHC (CLG at the time) issued Investment Guidance in 2010, and this forms the structure of the Council's policy below. These guidelines do not apply to either trust funds or pension funds which operate under a different regulatory regime.

The key intention of the Guidance is to maintain the current requirement for councils to invest prudently, and that priority is given to security and liquidity before yield. In order to facilitate this objective the guidance requires this Council to have regard to the CIPFA publication Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes. This Council applies its principles to all investment activity. In accordance with the Code, the Director of Resources and Assets has produced its treasury management practices (TMPs). This part, TMP 1(1), covering investment counterparty policy requires approval each year.

Annual investment strategy - The key requirements of both the Code and the investment guidance are to set an annual investment strategy, as part of its annual treasury strategy for the following year, covering the identification and approval of the following:

- The strategy guidelines for choosing and placing investments, particularly non-specified investments.
- The principles to be used to determine the maximum periods for which funds can be committed.
- Specified investments that the Council will use. These are high security (i.e. high credit rating, although this is defined by the Council, and no guidelines are given), and high liquidity investments in sterling and with a maturity of no more than a year.
- Non-specified investments, clarifying the greater risk implications, identifying the general types of investment that may be used and a limit to the overall amount of various categories that can be held at any time.

The investment policy proposed for the Council is:

Strategy guidelines – The main strategy guidelines are contained above in this Appendix and in the body of the treasury strategy statement found in Appendix A.

SPECIFIED INVESTMENTS:

These investments are sterling investments of not more than one-year maturity, or those which could be for a longer period but where the Council has the right to be repaid within 12 months if it wishes. These are low risk assets where the possibility of loss of principal or investment income is very low. These would include sterling investments with:

- The UK Government (such as the Debt Management Office, UK Treasury Bills or a gilt with less than one year to maturity).
- Supranational bonds with less than one year to maturity.
- A local authority, parish council or community council.
- Pooled investment vehicles (such as money market funds) that have been awarded a high credit rating by a credit rating agency. This covers a money market fund rated AAA by Standard and Poor's, Moody's or Fitch rating agencies
- A body that has been awarded a high credit rating by a credit rating agency (such as a bank or building society) this covers bodies with a minimum short term rating of F1+ (or equivalent) as rated by Standard and Poor's, Moody's or Fitch rating agencies.

NON-SPECIFIED INVESTMENTS:

Non-specified investments are any other type of investment (i.e. not defined as specified above). The identification and rationale supporting the selection of these other investments and the maximum limits to be applied are set out below. Non specified investments would include any sterling investments with:

a.	Supranational Bonds greater than 1 year to maturity (a) Multilateral development bank bonds - These are bonds defined as an international financial institution having as one of its objects economic development, either generally or in any region of the world (e.g. European Investment Bank etc.). (b) A financial institution that is guaranteed by the United Kingdom Government (e.g. The Guaranteed Export Finance Company {GEFCO}) The security of interest and principal on maturity is on a par with the Government and so very secure, and these bonds usually provide returns above equivalent gilt edged securities. However the value of the bond may rise or fall before maturity and losses may accrue if the bond is sold before maturity.
b.	Gilt edged securities with a maturity of greater than one year. These are Government bonds and so provide the highest security of interest and the repayment of principal on maturity. Similar to category (a) above, the value of the bond may rise or fall before maturity and losses may accrue if the bond is sold before maturity.
c.	Building societies which are subject to a minimum asset size of £5billion and meeting a minimum credit rating of A-. These investments will be restricted to a maximum period of 6 months and £2m per institution.
d.	NatWest Bank for the provision of Banking Services. The Council is limited to daylight exposure only (i.e. the flow of funds in and out during the day), with a maximum limit of 1 working day.

e.	A body which has been provided with a government issued guarantee for wholesale deposits within specific timeframes. Where these guarantees are in place and the government has a AAA sovereign long term rating these institutions will be included within the Council's criteria, temporarily until such time as the ratings improve or the guarantees are withdrawn. Monies will only be deposited within the timeframe of the guarantee. In addition to this, a maximum limit of £2m with a maximum duration of 3 months is also set.
f.	Eligible Institutions for the HM Treasury Credit Guarantee Scheme initially announced on 13 October 2008, with the necessary ratings required. These institutions have been subject to suitability checks before inclusion and have access to HM Treasury liquidity if needed.

A variety of investment instruments will be used, subject to the credit quality of the institution, and depending on the type of investment made it will fall into one of the above categories.

The criteria, time limits and monetary limits applying to institutions or investment vehicles are:

	* Minimum credit criteria / colour band	Money Limit	Max. maturity period
DMADF – UK Government	UK sovereign rating	£20M	3 months
UK Government gilts	UK sovereign rating	£5m	1 year
UK Government Treasury bills	UK sovereign rating	£5m	1 year
Money market funds	AAA	£10m	Liquid
Local authorities	N/A	£10m	5 years
Term deposits with banks and building societies	AA	£5m	Liquid
CDs or corporate bonds with banks and building societies	A-	£5m	Liquid
Corporate bond funds	AA	£5m	Liquid

Other investment categories:

a.	Share capital in a corporate body – The use of these instruments will be deemed to be capital expenditure, and as such will be an application (spending) of capital resources. Revenue resources will not be invested in corporate bodies.
b.	Loan capital in a corporate body.
c.	Property funds – The use of these instruments can be deemed to be capital expenditure, and as such will be an application (spending) of capital resources. This Authority will seek guidance on the status of any fund it may consider using.

Accounting treatment of investments

The accounting treatment may differ from the underlying cash transactions arising from investment decisions made by this Council. To ensure that the Council is protected from any adverse revenue impact which may arise from these differences, we will review the accounting implications of new transactions before they are undertaken.

The monitoring of investment counterparties

The credit rating of counterparties will be monitored regularly. The Council receives credit rating information (changes, rating watches and rating outlooks) from Link Asset Services as and when ratings change, and counterparties are checked promptly. On occasion ratings may be downgraded after an investment has already been made. The criteria used are such that a minor downgrading should not affect the full receipt of the principal and interest. Any counterparty failing to meet the criteria will be removed from the list immediately by the Director of Resources and Assets, and if required new counterparties which meet the criteria will be added to the list.

Use of external fund managers

It is the Council's policy to use external fund managers for part of its investment portfolio. The fund managers will use both specified and non-specified investment categories and are contractually committed to keep to the Council's investment strategy, which will be defined in an updated Treasury Management Strategy post fund manager's appointment. The performance of each manager is reviewed at least quarterly by the Director of Resources and Assets.

2022/23 Wokingham Borough Council MRP Policy

The Council is required to pay off an element of the accumulated General Fund capital spend each year (the Capital Financing Requirement (CFR) through a revenue charge (the minimum revenue provision - MRP), and it is also allowed to undertake additional voluntary payments (voluntary revenue provision - VRP).

DLUHC (previously MHCLG) regulations have been issued which require the full Council to approve a MRP Statement in advance of each financial year. The decision on the level of MRP lies with the Council although a prudent provision must be made. The Council is recommended to approve the following MRP Statement:

For capital expenditure incurred before 1 April 2008, the MRP policy will be:

- an approximate 4% reduction in the borrowing need (CFR) each year.

From 1 April 2008 for all borrowing (including PFI and finance leases) the MRP policy will be based on the estimated life of the assets, in accordance with the regulations (this option must be applied for any expenditure capitalised under a Capitalisation Direction).

This option provides for a reduction in the borrowing need over approximately the asset's life. There is no requirement on the HRA to make a minimum revenue provision but there is a requirement for a charge for depreciation to be made.

Repayments included in annual PFI or finance leases are applied as MRP.

Wokingham continues to ensure it is fully consistent with the statutory duty to make prudent revenue provision. It also follows the statutory guidance, except in some instances, as disclosed below. Final guidance was issued by the Secretary of State under section 21(1A) of the Local Government Act 2003. Under that section local authorities are required to "have regard" to this guidance.

For some investment assets WBC believes it would be overly prudent to charge MRP in line with the draft guidance, as it would stop the Council making an investment which could otherwise strengthen its financial position, due to an artificial self-implemented restriction.

For assets which WBC or one of its subsidiary companies own that can be disposed of for appreciation, we will make a 10% charge for MRP over 15 years.

Alternative prudent assumptions will be used in the following circumstances.

Expenditure type	WBC MRP charging policy
Freehold land	maximum 60 years using asset life as a guide
Bridges	maximum 60 years using asset life as a guide
Housing, Local Economy and Regeneration a) assets that can be disposed of for appreciation	10% of maximum 15 years asset life
Housing, Local Economy and Regeneration b) all other assets	range of 5 to 40 years (depending on life of asset type)
Loan Capital in WBC holdings	no charge – loan secured by company asset
Forward Funding Schemes	no charge – developer contribution are used to repay principle

For freehold land and bridges, we have opted to increase the charge to a maximum of 60 years, as this gives a more realistic useful life of these asset types.

Housing, Local Economy and Regeneration - a) assets that can be disposed of for appreciation – 10% for a maximum of 15 years asset life. This is a prudent contingency for assets which can be disposed of for appreciation, if they reduce in value when sold, to cover any loss on disposal.

Based on the Council' latest estimates of its Capital financing of its CFR on 31st March 2022 the budget for MRP and voluntary overpayments (VRP) has been set as follows:

Estimated MRP/VRP	2022/23	2023/24	2024/25
	£m	£m	£m
MRP (minimum repayment provision)	4	4	4
PFI Principal Charge	1	1	1
Contribution from invest to save schemes	2	3	8
Repayment of forward funded programmes by developer contributions*	3	15	4
Repayment of Loan Principal (e.g. capital receipts)	4	29	1
	14	51	17

Note * this is on receipt of the developer contributions linked to the forward funded schemes.

Impact of IFRS 16 Changes

The MRP Policy above covers the treatment for finance leases. The accounting changes from IFRS 16 – Leases, which apply from 1st April 2022 will not change how the current MRP policy accounts for lease payments. The potential change will be for material operating leases being restated as finance leases which will affect the CFR balance and the estimated MRP payments. Any new leases undertaken from 1st April 2022 may also have an impact on the estimated balances above. The Council are currently reviewing all leases to ensure correct accounting treatment for 2022/23.

MRP Consultation

On 30th November 2021 a consultation was launched (open until 8th February 2022) in respect of potential changes to the current MRP arrangements. The consultation seeks views on a number of potential changes and should those or other changes be taken forward the Council will review its approach going forward as required.

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TITLE	Medium Term Financial Plan 2022-2025 Including Revenue Budget Submission 2022/23
FOR CONSIDERATION BY	The Executive on Thursday, 17 February 2022
WARD	None Specific;
LEAD OFFICER	Deputy Chief Executive - Graham Ebers
LEAD MEMBER	Executive Member for Finance and Housing - John Kaiser

PURPOSE OF REPORT (INC STRATEGIC OUTCOMES)

To provide the Executive with the key revenue budget extract for 2022/23 of the Medium Term Financial Plan (MTFP) 2022-2025 for submission to Council.

RECOMMENDATION

That the Executive:

- 1) recommend to Council that the Summary of Budget Movements (SOBM) be approved. (Appendix A);
- 2) note the report of the Community and Corporate Overview and Scrutiny Committee relating to Scrutiny of the Budget Setting Process 2022-23 and the Medium Term Financial Plan 2022-2025 (as set out in Appendix B to the report);
- 3) approve the schedule of fees and charges, as set out in Appendix C to the report, to be effective from the dates listed on the schedule;
- 4) note that the MTFP, Housing Revenue Account, Capital Strategy and Treasury Strategy budget papers do not include any budget changes in relation to the Gorse Ride Redevelopment project. Any changes to this project agreed by Executive will be enacted by the Deputy Chief Executive across the MTFP, Housing Revenue Account, Capital Strategy and Treasury Strategy where appropriate;
- 5) delegate the authority to the Deputy Chief Executive, in consultation with the Lead Member for Finance and the Lead Member for Leisure, to approve reductions, discounts and/or promotions for fees and charges within sports and leisure, up to £100 per fee or charge.

EXECUTIVE SUMMARY

Members are presented with the Medium Term Financial Plan for 2022-2025 including the proposed revenue budget submission for 2022/23 for recommendation to Council. *(Due to the size of this document a copy has been circulated separately to all Members. A copy can also be obtained from the Council's website or on request from Democratic Services).*

Executive are requested to recommend the following key revenue budget extract of the MTFP to Council;

- Summary of Budget Movements 2022/23 (Appendix A)

Fees and Charges

Members are presented with the schedule of proposed fees and charges. In previous years, this has been presented to Executive in November. For consistency with the overall budget approval for 2022/23, the fees and charges approval has now been included in this paper.

Members are required to agree the fees and charges contained in this report at Appendix C, effectively from the dates shown on the schedule, of which most are enacted from the beginning of April 2022.

The Council is currently projecting significant financial pressures both in the current and future financial years. Implementation of the new fees and charges during the financial year will help the Council to offset this challenge and is considered to be responsible.

Appendix D is an extract from Appendix C and outlines significant changes or new charges, along with reasons for the change/introduction of the charge.

The report contains proposed charges for services as set out in Appendix C. Annual inflationary increases have in general been increased by an average 3.8% (and rounded where appropriate) in line with the Retail Price Index (RPI) as at July 2021. Some fees and charges, largely in Adults Social Services, vary according to the cost of providing the service. Car parking charges have been frozen at current prices.

At its meeting on 26 January 2022, the Licensing and Appeals Committee recommended that the licence fees for Hackney Carriage and Private Hire Vehicle Licences should be reduced to the 2020/21 level, in recognition of the downturn in business experienced in the taxi trade and increases in costs of fuel and maintaining vehicles. Any impact on income against budget will be monitored closely and reported if required.

BACKGROUND

The Medium Term Financial Plan (MTFP) 2022-2025 will be presented to Council for approval on 17 February 2022. Executive are asked to recommend the following key revenue budget extract of the MTFP to Council.

- Summary of Budget Movements 2022/23 (Appendix A)

In considering the Council's revenue budget submission, members should be aware of the chief finance officer (CFO) report. The Local Government Act 2003 requires the Chief Finance Officer (Deputy Chief Executive) to report to Members as part of the budget setting process. The report highlights the key financial and service risks contained in the 2022/23 budget proposals. This was reported to January Executive and forms the first section of the MTFP.

The net revenue budget for 2022/23 is approximately £145m excluding capital and internal recharges. The Council needs to set a balanced budget in the context of this.

The budget requirements for 2023/24 and 2024/25 will be shown in the MTFP as indicative figures only.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe funding pressures, particularly in the face of the COVID-19 crisis. It is therefore imperative that Council resources are focused on the vulnerable and on its highest priorities.

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

Other Financial Information

None

Stakeholder Considerations and Consultation

The revenue budget submission represents the budget needed to deliver the strategic objectives and priorities of the Council.

Public Sector Equality Duty

The specific projects and programmes of work will be assessed individually prior to implementation.

Climate Emergency – This Council has declared a climate emergency and is committed to playing as full a role as possible – leading by example as well as by exhortation – in achieving a carbon neutral Wokingham Borough by 2030

The MTFP includes budget allocation to deliver improvements in climate change.

List of Background Papers

- Appendix A – Summary of Budget Movements 2022/23
- Appendix B – Report by the Community and Corporate Overview and Scrutiny Committee’s - Scrutiny of the Budget Setting Process 2021-22 and the Medium Term Financial Plan 2022-25
- Appendix C – Fees and Charges - Detail
- Appendix D – Fees and Charges - Extract of New / Significant Changes
- Medium Term Financial Plan 2022-2025

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

Summary of Budget Movements 2022/2023

The following table shows how the 2022/23 budget has been calculated starting from the 2021/22 budget. The table includes additional budget to maintain / improve services, special items (one off expenditure budget), service efficiencies and any adjustments / additions.

	Adult Social Services £'000	Chief Executive £'000	Children's Services £'000	Place & Growth £'000	Resources & Assets £'000	Total £'000
2021/2022 Restructured Service Budget (excluding Capital & Internal recharges)	53,685	10,494	28,813	30,730	8,756	132,478
Adjustments/Additions						
Remove exclusive one off revenue items in 2021/2022 (Special Items)	(640)	(1,268)	(1,522)	(1,015)	(425)	(4,870)
Inflation for non-pay activities	1,753	31	727	1,095	1,362	4,968
Superannuation - increase in employers' contribution across Council	0	0	0	0	943	943
Pay Inflation	196	224	294	179	1,696	2,589
Adjustments between services (e.g. budget reallocations inc.)	(45)	(1,513)	300	280	978	0
Total	1,265	(2,526)	(201)	539	4,554	3,630
Funding to Maintain / Improve Services						
Care & support - manage increasing demand in numbers and complexity	1,863	0	0	0	0	1,863
People at the heart of care	1,000	0	0	0	0	1,000
Prevention - investment in preventative services	500	0	0	0	0	500
Staffing resource required to deliver continued demand management programme	392	0	0	0	0	392
Additional people resources across Customer Delivery	0	210	0	0	0	210
Data and insight - systems implementation and resources	0	30	0	0	0	30
Human Resources Target Operating Model	0	252	0	0	0	252
Land charges shortfall in income	0	45	0	0	0	45
Netcall - Customer facing telephony	0	17	0	0	0	17
Revenue support for Capital Bids - Telephony, security, fibre, IDS	0	233	0	0	0	233
Adopt Thames Valley	0	0	40	0	0	40
Continuing Health Care post	0	0	25	0	0	25
Growth in Children in care and care leavers [placements]	0	0	678	0	0	678
Home to School Transport	0	0	300	0	0	300
Loss of DSG / School income	0	0	40	0	0	40
Meeting & Managing Demand - Right Help, Right Place, Right Time	0	0	355	0	0	355
Additional staff resources in traffic management, Development management & enforcement, green & infrastructure, place clienting and trees & landscape teams.	0	0	0	624	0	624

	Adult Social Services £'000	Chief Executive £'000	Children's Services £'000	Place & Growth £'000	Resources & Assets £'000	Total £'000
Funding to Maintain / Improve Services Cont.						
Carriageways & footways - growth in network	0	0	0	39	0	39
CIL implementation cost recovery	0	0	0	57	0	57
Community Safety	0	0	0	77	0	77
Emergency Planning	0	0	0	65	0	65
Highway drainage increased maintenance costs due to additional network length	0	0	0	15	0	15
Highways structures - growth in network	0	0	0	10	0	10
Increase Civil Parking Enforcement Officers	0	0	0	187	0	187
Temporary staffing for Development & Enforcement team	0	0	0	21	0	21
Meeting operating costs of P&R sites	0	0	0	205	0	205
Strategic Review of Domestic Abuse	0	0	0	35	0	35
Temporary accommodation	0	0	0	350	0	350
Traffic Signals & Intelligent Transport Systems Asset Management Costs	0	0	0	30	0	30
Winter service - growth in network	0	0	0	10	0	10
Data protection compliance	0	0	0	0	20	20
Decrease in uptake of schools kitchen contract	0	0	0	0	33	33
Delivering on our procurement strategy (additional resources & contracts register)	0	0	0	0	210	210
Dissolution of Shared Legal Services	0	0	0	0	100	100
Internal audit and investigation redesign to set up an in house service, with external clients	0	0	0	0	241	241
Total	3,755	787	1,438	1,725	604	8,309
Special Items (One Off)						
Demand management - resource investment to deliver change	800	0	0	0	0	800
Transitions - additional assessment capacity	90	0	0	0	0	90
Budget required to deliver sustainable organisational	0	78	0	0	0	78
Budget required to deliver sustainable organisational change	0	1,322	0	0	0	1,322
Customer experience improvement team	0	52	0	0	0	52
Equality & Anti-Poverty	0	115	0	0	0	115
GovMetric - tool to measure and track customer satisfaction	0	13	0	0	0	13
Human Resources Target Operating Model	0	242	0	0	0	242
Children's Services Transformation Programme	0	0	500	0	0	500
Create Edge of Care / Placement Support Service	0	0	350	0	0	350
Delay in Capitalisation of System Contract	0	0	195	0	0	195
Meeting & Managing Demand - Right Help, Right Place, Right Time	0	0	943	0	0	943
Concessionary passes - Bulk renewal	0	0	0	80	0	80

	Adult Social Services £'000	Chief Executive £'000	Children's Services £'000	Place & Growth £'000	Resources & Assets £'000	Total £'000
Special Items Cont.						
Deliberative Process	0	0	0	90	0	90
Ecology officer	0	0	0	45	0	45
Local Transport Plan 4 and Delivery Plan	0	0	0	150	0	150
Re-integration of PPP	0	0	0	300	0	300
Resource to support local business post lockdown recovery phase - job protection, businesses and prosperity	0	0	0	45	0	45
Temporary increase in planning fee income	0	0	0	(100)	0	(100)
Temporary staffing for Development & Enforcement team	0	0	0	69	0	69
Total	890	1,822	1,988	679	0	5,379

Funded by the following Service Efficiencies						
Demand management - strengthening the voluntary sector and community offer, redesigning the front door	(1,000)	0	0	0	0	(1,000)
Learning disability review - better utilisation of contracts, recommissioning services and better use of accommodation	(100)	0	0	0	0	(100)
Optalis review - improved commissioning and reduced overheads	(200)	0	0	0	0	(200)
Review the application of Continued Health Care (CHC) claims	(200)	0	0	0	0	(200)
Corporate Transport Programme	0	0	(100)	0	0	(100)
Legal Review - Social Care & SEND	0	0	(25)	0	0	(25)
Placements Review	0	0	(490)	0	0	(490)
Transforming Children's Services	0	0	(250)	0	0	(250)
Food waste diversion from blue bags to caddies	0	0	0	(350)	0	(350)
Income from Park & Ride sites	0	0	0	(200)	0	(200)
Increase in planning pre-application fee income	0	0	0	(10)	0	(10)
Increase of garden waste subscription	0	0	0	(100)	0	(100)
Increase revenue as a result of additional Civil Parking Enforcement officers	0	0	0	(241)	0	(241)
Benefit realisation from commercial activities	0	0	0	0	(153)	(153)
Benefit realisation from commercial activities - Boxing income	0	0	0	0	(87)	(87)
Benefit realisation from commercial activities - Outdoor Gyms	0	0	0	0	(15)	(15)
Contracts and commissioning reviews	0	0	0	0	(250)	(250)
Early payment programme	0	0	0	0	(100)	(100)
Income generation in excess of financing costs - Community Investment	0	0	0	0	(1,000)	(1,000)
Rationalisation process of corporate accommodation	0	0	0	0	(270)	(270)
Total	(1,500)	0	(865)	(901)	(1,875)	(5,141)



WOKINGHAM BOROUGH COUNCIL

COMMUNITY AND CORPORATE OVERVIEW & SCRUTINY COMMITTEE

SCRUTINY OF THE BUDGET SETTING PROCESS 2021-22 AND THE MEDIUM TERM FINANCIAL PLAN 2022-25

REPORT, PROCESS OVERVIEW AND OBSERVATIONS

FEBRUARY 2022

Committee Members:

Councillor Guy Grandison (Chairman)

Councillors Alison Swaddle (Vice Chairman), Sam Akhtar, Shirley Boyt, Anne Chadwick, Phil Cunnington, Paul Fishwick, Clive Jones, Jackie Rance, and Rachelle Shepherd-DuBey

Foreword by Councillor Guy Grandison

The agreement of a Medium Term Financial Plan (MTFP) is one of the most important decisions that every Local Authority is required to make. The MTFP sets out the funding proposals for all statutory and discretionary services provided by the Local Authority, which will have a direct impact on the lives of residents and service users.

Prior to the 2019/20 municipal year at Wokingham Borough Council (WBC), many of the emerging MTFP proposals had not been shared with Overview and Scrutiny Committees, or the wider public, prior to the publication of the agenda for the February Budget Council meeting. Members were once again pleased with the continuation of the public facing Overview and Scrutiny of the MTFP, and expressed their thanks to all those who made this happen.

The Committee were reminded on several occasions of the increasing levels of uncertainty in many areas including the ongoing pandemic response, inflationary pressures, increasing costs of construction, and the future funding arrangements relating to adult social care. The Committee have been reassured that the proposals as set out within the MTFP are based on the most current data available, and that supplementary estimate proposals were available to budget holders should additional budget be required mid-year. Given the levels of uncertainty it was suggested that the Committee review the mid-year position, including confirmation of assumptions made within the proposed MTFP, during the 2022/23 municipal year.

This year, the key focusses of Overview and Scrutiny's involvement in reviewing the proposed MTFP included questioning assumptions related to individual bids, offering risk insight and suggestions to assist with the development of the MTFP, and adding value to the overall budget setting process. The Committee sought assurances that savings proposals were adding value to the MTFP through streamlining services to provide more effective customer service, whilst also probing whether proposed bids involving increased expenditure were sufficient to achieve the bid's key aims in line with WBC's Corporate Vision.

On behalf of myself and the Committee, I would like to thank the Executive and Deputy Executive Members, Directors and Assistant Directors, Members and officers who engaged throughout this process and enabled a successful overview of the 2022-25 MTFP. In addition, the Committee and I would like to pay thanks to all those who have helped to continue to deliver vital services to residents throughout the pandemic, and throughout the ongoing recovery period

Special thanks should be given to Councillor John Kaiser (Executive Member for Finance and Housing) and Graham Ebers (Deputy Chief Executive – Director of Resources & Assets) for their support in enabling this process, providing frank and thorough answers at each meeting of the Committee, and for continuing to make the development of the MTFP more transparent and comprehensible than ever.

Guy Grandison,
February 2022

Background and Process

- 1.1 It is common practice across the United Kingdom for the MTFPs of Local Authorities to be scrutinised by the relevant Overview and Scrutiny Committee(s). This is the norm for a variety of reasons, including checking that budgetary proposals have clear links with operational plans, and ensuring services (both statutory and discretionary) are offering an acceptable end product for residents whilst providing value for money. All Members were invited to a virtual training session on effective budget scrutiny, provided by the Centre for Governance and Scrutiny.
- 1.2 Overview and Scrutiny of the MTFP has become more important over recent years as a result of a reduction in public sector funding by Central Government, whilst Local Authorities have seen significant growth in demand for their services. Allowing Scrutiny to offer insight and analysis of the proposed budget and accompanying budget setting process, ensures that potential discrepancies and areas of risk are identified and addressed prior to implementation. Scrutiny of the budget setting process is an example of good governance.
- 1.3 Local Authorities have begun to make more use of their Overview and Scrutiny Committee's when assessing the MTFP in recent years, as they are constituted by Members from a range of business and financial backgrounds. Engaging Members from a range of backgrounds allows for different perspectives on proposals to be assessed. A variety of lines of questioning can also make the Executive and Directorate think about their proposals in a different light.
- 1.4 Overview and Scrutiny of the MTFP should not be seen as a conflict with the Executive, but instead as a "critical friend" that can add value to the budget setting process. The MTFP belongs to the Executive and the individual Service areas. Scrutiny's role is to challenge assumptions, risks and funding proposals. For example, asking for more detail, such as how many residents would be served by a specific revenue bid, could lead to that figure being revised, altered, or the scheme being changed. The scrutiny process is driven by a desire to improve the MTFP and to make it as functional as possible for the residents that we serve.
- 1.5 For effective Overview and Scrutiny of the MTFP to take place, cooperation of the Executive and each Directorate is crucial. At WBC, the Executive and Directorates have embraced the practice of annual in-depth budget scrutiny, outlining all revenue proposals over £50,000, all special item proposals and the entire Capital Programme.
- 1.6 Executive Members and Directors of relevant Service areas were invited to attend the Committee to provide background to specific proposals and to answer Member queries. Where answers to specific technical questions could not be answered on the evening, answers were circulated to the Committee in good time. Throughout the whole process, all questions and queries put to the

Executive Members and Directorate were answered in full and to the satisfaction and appreciation of the Committee.

- 1.7 The Committee's general lines of questioning can be summarised in three points: asking for more detail on specific proposals, identifying if the given figures were sufficient and/or suitable, and probing areas which have the most significant impact on residents (particularly vulnerable residents) to ensure that proposals are well thought out and meet the needs of our residents. Where proposals were identified to reflect more significant areas of risk, the Committee spent additional time probing proposals and asking for additional detail.
- 1.8 All revenue bids over £50,000 were presented to the Committee within a detailed and readable bid sheet. This enabled all Members, with a range of financial backgrounds, to digest specific bids and understand what each piece of funding was intended to achieve. A positive consequence of this format also allows for residents and other members of the public the same opportunity to read and understand specific proposals and areas of interest. This in turn has created a more transparent and user-friendly budget setting process that is as detailed as it is readable.
- 1.9 Where changes were made to revenue bids between different lockdown versions of the MTFP, the Committee were provided with updated figures and detail on how the changes in proposed funding would affect each bid. Changes were made for a variety of reasons, including changes in forecast demand (some of which were a consequence of the C-19 pandemic), realignment of costs (for example inflation), and reconsideration of provision. Where changes were made, it was key to ensure that the budget was balanced elsewhere to reflect movement of funds.
- 1.10 When assessing the revenue budget, it was important to review not only the growth bids but also savings proposals. Savings proposals are key in supporting the development of a balanced budget, by reducing costs in areas where efficiency and infrastructure improvements can be made. By making realistic and manageable savings, funds can be reallocated to other areas of the budget where additional expenditure is required to fund new and existing service requirements.
- 1.11 Where savings were proposed, the Committee endeavoured to question whether the proposals were realistic and whether they could have any impact on front line service delivery. The vast majority of savings proposals focussed on increased utilisation of new and existing systems and databases, which would not affect front line service delivery and in many cases would actually improve service delivery for residents.
- 1.12 Other lines identified as savings were in fact income generation for WBC. Examples of these income streams include a return on investments made within the community, income generation from solar farms and income from Wokingham-owned houses. The Committee recognised a concerted effort by the Executive to generate income for the Council using methods which did not

penalise residents, whilst providing additional funds to spend on key service delivery areas.

- 1.13 When assessing special items, the Committee probed whether these spends were realistic one off spends, or whether they should be included within a recurring growth bid. Many of the special items contained within the 2022-25 MTFP were in place to cover transitional periods (such as changes supporting the Continuous Improvement Programme) within departments and to finance one off reviews of service areas. The Committee noted a number of special items were now being built in to the revenue budget, which showed a commitment to embed certain changes and efficiencies into the organisation for the long term.
- 1.14 The full suite of proposed capital expenditure was carefully reviewed by the Committee. These spends ranged from projects to enable elements of WBC's Climate Emergency Action Plan, funding for a proposed dementia care home, funding for highways structural maintenance schemes, and bids to increase investment within the community. The Committee probed to identify what specific benefits each spend would bring, whether each scheme had enough funding to be carried out effectively, and where specific funds would be provided from (for example the Local Enterprise Partnership or specific grants).
- 1.15 The process of questioning proposed spends and savings in a public environment encourages all stakeholders within the budget setting process to pause and reflect on whether each item had been presented with solid reasoning and suitable resourcing. It also enables the Executive and Directors to be more confident about their proposals, as they have to think about them in ways which they otherwise may not have considered. It demonstrates commitment to residents by being open and transparent about major funding proposals which will impact on residents across the Borough.
- 1.16 The entirety of this year's review of the draft MTFP has taken place in a hybrid environment, with Committee Members attending in person and Executive Members and officers using Microsoft Teams. The Committee has appreciated the use of screen sharing for both presentations and bids. In addition, the live streaming and recording of Committee meetings has allowed for the public and Members to view specific discussions of interest both during and after the event.

Observations

- 2.1 Spending within Children's Services is proposed to increase, however efficiency savings will reduce the overall growth considerably. Within this years' proposed MTFP a continued effort was made to strive to deliver the best service for the Borough's children as possible. The Committee appreciated the continuation of this commitment from the current MTFP, and noted that a recent unofficial OFSTED review relating to special educational needs provision would have likely scored 'Good' or above should it have been an official inspection. To enable the delivery of efficient and effective Children's Services, a variety of spends are being proposed including a bid to deliver a demand management strategy (to provide services to children and families at the right time), and funding to support increasing costs relating to home to school transport. Accompanying growth bids included a variety of savings proposals, including savings related to a review placements for children, and reconfiguration of Children's Services whilst minimising the risk to delivery of positive outcomes for vulnerable children, young people and families.
- 2.2 As with last year, the Committee took note of the strong commitment by the Executive to continue to fund and support Children's Services in order to achieve a 'Good' OFSTED rating. As noted previously, the Committee were pleased to hear that Children's Services would likely have received a 'Good' or higher OFSTED rating should a recent visit have been classified as an official inspection. Commitments such as achieving a specific OFSTED rating have clear and measurable outcomes, whereby progress from one year to the next can be easily compared. The Committee acknowledged progress made within the previous 12 months, including a variety of service efficiencies and a continued reduction in the numbers of agency staff. Result focussed targets are positive for both the decision makers and those reviewing proposals, as they allow for questions to be directed towards ascertaining whether the specific funding allocations are suitable to achieve the desired results.
- 2.3 The Committee probed a number of bids within the Adult's Social Care directorate, including construction of a proposed dementia care home, delivery of a demand management system, and closer partnership working with the voluntary sector to achieve savings. Members were pleased to see a continued effort to work closely with the voluntary sector in order to deliver earlier intervention for residents which would allow people to stay in their own homes for longer, enabling a more efficient and cost effective service to be delivered.
- 2.4 As noted from previous reviews, a number of developments have been realised within the Climate Emergency Action Plan. The Committee noted that this was, and would be, an area of change and development for years to come. Many of the projects and proposals sat within the capital programme, including additional solar farm projects, and energy reduction projects. The Committee was pleased to receive further details of proposals, including justifications for the bid proposals and outlining of possible risks should the projects not receive appropriate levels of funding.

- 2.5 The continued response to the pandemic has affected every Service area across the Council in some way or another, and expenditure to meet the increased needs and demands of our residents has been delivered. Members noted a strong commitment by the Executive to continue to support residents through difficult circumstances where practicable, whilst also looking forward to the future and recovery phases. The Committee were content and pleased with the financial response thus far to the ongoing C-19 pandemic. However, Members noted that whilst reserves were at an acceptable level of circa £8m they were now below an ideal level. Members were advised that although this level was safe and in a better position than many Local Authorities, a future years' reserve figure of £10m should be aimed to provide an increased level of financial security. The Committee were advised that it may be pertinent to review the mid-year budgetary position during 2022, including reviewing a selection of assumptions made within the proposed MTFP, to provide an extra level of support and overview of WBC's financial position.
- 2.6 Income generation was still a priority for WBC, with the Resources and Assets Directorate continuing the drive for WBC to become a more self-sustaining Local Authority. Due to a reduction in funding over the years by Central Government, WBC has looked to fund key services via the creation of new income streams. The Committee were provided with the proposed income streams, referred to as savings, over £50,000. These proposals included income generation from continued community investment, regeneration and housing in excess of financing costs, and solar income generation from existing and proposed assets. By generating additional income with no penalty to residents, whilst improving assets in the Borough for use by our residents, WBC hopes to be able to fund key service delivery areas whilst simultaneously having a positive impact on various areas of the Borough for residents. Members noted the omission of the previously proposed in-Borough crematorium when presented with the 'financial lockdown two' paperwork. The Committee were briefed that as more detail emerged during the viability stage regarding this project, the use of capital funding could be better placed elsewhere within the capital programme, whilst simultaneously reducing the borrowing required to finance this project.
- 2.7 The Communities, Insight and Change (CIC) Directorate was incorporated within the other existing Directorates and the Chief Executive's Office during the municipal year. The Committee were advised of a number of bids within the former CIC Directorate, including additional resources across the customer delivery service, introduction of a new human resources target operating model, and budget required to deliver sustainable organisational change. With regards to the latter bid, the Committee noted the continued commitment to deliver greater customer service whilst digitising and streamlining processes, allowing for both savings and efficiencies in the long term. The Committee welcomed proposals to increase expenditure to deliver organisational change resulting in efficiency savings in the long term, whilst reiterating the need for measurable improvements and key performance indicators.
- 2.8 A number of capital spends are detailed within the above observations, however it is pertinent to highlight a couple of other examples. The Capital programme can often be seen as daunting, simply due to the large amounts of money being

proposed for complex projects. Capital spends are, in general, spends which seek to develop infrastructure and improvements with the Borough. Examples of such proposals presented to the Committee this municipal year included funding for the initial costings of major distribution roads (known as SCAPE projects), local cycling and walking infrastructure plans, and funding to deliver essential maintenance of schools within the Borough. The Committee noted the proposed spends and justifications within the capital programme, aimed at providing positive change within the Borough. WBC has a good track record of spending within the capital budget. Nevertheless, major capital projects should continue to be monitored throughout their viability, planning and implementation stages.

- 2.9 The Committee noted the one-off spends, referred to as special items. The Committee took specific interest in probing whether these spends were justified as being one off spends, rather than being included formally within the year-on-year revenue budget. Examples of these proposed one-off spends include resourcing a customer experience manager to support improvements in customer satisfaction, additional funding to support increasing legal costs relating to planning appeals, and funding to carry out additional assessments to identify and manage future demand within the transactions process from children to adults. Members noted the commitment to embed some previous special items into the revenue budget, for example elements of the continuous improvement programme were now proposed to be embedded into the revenue budget, showing a commitment for the organisation to continue to improve and deliver the best service possible to our residents.
- 2.10 The Committee probed a number of re-profiled capital bids to future financial years. Whilst it was not ideal for some desired projects to be delayed, the Committee understood that some delays were proposed to enable projects which had a demonstrable need to be delivered. A number of factors outside of WBC's control including inflation, increasing costs of construction, and delays relating to C-19 have led to Executive Members and their Directorates having to prioritise projects which were necessary to be delivered, whilst putting forward other projects which could be delayed without direct harm to residents. Some projects, for example the bid for the highways infrastructure flood alleviation scheme, were delayed on professional advice as to when the project would be most appropriate to deliver. Whilst delays to capital infrastructure schemes were never the desired outcome, the Committee appreciated the forward thinking which enabled delivery of much needed schemes whilst other schemes were scoped for additional funding opportunities and reduced construction costs.
- 2.11 As mentioned within this report, the theme of uncertainty has weighed on the budget setting process including via inflationary pressures, future adult social care funding agreements, increasing costs of construction, the ongoing C-19 pandemic and future recovery, the impact of Central Government's 'Levelling up' agenda, and future Local Government settlement grants. The Committee were advised that a three year Local Government funding settlement was expected. However, the Government only resolved to a further one year settlement. It is disappointing that the Government has once more only provided a year of certainty to Local Authorities, and it is the Committee's strong desire to see a fair and needs based

(the cost of delivering statutory services) three year funding settlement agreed next year.

Conclusion and Future Years

- 3.1 The Committee is thankful that the involvement of Overview and Scrutiny has now become embedded into the budget setting process, allowing thorough and insightful overview of proposals which effect every resident throughout the Borough. Throughout this process, Executive Members and Directors have been thorough and frank with their answers and have aided the Committee in providing a helpful oversight of the proposed MTFP and budget setting process.
- 3.2 As part of next year's Budget Scrutiny, the Committee will examine ways to generate increased public involvement within this process through greater publicity of the Scrutiny process and submission of public questions at meetings of the Committee. Officers will look to work with the communications, engagement, and marketing team to make residents more aware of this process.
- 3.3 The Committee has appreciated the continued concerted effort by officers to improve the presentation of bid sheets for consideration by the Committee. With only a small number of exceptions, all bid sheets were clear and concise, which enabled Members to quickly consider the information provided. The Committee hopes that the formatting can be maintained at its current high level of quality, and can remain consistent between years, barring minor tweaks. Consistency of bid sheets is crucial in allowing Committee Members to easily refer and compare information from one year to the next. The Committee hopes that comments relating to the readability (mainly font size issues) of some capital bid sheets will be taken on board and improved upon next year.
- 3.4 The Committee will endeavour to assess the mid-year budgetary position during the 2022/23 municipal year, in order to compare assumptions and projections contained within the proposed MTFP to their actual position. Members were particularly receptive to this suggestion from the Executive Member for Finance and Housing and the Deputy Chief Executive, and feel that this is an excellent example of Overview and Scrutiny being utilised to add value and reassurance to key aspects of the Council's functions. The Committee feel that in-year monitoring of the budgetary position adds further confidence to the overview of the budgetary process, allowing Members to consider whether approved spends are on track, and an efficient use of Council resources whilst delivering the Council's priorities as set out within the Community Vision and Corporate Delivery Plan.
- 3.5 The Committee looks forward for Overview and Scrutiny to continue to develop the positive relationship with the Executive and the Directorates in order to help deliver a sound and balanced budget that meets the needs of our residents and fulfils our statutory obligations. This process will only become more crucial should factors and unknowns beyond the Council's control remain or become more prevalent.
- 3.6 The ongoing pandemic has had a widespread impact on the Borough and its finances, as well as businesses and residents. This situation has highlighted the

need for safe levels of the general fund balance, often referred to as reserves, which can be used to fund Service areas which experience unpredictable demand or circumstances. The Committee is content that the current proposed levels of reserves are acceptable to allow for additional support to be delivered as and when necessary, including to meet the Council's statutory services in cases of increased and unforeseen demand for example in the case of a placement of a child into the care system. Whilst the levels are acceptable, the Committee hopes that the reserve levels will return to a figure of approximately £10m as quickly as possible, whereby funding can be delivered as and when necessary to meet the needs of the Borough and its residents in the knowledge that WBC had a sufficient financial safety net.

- 3.7 Overview and Scrutiny have received positive responses from Executive Members and Directors with regards to the third year of detailed Budget Scrutiny. Whilst Overview and Scrutiny realise the additional burden being placed on Members and officers to enable this scrutiny process to take place, the additional oversight and questioning of specific proposals from Overview and Scrutiny adds value to the whole budget setting process, delivers good governance, and puts a further level of safeguarding into the process. With uncertainty remaining regarding the future of Local Government funding arrangements, adult social care funding arrangements, and the impact of Central Government's 'Levelling up' agenda, the involvement of Overview and Scrutiny within the budget setting process will only add further value in future years.
- 3.8 The Committee wishes to reiterate their thanks for the support offered in enabling this year's review to be carried out. This review has taken many hours of time both to formulate and present to a high standard. Members wish to thank all those who have enabled this overview of the proposed MTFP in the shadow of increasing uncertainty.

Resource & Assets

DISCRETIONARY FEES AND CHARGES 2022 - 2023

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.22	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Accountancy and Procurement						
Charge for printed copies of the MTFP or Statement of Accounts		Zero Rated	Full cost recovery	£20.00	£20.80	
Training Course Fees						
Fully day Course	Day	Non Business		£70.00	£73.00	
Half Day Course	Half day	Non Business		£35.00	£36.00	
Cancellation fee, (less that 7-14 days notice)	per course	Non Business		£80.00	£83.00	
Non attendance of course	per course	Non Business		£80.00	£83.00	
SPORTS ACTIVITIES						
Children's Holidays Sports Activities:						
Wokingham Active Kids Full Day Course (9:30 am - 3:30pm)		Exempt		£24.00	£25.00	
Wokingham Active Kids Full Day Course (9:30 am - 3:30pm) - Weeks Charge		Exempt		£98.40	£102.50	
Wokingham Active Kids Full Day Course (8 am - 6pm)		Exempt		£34.80	£36.25	
Wokingham Active Kids Full Day Course (8 am - 6pm) - Week Charge		Exempt		£156.00	£162.00	
Various discount/promotional codes - 5% to 20% off full price		Exempt		£84.00	£87.50	
Specialised Sports Camps (Courses) Per Day		Exempt		£34.56	£36.00	
All sports 1/2 day 9 - 12pm		Exempt		£14.40	£15.00	
All Sports 1/2 day 9 - 12pm (Weeks Course Discount)		Exempt		£60.00	£62.30	
1/2 Day Special Offer Price (5 for the Price of 4)		Exempt		£52.80	£55.00	
Full Day Special Offer Price (5 for the Price of 4)		Exempt		£90.00	£93.50	
Early drop off		Exempt		£5.04	£5.20	
Late pick up after 3:30pm & before 6:00pm (£12.50 per 15 minutes)		Exempt		£15.60	£16.20	
Late pickups after 6:00pm (£25.00 per 15 minutes)		Exempt		£31.20	£32.50	
Breakfast Club		Standard			£6.00	New - Benchmarked
Afterschool club		Standard			£11.00	New - Benchmarked
Birthday party (3G 1 hour + ashridge room 1 hour) unsupervised - without food		Standard			£100.00	New - Based on pitch hire
Birthday party (3G 1 hour + ashridge room 1 hour) supervised - with food		Standard			£120.00	New - Based on pitch hire
Children's Term Time Sports Activities:						
Term Time Activities (Sports) - Per session i.e. Mini Soccer		Exempt		£4.60	£4.80	
10% Sibling Discount		Exempt	10% discount of the above fees (Children's Term Time Sports Activities)			
20% CAN Card Holder Discount		Exempt	20% discount of the above fees (Children's Term Time Sports Activities)			

Resource & Assets

DISCRETIONARY FEES AND CHARGES 2022 - 2023

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.22	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Over 60's Physical Activities (S.H.I.N.E) / Adults with Health Conditions (Disability) - charges from 1 March 2022						
1 class	Class	Standard			£5.20	New - Benchmarked
10 classes (£4.30/class)	10 classes	Standard		£37.40	£43.00	Benchmarked
8 week course - upfront payment	8wk course	Standard			£34.40	New
Single Session Ad-Hoc		Exempt		£7.20	£7.50	
Specialist Sessions (Archery-Pilates-Yoga) Block of 10		Exempt		£68.10	£71.00	
Block of 10 Sessions for non Wokingham borough residents		Exempt		£69.10	£72.00	
Offer: 50% off promotional at various times of the year		Exempt				
Social events		Exempt		£5.20	£5.40	
Sports Social/Special events - One-off sessions		Exempt		£5.20	£5.40	
Sports Social/Special events - Non WBC residence		Exempt		£6.00	£6.20	
Late cancellation within two hours of class/no show fee		Exempt		£2.50	£2.60	
Adult Classes:						
Bronze Package 1 session/week 10 week block		Exempt		£54.90	£57.00	
Silver Packaged 2 sessions/week 10 week block		Exempt		£94.50	£98.20	
Gold Package 3 sessions/week 10 week block		Exempt		£132.10	£137.30	
Platinum Package 4 session/week 10 week block		Exempt		£173.70	£180.50	
Sports Social/Special events		Exempt		£5.20	£5.40	
Non-Residents and Single Session Ad-Hoc		Exempt		£6.00	£6.20	
0-5 classes - WOKINGHAM ACTIVE TOTS						
General Class Pay as you go		Exempt		£5.80	£6.00	
Specialist classes Pay as you go		Exempt		£7.30	£7.60	
Additional sibling		Exempt		£1.00	£1.00	
Pre and post natal physical activity pay as you go		Exempt		£6.10	£6.30	
Specialised Health Prevention Projects						
Steady Steps (based on 12 weeks)		Exempt		£37.60	£39.10	
Steady Steps (based on 12 weeks) for non Wokingham borough residents		Exempt		£75.20	£78.10	
Cardiac Rehab (10 Week block)		Exempt		£37.60	£39.10	
LTHC Rehab Gym incl. phase 4 cancer rehab (based on 10 sessions)		Exempt		£37.60	£39.10	
GP referral (based on 10 sessions)		Exempt		£37.60	£39.10	
Steady Steps Drop In session Pay as you go		Exempt		£3.80	£3.90	
Steady Steps Drop In session Pay as you go non Wokingham residents		Exempt		£7.50	£7.80	
Mindful Health and Wellbeing - x10 coupon card		Exempt		£37.60	£39.10	
Escape Pain (12 Week Block)		Exempt		£40.00	£41.60	
Dementia Friendly Activities						
Dementia Class		Exempt		£3.50	£3.60	
Dementia Class - x10 coupon card		Exempt		£34.50	£35.80	
Ageing Actively		Exempt		£3.50	£3.60	
Ageing Actively - x10 coupon card		Exempt		£34.50	£35.80	
Dementia Class - Non-Residents		Exempt			£4.70	New
Ageing Actively - Non-Residents		Exempt			£4.70	New
Adults with Health Conditions & Additional Needs (Disability)						
General class per session off peak		Exempt		£3.10	£3.20	

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CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS	CHARGE from	Notes
				CHARGE	01.04.22	
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Children with Health Conditions & Additional Needs (Disability)						
General Class (£4.59 per session 10 weeks)		Exempt		£45.90	£47.70	
General Class (£3.76 per session CAN Card Holders 10 weeks)		Exempt		£37.60	£39.10	
Specialised Courses		Exempt		£59.50	£62.00	
Additional Services:						
Provision of Coach / Instructor Per Hour		Exempt		£28.40	£29.50	
Provision of Specialised Coach / Instructor Per Hour		Exempt		£39.60	£41.10	
Promotional social events for WBC Sports & Leisure		Exempt		£5.20	£5.40	
WBC 3G Pitches						
Cantley Park, Lural Park, Emmbrook						
Standard Clubs						
Full Pitch (peak) Peak 5pm to 10pm		Standard		£97.10	£101.00	
Half Pitch (peak) Peak 5pm to 10pm		Standard		£48.60	£50.50	
Quarter Pitch (peak) Peak 5pm to 10pm		Standard		£24.20	£25.20	
Full pitch (off peak)		Standard		£48.51	£50.40	
Half Pitch (off peak)		Standard		£24.30	£25.25	
Quarter Pitch (off-peak)		Standard		£12.30	£12.80	
Hire of changing rooms / shower facilities	per game	Standard		£31.20	£32.50	
Key Partner Club						
Full Pitch (peak)		Standard		£86.20	£90.00	
Half Pitch (peak)		Standard		£43.10	£45.00	
Quarter Pitch (peak)		Standard		£21.60	£22.50	
Full Pitch (off peak)		Standard		£43.10	£45.00	
Half Pitch (off peak)		Standard		£21.60	£22.50	
Quarter Pitch (off peak)		Standard		£10.80	£11.20	
Artificial Pitch, Cantley Park, Wokingham -						
Full Pitch (peak)		Standard		£88.20	£92.00	
Half Pitch (Peak)		Standard		£58.10	£60.50	
Full Pitch (Off Peak)		Standard		£44.10	£46.00	
Half Pitch (Off Peak)		Standard		£29.10	£30.20	
Commercial Operations (inc Private Coaching Companies- Discretion of WBC S&L)						
Full Pitch (peak)		Standard		£129.40	£134.40	
Half Pitch (peak)		Standard		£70.10	£73.00	
Quarter Pitch (peak)		Standard		£40.40	£42.00	
Full Pitch (off peak)		Standard		£64.60	£77.10	
Half pitch (off peak)		Standard		£39.50	£41.00	
Quarter Pitch (off peak)		Standard		£26.00	£27.00	

Resource & Assets

DISCRETIONARY FEES AND CHARGES 2022 - 2023

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.22	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Football Foundation Match Play 3G						
Key Partner Clubs						
11 vs 11 2 Hours (inc changing room)		Standard		£85.60	£89.00	
11 vs 11 2 Hours (NO changing room)		Standard		£85.60	£89.00	
9v9 1 game full pitch 1.5 hours		Standard		£42.80	£44.50	
7v7 2 games full pitch 1 hour		Standard		£42.80	£44.50	
5v5 4 games full pitch 1 hour		Standard		£42.80	£44.50	
Non Football Foundation Match Play 3G						
Standard Clubs						
11 vs 11 2 Hours		Standard		£97.00	£101.00	
9v9 1 game half pitch 1.5 hours		Standard		£48.60	£50.50	
7v7 2 games half pitch 1 hour		Standard		£48.60	£50.50	
5v5 4 games half pitch 1 hour		Standard		£48.60	£50.50	
Artificial Five a Side Pitch Montague Park						
FA Charter/Key Partner/Informal						
Full Pitch (peak) 92yds x 49 yds (training only)		Standard		£50.20	£52.10	
Half Pitch (peak) 52yds x 49yds (Training only)		Standard		£24.50	£25.50	
Third of a Pitch (peak) Approx 49yd x 30yd (training only)		Standard		£16.70	£17.40	
Full Pitch (Off Peak)		Standard		£35.60	£37.00	
Half Pitch (off peak)		Standard		£20.30	£21.10	
Commercial Hire Montague Park						
Full Pitch (peak)		Standard		£64.10	£66.60	
Half Pitch (peak)		Standard		£32.00	£33.25	
Grass Pitches						
All sites:						
Ryeish Green Grass	Sandford Park					
Cantley Park Grass						
Barkham Rec						
Elizabeth Park						
Chalfont Park						
Waverley Way						
Bigshotte Park						
Senior Pitch (90 x 60 & above)		Standard		£51.40	£53.40	
Junior Pitch (80 x 50 & smaller) per game		Standard		£24.60	£25.50	
Hire of changing rooms / shower facilities	per game	Standard		£31.20	£32.50	
Cantley Park Grass Pitches - nets and flags provided by WBC						
Senior Pitch				£51.40	£60.00	Benchmarked
Junior Pitch				£24.60	£29.00	Benchmarked

Resource & Assets

DISCRETIONARY FEES AND CHARGES 2022 - 2023

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.22	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
SPORTS PAVILION HIRE:						
Ashridge room inc kitchen, & upstairs toilets only, Cantley:						
Hire per hr - Off peak (before 6pm weekdays & Sundays inc WBC users)		Standard		£14.50	£15.10	
Hire per hr - Peak times (Weekdays after 6 pm & all day Saturday)		Standard		£17.90	£18.60	
Standard overrun charge per booking - Minimum charge	Per hire min	Standard		£7.80	£8.10	
Standard overrun charge per booking - Maximum charge	Per hire max	Standard		£8.40	£8.70	
Cantley Park Café Area:						
Hire per hr - Off peak (before 6pm weekdays & Sundays inc WBC users)		Standard		£14.50	£15.10	
Hire per hr - Peak times (Weekdays after 6 pm & all day Saturday)		Standard		£17.90	£18.60	
EVENTS						
EVENTS *rates negotiable with WBC Service Managers consent. Labour rates & extras upon request and negotiable.	Deposit of 10% required					
Hire of field/open space for event - NEGOTIATION	Maximum	Standard			VARIED	
MISCELLANEOUS GROUNDS MAINTENANCE FEES:						
Refundable deposit for all keys to Pavilions & Secure Sites (per set)		Exempt	N/A	£33.50	£35.00	
Emmbrook						
County FA 11v11 Flexi - Summer Saturdays x 8 weeks full pitch		Standard		£101.60	£106.00	
15 Berks Bucks FA Coach Ed Days to include 1) 1 st 4 sport Level 1 Award Coaching Football; 2) Level 2 Block 1,2 & 3; 3) Referee Courses - included in BBFA 15 days		Standard		£152.40	£158.30	
4 x FA Safeguarding & FA Emergency First Aid - FA Day Rate		Standard		£76.20	£79.20	
Berks and Bucks FA		Standard		£127.30	£132.30	
Reading FC Community Trust	10am-3pm	Standard		£150.00	£156.00	
BOBi Disability League		Standard		£44.94	£47.00	
Workplace Health						
ONLINE/IN PERSON CLASSES - monthly				£12.00	£12.50	
Wokingham Active Kids						
PPA (Planning, preparation & assessment time) or Extra-curricular, Breakfast or after school clubs; Provisions School Sport / per term ~ 10 weeks. 1hr sessions per week.		Standard		£462.00	£480.00	Added afterschool & breakfast
Online PE Plans/ Per Monthly		Standard		£180.00	£187.00	
Parent PE Resources/ Per Month		Standard		£120.00	£125.00	

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CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.22	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Art & Culture Events						
Indoor Cinema	per person	Standard		£6.00	£5.00	
Indoor Cinema - Family (2 Adults + 2 Children)		Standard		£20.00	£17.50	
Additional Children for above	per person	Standard		£2.00	£2.00	
Carers	per person	Standard		FREE	FREE	
Food/Retail vendors - Evening		Standard		£100.00	£104	
Food/Retail Vendors - Day		Standard		£150.00	£156	
Food/Retail Vendors - Week		Standard		£500.00	£520	
Commercial Vendors - per day		Standard		£250.00	£260	
Non-commercial craft Vendors		Standard		£50.00	£52	
Charity/craft hire - per day		Standard			£26.00	New
Negotiable rate - on service managers discretion with open book policy on profit		Standard			VARIED	
Online non-commercial craft & Food vendors - E.g. Virtual Market		Standard		£20.00	£21	
Online commercial craft & Food vendors - E.g. Virtual Market		Standard		£50.00	£52	
Santa's Grotto		Standard			£5.00	New - benchmarked
Events - including Carnival Hub Theatre						
All Day Event - Festival/Fayre adult	per person	Standard		£7.50	£7.80	
All Day Event - Festival/Fayre Child	per person	Standard		£5.00	£5.20	
Evening Event - Book talk Adult	per person	Standard		£5.00	£5.20	
Evening Event - Book talk Child	per person	Standard		£3.50	£3.60	
Tea Dance Adult No Food	per person	Standard		£10.00	£10.40	
Tea Dance Adult with Food	per person	Standard		£15.00	£15.60	
Tea Dance Child no food	per person	Standard		£7.00	£7.30	
Tea Dance Child With Food	per person	Standard		£12.00	£12.50	
All Day/Evening - Large Events Adult	per person	Standard			£30.00	New - benchmarked
All Day/Evening - Large Events Junior	per person	Standard			£20.00	New - benchmarked
All Day/Evening - Large Events Concessions	per person	Standard			£25.00	New
Pt Permits						
One-to-One	Monthly	Standard		£18.75	£19.50	
2-5 Clients	Monthly	Standard		£28.33	£29.40	
6-10 Clients	Monthly	Standard		£37.50	£39.00	
10+ Clients	Monthly	Standard		£56.25	£58.40	

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CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.22	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Art Workshops						
Online half-day Adult	per person	Standard		£27.50	£28.60	
Online half-day 60+	per person	Standard		£24.20	£25.10	
Online half-day Child	per person	Standard		£22.00	£22.90	
Online Full-day Adult	per person	Standard		£55.00	£57.10	
Online Full-day 60+	per person	Standard		£41.80	£43.40	
Online Full-day Child	per person	Standard		£38.50	£40.00	
Real Life Half-day Adult	per person	Standard		£33.00	£34.30	
Real Life Half-day 60+	per person	Standard		£30.80	£32.00	
Real Life Half-day Child	per person	Standard		£27.50	£28.60	
Real Life Full-day Adult	per person	Standard		£66.00	£68.60	
Real Life Full-day 60+	per person	Standard		£60.50	£62.90	
Real Life Full-day Child	per person	Standard		£44.00	£45.70	
Wokingham Lates Art Events - Adults Only		Standard		£25.00	£26.00	
Online Virtual Workshops - 1 off event - all Ages	per person	Standard		£5.50	£5.70	
Online Virtual Vulnerable Groups - Mental Health, Socially Isolated, Disability Arts	per person	Standard		£3.85	£4.00	
Vulnerable Groups - Mental Health, Socially Isolated, Disability Arts	per person	Standard		£3.85	£4.00	
Arts Exhibition/Festival/Trail Administration Fee	per person	Standard		£35.00	£36.40	
Exhibition Sales Percentage		Standard		30%	30%	
Life Drawing Workshop	per person	Standard			£15.00	
All Day Painting Workshop	per person	Standard			£100.00	
Wealth Making Workshop	per person	Standard			£40.00	
1 hour Workshop	per person	Standard			£15.00	
1.5 hour Workshop	per person	Standard			£20.00	
1.75 hour Workshop	per person	Standard			£22.50	New - Based on benchmarked art/craft workshop industry standard pricing
2 hour Workshop	per person	Standard			£25.00	
2.5 hour Workshop	per person	Standard			£30.00	
3 hour Workshop	per person	Standard			£35.00	
2 week course	per person	Standard			£100.00	
3 week course	per person	Standard			£150.00	
4 week course	per person	Standard			£200.00	
5 week course	per person	Standard			£250.00	
Café Items- Cantley Park						
Café food and drink prices will be set at full cost recovery and in line with market rates offering diverse catering offerings for all dietary requirements				Various	Various	
Cricket Pitch (Artificial)						
Cricket Pitch Hire (Artificial) - School T20 Daytime/Evenings	per game	Standard		£35.00	£36.40	
Cricket Pitch Hire (Artificial) Club - Weekends & Evenings T20 (Junior or Adult)	per game	Standard		£50.00	£52.00	
Cricket Pitch Hire (Artificial) Club - Weekends 40+ overs per innings (Junior or Adult)	per game	Standard		£75.00	£77.90	
Cricket Pitch Hire (Artificial) Club - Weekday Daytime	per game	Standard		£40.00	£41.60	
Cricket Net Hire - per lane 1 hour	per game	Standard		£10.00	£10.40	

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DISCRETIONARY FEES AND CHARGES 2022 - 2023

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.22	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Outdoor Gym/Outdoor space hire						
PAYG	per class	Standard			£8.00	New
Membership - UNLIMITED CLASSES/GYM	per month	Standard			£35.00	New
Membership - unlimited classes or gym	per month	Standard			£25.00	New
Membership - 5 classes per month		Standard			£20.00	New
Bundle of 10		Standard			£70.00	New
Personal Trainer Hire - max 3 people - per hour		Standard			£10.00	New
Personal Trainer Hire - max 3 people - with equipment - per hour		Standard			£15.00	New
Instructor hire - 3+ people - for class		Standard			£25.00	New
Instructor hire - 3+ people - for class - with equipment		Standard			£35.00	New
SPONSORSHIP						
Banner Space Initial set-up + per annum		Standard			£500.00	New
Renewal		Standard			£350.00	New
Event sponsorship - negotiable at service managers discretion		Standard			VARIED	New
Event banner sponsorship		Standard			£250.00	New
Carnival Hub Theatre - please see events ticket prices above - title line with Carnival Hub included						
Ticket prices ranging from £5 to £50 per event - at service managers discretion		Standard			VARIED	New
Boxing Gym						
Please see BOXING BXGFIT pricing schedule						Few changes as new business
8 Week course		standard			£100.00	New - benchmarked
12 week course		standard			£125.00	New - benchmarked
Food, drinks and café item prices will be set at full cost recovery and in line with market rates						
Merchandise prices will be set at full cost recovery and in line with market rates						

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DISCRETIONARY FEES AND CHARGES 2022 - 2023

BXGFIT Boxing Fitness Hub - Pricing List		DESCRIPTION	LEVEL/TYPE	CHARGE - TYPE	UNIT	VAT TYPE	PREVIOUS CHARGE	CHARGE from 01.04.22	NOTES
ADULT MEMBERSHIPS			HEAVYWEIGHT - top level	Membership	Monthly	Standard	£44 Per Month	£30 PER MONTH	Unlimited Freebox Attendance - Paid Monthly
	CLASSES - organised exercise class sessions		HEAVYWEIGHT	Membership	Monthly	Standard	£44 Per Month	£44 Per Month	Unlimited Classes Attendance - Paid Monthly
			MIDDLEWEIGHT	Membership	Annual	Standard	£440.00	£440.00	Unlimited Classes Attendance - Paid Upfront
				Membership	Annual	Standard	£35.20 Per Month	£35.20 Per Month	10 Classes Per Month
				Membership	Annual	Standard	£360.00	£360.00	10 Classes Per Month
	PREMIUM - access to class and FREEBOX bookings		LIGHTWEIGHT	Membership	Monthly	Standard	£24.20 Per Month	£24.20 Per Month	5 Classes Per Month
				Membership	Annual	Standard	£250.00	£250.00	5 Classes Per Month
			HEAVYWEIGHT	Membership	Monthly	Standard	£66 Per Month	£66 Per Month	Unlimited Classes & Freebox Attendance - Paid Monthly
				Membership	Annual	Standard	£720.00	£720.00	Unlimited Classes & Freebox Attendance - Paid Upfront
			MIDDLEWEIGHT	Membership	Monthly	Standard	£55 Per Month	£55 Per Month	Unlimited Freebox And 10 Classes Per Month
			Membership	Annual	Standard	£600.00	£600.00	Unlimited Freebox And 10 Classes Per Month	
		LIGHTWEIGHT	Membership	Monthly	Standard	£50 Per Month	£50 Per Month	Unlimited Freebox And 5 Classes Per Month	
			Membership	Annual	Standard	£550.00	£550.00	Unlimited Freebox And 5 Classes Per Month	
OTHER MEMBERSHIPS 143	JUNIOR		Junior Freebox Membership	Monthly	Standard	£27.50 Per Month	£27.50 Per Month		
			Junior Classes Membership	Monthly	Standard	£27.50 Per Month	£27.50 Per Month		
			Junior Premium Membership	Monthly	Standard	£38.50 Per Month	£38.50 Per Month		
			Junior Freebox Membership - Annual	Annual	Standard	£300.00	£300.00		
			Junior Classes Membership - Annual	Annual	Standard	£300.00	£300.00		
			Junior Premium Membership - Annual	Annual	Standard	£385.00	£385.00		
	CORPORATE		Corporate Premium Membership			Standard	20% off full price	20% off full price	
			Corporate Classes Membership			Standard	20% off full price	20% off full price	
			Corporate Freebox Membership			Standard	20% off full price	20% off full price	
MEMBERSHIP SAVINGS	MEMBERSHIP & AD-HOC SAVINGS		Family Discount			15% off full price	15% off full price	3+ memberships - discount applied to all members (same	
			Couples/Household Discount			10% off full price	10% off full price	2 memberships - discount applied to all members	
			Sport And Leisure Programme Discount			5% 20% off full price	5% 20% off full price	members of another programme or family member	
			Student Discount			10% 20%	10% 20%	University or College students - student ID required	
			Early Bird Discount			10% off full price	10% off full price	on memberships upfront and monthly	
AD-HOC/PAYG (PAY AS YOU GO) SESSIONS	FREEBOX		Adult	1		£11.00	£11.00		
			Junior	1		£7.00	£7.00		
	CLASSES		Adult	1		£13.20	£13.20		
			Junior	1		£9.50	£9.50		
			Miscellaneous Blocks Of Multiple 5,10,20,50,100	MISC		5-20% Off Full Price	5-20% Off Full Price		
			Block Of 10 Adult	10		£110.00	£110.00		
			Block Of 10 Junior	10		£82.50	£82.50		
	OFF-PEAK CLASS		E.G. Youth Offenders Group	1		£1.50	£1.50		
TECHNIQUE TRAINING - boxing equivalent to personal training			1 Session	1		£55.00	£55.00		
			Members Session - 20% Off			£44.00	£44.00		
			Miscellaneous Blocks Of Multiple 5,10,20,50,100	MISC		5-20% Off Full Price	5-20% Off Full Price		
			Members Block Of 10	10		£400.00	£400.00		
			Block Of 10	10		£500.00	£500.00		
PROMOTIONS			Buy 1 Get 1 Half Price			1 Full One 50% Off	1 Full One 50% Off		
			5% To 30% Off Memberships			5%-30%	5%-30%		

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BXGFIT Boxing Fitness Hub - Pricing List		DESCRIPTION	LEVEL/TYPE	CHARGE - TYPE	UNIT	VAT TYPE	PREVIOUS CHARGE	CHARGE from 01.04.22	NOTES
OTHERS				Over 60S Membership Shine			Part Of Shine Membership - Designated Shine Class	Part Of Shine Membership - Designated Shine Class	
				Over 60S Payg Class/Free Box Shine			£8.50 Class, £6.50 Freebox	£8.50 Class, £6.50 Freebox	
				Bxgfit Staff			10%-50% Off Full Price	10%-50% Off Full Price	
				Children In Care			Free	Free	
				Carer Leavers			Free	Free	<25 Years Old
				Foster Children + Siblings			Free	Free	Aged 12+
				Foster Parents			Free	Free	
				Nhs Discounts			20% Off	20% Off	
				Prevention Programmes			20% Off Full Price	20% Off Full Price	Upon Completion Of A Wbc Prevention Programme
				Disabled			20% Off Full Price	20% Off Full Price	Proof Of Registered Disability
				Unemployed			10% Off Full Price	10% Off Full Price	Off Peak Access
				Café Discount			10% Off Food And Drink	10% Off Food And Drink	
				Corporate Rates	Per Company		£500-£2000	£500-£2000	
			Studio Hire Rate	Per Hour		£100-£500 Per Hour	£100-£500 Per Hour		

Children's Services

DISCRETIONARY FEES AND CHARGES 2022 - 2023

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.22	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
YOUTH & COMMUNITY SERVICE:						
Wokingham Youth & Community Centre						
Commercial rates agreed on negotiation						
Activity	per hour	Exempt		£14.60	£15.20	
Hall	per hour	Exempt		£18.40	£19.10	
Hard Court	per hour	Exempt		£17.90	£18.60	
Kitchen	per hour	Exempt		£61.00	£63.30	
Meeting	per hour	Exempt		£31.50	£32.70	
Premises	per hour	Exempt		£76.20	£79.10	
Woodley Airfield						
Commercial Hire:						
Hall	per hour	Exempt	Covers full costs	£21.40	£22.20	
Lounge area and kitchen facilities	per session	Exempt			£7.00	New
Community Hire:						
Hall	per hour	Exempt		£17.90	£18.60	
Lounge area and kitchen facilities	per session	Exempt			£7.00	New
Private Hire:						
Hall	per hour	Exempt		£17.90	£18.60	
Storage facilities (for organisations storing equipment at Centre)	per month	Exempt			£10.00	New - for organisations who regularly hire and have the use of a locked cupboard on site.
Use of car park for organisations who are not hiring the hall	per session			5.00	£5.20	
Home To School / College Transport						
All changes in charges to come into effect from the start of the school year 1 September 2022						
Fee Payer Annual Charge	per pass	Zero Rated	Full cost recovery	£755.00	£785.00	
Lost Pass replacement fee	per pass	Zero Rated	Full cost recovery	£18.50	£19.20	
Disabled Children's Saturday Clubs						
Cost to other local authorities	per visit	Non Business	Full cost recovery	£104.60	£108.60	

Adult Social Services

DISCRETIONARY FEES AND CHARGES 2022 - 2023

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.22	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Home Care Service & Community Support Services						
Full cost recovery (means Tested) except where two carers required where only one will be charged (maximum charge to individual is the actual cost incurred by WBC)	Hour	Non Business		Full cost recovery	Full cost recovery	
Second carer		Non Business		Full cost recovery	Full cost recovery	
Older People						
Residential Care:						
WBC Homes for Older People						
Full Standard charge - residents - Suffolk Lodge	Week	Non Business		Full cost recovery	Full cost recovery	
Full Cost to other local authorities - Suffolk Lodge	Week	Non Business		Full cost recovery	Full cost recovery	
Independent Sector Homes for the Elderly						
Maximum charge to resident is the actual cost incurred by WBC		Non Business		Full cost recovery	Full cost recovery	
Respite Care:						
Adults - charge to resident - WBC Homes						
WBC Home - Suffolk Lodge - Maximum charge subject to a financial assessment	Week	Non Business		Full cost recovery	Full cost recovery	
Adults - charge to resident - Independent Sector						
Maximum charge to resident is the actual cost incurred by WBC		Non Business		Full cost recovery	Full cost recovery	
ADULTS AND MENTAL HEALTH:						
Day Care Service:						
Where a meal is received, flat rate charge	Day	Non Business		Full cost recovery	Full cost recovery	
Two or more meals received, minimum charge	Day	Non Business		Full cost recovery	Full cost recovery	

Adult Social Services

DISCRETIONARY FEES AND CHARGES 2022 - 2023

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.22	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Day Care:						
Full cost to other local authorities	Day	Non Business		Full cost recovery	Full cost recovery	
Self Funders:						
Care management for non-residential service – start of service		Non Business		£176.50	£183.20	
Care management for non-residential service – following years		Non Business		£101.30	£105.10	
Annual administration charge for non-residential services – start of service	Annual	Non Business		£119.50	£124.00	
Annual administration charge for non-residential services –following years	Annual	Non Business		£119.50	£124.00	
Deferred Payment Agreements (DPA)						
Setup charge excluding disbursements	Annual	Non Business		£859.00	£891.60	
Setup charge including disbursements	Annual	Non Business		£682.80	£708.70	
Annual Administration excluding disbursements	Annual	Non Business		£297.10	£308.40	
Annual Administration including disbursements	Annual	Non Business		£195.70	£203.10	
Adult Social Services - Deputyship and Appointee						
Deputyship & Appointee WBC Fees/charges						
Management of client finances under Appointeeship where savings are over £3000	Annual	Exempt		£107.80	£111.90	
Additional services after death - e.g. locating executors, arranging funerals						
Estates Winding up fee - Level 1 (Deputy & Appointeeship)	One off	Exempt		£237.10	£246.10	
Estates Winding up fee - Level 2 (Deputy & Appointeeship)	One off	Exempt		£291.00	£302.10	
Estates Winding up fee - Level 3 (Deputy & Appointeeship)	One off	Exempt		£409.70	£425.30	
Additional services for clients with capacity e.g. arranging a will/funeral plan etc	One off	Exempt		£52.20	£54.20	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2022 - 2023

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.22	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Concessionary Travel						
Replacement of lost National Bus Pass		Zero Rated	Full Cost Plus	£6.50	£6.00	
Community Transport						
Community Transport Safeguarding Course			Cost recovery	-	£55.00	New
Building Control GF						
Building Control Solutions						
Research, retrieval and copy charge per property for Building Regulation Decision Notice(s) and/or Completion Certificate(s) intended for commercial re-use.						
To professionals for commercial purposes or owners/buyers	per hour	Non business		£32.50	£34.00	
48 hour response	per hour	Non business		£65.00	£67.50	
Research and response to enquiry per property where no documentation is supplied	per hour	Non business		£32.50	£34.00	
First issue of Completion Certificates on archive applications		Standard		£88.40	£92.00	
Provide pre-application advice (first hour free of charge)	per hour	Standard		£88.40	£92.00	
Subsequent Building Regulation Charges may be reduced accordingly to reflect this advice.						
Research, retrieval and examination of Building Regulation record						
To professionals for commercial purposes	per hour	Non business		£32.50	£34.00	
Letter confirming exemption		Non business		£42.70	£44.50	
Letter confirming enforcement action will not be taken		Non business		£42.70	£44.50	
Pre-application site inspections to discuss possible work e.g. view trial holes. Payment is required in advance		Standard		£88.40	£92.00	
Submission of a Demolition Application		Non business		£254.00	£264.00	
Retrieve archive file, undertake research, further inspection(s) and issue a completion certificate in respect of a project, following a period of three years since the last inspection of the work	per hour	Standard		£88.40	£92.00	
Scaffold licence	Each	Non business	Cost recovery & contribution towards income generation	£202.20	£210.00	
Scaffold licence extension	Each	Non business	Cost recovery & contribution towards income generation	£126.00	£131.00	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2022 - 2023

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.22	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Building Regulations Application charges						
Application Type						
Applications: Plan charge						
Erection or extension of a detached or attached building which consists only of a garage or carport or both having a floor area not exceeding 60m ² in total and intended to be used in exempt building.	per application	Standard		£284.40	£295.50	
Conversion of a domestic garage to habitable accommodation	per application	Standard		£284.40	£295.50	
Any extension or loft conversion of a dwelling the total floor area of which does not exceed 10m ² .	per application	Standard		£284.40	£295.50	
Any extension or loft conversion of a dwelling the total floor area of which exceeds 10m ² , but does not exceed 40m ²	per application	Standard		£284.40	£295.50	
Any extension or loft conversion of a dwelling the total floor area of which exceeds 40m ² , but does not exceed 100m ²	per application	Standard		£284.40	£295.50	
Applications: Inspection Charge						
Erection or extension of a detached or attached building which consists only of a garage or carport or both having a floor area not exceeding 60m ² in total and intended to be used in exempt building.	per application	Standard		£146.30	£152.00	
Conversion of a domestic garage to habitable accommodation	per application	Standard		£158.40	£164.50	
Any extension or loft conversion of a dwelling the total floor area of which does not exceed 10m ² .	per application	Standard		£304.80	£316.50	
Any extension or loft conversion of a dwelling the total floor area of which exceeds 10m ² , but does not exceed 40m ²	per application	Standard		£441.90	£459.00	
Any extension or loft conversion of a dwelling the total floor area of which exceeds 40m ² , but does not exceed 100m ²	per application	Standard		£619.70	£643.50	
Applications: Building Notice						
Erection or extension of a detached or attached building which consists only of a garage or carport or both having a floor area not exceeding 60m ² in total and intended to be used in exempt building.	per application	Standard		£453.10	£470.50	
Conversion of a domestic garage to habitable accommodation	per application	Standard		£455.10	£472.50	
Any extension or loft conversion of a dwelling the total floor area of which does not exceed 10m ² .	per application	Standard		£648.20	£673.00	
Any extension or loft conversion of a dwelling the total floor area of which exceeds 10m ² , but does not exceed 40m ²	per application	Standard		£799.50	£830.00	
Any extension or loft conversion of a dwelling the total floor area of which exceeds 40m ² , but does not exceed 100m ²	per application	Standard		£1,037.30	£1,077.00	
Window replacements (non competent persons scheme) on a single dwelling	per application	Standard		£198.10	£206.00	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2022 - 2023

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.22	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Building Regulations Application charges						
Application Type:						
Applications: Plan charge						
< 5000m2	Per application	Standard		£203.20	£211.00	
> 5000m2 but < 10000m2	Per application	Standard		£203.20	£211.00	
> 10000m2 but < 20000m2	Per application	Standard		£203.20	£211.00	
> 20000m2 but < 30000m2	Per application	Standard		£274.30	£285.00	
> 30000m2 but < 40000m2	Per application	Standard		£325.10	£337.50	
> 40000m2 but < 50000m2	Per application	Standard		£385.00	£400.00	
Applications: Inspection charge						
< 5000m2	Per application	Standard		£108.70	£113.00	
> 5000m2 but < 10000m2	Per application	Standard		£207.20	£215.50	
> 10000m2 but < 20000m2	Per application	Standard		£345.40	£358.50	
> 20000m2 but < 30000m2	Per application	Standard		£408.60	£424.50	
> 30000m2 but < 40000m2	Per application	Standard		£476.50	£495.00	
> 40000m2 but < 50000m2	Per application	Standard		£611.60	£635.00	
Applications: Building notice						
< 5000m2	Per application	Standard		£342.30	£355.50	
> 5000m2 but < 10000m2	Per application	Standard		£451.70	£469.00	
> 10000m2 but < 20000m2	Per application	Standard		£625.80	£650.00	
> 20000m2 but < 30000m2	Per application	Standard		£750.80	£779.50	
> 30000m2 but < 40000m2	Per application	Standard		£881.80	£915.50	
> 40000m2 but < 50000m2	Per application	Standard		£1,086.10	£1,127.50	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2022 - 2023

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.22	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Charges Relating to New Houses and Flats up to Three Storeys High and Not Exceeding 500m2						
Full Plans charge						
New-dwellings 1 unit	Per application	Standard		£420.00	£443.00	
New-dwellings 2 units	Per application	Standard		£520.00	£548.50	
>2 units contact BC solutions						
Full Plans Inspection charge						
New-dwellings 1 unit	Per application	Standard		£590.00	£622.50	
New-dwellings 2 units	Per application	Standard		£760.00	£801.50	
>2 units contact BC solutions						
Building notice charge						
New-dwellings 1 unit	Per application	Standard		£1,180.00	£1,244.50	
New-dwellings 2 units	Per application	Standard		£1,487.00	£1,568.50	
>2 units contact BC solutions						
Charges relating to work for electrical work not carried out by an electrician registered to self-certify under Part P of building regulations						
Building Notice charge for electrical works only	Per application	Standard		£439.00	£463.00	
Additional cost to a Building Notice or Full Plans application	Per application	Standard		£405.00	£427.00	
Charges relating to renovation of thermal element Fixed price for works not exceeding £2000.00 in value						
Building Notice charge	Per application	Standard		£150.00	£158.50	
Domestic work involving the installation of solar panels/wind turbines (where controlled by Building Regulations)						
Building Notice charge for electrical works only	Per application	Standard		£175.00	£185.00	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2022 - 2023

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.22	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Planning						
Application Fees						
Planning Application fee levels are set nationally and individual local planning authorities have no powers to vary them. The anticipated income is based on current fee levels.						
Pre-application Charges:						
Application Type:						
House Holder	Per application	Standard		£192.00	£192.00	
Non-householder ≤40 sq m floorspace £200	Per application	Standard		£200.00	£207.60	
Non-householder 41-100 sq m floorspace £500	Per application	Standard		£500.00	£519.00	
Non-householder 101-200 sq m floorspace £1000	Per application	Standard		£1,000.00	£1,038.00	
Non-householder 201-500 sq m floorspace £1200	Per application	Standard		£1,200.00	£1,245.00	
Non-householder 501-1000 sq m floorspace £1500	Per application	Standard		£1,500.00	£1,557.00	
Non-householder 1001– 2000 sq m floorspace £2000	Per application	Standard		£2,000.00	£2,076.00	
Non-householder 2001–5000 sq m floorspace £2500	Per application	Standard		£2,500.00	£2,595.00	
Non-householder ≥5000 sq m floorspace £10K	Per application	Standard		£10,000.00	£10,380.00	
Non-householder where no new floorspace proposed based on site area						
≤ 1 Ha	per 0.1 Ha	Standard		£300.00	£311.40	
1.01 - 3 Has	Per application	Standard		£2,000.00	£2,076.00	
3.01 - 5 Has	Per application	Standard		£5,000.00	£5,190.00	
≥ 5.01 Has	Per application	Standard		£10,000.00	£10,380.00	
New-dwellings cost per dwelling up to a maximum of £35K	Per Dwelling	Standard		£300.00	£311.40	
Change to S106 agreement- minimum	Per application	Non-business		£1,500.00	£1,557.00	
Change to S106 agreement- maximum	Per application	Non-business		£2,500.00	£2,595.00	
Copying Charges:						
Copying Decision Notice	per A4 sheet	Standard	Statutory constraints / Guidance	£0.10	£0.10	
General Photocopying:						
A4 additional sheets	per A4 sheet	Standard	Statutory constraints / Guidance	£0.10	£0.10	
A3 additional sheets	per A4 sheet	Standard	Statutory constraints / Guidance	£0.10	£0.10	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2022 - 2023

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.22	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Plan Printing:						
Ordnance Survey (1:1250 Scale extracts)	Per set of O/S plans produced	Standard	Statutory constraints / Guidance	£30.20	£31.30	
Ordnance Survey (1:500 Scale extracts)	Per set of O/S plans produced	Standard		£8.00	£8.30	
High Hedges Legislation		Non Business		£954.70	£991.00	
Transportation						
Park & Ride User		standard	Full cost recovery	£1.00	£1.00	
Winnersh Station Parking						
Train User		standard	Full cost recovery	£4.00	£4.00	
Day Parking		standard	Full cost recovery	£4.00	£4.00	
Countryside Services						
Car Parking @ California Country Parks and Dinton Pastures						
Coach Parking per day		Standard	Full cost	£17.60	£18.30	
Charge per Visit -per hour	per hour	Standard		£1.65	£1.70	
Charge per Visit - over 4 hours		Standard		£6.60	£6.80	
Annual Season Ticket - 6 month		Standard		£88.00	£91.00	
Annual Season Ticket - 12 month		Standard		£165.00	£171.00	
Annual Season Ticket - 6 month concessionary		Standard		£61.50	£63.50	
Annual Season Ticket - 12 month concessionary		Standard		£123.50	£128.00	
Out of hours car park unlocking		Standard		£88.00	£91.30	To check with Geoff Hislop for this cost
Mobility Scooter Joining Fee - admin charge		Exempt		£20.00	£20.50	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2022 - 2023

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.22	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Angling						
Fishing Syndicates						
White Swan Lake	per person	Standard	Full cost plus	£671.00	£740.00	Long waiting list and market rate
White Swan winter		Standard		£264.00	£274.00	
Black Swan Lake		Standard		£671.00	£740.00	Long waiting list and market rate
River Loddon		Standard		£140.00	£145.00	
Longmoor Lake		Standard		£242.00	£250.00	
Gold Ticket		Standard		£1,320.00	£1,450.00	Long waiting list and market rate
Twyford Reserve		Standard		£300.00	£330.00	Long waiting list and market rate
Guest ticket		Standard		£30.00	£30.00	Benchmarked
Day season tickets full		Standard		£82.50	£85.00	
Day season discount		Standard		£60.50	£62.50	
Waiting list deposit non refundable , taken off first year membership		Standard	£20.00	£20.00		
Day ticket per rod	per rod	Standard	Full cost plus	£6.00	£6.20	
CALIFORNIA COUNTRY PARK						
Paddling Pool		Exempt	Full cost	£2.50	£2.60	
Paddling Pool, Pool side ticket	Per Person	Exempt			£1.00	New - charge to accommodate adults entering the pool area to supervise but not the pool itself.
Public Rights of Way						
Processing statutory Declarations	per item	Non Business	Cost	£584.30	£606.50	
Statutory Declarations - processing of subsequent declarations		Non Business	Cost	£55.90	£58.00	
Extinguishment and Diversion Orders of Public Rights of Way under Section 118 and 119 Highways Act 1980	per item	Non Business	Full cost plus	POA	POA	
Extinguishment and Diversion Orders of Public Rights of Way under Section 257 Town and Country Planning Act 1990		Non Business	Full cost plus	POA	POA	
Temporary Traffic Regulation Order		Non Business	Full cost plus	£2,596.50	£2,695.20	
Public rights of way information - Definitive Map extract		1st query	Standard	Demand Driven	£105.00	£109.00
Enforcement action under Section 143 Highways Act 1980 and Schedule	Per item	Non Business	Full cost plus officer time	POA	POA	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2022 - 2023

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.22	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Highways						
Licence to Plant in the Highway		Non Business	Recovery of costs (Ref Highways Act S.142)	£341.70	£355.00	
Planters Licence		Non Business	Recovery of costs (Ref Highways Act S.142)	£341.70	£355.00	
Street Light Column Relocation - Admin Charge. (Recovery officers time and works cost is additional to this)		Non Business		£54.70	£56.80	
Licence to fit third party attachments to street lighting columns or similar Highways equipment/structures - Licence valid for one year - renewal required annually		Non Business	Recovery of costs	N/A	£45.00	New
Rechargeable works on the highway including accident damage - charges depend on actual value of the works and costs associated with reinstatement		Non Business	Full cost plus administrative, legal and insurance	Variable	Variable	
Technical Approval of Highways Structures						
Cat 0		Non Business	To recover service costs	£910.60	£945.20	
Cat 1		Non Business		£1,024.50	£1,063.40	
Cat 2		Non Business		£1,763.90	£1,830.90	
Cat 3		Non Business		Based on quote	POA	
Street Naming & Numbering:						
Change of Property Name		Standard	Recovery of administration costs	£86.00	£89.00	
To alter the address if plans altered by developer		Standard		£30.00	£31.00	
Research into archives (where not part of statutory function) Per hour set as minimum.		Standard		£30.00	£31.00	
To rename a street when requested by residents		Standard		£466.00	£484.00	
Confirmation of address to solicitors, agents etc		Standard		£30.00	£31.00	
New Developments:						
First Address		Non Business	Recovery of administration costs	£113.00	£117.00	
Additional addresses		Non Business		£47.00	£49.00	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2022 - 2023

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.22	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
STREETWORKS - PERMIT SCHEME						Permit fees cannot be amended without formal consultation
Provisional Advance Authorisation	Main Roads. All 0, 1, 2 streets, Traffic Sensitive 3 & 4 streets	Non Business	To recover service costs	£84.00	£84.00	
	Minor Roads. 3 & 4 / Non Traffic Sensitive streets	Non Business		£74.00	£74.00	
Major Activity over 10 days and all major works requiring a traffic regulation order	Main Roads. All 0, 1, 2 streets, Traffic Sensitive 3 & 4 streets	Non Business		£219.00	£219.00	
	Minor Roads. 3 & 4 / Non Traffic Sensitive streets	Non Business		£143.00	£143.00	
Permit Variation	Main Roads. All 0, 1, 2 streets, Traffic Sensitive 3 & 4 streets	Non Business		£45.00	£45.00	
	Minor Roads. 3 & 4 / Non Traffic Sensitive streets	Non Business		£35.00	£35.00	
Major Activity (4-10 days)	Main Roads. All 0, 1, 2 streets, Traffic Sensitive 3 & 4 streets	Non Business		£127.00	£127.00	
Major Activity (up to 3 days)		Non Business		£63.00	£63.00	
Standard Activity		Non Business		£127.00	£127.00	
Minor Activity		Non Business		£63.00	£63.00	
Minor Activity (carried out wholly outside traffic sensitive times)		Non Business	£51.00	£51.00		
Immediate Activity		Non Business	£54.00	£54.00		
Immediate Activity (carried out wholly outside traffic sensitive times)		Non Business	£44.00	£44.00		
STREETWORKS - LICENSES						
NRSWA - Streetworks Licence up to 20m (over 20m to be pro-rated to max £)	Minimum	Non Business	To recover service costs	£478.30	£496.50	
NRSWA - Streetworks Licence up to 20m (over 20m to be pro-rated to max £)	Maximum	Non Business		£2,386.60	£2,477.30	
Skip Licence (max 2 weeks, additional fee per week)		Non Business	Recovery of costs (Ref Highways Act S.139)	£46.70	£48.50	
Skip Licence (max 2 weeks, additional fee per week)	Additional fee per week	Non Business	Recovery of costs (Ref Highways Act S.139)	£36.50	£37.90	
STREETWORKS - TRAFFIC ORDERS						
Temporary Order		Non Business	Full cost plus	£2,596.50	£2,695.20	
Temporary Notice	1	Non Business	Full cost plus	£402.10	£417.40	
Special Events	1	Non Business	Subsidised	£1,295.10	£1,344.30	
Street Parties (on Non through roads)	1	Non Business	Subsidised	£100.80	£104.60	
Street Parties - Provision of traffic signs (on Non through roads)	1	Non Business	Full cost recovery	POA	POA	
		Non Business				

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2022 - 2023

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.22	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
TRAFFIC MANAGEMENT:						
Tourist Signing - formal application	1	Non Business	Full cost recovery	£183.10	£190.10	
Tourist Signs - actual cost + admin	1	Non Business	Full cost recovery	£268.60	£278.80	
Supervision of erection of signs	1	Non Business	Full cost recovery	£122.80	£127.50	
Daily Traffic Signal Switch off / on requests - initial instruction: Relates to third party request to switch off existing traffic signal installations to facilitate local roadworks (either Stats Company or Developer)	1	Non Business	Full cost plus	£508.00	£550.00	
Traffic Signal Switch off / on requests - follow up cost per site visit as part of original request above	1	Non Business	Full cost plus	£216.00	£245.00	Reflects increased third party costs to the Council
Access Protection Markings - per 4.5m length (pro-rata thereafter)	1	Non Business	Full cost plus	£146.00	£155.00	
Temporary Developer Signs - Application 1-5 Signs	1	Non Business	Full cost recovery	£183.80	£190.00	
Temporary Developer Signs - Application 6+ Signs	1	Non Business	Full cost recovery	£450.00	£450.00	
Accident data requests:	1 - 20	Standard	Full cost recovery	£179.70	£185.00	
	21 - 40	Standard	Full cost recovery	£225.60	£235.00	
	41 - 60	Standard	Full cost recovery	£270.80	£280.00	
	61 - 80	Standard	Full cost recovery	£316.10	£330.00	
Accident data requests (81 or more units)		Standard	Full cost recovery	POA	POA	
Permanent Traffic Regulation Orders		Standard	Full cost recovery	POA	POA	
Traffic data request-Automated Traffic Counter Site / Junction Count Data	1	Non Business	Full cost plus	£165.20	£171.50	
Licence to undertake traffic surveys on highway per site	1	Standard	Full cost recovery	£0.00	£50.00	NEW - to reflect costs to WBC in assessing safety for consent, reviewing contractor RAMS and inspection
Diversion signing schedule sensitive streets	1	Non Business	Full cost plus	£573.90	£595.70	
Diversion signing schedule non-sensitive streets	1	Non Business	Full cost plus	£453.40	£470.60	
Cycle Helmets (Schools)	1	Standard	Full cost recovery	£10.00	£11.00	Change in supplier
Cycling Level 1/2 Training (2 day session)	1	Standard	Full cost recovery	£26.00	£20.00	This is now a 2 day course
Cycling Level 3 Training (1 day session)	1	Standard	Full cost recovery	£11.00	£10.00	This is standard charge from pur supplier
Bikeability Learn to Ride or Adult Cycle Training (per person)	1	Standard	Full cost recovery	£6.00	£6.00	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2022 - 2023

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.22	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
HIGHWAYS INFORMATION & TRAFFIC SCHEME INFORMATION:						
Highways information - ordnance survey extract	1st query	Standard	Demand Driven	£105.00	£109.00	
Each additional query	1	Standard	Demand Driven	£27.80	£28.90	
Traffic Scheme Information		Standard	Demand Driven	£103.80	£108.00	
Access to Wokingham Transportation Model (by negotiation @ Commercial rates)				POA	POA	
Travel Planning / My Journey						
Developer contribution to My Journey (per dwelling)	1		Full cost	£520.00	£540.00	
Travel Plan monitoring fee (Residential and Workplace)	1		Full cost	POA	POA	
HIGHWAY DEVELOPMENT						
Combined S38/S278 works agreement - 10% of works value & a deposit of 2% or £20k whichever is the greater will be required on commissioning of WBCs services	1	Non Business Non Business Non Business	Demand Driven	POA	POA	
S38 adoption of highways - 10% of works value. A deposit of 2% or £20k whichever is the greater will be required on commissioning of WBCs services	1	Non Business Non Business Non Business		POA	POA	
S278 works to existing highways - 10% of works value. Deposit of 2% or £20k whichever is the greater will be required on commissioning of WBCs services	1	Non Business Non Business		POA	POA	
S38 adoption of highways where S38 agreement is completed prior to commencement of works onsite - 8% of works value. A deposit of 2% or £20k whichever is the greater will be required on commissioning of WBCs services		Non Business Non Business		POA	POA	
If works associated with a S38 Agreement have not been completed within 2 years from the works start date, then an additional fee of 4.25% of the cost of the works value will be levied to cover the ongoing inspection and administration.		Non Business Non Business		POA	POA	
Minor works agreement - works to existing highways.	1	Non Business		£3,237.80	£3,360.80	
Fee for works starting on development site in advance of a S38 agreement being completed		Non Business		£10,160.00	£10,546.10	
Fee per additional S38/S278 technical review of drawings following review of developer's initial two S38/S278 technical submissions		Non Business		£203.20	£210.90	
Fee per site visit should WBC engineers visit the site to carry out inspections and are not able to do so through no fault of their own		Non Business		£101.60	£105.50	
Fee for separate specialist approval of new traffic signals junction		Non Business		POA	POA	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2022 - 2023

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.22	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
COMMUTED SUMS (payable prior to issue final certificate):						
Highway Structures (per structure)	1	Non Business	Demand Driven	POA	POA	
Structural & Non Structural Retaining Walls	1	Non Business		POA	POA	
Structural or Non Structural Noise Reducing Fences	1	Non Business		POA	POA	
Vehicle Road Restraint Systems	1	Non Business		POA	POA	
Soakaways (per soakaway)	1	Non Business		POA	POA	
Catchpit (per Catchpit) (30 years)		Non Business		POA	POA	
Road Gully (per Gully)	1	Non Business		POA	POA	
Petrol Interceptors (per interceptor) (30 years)	1	Non Business		POA	POA	
Linear Drainage Systems, Carrier Drains, Headwalls & Storm Water Grilles	1	Non Business		POA	POA	
Balancing Pond (per item)	1	Non Business		POA	POA	
Carriageway (per m2)	m2	Non Business		POA	POA	
Anti Skid (per m2)	m2	Non Business		POA	POA	
Footway (per m2)	m2	Non Business		POA	POA	
Verge (per m2)	m2	Non Business		POA	POA	
Landscape area within or adjacent highways (per m2)	m2	Non Business		POA	POA	
Trees within or adjacent highways (per tree)	1	Non Business		POA	POA	
Traffic Signal Junction	1	Non Business		POA	POA	
Pedestrian Crossing (Pelican/Toucan)	1	Non Business		POA	POA	
Zebra Crossing	1	Non Business		POA	POA	
Street Lighting	1	Non Business		POA	POA	
Illuminated Road Signs/Traffic Bollards	1	Non Business	POA	POA		
Non Illuminated Traffic Bollards	1	Non Business	POA	POA		
Traffic Calming (per item)	1	Non Business	POA	POA		
Bus Shelters with Real Time Information	1	Non Business	POA	POA		
DOMESTIC VEHICULAR CROSSOVERS (formerly Footway Crossings):						
Application fee (includes highway site safety assessment)		Non Business	Recovery of Administration costs (recovery of works cost is additional to this)	£179.50	£185.00	
Site supervision hourly fee where works undertaken by Term Contractor		Non Business		£53.80	£65.00	
Site supervision hourly fee where works undertaken by Other Contractor		Non Business		£123.30	£128.00	
Domestic Vehicular Crossing - Standard Width		Non Business	Full Cost Recovery	POA	POA	
Charge per crossing where carried out by residents to an approved specification under council supervision		Non Business	Recovery of Administration costs	POA	POA	
Charge for licensing tables and chairs on public highway (Highways Act 1980) - does not include legal fees		Non Business	Demand Driven	£563.90	£585.00	
Charge for licensing tables and chairs on public highway (Business and Planning Act 2020)		Non Business	Demand Driven		£100.00	New - licence introduced due to Covid-19

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2022 - 2023

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.22	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
CIVIL PARKING ENFORCEMENT						
Weekly Parking Suspensions & Dispensations	per 4.8m bay/vehicle or part thereof	Non Business	Recovery of Administration costs	£46.70	£46.70	
Waste						
Green Waste 240L or 180L Wheelie Bin (12-month existing subscriber)	Per annum	Non Business	Full cost	£65.00	£70.00	
Green Waste 75L Compostable Sacks	Each		Full cost	£1.10	£1.15	
Provision of extra residual waste bags in rolls of 10	Per roll		Full cost	£4.40	£10.00	Increase of price to account for rising disposal costs and drive to recycle more
Collection of up to 5 bulky household items including a fridges / freezers			Full cost	£56.00	£58.10	
EPA 1990, s45(1)(b) - Commercial Waste Collection	Contractor deals direct with Business					
EPA 1990, s45(1)(b) - Chargeable Household Waste Collection (excludes cost of disposal)	Contractor deals direct with Charity					

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2022 - 2023

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.22	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Activity Centre						
Members receive 10% discount on • Activities for Adults • Activities for Juniors • Junior and Family Clubs • Personal Tuition • Pay & Play						
Annual Boat Storage Fees - MEMBERS only						
Kayak, Canoe, Board Storage and Parking	per boat	Standard	Full cost plus	£40.00	£41.50	
Small Boat Storage and Parking		Standard		£94.00	£97.60	
Large Boat Storage and Parking		Standard		£160.00	£166.10	
Lake Access Fees:						
Annual Lake Access Pass Adult	pp	Standard	Full cost plus	£85.00	£100.00	
Annual Lake Access Pass Concession	pp	Standard		£45.00	£52.94	
Annual Lake Access Pass Family (two adults, two juniors)	4 people	Standard		£120.00	£141.18	
Day Lake Access Pass	per boat, per day	Standard		£10.00	£10.40	
Afternoon Lake Access Pass	per boat 1pm-5pm	Standard		£6.00	£6.20	
Event / Course						
Activities for Adults :						
Adult Sailing Course (2 days or equivalent)	pp	Exempt	Full cost plus	£200.00	£207.60	
Adult Powerboat Course (2 days or equivalent)		Exempt		£275.00	£300.00	
Adult Paddlesports 1/2 Day Course (or equivalent)		Exempt		£50.00	£51.90	
Adult Paddlesports 1 Day Course (or equivalent)		Exempt		£100.00	£103.80	
Instructor Training:						
RYA Assistant Instructor / Paddlesports Leader Course	pp	Exempt	Full cost plus	£130.00	£150.00	
RYA Dinghy Instructor Pre-Assessment		Exempt		£100.00	£103.80	
RYA Dinghy Instructor Course		Exempt		£355.00	£368.50	
BCU FSRT		Exempt		£100.00	£103.00	
BCAB Paddle Sports Instructor Award		Exempt		£200.00	£205.00	
Archery Instructor Award		Exempt		£300.00	£250.00	
8hr First Aid		Exempt		£105.00	£105.00	
16hr First Aid		Exempt		£210.00	£210.00	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2022 - 2023

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.22	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Activities for Juniors (8yrs +):						
Junior / Teen Sailing Course (5 days or equivalent)		Exempt		£290.00	£290.00	
Multi Activity Days Ages 8+ (1/2 day or equivalent)	pp	Exempt	Full cost plus		£30.00	New
Multi Activity Days Ages 6+ (1/2 day or equivalent)		Exempt			£35.00	New
10% Discount for booking a full week of Multi Activity Days						
10% Sibling Discount for multiple bookings in the same transaction						
10% Discount for October Half Term						
Only one discount applies						
Activity Clubs:						
Activity Clubs Per Session		Exempt		£20.00	£20.80	
Activity Clubs Per Six Session Booking	pp	Exempt	Full cost plus	£90.00	£93.40	
Days On:						
Promotional Events	pp	Exempt	Full cost plus	£3.00	£4.00	
Guided Paddles	per person	Exempt		£20.00	£25.00	Cost recovery
Themed Guided Paddles	per person	Exempt		£30.00	£35.00	Cost recovery
Cinema Ticket Adult - Dinton		Standard		£14.50	£9.00	Benchmarked
* 10% block booking discount (4+ cinema tickets or two tickets for 2+ films)						
Dinton Show / Christmas Fair - Adult Standard	16+	Standard		£8.00	£8.30	
Dinton Show / Christmas Fair - Adult All Inclusive Ticket	16+	Standard		£11.00	£11.40	
Dinton Show / Christmas Fair - Child Standard	7+	Standard		£6.00	£6.20	
Dinton Show / Christmas Fair - Child All Inclusive Ticket	7+	Standard		£9.00	£9.30	
Dinton Show / Christmas Fair - Under 6		Standard		£1.00	£1.00	
*On the door tickets are +£2						
Personal Tuition:						
1:1 Tuition	pp 2hrs	Exempt	Full cost plus	£75.00	£80.00	
2:1 Tuition	2ppl 2hrs	Exempt		£55.00	£60.00	
Small Group Tuition (up to 6:1)	pp 2hrs	Exempt		£50.00	£55.00	
Taster Sessions:						
Taster Sessions: 10% discount for multiple bookings	1 hr30 session	Exempt	Full cost plus	£30.00	£31.00	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2022 - 2023

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.22	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
School and Youth Group Activities:						
Evening Activity (min group size 20)	pp 1hr30	Exempt	Full cost plus	£18.00	£18.70	
Half Day Activity (min group size 20, max 2 activities)	pp 3hrs	Exempt		£22.00	£22.80	
Full Day Activity (min group size 20, max 3 activities)	pp 5hrs (day)	Exempt		£33.00	£34.30	
Regular Sessions (min group size 12)	pp 2hrs	Exempt		£16.00	£16.60	
Goose/Gosling Packages - 8 to 1 ratio						
Evening Activity (min group size 20, 1 activity)	pp 1hr30	Exempt			£24.00	New
Half Day Activity (min group size 20, 2 activities)	pp 3hrs	Exempt			£29.30	New
Full Day Activity (min group size 20, 3 activities)	pp 5hrs (day)	Exempt			£44.00	New
Regular Sessions (min group size 6, Max 8)	pp 2hrs	Exempt			£21.30	New
Swan/Cygnets Packages - 6 to 1 ratio						
Evening Activity (min group size 20, 1 activity)	pp 1hr30	Exempt			£34.00	New
Half Day Activity (min group size 20, 2 activities)	pp 3hrs	Exempt			£41.50	New
Full Day Activity (min group size 20, 3 activities)	pp 5hrs (day)	Exempt			£62.30	New
Regular Group Sessions (min group size 4, max 6)	pp 2hrs	Exempt			£30.20	New
* 15% Discount Nov-March on the above						
Facility Use Season Ticket (max group size 20)	per WBC Term	Exempt		£262.10	£272.10	
Environmental Education One Activity - Self Led	pp for up to 3 hours	Exempt		£4.10	£4.30	
Environmental Education Two Activities - Self	pp up to 5 hours	Exempt		£8.10	£8.40	
Environmental Education Ranger to lead package	per Ranger /per hour	Exempt		£30.50	£31.70	
Adult Group Activities:						
Half Day Activity (min group size 10, max 2 activities)	pp 3hrs	Exempt		£28.00	£29.00	
Full Day Activity (min group size 10, max 3 activities)	pp 5hrs	Exempt		£42.00	£43.50	
* 15% Discount Nov-March on the above						
Corporate Conservation Task	pp up to 3hrs	Exempt	Full cost plus	£3.00	£3.00	
Corporate Conservation Task	pp over 3hrs	Exempt		£5.00	£5.00	
Ranger to lead Conservation Task	per ranger per day	Exempt		£32.00	£33.00	
Exclusive Conservation Activity (includes parking, refreshments and rang	pp up to 5hrs	Exempt		£18.00	£18.50	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2022 - 2023

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.22	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Junior Group Activities / Children's Parties:						
Half Day Activity (for a group of 8 under 8's and 10 for over)	per 8 or 10 for 3hrs	Exempt		£280.00	£290.60	
Junior Rangers Party. Includes ranger and garden	up to 20 for 2hrs	Exempt		£210.00	£218.00	
Rock Climbing Wall Private Hire:						
wall + 2 ins + equip + delivery + PL	per day	Standard		£548.00	£568.80	
wall + 2 ins + equip + delivery + PL	half day / evening	Exempt	Full cost plus	£752.00	£780.60	
Delivery Charge outside of 10 mile radius	day	Exempt		£3.70	£3.80	
Room Hire: DAC and Loddon Emmbrook rooms						
Activity Hall						
Commercial Rate Half Day / Evening	per 3 hours	Exempt		£89.00	£92.40	
Commercial Rate Full Day	per 7 hours	Exempt		£206.00	£213.80	
Commercial Rate per hour	per hour	Exempt	Full cost plus	£32.00	£33.20	
Youth/Education/WBC Rate per hour	per hour	Exempt		£26.00	£27.00	
Commercial Block Booking Rate (min 6 consecutive weeks)	per hour	Exempt		£26.00	£27.00	
Youth Block Booking Rate (min 6 consecutive weeks)	per hour	Exempt		£22.50	£23.40	
Class Room						
Commercial Rate Half Day / Evening	per 3 hours	Exempt		£42.20	£43.80	
Commercial Rate Full Day	per 7 hours	Exempt		£98.00	£101.70	
Commercial Rate per hour	per hour	Exempt	Full cost plus	£15.20	£15.80	
Youth/Education/WBC Rate per hour	per hour	Exempt		£12.40	£12.90	
Commercial Block Booking Rate (min 6 consecutive weeks)	per hour	Exempt		£12.40	£12.90	
Youth Block Booking Rate (min 6 consecutive weeks)	per hour	Exempt		£10.70	£11.10	
Meeting Room						
Commercial Rate Half Day / Evening	per 3 hours	Exempt		£15.75	£16.30	
Commercial Rate Full Day	per 7 hours	Exempt		£36.00	£37.40	
Commercial Rate per hour	per hour	Exempt	Full cost plus	£5.60	£5.80	
Youth/Education/WBC Rate per hour	per hour	Exempt		£4.60	£4.80	
Commercial Block Booking Rate (min 6 consecutive weeks)	per hour	Exempt		£4.60	£4.80	
Youth Block Booking Rate (min 6 consecutive weeks)	per hour	Exempt		£4.00	£4.20	
Late lock up fee for Hall / Room Hire (after 6pm)	one off charge	Standard		£61.00	£63.30	
10% discount for hiring all three rooms						
Book & Play:						
Single Handed Dinghy	1 hour	Standard		£20.00	£20.80	
Sporty Single Handed Dinghy	1 hour	Standard		£25.00	£26.00	
Double Handed Dinghy	1 hour	Standard		£30.00	£31.00	
SUP / Kayak Hire (one person)	pp per half hour	Standard	Full cost plus	£8.00	£8.00	
Canoe / Double Kayak Hire (two to three people)	per boat per half hour	Standard		£16.00	£16.00	
Pedalo Hire (max 5 people)	per boat per half hour	Standard		£16.00	£24.00	
Disc Hire (driver and midrange disc set)	pp per day	Standard		£6.00	£6.20	
Lost Disc Fee	per disc	Standard		£10.00	£10.40	
Clip and Climb session	pp per 1 hour	Standard			£10.00	New

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DISCRETIONARY FEES AND CHARGES 2022 - 2023

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.22	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Staff Resources:						
Senior Instructor	per hour	Exempt	Full cost plus	£45.70	£47.40	
Lead Instructor	per hour	Exempt		£30.50	£31.70	
Instructor	per hour	Exempt		£25.40	£26.40	
Countryside and DAC administration/booking amendment		Exempt			£15.00	New
Activity Equipment Hire:						
PPE (harness, helmet, wetsuit, life jackets)	per day	Standard	Full cost plus	£4.00	£4.10	
Land Hire						
Commercial up to 5 acre	per day	Standard	Full cost plus	£219.50	£227.80	
Commercial up to 20 acre	per day	Standard		£548.10	£568.90	
Commercial up to 40 acre or use of lakeside trails -Set Up	per day	Standard			£827.64	New
Commercial up to 40 acre or use of lakeside trails - Event	per day	Standard		£1,096.30	£1,655.27	
Non- Commercial up to 5 acre	per day	Standard		£167.60	£174.00	
Non- Commercial up to 20 acre	per day	Standard		£438.90	£455.60	
Non- Commercial up to 40 acre	per day	Standard		£877.80	£911.20	
WBC, Charity, Sch, Youth up to 5 acre	per day	Standard		£136.10	£141.30	
WBC, Charity, Sch, Youth up to 20 acre	per day	Standard		£351.00	£364.30	
WBC, Charity, Sch, Youth up to 40 acre	per day	Standard		£702.10	£728.80	
Use of park land for filming	per day	Standard	£660.40	£685.00		
Charge for removing bin liner bag of event litter		Standard	£3.00	£3.10		
Charge for removing 1100L bin of event litter		Standard	£20.30	£21.10		
Charge for provision of water for event		Standard	£79.20	£82.20		
Charge for water use for event		Standard	£20.30	£21.10		
Additional grass cutting required for event		Standard	£86.40	£108.00	Staff and diesel cost increase	
All of the above 20% discount for low season Oct-end Mar						
Camping Pitch, Grass no electric per 2 man tent	per day	Standard		£10.20	£10.60	
All Land hire is at Budget Manager discretion to amend to meet commercial aspirations						
20ft Container rental	Per Month	Standard			£60.00	New - new facilities
20ft Container Storage	Per Year	Standard			£600.00	New - new facilities

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2022 - 2023

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.22	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Cemeteries / Burial & Cremation						
Interment fees:						
Under 1 month		Non Business	Not applicable	FREE	FREE	
Under 1 month out of Borough		Non Business		£112.00	£116.00	
1 month - 12 years		Non Business		FREE	FREE	
1 month - 12 years out of Borough		Non Business	To cover maintenance cost	£224.00	£233.00	
Over 12 years*		Non Business		£610.00	£633.00	
Cremated remains*		Non Business		£203.00	£211.00	
Columbaria - ashes interment for 10 years only*		Non Business	To provide an additional service	£914.00	£949.00	
Columbaria fee for additional ashes into the same slot (2nd and final interment only)*		Non Business		£163.00	£169.00	
Renewal fee for the above (at end of 10 year period) per year		Non Business		£48.00	£50.00	
Exclusive Rights of Burial:						
Burial*		Non Business	To cover maintenance cost	£1,361.00	£1,413.00	
Cremated Remains*		Non Business		£453.00	£470.00	
Scattering of Cremated Remains on WBC land		Non Business	To cover maintenance and administration cost	£74.00	£77.00	
Scattering of Cremated Remains within prescribed Cemetery scattering areas		Non Business		£81.00	£84.00	
Memorial Benches						
Memorial Bench (provided by WBC) with plaque 5-10 year lease (outside Cemeteries)		Standard		POA	POA	
Renewal of lease for a further 5 years		Standard		£456.00	£473.00	
Installation of memorial bench on grass (without plaque/outside Cemeteries)		Standard		£279.00	£290.00	
Memorial Trees						
Memorial Tree for period of 10 years, includes supply, plant and plaque		Standard	To cover maintenance and administration cost	£1,072.00	£1,113.00	
Renewal of lease for a further 10 years		Standard		£456.00	£473.00	
Replacement/additional plaque		Standard		POA	POA	
Right to erect Memorials						
For the right to erect any headstone or monument on a burial grave space		Standard		£254.00	£264.00	
For the right to erect a temporary marker on a grave		Standard		£25.00	£26.00	
Memorial Mushroom						
Memorial Mushroom or similar for period of 10 years (with 3 disks for inscription)		Standard	To cover maintenance and administration cost	£463.00	£481.00	
Renewal of lease for further 10 years		Standard		£250.00	£260.00	
Other						
Additional Inscription or works (on headstone)		Standard		£81.00	£84.00	
Cremation Tablet		Standard		£132.00	£137.00	
Transfer of exclusive Right of Burial (not done at time of interment)		Standard		£41.00	£43.00	
Family History Search of Burial Records		Standard	Full Cost	£13.00	£14.00	
*Non residents are charged triple fees for the purchase of a plot and for the first interment and scattering						

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2022 - 2023

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.22	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Acorn Centre						
Hall (until 10pm)		Exempt		£24.60	£25.50	
Hall (until 10pm) concessionary rate		Exempt		£22.40	£23.30	
Hall (10pm-12am)		Exempt		£44.60	£46.30	
Meeting Room1 or Meeting Room 2		Exempt		£10.10	£10.50	
Meeting Room1 or Meeting Room 2 concessionary rate		Exempt		£9.00	£9.30	
Meeting Rooms 1 & 2 combined		Exempt	Fees & Charges need to be flexible to respond to the demand of market forces	£17.90	£18.60	
Meeting Rooms 1 & 2 combined concessionary rate	1 hour	Exempt		£16.70	£17.30	
Meeting Room 3		Exempt		£12.30	£12.80	
Meeting Room 3 concessionary rate		Exempt		£11.20	£11.60	
Art Room		Exempt		£12.30	£12.80	
Art Room concessionary rate		Exempt		£11.20	£11.60	
Sensory Room		Exempt		£18.00	£18.70	
Sensory Room concessionary rate		Exempt		£16.70	£17.30	
Libraries						
OVERDUE CHARGES:						
Adult books, CD's / Cassettes (No overdue charges for people with visual impairment)	per item per day min	Non Business		£0.31	£0.33	
Adult books, CD's / Cassettes (No overdue charges for people with visual impairment)	maximum charge	Non Business		£12.51	£13.86	
Children's Books	per item per day min	Non Business	Fees & Charges need to be flexible to respond to the demand of market forces	£0.07	£0.07	Charge not increased to avoid impacting children's literary development
Children's Books	maximum charge	Non Business		£3.47	£3.64	
DVD	per item per day min	Non Business		£1.70	£1.80	
DVD	maximum charge	Non Business		£23.80	£24.70	
AUDIO VISUAL LOAN CHARGES :						
Cassettes [1-2 tape sets] :		Non Business		£1.40	£1.50	
Concessionary Groups		Non Business		£0.70	£0.70	
Cassettes [3-6 tape sets] :		Non Business		£1.70	£1.80	
Concessionary Groups		Non Business		£0.70	£0.70	
Cassettes [7 or more tapes] :		Non Business	Fees & Charges need to be flexible to respond to the demand of market forces	£2.50	£2.60	
Concessionary Groups	per set per 3 weeks	Non Business		£1.40	£1.50	
Compact discs [1 disc in the item]		Non Business		£2.50	£2.60	
Concessionary Groups		Non Business		£1.40	£1.50	
Compact discs [7 disc in the item]		Non Business		£4.20	£4.40	
Children's compact discs		Non Business		£1.30	£1.30	
Children's cassettes		Non Business		£0.80	£0.80	
Mixed Media packs [i.e. 3 or more formats in the item] :		Non Business		£2.50	£2.60	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2022 - 2023

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.22	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
AUDIO-VISUAL LOAN CHARGES:						
DVD	per week min	Non Business	Tiered pricing system based on title popularity	£2.35	£2.40	
DVD	per week max	Non Business	Tiered pricing system based on title popularity	£4.15	£4.30	
RESERVATIONS:						
Any item within Borough stock (excluding children's)	per item	Non Business	Fees & Charges need to be flexible to respond to the demand of market forces	£0.70	£0.70	
Any item not currently in Borough stock	per item	Non Business		£7.00	£7.30	
Photocopies from British Library	per item	Non Business		£3.70	as per charge from British Library	Charge as per British Library in line with Copyright, Designs & Patents Act 1988
Bookclub Reservations	per annum	Non Business		£33.60	£34.90	
Forget-Me-Not Service	per annum	Non Business		£32.00	£33.20	
LOST AND DAMAGED ITEMS:						
BOOKS						
Books on loan from British Library	per volume	Non Business	Full cost recovery	£8.40	charge from British library plus £8.50	
British Library charge						
Lost items available for re-purchase from Library stock supplier	per item	Non Business		Replacement charge + £2.25 admin fee	Replacement charge + £2.35 admin fee	
LOST TICKETS:						
Reader's Tickets (No charge for first replacement issued)	per ticket	Non Business	Fees & Charges need to be flexible to respond to the demand of market forces	£2.40	£2.50	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2022 - 2023

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.22	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
PHOTOCOPYING:						
Black & White: A4	per sheet A4	Standard	Fees & Charges need to be flexible to respond to the demand of market forces	£0.25	£0.20	Current coinbox technology in place is end of life, and changes to charge are impractical and costly; new technology is currently being pursued to be implemented
A3	per sheet A3	Standard		£0.45	£0.40	
FAXES:						
Sending in UK	1st sheet	Standard	Fees & Charges need to be flexible to respond to the demand of market forces	£1.65	£1.70	
	Each additional sheet thereafter	Standard		£0.75	£0.80	
Outside UK	1st sheet	Standard		£5.30	£5.50	
	Each additional sheet thereafter	Standard		£3.40	£3.50	
WITHDRAWN STOCK:						
All withdrawn stock	per item	Standard/Zero Rated dependent on stock type	Fees & Charges need to be flexible to respond to the demand of market forces	£0.70 - £10.30	£0.75 - £10.70	
PRINTING FROM ELECTRONIC INFORMATION SOURCES:						
Black & White / Colour	per sheet	Standard	Fees & Charges need to be flexible to respond to the demand of market forces	£0.32	£0.33	
EVENTS (WHERE CHARGED):						
Adult Events	per event min	Standard	Fees & Charges need to be flexible to respond to the demand of market forces	£2.75	£2.90	
Adult Events	per event max	Standard		£15.00	£15.60	
Children's Events	per event	Standard		£1.35	£1.40	
Woodley Library Room Booking (non community & commercial)		Standard		£8.50	£8.80	
Wokingham Library Room Booking (non community & commercial)	maximum per hour	Standard		£18.60	£19.30	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2022 - 2023

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.22	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Housing General Fund - Charges from 4th April 2022						
Carters Hill Park - Licence Fee	per week	Non Business		£61.00	£63.40	
Twyford Orchards - Licence Fee	per week	Non Business		£54.70	£56.80	
Grovelands Park - Plot Fee		Non Business		£43.90	£45.60	
Grovelands Park Garages - tenants - non-vatable	per week	Non Business		£8.70	£9.00	
Grovelands Park Garages - non-tenants - vatable		Standard		£12.40	£12.90	
Bed & Breakfast - family room (homeless residents in temporary accomm)	room per week	Non Business		£22.80	£23.70	Part of the HRA
Bed & Breakfast - single room (homeless residents in temporary accomm)	room per week	Non Business		£13.60	£14.10	
Bed & Breakfast weekly charge for homeless residents in temporary accom	room per week	Non Business		£167.50	£173.90	
Storage costs contribution (for homeless residents in temporary accommodation whose goods are being stored)	per week	Non Business		£9.10	£9.40	
Service charges for 1-5 Foxwood and 1-9 Oxford Road		Non Business	Rent Setting Policy			Service charge % increase to be as per Rent Setting Policy being increase to be in-line with the amount actual costs increase and seek to not increase by more than September CPI plus 1%
Foxwood Room 1 (new property)		Non Business		£132.10	£80.70	Licence fee % increase to be the same as the HRA rent % increase as the Rent Standard 2020 applies
Foxwood Room 2 (new property)	per week	Non Business	Rent Setting Policy	£121.40	£78.10	
Foxwood Room 3 (new property)		Non Business		£61.00	£79.00	
Foxwood Room 4 (new property)		Non Business		£31.50	£80.70	
Foxwood Room 5 (new property)		Non Business		£76.20	£91.80	
Oxford Road Hostel room 1		Non Business		£102.50	£78.10	Licence fee % increase to be the same as the HRA rent % increase as the Rent Standard 2020 applies
Oxford Road Hostel room 2		Non Business		£102.50	£78.10	
Oxford Road Hostel room 3		Non Business		£125.80	£79.90	
Oxford Road Hostel room 4		Non Business		£131.40	£79.90	
Oxford Road Hostel room 5	per week	Non Business	Rent Setting Policy	£137.30	£91.80	
Oxford Road Hostel room 6		Non Business		£125.80	£79.90	
Oxford Road Hostel room 7		Non Business		£137.30	£91.80	
Oxford Road Hostel room 8		Non Business		£125.80	£79.90	
Oxford Road Hostel room 9		Non Business		£154.40	£91.80	
6 Church Close		Non Business	Rent Setting Policy	£149.76	£155.90	Rent % increase to be the same as the HRA rent % increase as the Rent Standard 2020 applies
9 Sevenoaks Road		Non Business	Rent Setting Policy	£144.30	£150.20	
24 Orbit Close		Non Business	Rent Setting Policy	£108.45	£112.90	
76A Finchampstead Road		Non Business	Rent Setting Policy	£175.65	£182.90	
76B Finchampstead Road		Non Business	Rent Setting Policy	£142.19	£148.00	
87 Finchampstead Road		Non Business	Rent Setting Policy	£144.98	£150.90	
4 Woollahill Court		Non Business	Rent Setting Policy	£100.01	£104.10	
Any future General Fund properties (such as new purchases) where The Rent Standard 2020 applies						

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2022 - 2023

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.22	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Enforcement & Safety						
Animal Licences – (Class A – Fee Discretionary)* + vet fee where applicable			The granting fee includes initial inspection and mid-term inspection totalling 4 hours (unless stated differently). Inspections required beyond this due to additional visits, aborted visits will be charged at an additional fee			
Animal Boarding Establishment - combined (dogs and cats)	New Application	Exempt		£590.00	£590.00	
Renewal	Renewal Fee	Exempt		£531.00	£531.00	
Animal Boarding Establishment - single species (dogs or cats))	New Application	Exempt		£472.00	£472.00	
Renewal	Renewal Fee	Exempt		£413.00	£413.00	
Home boarder	New Application	Exempt		£271.85	£271.85	
Renewal	Renewal Fee	Exempt		£241.85	£241.85	
Home Boarder - Franchisee arrangers licence (excludes inspection fee per year)	New Application	Exempt		£207.00	£207.00	
Renewal	Renewal Fee	Exempt		£177.00	£177.00	
Home Boarder - Assessment of hobby host as part of a franchisee licence	New Application	Exempt		£118.00	£118.00	
Renewal	Renewal Fee	Exempt		£118.00	£118.00	
Dog Day Care	New Application	Exempt		£590.00	£590.00	
Renewal	Renewal Fee	Exempt		£531.00	£531.00	
Dog Breeding Establishment (excluding vet fee)	New Application	Exempt		£590.00	£590.00	
Renewal	Renewal Fee	Exempt		£531.00	£531.00	
Dog Breeding Establishment (in domestic dwelling)	New Application	Exempt		£472.00	£472.00	
Renewal	Renewal Fee	Exempt		£413.00	£413.00	
Pet Vending / Sale of pets	New Application	Exempt		£472.00	£472.00	
Renewal	Renewal Fee	Exempt		£413.00	£413.00	
Animal for Exhibition	New Application	Exempt		£590.00	£590.00	
Renewal	Renewal Fee	Exempt		£531.00	£531.00	
Riding Establishment (excludes vet's fees)						
Main inspection fee, plus fee per horse	New Application	Exempt		£472.00	£472.00	
Renewal	Renewal Fee	Exempt		£413.00	£413.00	
Fee per horse, for the first 10 horses		Exempt		£15.00	£15.00	
Fee per horse, for next 11-50 horses		Exempt		£10.00	£10.00	
Fee per horse, for every horse 51 & over		Exempt		£8.00	£8.00	
Other Fees						
Variation to the licence fee (inclusive of one visit)		Exempt		£224.00	£224.00	
Replacement licence fee (lost or stolen paperwork, change of name, etc.)		Exempt		£56.00	£56.00	
Re-evaluation of star rating (inclusive of one visit)		Exempt		£112.00	£112.00	
Transfer due to death of licensee		Exempt		£56.00	£56.00	
Dangerous Wild Animal Consent	2 years	Exempt		£460.00	£460.00	
Zoo Licences (new & renewals)	Up to 6 years	Exempt		£2,066.00	£2,066.00	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2022 - 2023

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.22	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Hackney Carriage and Private Hire Licences						
Vehicle Licences						
Hackney Carriage Vehicle – New & renewal		Exempt	Change would require re-assessment of the cost recovery basis and consultation with licensees	£290.00	£248.00	Reduction to 20/21 level
Private Hire Vehicle – New and renewal		Exempt		£290.00	£248.00	Reduction to 20/21 level
Private Hire Vehicle with Dispensation		Exempt		£290.00	£248.00	Reduction to 20/21 level
Temporary Vehicle Licence	Up to 3 months	Exempt		£232.00	£232.00	
Driver licence - New & Renewal	3 years	Exempt		£271.00	£271.00	
Conversion of driver licence to another type		Exempt		£80.00	£80.00	
Private Hire Operators (PHO)						
NEW Private Hire Operator Per vehicle calculation of 4 hours (at £59.00 hourly rate) plus an hour per year (years 2-5) for first vehicle, plus 15 minutes per additional vehicle per years (years 1-5) up to a maximum of 20 vehicles	Number of Vehicles		Change would require re-assessment of the cost recovery basis and consultation with licensees			
1 vehicle	£1.00	Exempt		£472.00	£472.00	
2	£2.00	Exempt		£545.75	£545.75	
3	£3.00	Exempt		£619.50	£619.50	
4	£4.00	Exempt		£693.25	£693.25	
5	£5.00	Exempt		£767.00	£767.00	
6	£6.00	Exempt		£840.75	£840.75	
7	£7.00	Exempt		£914.50	£914.50	
8	£8.00	Exempt		£988.25	£988.25	
9	£9.00	Exempt		£1,062.00	£1,062.00	
10	£10.00	Exempt		£1,135.75	£1,135.75	
11	£11.00	Exempt		£1,209.50	£1,209.50	
12	£12.00	Exempt		£1,283.25	£1,283.25	
13	£13.00	Exempt		£1,357.00	£1,357.00	
14	£14.00	Exempt		£1,430.75	£1,430.75	
15	£15.00	Exempt		£1,504.50	£1,504.50	
16	£16.00	Exempt		£1,578.25	£1,578.25	
17	£17.00	Exempt		£1,652.00	£1,652.00	
18	£18.00	Exempt		£1,725.75	£1,725.75	
19	£19.00	Exempt		£1,799.50	£1,799.50	
20	£20.00	Exempt		£1,873.25	£1,873.25	
20+	20+	Exempt	£1,873.25	£1,873.25		

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DISCRETIONARY FEES AND CHARGES 2022 - 2023

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.22	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
RENEWAL Private Hire Operator Per vehicle calculation of 2 hours (at £59.00 hourly rate) plus an hour per year (years 2-5) for first vehicle, plus 15 minutes per additional vehicle per years (years 1-5) up to a maximum of 20 vehicles	Number of Vehicles		Change would require re-assessment of the cost recovery basis and consultation with licensees			
1	£1.00	Exempt		£354.00	£354.00	
2	£2.00	Exempt		£427.75	£427.75	
3	£3.00	Exempt		£501.50	£501.50	
4	£4.00	Exempt		£575.25	£575.25	
5	£5.00	Exempt		£649.00	£649.00	
6	£6.00	Exempt		£722.75	£722.75	
7	£7.00	Exempt		£796.50	£796.50	
8	£8.00	Exempt		£870.25	£870.25	
9	£9.00	Exempt		£944.00	£944.00	
10	£10.00	Exempt		£1,017.75	£1,017.75	
11	£11.00	Exempt		£1,091.50	£1,091.50	
12	£12.00	Exempt		£1,165.25	£1,165.25	
13	£13.00	Exempt		£1,239.00	£1,239.00	
14	£14.00	Exempt		£1,312.75	£1,312.75	
15	£15.00	Exempt		£1,386.50	£1,386.50	
16	£16.00	Exempt		£1,460.25	£1,460.25	
17	£17.00	Exempt		£1,534.00	£1,534.00	
18	£18.00	Exempt		£1,607.75	£1,607.75	
19	£19.00	Exempt		£1,681.50	£1,681.50	
20	£20.00	Exempt		£1,755.25	£1,755.25	
20+	20+	Exempt		£1,755.25	£1,755.25	

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Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2022 - 2023

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.22	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Other Private Hire & Hackney Carriage Charges	Change would require re-assessment of the cost recovery basis and consultation with licensees					
Variation to PHO licence		Exempt		£59.00	£59.00	
Transfer of vehicle to new owner		Exempt		£118.00	£118.00	
Change of vehicle		Exempt		£74.00	£74.00	
Replacement Licence		Exempt		£41.00	£41.00	
Replacement Badge		Exempt		£41.00	£41.00	
Replacement Vehicle Licence Plate		Exempt		£59.00	£59.00	
Knowledge Test		Exempt		£74.00	£74.00	
Missed Appointment		Exempt		£37.00	£37.00	
Advertising on a Hackney carriage - New		Exempt		£47.00	£47.00	
Change of address (PH & HC)		Exempt		£14.00	£14.00	
Backing Plate		Exempt		£26.00	£26.00	
Medical Exemption from carrying an assistance dog		Exempt		£22.00	£22.00	
Refund Processing Fee		Exempt		£59.00	£59.00	
Change of vehicle registration		Exempt		£57.00	£57.00	
Age of vehicle Inspection – initial & renewal		Exempt		£59.00	£59.00	
Scrap Metal Dealer Act 2013 (Discretionary)						
Description						
Scrap Metal site -New and renewal - 3 years	3 Years	Exempt	Cost recovery for assessment and administration of the application	£501.00	£501.00	
Scrap Metal mobile collector -new and renewal - 3 years	3 years	Exempt		£267.00	£267.00	
Scrap Metal - Variation of Licence		Exempt		£368.00	£368.00	
Scrap Metal - change of site manager		Exempt		£68.00	£68.00	
Scrap Metal - copy of licence		Exempt		£11.00	£11.00	
Scrap Metal - Change of Name		Exempt		£36.00	£36.00	
Skin Piercing & Dermal Treatments (one off registration) - (Class A – Fee Discretionary)						
Individual	Individual	Exempt		£180.00	£180.00	
Premises	Premises	Exempt		£282.00	£282.00	
Joint application	Joint application	Exempt		£451.00	£451.00	
Pre-application work, hourly rate	Min. 1 hour	Exempt		£59.00	£59.00	
Street Trading Consents (Class A – Fee Discretionary)						
Annual Fee	Annual Fee	Exempt		£1,378.00	£1,378.00	
6 months	6 months	Exempt		£805.00	£805.00	
Monthly Rate	Monthly Rate	Exempt		£228.00	£228.00	
Variation fee		Exempt		£91.00	£91.00	
Refund for Street Traders if application withdrawn	If application withdrawn	Exempt		£116.00	£116.00	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2022 - 2023

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.22	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
ENVIRONMENTAL PROTECTION						
Dog Warden Services						
Stray Dog recovered		Standard		£73.00	£73.00	
Stray Dog – recovered and taken to kennel	Fees based on charges and cost recovery. Vets fees separate.	Standard		£73 + £15 per day max £75	£73 + £15 per day max £75	
Dog fouling fixed penalty charge		Exempt	Fixed penalty	£75.00	£75.00	
Miscellaneous stray dog activities e.g. taxi, relocating, microchipping		Standard		£59.00	£59.00	
Private Sector Housing						
Inspection of Housing Premises for Immigration purposes (Class A – Fee Discretionary)		Exempt		£116.00	£116.00	
Enforcement Notices served under Housing Act 2004		Exempt		£402.00	£402.00	
HMO Licence NEW - assisted application		Exempt	On a cost recovery basis Set on a cost recovery basis for the costs of (a) the administration and processing of the application and (b) for the general management and enforcement of the scheme	£1,204.00	£1,204.00	
HMO Licence RENEWAL		Exempt		£805.00	£805.00	
Caravan Site Licences						
Site licence new		Exempt	Cost recovery for administering and monitoring site licences - a fee fixed by the authority under Caravan Sites and Control of Development Act 1960	£440.00	£440.00	
New licence per pitch		Exempt		£16.00	£16.00	
Transfer of licence		Exempt		£186.00	£186.00	
Alteration of conditions		Exempt		£341.00	£341.00	
Annual fee per pitch		Exempt		£14.00	£14.00	
Enforcement Notices served under Mobile Homes Act 2013		Exempt		£402.00	£402.00	
Deposit, vary or deleting site rules		Exempt		£117.00	£117.00	
Variation of licence		Exempt		£116.00	£116.00	

Place & Growth Services

DISCRETIONARY FEES AND CHARGES 2022 - 2023

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.22	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Mobile Homes Regulations 2020						
Application Fee – Fit and Proper Test		Exempt	Any application taking more than two hours to process will be charged at an additional hourly rate of £59/ph	£118.00	£118.00	
Annual Fee – Fit and Proper Test		Exempt		£59.00/hour	£59.00/hour	
Other fees	Hourly rate applies minimum of 2 hours	Exempt				
Environmental Information Request - Individual, Non-Commercial		Exempt		£118.00	£118.00	
Environmental Information Request - Commercial and Government		Exempt		£118.00	£118.00	
Civil Actions (Class A – Fee Discretionary)		Exempt		£118.00	£118.00	
Safety Certification and administration	Hourly rate applies minimum of 2 hours	Exempt		£118.00	£118.00	
Pre-Application Advice, hourly charge		Exempt		£59.00	£59.00	
Food Hygiene Rating Scheme rescore	2 hours	Exempt		£118.00	£118.00	
General Business Advice (NonPrimary Authority)	Hourly rate (first 30 minutes free)	Exempt		£59.00	£59.00	
Resident Request for Advice	Hourly rate	Exempt		£59.00	£59.00	
Hourly charge		Exempt		£59.00	£59.00	

Chief Executive

DISCRETIONARY FEES AND CHARGES 2022 - 2023

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.22	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Local Land Charges						All Land Charges fees benchmarked against neighbouring LA's and analysed to ensure full cost recovery
Part 1 enquiry		Standard	Service costs are fully covered	£1111.00	£112.00	
Certificate of search for Part 1 enquiry		Exempt		£37.00	£37.00	
Each optional question on part two of the enquiry form		Standard		£24.00	£25.00	
Each additional question not covered by parts one and two		Standard		£38.00	£39.00	
Local Land Charges: Commercial / Land						
Part 1 enquiry		Standard	Service costs are fully covered	£140.00	£145.00	
Certificate of search for Part 1 enquiry		Exempt		£55.00	£57.00	
Each optional question on part two of the enquiry form		Standard		£24.00	£25.00	
Each additional question not covered by parts one and two		Standard		£39.00	£40.00	
Expedited Search Fee		Standard		£51.00	£53.00	
Registration of Births, Marriages and Deaths						All Registrars fees benchmarked against South East LA's and analysed to ensure full cost recovery
Licence Fees for Approved Premises:						
Initial and Renewal of licences for Approved Premises (valid for 3 years)		Non Business		£2,095.00	£2,095.00	Benchmarked
Licence Fees for Civil Partnerships in Religious Buildings		Non Business		£917.00	£952.00	
Licence Amendment Fee		Non Business		£152.00	£152.00	Benchmarked

Chief Executive

DISCRETIONARY FEES AND CHARGES 2022 - 2023

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.22	Notes
				Incl VAT (if applic)	Incl VAT (if applic)	
				£	£	
Marriage Fees / Civil Partnership Fees:						
Attendance of Superintendent Registrar and Registrar at a marriage or Civil Partnership at approved premise						
Monday - Thursday	per ceremony	Non Business	To cover costs benchmarked against other LA's	£455.00	£472.00	
Late Weddings 6-8pm		Non Business		£538.00	£558.00	
Friday - Saturday		Non Business		£524.00	£544.00	
Late Weddings 6-8pm		Non Business		£608.00	£631.00	
Sunday and Bank Holidays		Non Business		£596.00	£619.00	
Late Weddings 6-8pm		Non Business		£767.00	£796.00	
Ceremony Room						
Monday to Thursday	per ceremony	Non Business	To cover costs benchmarked against other LA's	£165.00	£171.00	
Late Weddings 4.30-8pm		Non Business		£294.00	£305.00	
Friday		Non Business		£288.00	£299.00	
Saturday or Sunday		Non Business		£329.00	£342.00	
Bank Holidays		Non Business		£464.00	£482.00	
Naming / Renewal of Vows:						
Naming / Renewal of Vows in Ceremony Room:						
Monday to Thursday	per ceremony	Standard		£155.00	£161.00	
Friday or Saturday		Standard		£319.00	£331.00	
Sunday and Bank Holidays		Standard		£418.00	£434.00	
Naming / Renewal of Vows in an Approved Premises:						
Monday to Thursday	per ceremony	Standard		£337.00	£350.00	
Friday or Saturday		Standard		£393.00	£408.00	
Sunday and Bank Holidays		Standard		£457.00	£474.00	
Naming / Renewal of Vows in Private Premises						
Monday to Thursday	per ceremony	Standard		£361.00	£375.00	
Friday or Saturday		Standard		£437.00	£454.00	
Sunday or Bank Holidays		Standard		£501.00	£520.00	
Private Citizenship Ceremony						
Citizenship Ceremony Fees in Ceremony Room	Mon-Fri	Non Business		£136.00	£141.00	
Saturday	per ceremony	Non Business		£319.00	£235.00	Benchmarked
Miscellaneous:						
All other charges will be made at either cost price or a reasonable charge.			Full cost and be competitive with other LA's			

Resource & Assets

DISCRETIONARY FEES AND CHARGES 2022 - 2023

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.22	% Change	Notes	Rational for Increase/Introduction of Charge
				Incl VAT (if applic)	Incl VAT (if applic)			
				£	£			
SPORTS ACTIVITIES								
Children's Holidays Sports Activities:								
Breakfast Club		Standard			£6.00		New	Benchmarking Across 6 Similar Providers = Ave £7
Afterschool club		Standard			£11.00		New	Benchmarking Across 10 Similar Providers = Ave £12
Birthday party (3G 1 hour + ashridge room 1 hour) unsupervised - without food		Standard			£100.00		New	Existing Charges Based On Pitch Hire
Birthday party (3G 1 hour + ashridge room 1 hour) supervised - with food		Standard			£120.00		New	Existing Charges Based On Pitch Hire
Over 60's Physical Activities (S.H.I.N.E) / Adults with Health Conditions (Disability) - charges from 1 March 2022								
1 CLASS	CLASS	Standard			£5.20		New	Change in class structures Based On Benchmarking - Top Point For Single Session £6
10 CLASSES (£4.30/CLASS)	10 CLASSES	Standard		£37.40	£43.00	15.0%		Benchmarked @ Average £4.60/Class 15 Compared Programmes
8 WEEK COURSE	8WK COURSE	Standard			£34.40		New	Based On £4.30 Per Session - Upfront Payment
Dementia Friendly Activities								
Dementia Class - Non-Residents		Exempt			£4.70		New	
Ageing Actively - Non-Residents		Exempt			£4.70		New	
Cantley Park Grass Pitches - nets and flags provided by WBC								
Senior Pitch				£51.40	£60.00	16.7%		Benchmarked @ -£66 Per Game
Junior Pitch				£24.60	£29.00	16.7%		Same % Increased Senior Fee/Charge
Art & Culture Events								
Charity/craft hire - per day		Standard			£26.00		New	Reduced Rate @50% Vs The Non-Commercial Rate £52.00
Negotiable rate - on service managers discretion with open book policy on profit		Standard			VARIED		New	
Santa's Grotto		Standard			£5.00		New	Benchmarked @ Between £5 And £19
Events - Including Carnival Hub Theatre								
All Day/Evening - Large Events Adult	per person	Standard			£30.00		New	Benchmarked - Events - 12 Varying Style Events e.g. Halloween - Ticket Prices Varying From £15-£60 Average £35
All Day/Evening - Large Events Junior	per person	Standard			£20.00		New	Benchmarked - Ave £25
All Day/Evening - Large Events Concessions	per person	Standard			£25.00		New	Concession Rate Vs Full Price Ticket 20% Decrease
Art Workshops								
Life Drawing Workshop	per person	Standard			£15.00		New	Based On Benchmarked Art/Craft Workshop Industry Standard Pricing
All Day Painting Workshop	per person	Standard			£100.00		New	
Wealth Making Workshop	per person	Standard			£40.00		New	
1 hour Workshop	per person	Standard			£15.00		New	
1.5 hour Workshop	per person	Standard			£20.00		New	
1.75 hour Workshop	per person	Standard			£22.50		New	
2 hour Workshop	per person	Standard			£25.00		New	
2.5 hour Workshop	per person	Standard			£30.00		New	
3 hour Workshop	per person	Standard			£35.00		New	
2 week course	per person	Standard			£100.00		New	
3 week course	per person	Standard			£150.00		New	
4 week course	per person	Standard			£200.00		New	
5 week course	per person	Standard			£250.00		New	

Resource & Assets

DISCRETIONARY FEES AND CHARGES 2022 - 2023

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.22	% Change	Notes	Rational for Increase/Introduction of Charge
				Incl VAT (if applic)	Incl VAT (if applic)			
				£	£			
Outdoor Gym/Outdoor space hire								
PAYG	per class	Standard			£8.00		New	Benchmarked - £10 Per Session
Membership - UNLIMITED CLASSES/GYM	per month	Standard			£35.00		New	Similar Memberships = £50 Month
Membership - unlimited classes or gym	per month	Standard			£25.00		New	Similar Memberships = £30 Month
Membership - 5 classes per month		Standard			£20.00		New	Similar Memberships = £25 Month
Bundle of 10		Standard			£70.00		New	Based On Discounts
Personal Trainer Hire - max 3 people - per hour		Standard			£10.00		New	Estimated Costs From Pt Permits And Example Gym Hire - Venue Hire Between £15-25
Personal Trainer Hire - max 3 people - with equipment - per hour		Standard			£15.00		New	Added Equipment Hire
Instructor hire - 3+ people - for class		Standard			£25.00		New	Estimated Costs From Pt Permits And Example Gym Hire - Venue Hire Between £15-25
Instructor hire - 3+ people - for class - with equipment		Standard			£35.00		New	Added Equipment Hire
SPONSORSHIP								
Banner Space Initial set-up + per annum		Standard			£500.00		New	Banner Cost = £150 - Create Margin On Cost Price
Renewal		Standard			£350.00		New	
Event sponsorship - negotiable at service managers discretion		Standard			VARIED		New	
Event banner sponsorship		Standard			£250.00		New	Banner Cost = £150 - Create Margin On Cost Price
Carnival Hub Theatre - please see events ticket prices above - title line with Carnival Hub included								
Ticketed prices ranging from £5 to £50 per event - at service managers discretion		Standard			VARIED		New	Types Of Tickets & Benchmark Costs - Windsor - Desborough
Boxing Gym								
8 Week course		standard			£100.00		New	Benchmarked On Bootcamps - 8 @ £120 Per 8 Sessions
12 week course		standard			£125.00		New	Benchmarked On Bootcamps - 8 @ £150 Per 12 Sessions
HEAVYWEIGHT - top level	per month	Standard		£44.00	£30.00			
Children's Services								
Woodley Airfield								
Commercial Hire:								
Lounge area and kitchen facilities	per session	Exempt			£7.00		New	
Community Hire:								
Lounge area and kitchen facilities	per session	Exempt			£7.00		New	
Storage facilities (for organisations storing equipment at Centre)	per month	Exempt			£10.00		New	For organisations who regularly hire and have the use of a locked cupboard on site.

Place & Growth

DISCRETIONARY FEES AND CHARGES 2022 - 2023

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.22	% Change	Notes	Rational for Increase/ Introduction of Charge
				Incl VAT (if applic)	Incl VAT (if applic)			
				£	£			
Community Transport								
Community Transport Safeguarding Course			Cost recovery		£55.00		New	
Countryside Services								
Angling								
Fishing Syndicates								
White Swan Lake	per person	Standard	Full cost plus	£671.00	£740.00	10.3%		Long waiting list and market rate
Black Swan Lake		Standard		£671.00	£740.00	10.3%		Long waiting list and market rate
Gold Ticket		Standard		£1,320.00	£1,450.00	9.8%		Long waiting list and market rate
Twyford Reserve		Standard		£300.00	£330.00	10.0%		Long waiting list and market rate
CALIFORNIA COUNTRY PARK								
Paddling Pool, Pool side ticket	Per Person	Exempt			£1.00		New	New charge to accommodate adults entering the pool area to supervise but not the pool itself.
Highways								
Licence to fit third party attachments to street lighting columns or similar Highways equipment/structures - Licence valid for one year - renewal required annually		Non Business	Recovery of costs		£45.00		New	New charge as no existing arrangement - Licence would be valid for one year. Renewal of licence required annually.
TRAFFIC MANAGEMENT:								
Traffic Signal Switch off / on requests - follow up cost per site visit as part of Council request above	1	Non Business	Full cost plus	£216.00	£245.00	13.4%		Reflects increased third party costs to the Council from Siemens and inhouse costs
Licence to undertake traffic surveys on highway per site	1	Standard	Full cost recovery	£0.00	£50.00		New	To reflect costs to WBC in assessing safety for consent, reviewing contractor RAMS and inspection
DOMESTIC VEHICULAR CROSSOVERS (formerly Footway Crossings):								
Site supervision hourly fee where works undertaken by Term Contractor		Non Business		£53.80	£65.00	20.8%		
Charge for licensing tables and chairs on public highway (Business and Planning Act 2020)		Non Business	Demand Driven		£100.00		New	New licence introduced due to Covid-19 - Fixed sum of £100
Waste								
Provision of extra residual waste bags in rolls of 10	Per roll		Full cost	£4.40	£10.00	127.3%		Increase of price to account for rising disposal costs and drive to recycle more
Activity Centre								
Lake Access Fees:								
Annual Lake Access Pass Adult	pp	Standard	Full cost plus	£85.00	£100.00	17.6%		
Annual Lake Access Pass Concession	pp	Standard		£45.00	£52.94	17.6%		
Annual Lake Access Pass Family (two adults, two juniors)	4 people	Standard		£120.00	£141.18	17.7%		

Place & Growth

DISCRETIONARY FEES AND CHARGES 2022 - 2023

CHARGE	UNIT	VAT Type	SERVICE POLICY	PREVIOUS CHARGE	CHARGE from 01.04.22	% Change	Notes	Rational for Increase/ Introduction of Charge
				Incl VAT (if applic)	Incl VAT (if applic)			
				£	£			
Event / Course								
Instructor Training:								
RYA Assistant Instructor / Paddlesports Leader Course	pp	Exempt	Full cost plus	£130.00	£150.00	15.4%		
Activities for Juniors (8yrs +):								
Multi Activity Days Ages 8+ (1/2 day or equivalent)		Exempt			£30.00		New	Removed full day and replaced with half day, in response to customer feedback. Bring in line with junior sailing prices works for £30 half days
Multi Activity Days Ages 6+ (1/2 day or equivalent)		Exempt			£35.00		New	Removed full day and replaced with half day, in response to customer feedback. Inline with junior sailing/added surplus for extra duty of care for younger kids
Days Out:								
Promotional Events	pp	Exempt		£3.00	£4.00	33.3%		
Guided Paddles	per person	Exempt	Full cost plus	£20.00	£25.00	25.0%		Increased fees to cover the true costs of operating these events including staff time to set up and additional equipment
Themed Guided Paddles	per person	Exempt		£30.00	£35.00	16.7%		Increased fees to cover the true costs of operating these events including staff time to set up and additional themed equipment
Goose/Gosling Packages - 8 to 1 ratio								
Evening Activity (min group size 20, 1 activity)	pp 1hr30	Exempt			£24.00		New	New offer introducing lower ratio group sessions allowing for more activities and better customer experience
Half Day Activity (min group size 20, 2 activities)	pp 3hrs	Exempt			£29.30		New	
Full Day Activity (min group size 20, 3 activities)	pp 5hrs (day)	Exempt			£44.00		New	
Regular Sessions (min group size 6, Max 8)	pp 2hrs	Exempt			£21.30		New	
Swan/Coot Packages - 6 to 1 ratio								
Evening Activity (min group size 20, 1 activity)	pp 1hr30	Exempt			£34.00		New	New offer introducing lower ratio group sessions allowing for more activities and better customer experience
Half Day Activity (min group size 20, 2 activities)	pp 3hrs	Exempt			£41.50		New	
Full Day Activity (min group size 20, 3 activities)	pp 5hrs (day)	Exempt			£62.30		New	
Regular Group Sessions (min group size 4, max 6)	pp 2hrs	Exempt			£30.20		New	
* 15% Discount Nov-March on the above								
Book & Play:								
Pedalo Hire (max 5 people)	per boat per half hour	Standard		£16.00	£24.00	50.0%		This activity has seen increased demand therefore the increased price is reflective of that.
Clip and Climb session	pp per 1 hour	Standard			£10.00		New	New Charge for new facilities at DAC
Staff Resources:								
Countryside and DAC administration/booking amendment		Exempt			£15.00		New	New charge to cover admin time taken up by large booking changes requested by customers
Land Hire								
Commercial up to 40 acre or use of lakeside trails -Set Up	per day	Standard			£827.64		New	New charge to setup an event on Dinton Pastures which was originally included in the 'event day' therefore this is better value for money and pricing transparency
Commercial up to 40 acre or use of lakeside trails - Event	per day	Standard		£1,096.30	£1,655.27	51.0%		Increased to balance price of cheaper setup days
Additional grass cutting required for event		Standard		£86.40	£108.00	25.0%		Staff and diesel cost increase
All Land hire is at Budget Manager discretion to amend to meet commercial aspirations								
20ft Container rental	Per Month	Standard			£60.00		New	New charge added for new facilities at DAC
20ft Container Storage	Per Year	Standard			£600.00		New	New charge added for new facilities at DAC

TITLE	Commercial Waste and Recycling Contract
FOR CONSIDERATION BY	The Executive on Thursday, 17 February 2022
WARD	None Specific;
LEAD OFFICER	Deputy Chief Executive - Graham Ebers
LEAD MEMBER	Deputy Leader of the Council - John Kaiser

PURPOSE OF REPORT (INC STRATEGIC OUTCOMES)

The contract for Commercial Waste and Recycling will expire on the 31st July 2022. Approval is required for a new traded services contract to be put in place as the value of the contract over the 5-year period is estimated to be £750,000.

This contract is managed by Procurement on behalf of a number of corporate sites and mostly commercial sites in Wokingham Borough that have opted into this service. The current contract includes a total of 85 Sites (21 Corporate Sites (including Shute End), 3 Country Parks, 2 Cemeteries, 2 Optalis Sites, 32 Maintained Schools, 25 Academy Schools).

The main benefits are improved compliance, economic of scale, income generation for the Council, increased recycling levels and reduced waste levels to landfill.

RECOMMENDATION

That the Executive approve the renewal of the Commercial Waste and Recycling contract and for Procurement to advertise the opportunity and procure via a competitive tendering process.

EXECUTIVE SUMMARY

The contract for Commercial Waste and Recycling will expire on the 31st July 2022, for a new contract to be put in place for this service Procurement require Executive approval as the value of the contract is estimated to be £750,000. This is mainly a Traded Services contract with corporate sites costs included in agreed Revenue Budgets; the opted in sites are invoiced directly by the Contractor for their scheduled requirements and the provision of service by WBC is subject to an internal annual by back charge payable by the relevant site.

This contract is managed by Procurement on behalf of commercial sites in the Wokingham Borough that have opted into this service. The contract provides many benefits to the sites and generates income for the Council.

A new contract will be required to be in place by 1st August 2022 and Procurement will advertise the opportunity and procure via an Open competitive tendering process as soon as approval has been received.

BACKGROUND

The objective is to put in place a new contract for the Commercial Waste and Recycling contract which will expire on the 31st July 2022.

Procurement looked at 3 different options which were:

1. Advertise the opportunity and procure via competitive tendering process
2. Run a call off from a Framework agreement
3. Cancel the service provided via the contract and all sites procure individual contracts for waste collection services

The framework was unable to be used due to splitting the services required over different lots, meaning WBC could end up with 3 different suppliers in place to deliver the contract which is not a viable option. The contract provides many benefits to the sites and generates income for the Council meaning that cancelling the service was also not a viable option.

BUSINESS CASE

This is mainly a traded service contract managed by Procurement on behalf of commercial sites in the Wokingham Borough that can opt into this service. The contract includes a total of 85 Sites (21 Corporate Sites (including Shute End), 3 Country Parks, 2 Cemeteries, 2 Optalis Sites, 32 Maintained Schools, 25 Academy Schools).

The existing Corporate Commercial Waste and Recycling Contract with Biffa is due to expire on 31st July 2022 and there are no available extensions remaining.

The benefits of this contract include improved compliance, economies of scale, income generation for the council, increased recycling levels and reduced waste to landfill.

This contract will continue to support the Councils commitment to deliver the objectives stated in the Corporate Delivery Plan and Community Vision by aligning with the strategic priority of 'A clean and Green Borough'. This also links to our Climate Emergency Action Plan key priority 'Reduce waste sent to landfill' by working towards the council's aim to achieve zero waste to landfill and 90% recycled by 2030 and 'Encouraging behaviour change'.

Procurement looked at 3 different options which were:

1. (Recommended option) Advertise the opportunity and procure via competitive tendering process
2. Run a call off from a Framework agreement
3. Cancel the service provided via the contract and all sites procure individual contracts for waste collection services

The framework was unable to be used due to splitting the services required over different lots, meaning WBC could end up with 3 different suppliers in place to deliver the contract which is not a viable option. The contract provides many benefits to the sites and generates income for the Council meaning that cancelling the service was also not a viable option.

The risks are that there are tight deadlines for the procurement activity. Procurement will go out for competitive tender as soon as approval has been received. 3 months

mobilisation period is required for this contract meaning a contract is required to be in place by the end of April.

The expected outcome is to put in a place a contract with a supplier for 3 years with 2 options to extend by 12 months. The supplier will continue to deliver the commercial waste and recycling service to all opted in sites.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe funding pressures, particularly in the face of the COVID-19 crisis. It is therefore imperative that Council resources are focused on the vulnerable and on its highest priorities.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	This is mainly a Traded Services contract meaning opted in sites provide a buyback charge to be included on the contract. From the buyback charge from each site £15,873pa total income would be received	Yes – Internal services utilising this contract already have revenue budget provision. The opted in sites are invoiced directly by the Contractor for their scheduled requirements.	Revenue
Next Financial Year (Year 2)	Same as above	Yes – same as above	Revenue
Following Financial Year (Year 3)	Same as above	Yes – same as above	Revenue
Following Financial Year (Year 4)	Same as above	Yes – same as above	Revenue
Following Financial Year (Year 5)	Same as above	Yes – same as above	Revenue

Other Financial Information

There is a risk to the council services utilising these contract arrangements should the tender prices come back higher than current prices to reflect increase costs such as fuel and drivers. This will only be understood as tenders are submitted and the procurement team will work with services and finance to understand implications as they arise

Stakeholder Considerations and Consultation

No consultation to be carried out.

Public Sector Equality Duty

Not required

Climate Emergency – This Council has declared a climate emergency and is committed to playing as full a role as possible – leading by example as well as by exhortation – in achieving a carbon neutral Wokingham Borough by 2030

This contract will be encouraging behaviour changes in schools and facility managed sites to reduce waste levels and increase recycling levels. This links to our Climate Emergency Action Plan key priority 'Reduce waste sent to landfill' by working towards the council's aim to achieve zero waste to landfill and 90% recycled by 2030 and 'Encouraging behaviour change'.

List of Background Papers

Business Case

Contact Abi Culton	Service Business Services
Telephone	Email abi.culton@wokingham.gov.uk



In accordance with the Procurement and Contracts Rules and Procedures (PCRP) (see section 3.1.1): a formal business case is required for any procurement with a total value above £50,000. The level of approval required for the Business Case depends on the type of procurement and total ascertainable value of the contract, as indicated in the table below:

1. Level of Approval

State "YES" in the applicable box at either Level 1, Level 2 or Level 3:

Type of Procurement	Level 1		Level 2		Level 3	
	Assistant Director & Director Approval		Executive Approval		Full Council Approval	
Goods and Services	£50k – £500k		> £500k	Yes	Annual Value >£5m or TAV >£25m (if capital >£15m)	
Schedule 3 Services	£50k – £663k		> £663k			
Works	£50k – £4,733k		> £4,733k			

NOTE:

Executive meetings (Level 2) are held each month but the submission of papers is strictly controlled, resulting in a cycle of at least 6-weeks – speak to Democratic Services for assistance.

Full Council meetings (Level 3) are held every second month and submission of papers is controlled as per Executive meetings – speak to Democratic Services for assistance.

2. Project Information

Project / Contract Title	Commercial Waste & Recycling Collection Contract (including hazardous waste)
Project / Contract Description	This is mainly a traded service contract managed by Procurement on behalf of commercial sites in the Wokingham Borough that can opt into this service. The contract includes a total of 85 Sites (21 Corporate Sites (including Shute End), 3 Country Parks, 2 Cemeteries, 2 Optalis Sites, 32 Maintained Schools, 25 Academy Schools).
Expected Start Date & Duration (months)	Initial term 1 August 2022 for a period of 3 years (36 months) plus 2 options to extend by 12 months each.
Any Extension/s Allowed (months) <i>(e.g.: 1 x 24m / 1 x 12m + 1 x 12m)</i>	1 x 12 + 1 x 12
Total Ascertainable Value	£750,000
Procurement Advice <i>Provide a short summary of the advice or attach/append any written advice you have obtained, including the type of procedure, Brexit considerations and if the BC is for setting up of DPS or framework agreement.</i>	The contract term will expire on the 31 July 2022 and there are no available extensions remaining.

	The tender process will be led by Procurement and will follow the above threshold open procedure advertised via FTS.
Finance Advice <i>Confirm budget availability and add any comments relevant to the budget.</i>	Under this contract, each site is responsible for the payment of their requested service provision, the contractor will invoice each site monthly.
Source of Funding <i>(revenue or capital or specified other)</i>	This is mainly a Traded Services contract with corporate sites costs included in agreed Revenue Budgets. The opted in sites are invoiced directly by the Contractor for their scheduled requirements and the provision of service by WBC is subject to an internal annual by back charge payable by the relevant site.
If procurement is for software, specify outcome of your consultation with IMT and/or Business Change	N/A

3. Project Justification

Link to Service or Corporate Objectives:

The existing Corporate Commercial Waste & Recycling Contract with Biffa is due to expire on 31st July 2022 and there are no available extensions remaining. The contract provides this service to 85 sites, which includes Schools, Shute End and other Corporate Sites, Libraries, Leisure Centres, various Community facilities etc.

This contract will continue to support the Councils commitment to deliver the objectives stated in the Corporate Delivery Plan and Community Vision by aligning with the strategic priority of 'A clean and Green Borough'. This contract will be encouraging behaviour changes in schools and facility managed sites to reduce waste levels and increase recycling levels. This also links to our Climate Emergency Action Plan key priority 'Reduce waste sent to landfill' by working towards the council's aim to achieve zero waste to landfill and 90% recycled by 2030 and 'Encouraging behaviour change'.

The supplier will be required to demonstrate through the tender process how they can achieve landfill diversion rates, reduce waste, reuse where possible and ultimately send zero waste to landfill. Also, how they would communicate with Schools/Sites to promote and improve recycling. The supplier will also be required to have weighing equipment installed on all vehicles to enable accurate waste and recycling information to be collected and provided monthly reports so progress can be tracked and recorded.

Project Specific Objectives, Appraisal of Options and Project Timetable:

The objective of this procurement activity is for the Contractor too:

- provide the required collection services as stated in the specification in line with Health and Safety Regulations and all other relevant Statutory Regulations, Legislation and Codes of Practice
- work with each customer site to maximise opportunities for increasing the quantity and quality of recyclable material
- apply the most environmental and economic benefits for reprocessing waste materials

- put processes in place to monitor the Sites to ensure the waste is segregating as well as possible at the point of disposal
- work with the sites to either continue or introduce a separate food waste collection wherever it is practicable and economically viable to do so
- work towards achieving a zero-landfill solution, moving waste up the waste hierarchy wherever possible

Key efficiencies and benefits of the traded services contract include:

- Improved compliance - The use of corporate contracts and use of contracted suppliers, reduces off-contract spend and in turn risk, reduces the supplier base and takes advantage of economies of scale and improved contract management
- Economies of Scale - With the high number of Sites that use this contract and want to continue to be included within this contract achieves better value for money for all sites included
- Increased Recycling levels and reduced waste levels to landfill - Improve the environment, reduce the waste that goes to landfill by increasing recycling initiatives, food waste collections etc. this will remain a key focus at corporate sites and schools
- Income generation – this is a traded services contract and provision of service is subject to a fee. From the buyback charge from each site £15,873pa total income would be received

All the above objectives, benefits and efficiencies link to the Councils commitments stated in the Corporate Delivery Plan and Community Vision by aligning to the strategic priority of ‘A clean and Green Borough’ by encouraging behaviour changes, reducing waste levels, increasing recycling levels and ultimately reducing waste sent to landfill.

Appraisal of options:

Option 1 – Recommended Option - Advertise the opportunity and procure via competitive tendering process

Benefits/ positives

- The opportunity is advertised more widely that may attract more suppliers in the market to submit a tender for the work including the incumbent supplier of the current contract
- A higher level of competition between suppliers, which may result in more competitive bids
- The contract would be under WBC’s terms and conditions
- WBC would have full control of the procurement activity

Risks/ negatives

- The process will take longer to complete due to being over the GPA threshold and having to be advertised internationally.
- Require more internal resources to carry out the process meaning this will be a more costly way to carry out the procurement
- Unlimited number of suppliers could bid for the work meaning evaluating tender responses will take longer for all staff involved
- There is a risk for this contract not to be procured on time, i.e. before the end of the current contract and allowing for sufficient mobilisation period.

Option 2 – Run a call off from a Framework agreement

ESPO – Framework 379 – Non Domestic Community Waste and Recycling Collection and Disposal Services

Benefits/ positives

- Maximum rates already agreed and by running a call off from the Framework will encourage further competition amongst the suppliers so further price reductions may be achieved
- Reduced the time and costs involved with the procurement as the requirement has already been competitively tendered against set requirements
- The framework is compliant with procurement legislation
- ESPO will have already managed compliance checks to make sure suppliers included within the Framework follow the agreement's terms and conditions

Risks/ negatives

- Framework split into 4 Lots but does not include a fully managed service including general, recycling and food waste meaning WBC would require to call off against 3 of these Lots. Meaning we could end up with 3 different suppliers in place to deliver the contract which is not a viable option
- Must use framework agreements terms and conditions rather than WBC's standard terms and conditions

Only suppliers already admitted on the framework agreement can be invited to tender

Option 3 – Cancel the service provided via the contract and all sites procure individual contracts for waste collection services

Benefits/ positives

- No Procurement activity required, saving resource time and cost associated with the procurement process.

Risks/ negatives

- All 85 Sites will be required to source their own individual waste and recycling contracts meaning they will not benefit from economies of scale and could end up paying more for this service
- Showing less commitment to a service that demonstrates that WBC our committed to the strategic priorities of making 'A Clean and Green Borough'
- This will represent a missed commercial opportunity as the Council will lose the income currently generated by this contract

Recommended Approach

Procure a new contract for commercial waste and recycling by advising the opportunity and procuring via an open competitive tendering process. Timetable below:

Issue tender via Open Process (ITT):	18/02/2022
Clarifications deadline:	09/03/2022
Final clarifications:	14/03/2022
Tender submissions deadline:	21/03/2022
Evaluation:	22/03/2022 - 12/04/2022
Contract award:	19/04/2022
Standstill Period:	19/04 - 29/04/2022
Mobilisation:	02/05/2022 - 31/07/2022
Contract start date:	01/08/2022

Cost Benefit Analysis:

The current contract value is £150,000pa with an estimated value of £750,000 over the 5 year contract. Sites that have opted into this contract will pay the Contractor directly for their waste and recycling collections.

For the sites included value for money is achieved through economies of scale securing lower pricing against a set specification which if the Sites were to procure their own contracts, they are unlikely to secure such rates.

There is a financial risk that there could be price increases for the opted in sites using the service due to the contractors reflecting HGV driver and fuel cost increases, maybe also waste disposal costs.

Income is generated as this is a traded services contract and provision of the service is subject to a fee. From the buyback charge from each site, £15,873pa total income would be received which is an estimated £79,365 over 5 years.

Contract Management:

This Service is a Traded Services contract managed centrally by the Procurement Team. This involves having monthly contract review meetings, resolving any escalated queries with the supplier and to make sure the service is running smoothly; reports are received and KPI's are met.

4. Approval

Please fill in the applicable fields according to the level of approval required.

Note: If Level-2 or 3 approval is required, the document should be signed by Assistant Director and Director at Level-1 first, and then presented to the Executive (and Full Council where appropriate) for final approval.

Level 1

<i>Position</i>	<i>Name</i>	<i>Department</i>	<i>Signature</i>
Assistant Director	Bob Watson	AD for Finance and Business Services	
Director	Graham Ebers	Director for Resources and Assets	

Level 2

NOTE: Level 1 approval must be completed first.

Please state the date of the relevant Executive meeting or Individual Executive Member Decision at which the Business Case has been approved.

	<i>Date of Executive meeting / approval</i>	<i>Item No</i>
Executive Approval	17 February 2022	

Level 3

NOTE: Level 1 and 2 approval must be completed first.

Please state the date of the relevant Full Council meeting at which the Business Case has been approved.

	<i>Date of Full Council meeting / approval</i>	<i>Item No</i>
Full Council Approval	N/A	

TITLE	School Admission Arrangements 2023/2024
FOR CONSIDERATION BY	The Executive on Thursday, 17 February 2022
WARD	None specific;
LEAD OFFICER	Director, Children's Services - Helen Watson
LEAD MEMBER	Executive Member for Children's Services - Graham Howe

PURPOSE OF REPORT (INC STRATEGIC OUTCOMES)

The decision is a statutory requirement under the School Standards and Framework Act 1998. It is a key decision because it affects all Wokingham residents. The benefit to Wokingham residents is that children can be admitted to Wokingham schools in an ordered way, in accordance with statutory requirements.

RECOMMENDATION

That the Executive:

- 1) determines the proposed Admission Arrangements for school admissions for the school year September 2023 to August 2024;
- 2) agree to final the report for publication including incorporation of statutory changes and non-material amendments and updates as required to the published version;
- 3) delegates authority to the Director of Children's Services, in consultation with the Lead Member for Children's Services, to determine Admission Arrangements for school admissions, if there are no substantial changes to the arrangements, in future years;
- 4) Please note that a further paper regarding place planning specifically, will be submitted to Executive as a separate report at a later date.

EXECUTIVE SUMMARY

Wokingham Borough Council (the Council) has statutory responsibilities for admissions to mainstream publicly funded schools (Academies, Free Schools and Maintained Schools) in the Wokingham Borough area.

The council is the admissions authority for Community and Voluntary Controlled Schools in its area. Academies, Free Schools and Voluntary Aided Schools are admissions authorities in their own right. Admissions authorities set the admissions arrangements (including the oversubscription criteria) and are responsible for managing appeals and mid-year applications for places.

The Council also co-ordinates the admission of children into a relevant age group (i.e., the age groups to which pupils are normally admitted to schools) for all publicly funded

schools in its area. This is normally for entry to the Reception Year, Year 3 (for Junior schools) and Year 7 (for transfer to secondary school). There is no requirement for admissions to other age groups to be co-ordinated. However, the council co-ordinates admissions to other age groups for community and voluntary controlled schools and for other Academy, Free and Voluntary Aided schools that have opted into this service.

Admissions arrangements and the co-ordination scheme must be determined by February 28th in the determination year (2022), the year before children are admitted to schools (2023).

There are general changes to the wording/phrasing of the school admission arrangements which were required to be written in line with guidance from the Department for Education. Changes were also made for clarification, defining key terminology and the changing dates for the admissions process.

Change 1: The Local Authority is proposing to change the deadline for house moves and additional supporting evidence for **Secondary School Applications to 31st December**. Currently the last date for providing evidence for house moves and other supporting evidence for secondary school applications is 15th January. Applying for secondary school is a nationally coordinated process and we are proposing to amend the deadline to match that of our neighbouring authorities.

Change 2: The Schools Adjudicator has determined a reduction in Published Admission Numbers (PAN) for the following schools;

- The Admission Number of the Colleton Primary School in Twyford to reduce from 60 to 45.
- The Admission Number of Radstock Primary School in Earley to reduce from 60 to 45.
- The Admission Number of Loddon Primary School in Earley to reduce from 90 to 60.

Farley Hill: The Executive approved to bring forward the expansion to Farley Hill Primary School to September 2022 on 25th November 2021. This report is to determine the admission arrangements for 2023/2024 only, to enable the Local Authority to implement those agreed changes to Farley Hill for children starting school in 2023/2024.

Change 3: The Designated Area of the Farley Hill Primary School is increased to include two additional areas:

- Sherman Avenue, Fox Close and Archer Grove
- Poperinghe Way and Highfield Park

Change 4: The address for measurement purposes is the Local Land and Property Gazetteer address point for the new Farley Hill Primary School site in Baston Road, Arborfield Green, RG2 9YW.

Change 5: The Planned Admission Number of the Farley Hill Primary School is increased to 60

A consultation on Wokingham Borough Admission Arrangements for 2023/2024 began on 29th November 2021 and ended on the 17th January 2022. There were 17 responses to the consultation, with 7 written comments relating to Farley Hill. The general theme was concern that the increase of PAN for Farley Hill would have a detrimental impact on other local schools. These issues have previously been considered when executive agreed the original expansion to Farley Hill.

BACKGROUND

As noted in the Executive Summary, the council has a statutory duty to determine admissions arrangements for community and voluntary controlled schools and to coordinate admission to relevant year groups (to Reception, Year 3 and Year 7 classes) for all publicly funded schools in the Borough.

Voluntary Aided, Foundation, Free schools and Academies have responsibility for determining their own admission arrangements, also including catchment areas and oversubscription criteria.

Voluntary Aided, Foundation, Free schools and Academies are own admission authority schools. The governing body or academy trust is responsible for the admissions policy and make any decisions about the allocation of places.

The statutory duties are set out in the Statutory School Admissions Code 2021, based on The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 and the underlying School Standards and Framework Act 1998 and Education Act 1996.

The schools that the Council determines admissions arrangements for are:

Secondary

The Bulmershe School (last remaining community secondary school)
--

Primary

Aldryngton	Bearwood	Emmbrook Infant
Emmbrook Junior	Farley Hill	Gorse Ride Infants
Gorse Ride Junior	Hawkedon	Highwood
Hillside	Lambs Lane	Loddon
Radstock	Rivermead	Robert Piggott Infant
Robert Piggott Junior	South Lake	St Paul's Junior
The Colleton	The Hawthorns	Walter Infant
Winnersh	Willow Bank Infant	Willow Bank Junior
Woodley		

The “own admissions authority” schools are:

Secondary

Maiden Erlegh School	The Holt School
The Piggott School (all through school)	Oakbank
The Forest School	Waingels College
Bohunt School Wokingham	St Crispin's School
The Emmbrook	

Primary

Alder Grove	All Saints	Beechwood
Crazies Hill	Earley St Peter's	Evendons
Finchampstead	Floreat Montague Park	Grazeley
Hatch Ride	Keep Hatch	Nine Mile Ride
Oaklands Infant	Oaklands Junior	Polehampton Infant
Polehampton Junior	St Cecilia's	St Sebastian's
Shinfield Junior	Shinfield Infant	Sonning
St Dominic Savio	St Nicholas	St Teresa's
The Coombes	Charvil Piggott	Wescott Infant
Westende Junior	Wheatfield	Windmill
		Whiteknights

As established above the admission arrangements for community and voluntary controlled schools, along with the co-ordination scheme for all publicly funded schools in the borough must be determined by 28th February 2022.

After determination, a number of bodies must be informed, and the arrangements must be published on the council's website, along with a notice setting how objections can be made to the Schools Adjudicator. The bodies that must be informed after determination are:

- all other admission authorities within the relevant area (except that primary schools need not consult secondary schools);
- whichever of the governing body and the local authority who are not the admission authority;
- in the case of schools designated with a religious character, the body or person representing the religion or religious denomination
- all governing bodies for community and voluntary controlled schools in the relevant area.

Once determined the Council can only make changes to the adopted arrangements in very limited circumstances. These include to correct a mistake or to ensure that arrangements are compliant with statutory requirements. Otherwise, changes can only be made by the Schools Adjudicator, either in response to an objection or following an application by this council because of a major change in circumstances. Objections can be made until 15th May 2022. The early date is to make it likely that objections can be considered before the composite prospectus (also known as the primary and secondary guides) is prepared, in time for its statutory publication date on 12th September 2022.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe funding pressures, particularly in the face of the COVID-19 crisis. It is therefore imperative that Council resources are focused on the vulnerable and on its highest priorities.

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

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

Other financial information relevant to the Recommendation/Decision
None

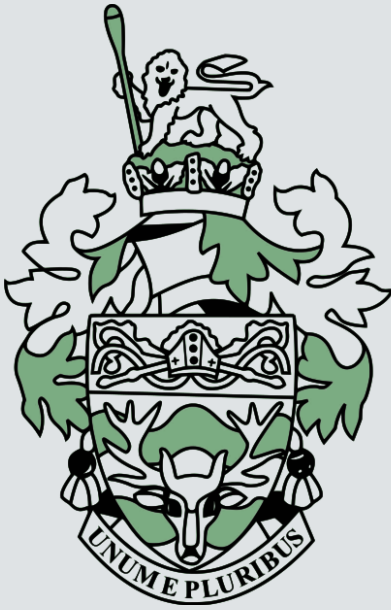
Stakeholder Considerations and Consultation
A consultation on Wokingham Borough Admission Arrangements for 2023/2024 began on 29 th November 2021 and ended on the 17 th January 2022.
In accordance with the School Admissions Code 2021 the Local Authority has consulted with:
<ul style="list-style-type: none"> ➤ parents of children between the ages of two and eighteen; ➤ other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed admissions; ➤ all other admission authorities within the relevant area; ➤ whichever of the governing body and the local authority is not the admission authority; ➤ any adjoining neighbouring local authorities where the admission authority is the local authority; ➤ in the case of schools designated with a religious character, the body or person representing the religion or religious denomination.

Public Sector Equality Duty
Due regard to the Public Sector Equality Duty has been taken. No equalities assessment has been undertaken because no change to policy is proposed.

Climate Emergency – <i>This Council has declared a climate emergency and is committed to playing as full a role as possible – leading by example as well as by exhortation – in achieving a carbon neutral Wokingham Borough by 2030</i>
None

List of Background Papers
<ul style="list-style-type: none"> • Proposed 2023/24 Admission Arrangements to be determined • Proposed 2023/24 In-Year Admissions Arrangements to be determined • 2022/23 School Admissions Arrangements for information (<i>this document is not included in the agenda but can be found on the Council’s website</i>) • The School Admissions Code 2021 (Statutory School Admissions Code) (<i>this document is not included in the agenda but can be found on the Council’s website</i>)

Contact Zoe Storey	Service Learning Achievement and Partnerships
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WOKINGHAM BOROUGH COUNCIL

**Co-ordinated Schemes for Admission to Primary and
Secondary Schools**

**Incorporating Wokingham Borough Council's Admission
Arrangements for community and voluntary controlled
schools for entry to schools in 2023/2024**

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A) DETERMINED CO-ORDINATED ARRANGEMENTS FOR SCHOOL ADMISSIONS FOR ENTRY FROM SEPTEMBER 2023 TO AUGUST 2024

INTRODUCTION

Purpose of the co-ordinated schemes

All local authorities are required by law to draw up schemes for co-ordinating admission arrangements in the normal admission rounds for all state-funded primary and secondary schools, including academies (excluding special schools) in their area.

The purpose of a co-ordinated scheme is to ensure that every parent of a child who applies for a school place does so through their home authority and has an opportunity to state their preferred school(s). Parents will receive a single offer of a school place and parents will receive this offer on the day specified in their home authority's scheme. The aim is also to ensure that parents are treated fairly and consistently regardless of the status of the school for which they make an application. Information will be exchanged with other authorities if an application is received from an applicant living in that authority or where parents living in the Wokingham Borough express a preference for schools in another authority. So far as possible, this will enable parents to be given a single offer of a school place even where their preferred schools are in more than one local authority area.

When drawing up admissions arrangements, the council and other admissions authorities must ensure that their admissions criteria are clear, fair, and objective, for the benefit of all children, including those with special educational needs, disabilities or in public care.

Timetable for Co-ordinated Admissions Schemes 2023/2024

Please note that dates may change to the next working day if the School Admissions Code is revised permitting national closing dates to be adjusted if the date falls on a weekend.

Admissions Round	Reception	Junior (Year 2 into 3)	Secondary (Year 6 into 7)
<i>Birth range</i>	<i>01/09/18-31/08/19</i>	<i>01/09/15-31/08/16</i>	<i>01/09/11-31/08/12</i>
Rounds open	13 November 2022	13 November 2022	12 September 2022
Final closing date for receipt of applications	15 January 2023	15 January 2023	31 October 2022
Deadline for house moves and additional supporting evidence	15 January 2023	15 January 2023	31 December 2022
Unranked preferences forwarded to Wokingham Borough Own Admission Authorities	07 February 2023	07 February 2023	25 November 2022
Ranked preferences from all schools to be returned to Wokingham LA	15 March 2023	15 March 2023	15 January 2023
Final offer exchange with other Local Authorities	31 March 2023	31 March 2023	18 February 2023
National Offer Day & Notifications sent	17 April 2023	17 April 2023	1 March 2023
Acceptances and refusals of any offer should be made by this date	2 May 2023	2 May 2023	15 March 2023
Any appeal should be received by this date. (20 school days following notification that application was unsuccessful)	16 May 2023	16 May 2023	29 March 2023
Appeals received on-time should be considered by this date (40 school days)	20 July 2023	20 July 2023	15 June 2023
Rounds Close (Applications will need to be made via the in-year process after this date)	31 August 2023	31 August 2023	31 August 2023

B) CO-ORDINATED ARRANGEMENTS FOR PRIMARY ADMISSIONS

Overview of the scheme

The primary admission arrangements (including applications for Foundation 2 (F2) reception and children transferring to year 3 in a junior school) will operate based on the Government's recommended model of an equal preference scheme. This arrangement allows each preference to be considered individually, taking account of the admissions criteria. Where a child can potentially be offered a place at more than one of the preferred schools the single offer is for the school ranked highest by the parent. Information may be exchanged with other authorities if an application is received from an applicant living in that authority or where a Wokingham borough resident expressed a preference for schools outside the borough. In all cases, parents applying to Wokingham Borough Council will be able to view the offer online of a school place on the offer date prescribed in the Council's timetable. If a place cannot be offered at any of the preferred schools, a place will be offered at:

- a) **the designated area school (if there are places available) or**
- b) **the nearest or most accessible school with places.**

Parents can register their child's details with the school admissions team to be notified of the on-line admissions process, which will include a common electronic application form allowing parents to rank up to **four** schools in their order of preference. This includes preferences for own admissions authority schools e.g., academies, voluntary aided and foundation schools. Where reference is made in this scheme to academies, this includes free schools.

Preferences may also be expressed for new academies where there is agreement by the sponsor to do so. The Scheme for new school inclusion in the co-ordinated schemes is included in Section D.

Wokingham Borough residents can make applications online, via the Council's Citizen Portal or complete and return a paper form which can be downloaded from our website, or a copy can be requested by contacting schooladmissions@wokingham.gov.uk.

Online and paper forms will be processed by Wokingham Borough Council's school admissions team, who will complete initial checks and validations as necessary. Except where stated otherwise, references to the common application form in this scheme should be taken to refer to the electronic version. Where more than one application is received the LA will accept the application with the latest date.

Parents will be asked to express up to **four** preferences in ranked order and to give reasons for these preferences if they wish to do so. Parents will complete the common application form by the agreed deadline.

Wokingham Borough Council will forward all preferences for own admission authority schools within the borough for consideration by their governing body or academy trust board, in accordance with their admissions criteria. School admission authorities apply their

admission criteria, and these schools will then forward their ranked lists to Wokingham Borough Council within an agreed timescale.

Wokingham Borough Council will send other local authorities details of applications for their schools in February 2023. Own admission authority schools apply their admission criteria and send their own local authority a list indicating the order in which all children applying have priority by reference to their oversubscription criteria.

Wokingham Borough Council will draw up similar lists for the community schools in the area, applying all preferences on an equal basis. Wokingham Borough Council will compare the lists for all schools in the area. Where a child qualifies for one of the available places at more than one school, Wokingham Borough Council will provisionally allocate a place at the school ranked highest by the parent in their application.

The lists will be adjusted for any other school for which a preference was expressed, moving another child who was previously not eligible for a place up the list to the provisional place that has been vacated.

By the end of March 2023 Wokingham Borough Council will have received notifications from other local authorities of places that can be offered by schools in their areas, in response to preferences expressed by one of their residents.

If a place at a preferred school cannot be offered by Wokingham Borough Council to cross-border applicants, an alternative place will not be considered as the home local authority will be making an offer.

If Wokingham local authority and another local authority can both offer places, the authorities will determine the place to be allocated based on the ranked preferences.

On **17th April 2023**, Wokingham Borough Council will ensure that the results may be viewed on-line. Where a preference cannot be offered, parents will have access to summarised documents showing the reason why and offered the right to appeal the decision. Families who do not apply online will not be able to access the outcomes automatically and outcome letters will usually be posted.

Those children not offered places at schools ranked higher than the school offered will be placed on a waiting list for the relevant school(s).

A facility to accept or refuse offers online will be available. Parents will be advised that if they fail to accept an offer of a place by 2nd May 2023, the offer will be withdrawn after one further written reminder being issued. This part of the scheme is important in allowing early identification of spare places at oversubscribed schools, which can then be allocated to from waiting lists.

The scheme will not affect the duty of governors of academy, foundation, and voluntary aided schools to set and apply their own admission arrangements. Schemes are an administrative process to make school admissions easier, more transparent, and less stressful for parents.

They are not designed to require all admission authorities in an area to operate the same oversubscription criteria and each local authority (or school governing body where relevant) will determine their own criteria and consult upon them accordingly.

Wokingham Borough Council's scheme for primary co-ordination will reflect the mandatory requirements of the School Admissions Code.

Nursery and Foundation One (F1) Admissions

Admissions to state-funded nursery schools and classes are not part of the co-ordinated admissions scheme for primary schools and are administered locally by the school concerned.

Admission to F1 nursery classes at state-funded schools, or other early years' providers at, or linked to particular schools, including co-located children's centres, does not guarantee or give any priority for admission to primary education at that school. An application for F2 Reception must be made by completing the common application form.

Timing of entry to Primary Education

Children reach compulsory school age the term following their fifth birthday:

- children born between 1 September and 31 December must be in full-time education by the start of the spring term
- children born between 1 January and 31 March must be in full-time education by the start of the summer term
- children born between 1 April and 31 August must be in full-time education at the start of the new school year

Most children start school full-time in the September after their fourth birthday. There are other options for parents of four-year-olds who feel their child is not yet ready for school.

Parents have the opportunity to:

- Start their child in September on a full-time basis from their first day of attendance or
- allow their child to attend on a part-time basis until the start of the term after the child's fifth birthday or
- defer their child's entry to school until later in the school year. **This must not be beyond the start of the term after their fifth birthday or beyond the start of the final term of the school year**

Parents must discuss with the school how they would like their child to start school.

Parents of summer born children (those born between 1 April and 31 August only) can also:

- request to delay their child's entry to school until the September after they turn five

All discussions around deferment should include any early years setting/s that the child attends in order that the arrangements made are in the best interest of the child's needs. It is important to note that deferred entry to Year R is likely to have some implications for a child and these should be discussed fully with the school.

Children born between 01 April - 31 August are not of compulsory school age until the beginning of Year 1 but parents wishing to defer their child's entry to school until the following September cannot hold a place offered for Year R; a new application for a place in Year 1 would be required (which may or may not be successful).

Applications for Academy, Foundation or Voluntary Aided Schools (own admission authority schools)

The co-ordinated admissions scheme does not affect the duty of the governors of academy, foundation, or aided schools to set and apply their own admissions arrangements. These schools continue to be able to operate their own admissions criteria, which are required to be clear, fair, and objective.

Own admission authority schools can, if they need to prepare an additional supplementary form to be completed with the common application form if they require further information for them to allocate places at their school against their own admissions criteria. Own admission authority schools will make these additional forms available on their websites.

It is the responsibility of the parent to ensure that any supplementary forms are completed and returned to the school in accordance with its policy when expressing a preference for an own admission authority school. The forms will be available on the school websites. The common application form must be returned to the school admissions team at Wokingham Borough Council.

The governing bodies or admissions committees of own admission authority schools will need to meet within the timescales defined in the scheme to process the applications they have received. If oversubscribed, Wokingham Borough Council will require the governors to provide the ranking and agreed oversubscription criterion for each child. We will then provide access to information regarding the allocation within our published allocation history

Publicity / Information

Details of the agreed scheme for entry to primary education will be publicised in advance and details of the arrangements will be published on the council's website by September 12, 2022. It is the responsibility of parents to ensure that they register their child's details with the school admissions team by opening an account on the Citizen Portal and adding their child's details in the 'my family' section to receive a reminder when it is time to apply or contact the school admissions team after 13 November 2022 to request a paper application

form if they are unable to apply online. The school admissions team will liaise with early years' settings in publicising the admissions round.

The common application form is the sole application method for parents' resident in the Borough seeking a place in an infant/primary school. Applicants for own admission authority schools will need to complete the common application form, but these schools will be able to request additional documents to support applications to comply with their admissions arrangements.

Detailed arrangements of the scheme

Admission outside normal age group

Children are normally allocated to their chronological year group. Requests from parents for school places outside a normal age group will be considered carefully whether for gifted and talented pupils or for those who have experienced problems, for example, having missed education due to ill health.

Each case will be considered on its own merits and circumstances and will only be agreed by a panel of officers from Wokingham Borough Council where there is consensus between the parents, schools concerned (both current and preferred) and any relevant professionals asked for their opinion by the panel, that to do so would be in the pupil's interests.

Summer Born Children and Delaying Admission to Reception

Most children start school in the September after their 4th birthday. However, children are not legally required to attend school until the term after their 5th birthday. If a parent is considering delaying when their child starts school, then different options are available to them depending on when their child was born.

- Children born September-December
- Children born January-March
- Children born April-August (Summer Born)

Children born September-December

If a child is born between 1 September and 31 December, then parents must apply for a school place during the winter that they turn 4 years old.

A child would usually be expected to start school in the September following their 4th birthday, however their start can be postponed, or they can attend part-time during the Autumn term. This is called 'deferring' a child's admission to primary school. The latest parents can postpone their child's start is January.

If parents would like to do this, they must:

1. Apply for a school place during the winter of their child's 4th birthday. The deadline for applications is 15 January after their 4th birthday.
2. Accept a school place offered.
3. Speak to the school about deferring their child's start to later in the year. Discuss both the possible benefits and disadvantages of your child starting later in the year.
4. If parents want their child to attend part-time then they should discuss with the school what might be the best schedule for their child.
5. The school will hold a child's place during the Autumn term of their reception year, depending on how long they decide to defer.
6. **A child MUST start school at least by the beginning of the Spring Term in January.**

Children born January-March

If a child was born between 1 January and 31 March, then parents must apply for a school place during the winter before their 4th birthday.

A child would usually be expected to start school in the September following their 4th birthday, however parents can postpone their start or have them attend part-time during the Autumn and Spring terms. This is called 'deferring' a child's admission to primary school. The latest parents can postpone their start is April.

If parents would like to do this, they must:

1. Apply for a school place during the winter before their child's 4th birthday. The deadline for applications is 15 January.
2. Accept a school place offered.
3. Speak to the school about wishing to defer a child's start to later in the year. Discuss both the possible benefits and disadvantages of a child starting later in the year.
4. If parents want their child to attend part-time then they should discuss with the school what might be the best schedule for their child.
5. The school will hold a place during the Autumn and Spring term of a child's Reception year, depending on how long they decide to defer.
6. **A child MUST start school at least by the beginning of the Summer Term in April.**

Summer Born Children (April-August)

If a child was born between 1 April and 31 August, then it is usual for them to start school in the September following their 4th birthday. It is expected that most families will start sending their child to school at this time, along with the rest of their child's nursery friends.

However, if parents are considering delaying their child's entry into reception, then they have several options available to them, and it is important that parents consider these carefully before deciding whether to delay admission.

In all cases parents should first apply for a school place in their child's normal age group. After this parents can decide whether to accept the place offered or whether to delay admission.

- Option 1: Postpone your child's start to later in the year
- Option 2: Attending school part-time
- Option 3: Delaying admission by a year

Summer Born Option 1: Postpone your child's start to later in the year

Summer born children are allowed to accept an offer of a school place but then postpone their start in Reception until later in the year. This is called 'deferring' a child's admission to primary school. **The latest parents can postpone their start is April.**

If parents would like to do this, they must;

1. Apply for a school place during the winter before their child's 4th birthday. The deadline for applications is 15 January before their 4th birthday.
2. Accept a school place offered.
3. Speak to the school about wishing to defer a child's start to later in the year. Discuss both the possible benefits and disadvantages of a child starting later in the year.
4. The school will hold a place during the Autumn and Spring terms of the child's Reception year, depending on how long they decide to defer.
5. **A child MUST start school at least by the beginning of the Summer Term in April.** They can then attend school either full-time or part-time for the rest of the year.

Summer Born Option 2: Attending school part-time

Summer born children are allowed to attend school part-time during the whole of their first year. This means that a child can start attending gradually. As long as the child starts school by April in their Reception year then they are allowed to attend part-time, either for all of the year or for part of it.

If parents would like to do this, they must;

1. Apply for a school place during the winter before their child's 4th birthday. The deadline for applications is 15 January before their 4th birthday.
2. Accept a school place offered.
3. Speak to the school about their child attending part-time. Discuss both the possible benefits and disadvantages, and what might be the best schedule for the child.
4. From the September after the child's 4th birthday, they can either attend school part-time, or they can postpone their start date until the start of the Summer Term of their Reception year.
5. **A child MUST start school at least by the beginning of the Summer Term in April.**
6. The child can attend part time during the summer term as well, but they must attend school.

Summer Born Option 3: Delaying admission by a year

If parents are considering delaying a child's admission by a full year, then they will need to request permission for them to start Reception a year later than their normal age group.

This is a big decision and is something parents should think about carefully as it usually means that the child will remain in a lower year group for the rest of their education. This may not apply for future applications to alternative settings or out of Borough schools.

It is important to remember that if parents do delay by a year, then they will not keep the school place originally offered to their child. This offer will be removed, and the following year parents will have to re-apply for a school place alongside all other applicants, and the oversubscription criteria will apply if there are more applications than places available at the school.

Each year a number of families who decide to delay admission discover that they no longer qualify for a place at their preferred school because the cut-off distance has changed, and they now live too far away. Parents should keep this in mind while making their decision about whether to delay admission.

If a Wokingham Borough resident or applying for a Wokingham Borough school, and parents would like to do this, they must;

1. Apply for a school place in their child's normal age group, during the winter before their child's 4th birthday. The deadline for applications is 15 January before their 4th birthday.
2. Complete Wokingham borough Council's [Summer Born Deferral Request Form](#)
3. Meet with the headteacher of the school, and any others you plan to apply for, to discuss the options available. Discuss both the possible benefits and disadvantages of the child starting school a year late.
 - If you plan to apply for Wokingham Borough community or voluntary controlled schools, the Wokingham borough Local Authority will consider your request
 - If you plan to apply for academies, free schools or voluntary aided schools, the school will consider your request
 - If you plan to apply for schools outside the Wokingham Borough you will need to discuss their procedures with them directly.

If a request to delay admission is agreed

1. The school admissions team will send an email/letter letting parents know which schools have agreed a request to delay admission.
2. After this, if parents still want to delay admission, inform the School Admissions Team at Wokingham Borough Council to withdraw the original application or withdraw any school place offered to your child.
3. The School Admissions Team at Wokingham Borough Council will withdraw the application/offered school place.
4. During the winter before your child's 5th birthday apply for a school place as part of the main admissions round. The deadline for applications is 15 January before their 5th birthday.
5. Clearly state on the application form that you are applying for a Summer-Born Reception place to start school in September.

Pupils with a Statement of Special Educational Needs or an Education, Health and Care Plan (EHCP)

Admissions arrangements for pupils with a statement of special educational need or EHC plan will continue to be managed by the Special Educational Needs Team. Parents are invited to complete the common application form, and where identified, preferences will be shared with the Special Educational Needs Team.

Non-Wokingham residents wishing to apply for WBC schools

These applicants must use the common application form for their home authority (the authority to whom they pay council tax).

Wokingham residents wishing to apply for non-Wokingham schools

Conversely, application must be made to Wokingham Borough Council in accordance with their timetable and application deadline.

Multiple offers

Multiple offers are eliminated under these arrangements, but parents remain free to make applications to the independent sector. There is one exception where a proposed new academy is included in the scheme to enable parents to express a preference for the school. The school will be removed for allocation and offer purposes from the scheme where the Department for Education has not given final approval for the school to open by a date to be agreed with the proposer but by the date specified. In such cases, the applications for the proposed new school will be considered outside the scheme in accordance with Section D.

Co-ordination will take place with other local authorities who will be asked to share information on their residents who apply for schools in the Borough and conversely Wokingham will share information on parents living in the Borough applying for schools outside the Borough, to ensure where possible, that only one offer will be issued.

Appeals

All applicants who were not allocated a preferred school will be informed of their right of appeal. Appeals against the decision not to admit a child should be sent on the appropriate appeal form within 20 days from the date of the on-line notification refusing a place. Wokingham Borough Council will ensure that appeals are arranged for the Borough's community and voluntary controlled schools. The governing bodies of own admission authority schools must determine their own appeal arrangements, although they may choose to do so via the local authority. Applicants will be informed where the admission of additional children would breach the infant class size limit.

The local authority will not consider any further application for admission, nor is there any automatic right to a further appeal for admission within the same academic year (September 1 to August 31) unless there is an **exceptional** situation resulting in a significant change of circumstances relevant to the application.

Appeals are normally heard for the year group applied for, to start in that year group; if a parent wishes to appeal for the next year group (applicable after the May half-term prior to a September start), a parent will be asked to submit a new application form for that year group. The later application will supersede the previous application. Wokingham Borough Council can then ensure that there are no new circumstances to take into consideration prior to the issuing of a letter refusing the school place.

Waiting lists

Waiting lists will be maintained by the local authority for its schools where necessary, for children who were not offered a school place at a preferred school, until the end of the reception year to fill places that may become available during the school year. No account is taken of the length of time spent on a waiting list.

Positions on waiting lists may go up or down due to pupil withdrawals or new or revised applications received; therefore, waiting lists will be reviewed and revised:

- Each time a child is added to, or removed from, the waiting list.
- When a child's changed circumstances will affect their priority
- When parents respond to periodic requests to see if they wish to remain on the waiting list

Wait lists will be closed at the end of a school year, and parents will need to re-apply for a place at their preferred school.

Children who are the subject of a direction by the local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol will take precedence over those on a waiting list.

Parents will be able to apply online to Wokingham Borough Council for each year if they wish to be placed on the waiting list for that year. It is the responsibility of parents to ensure that

the school admissions team is informed in writing if they want their child's name to be removed from the waiting list or if their circumstances have changed from the original application.

When the normal round of admissions closes (August 31) for F2 Reception and transfer to year 3 in a junior school, the waiting list will aim to transfer to own admission authority schools by the October half term, unless the governing body indicates that they want the local authority to hold their lists and there is agreement to this.

Waiting list information will be available in accordance with the published timeline.

Applications made after the closing date but before offer date

The closing date for applications for primary school places in the normal admissions round will be **15th January 2023**. **Changes to existing applications received after 15th January 2023 will be considered as 'late' and processed after all on-time applications have been considered.**

Applications received after the 15th January 2023 may be considered as on time, under exceptional circumstances only, and when evidence is provided to support this. **For example;**

- If an older child transfers to another school after 15th January and you need to change your younger child's school preferences because of this.
- If any medical or social circumstances within the family change after 15th January that means you feel your child would need a place at a particular school,

Applicants who want their application to be considered after the 15th January as an "on-time" application under exceptional circumstances should contact Admissions Services and provide supporting evidence to: schooladmissions@wokingham.gov.uk

The ability to make vital amendments will be dependent on the stage of the process.

If no evidence is provided it will be reasonably assumed that an application could have been made by the closing date and the application will not be processed until after the offer date and main allocation of places.

Applications made after the offer date but before August 31, 2023.

All late applications will be processed by the application of the admissions criteria where necessary. Where possible a place will be offered at a preferred school with places available. If this cannot be achieved a place will be allocated at the designated area school (if there are places available) or the **nearest or most accessible school with places** to the home address if they live in the Wokingham borough. No offer will be made to those children living outside of the borough as it is the responsibility of the home authority to provide a school place. Parents retain the right of appeal.

Change of preference

Parents who wish to amend their application **before** the closing date will be allowed to do so if they put their request in writing to the school admissions team or amend their online application by the closing date.

Parents who wish to amend their application **after** the closing date should put their request in writing to the school admissions team. No consideration will be given to their request until after the offer date.

It should be noted that if an alternative school place has been allocated by the local authority as no parental preference received by the closing date could be met, any changes of preference can adversely affect access to assistance with school transport.

Admission to middle schools in other local authorities

These arrangements will be managed centrally by Wokingham Borough Council. An In Year application form needs to be completed by parents wishing to apply for a place for a middle school in another local authority. Each local authority will accept applications in the same way as it would for its own normal admissions round. Co-ordination will be held with the maintaining local authority who will apply their co-ordinated scheme. The maintaining local authority will inform Wokingham Borough Council if a place is to be offered in one of its schools and Wokingham Borough Council will inform the parent of the outcome of the application.

Admission to Junior Schools

These arrangements will be managed centrally by Wokingham Borough Council. Parents of all Year 2 pupils, living in the Wokingham borough, will be able to apply online from 13th November 2022.

Consideration will only be given to any preference expressed for a junior school. Parents are required to submit an in-year application for primary school preferences up to half a term in advance of the place being required (after the May half-term 2023 for a place in September 2023) in accordance with the in-year co-ordinated scheme.

Parents of children living outside the borough may apply for a Wokingham borough school using the application provided by their home authority.

Applications after the normal admissions rounds (In-Year applications)

A separate scheme has been proposed to co-ordinate admissions outside of the normal admissions rounds.

Parents will apply for a place at a junior school by the same deadline as for first admission to infant and primary schools. Wokingham Borough Council will issue all offer and refusal electronic notifications as detailed in the authority's timetable. Parents will be offered the right of appeal if necessary.

All other details relating to late applications; waiting lists, oversubscription criteria etc. are as detailed in the infant/primary scheme.

Oversubscription Criteria

Community or Voluntary Controlled Primary Schools

The following oversubscription criteria in order of priority will be applied when a **community** or **voluntary controlled** school receives more preferences than places available. All preferences will be treated on an equal basis.

Children with statements of special educational needs or an Education Health and Care Plan that name a school in the statement or plan are required to be admitted to the school that is named. The governing body does not have the right to refuse admission.

Within the admission arrangements for all community and voluntary controlled schools, looked after and previously looked after children will receive the top priority for a place.

A. *Looked after and previously looked after children are considered to be;*

- Children who are in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989, e.g., fostered or living in a children's home, at the time an application for a school is made; and
- Children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989 and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).
- Children who appear (to the local authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child will be regarded as having been in state care outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. The parent/carer will need to provide evidence to demonstrate that the child was in state care outside of England and left that care as a result of being adopted

Places will be allocated under this criterion when places are first offered at a school and the local authority may also ask schools to admit over their published admission number at other times under this criterion. (See note 1).

B. *Families who have exceptional medical or social needs as the grounds for their child's admission to a particular school (See note 2).*

- C. For junior school applications to transfer to year 3; children who are attending the infant school with close links with the junior school by the deadline for applications.**

Junior school	Linked infant school
Emmbrook Junior School	Emmbrook Infant School
Gorse Ride Junior School	Gorse Ride Infant School
Robert Piggott CE Junior School	Robert Piggott CE Infant School
St Pauls CE Junior School	Walter Infant School
Shinfield St Mary's CE Aided Junior School*	Shinfield Infant School
Willow Bank Junior School	Willow Bank Infant School

*Voluntary aided junior school included for completeness - the school's governing body's admissions policy will apply.

- D. Children whose permanent home address is inside the schools' designated area and who has a sibling at the school at the time of application; who is expected to be attending the school when the child will enter the school. (See notes 3 and 4)**
- E. Children whose permanent home address is inside the schools' designated area.**
- F. Children whose permanent home address is outside the schools' designated area and who has a sibling at the school at the time of application; who is expected to be attending the school when the child will enter the school. (See notes 3 and 4)**
- G. Other children**

Note 1

Looked after children are those who are in the care of a Local Authority or are being provided with accommodation by a local authority in England in the exercise of their social services functions.

Previously looked after children are those who immediately after being in care (as defined above) became subject to an adoption order, child arrangements order or special guardianship order. They are also those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Applications for looked after children must be completed by the designated social worker.

If you are making an application for a previously looked after child, who immediately after being in care became subject to an adoption order, child arrangements order or special guardianship order, you will need to attach to your application one of the following pieces of evidence:

- **Special guardianship order** – This order appoints one or more individuals to be a child's special guardian(s). Refer to [Section 14A of the Children Act 1989](#).

- **Child arrangements order** – This order settles the arrangements of the person the child is to live with. Refer to [Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014](#). Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.
- **Adoption order** – Refer to [Section 46 of the Adoption and Children act 2002](#) or [Section 12 of the 1976 Adoption Act](#).

If you are making an application for a previously looked after child who was in state care outside of England and ceased to be so as a result of being adopted, you will need to include with your application, evidence of the following:

- that your child has been adopted and;
- that your child was previously in state care outside of England (in the care of or accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society) immediately before being adopted.

Evidence must be sent to the Admissions Team by the deadline for evidence. Send the whole document, as priority cannot be given without it. The applicant should note, that by applying under Criterion A they understand that Wokingham Borough council School Admissions Team may obtain additional confirmation of the child's 'Looked After'/'Previously Looked After' status, either via the Local Authority where the child was taken into care, or the residential authorities' duty/triage/social care department

Note 2

When submitting an application under criterion B (exceptional medical or social needs as grounds for a child's admittance to a particular school), this must be supported by written evidence from an independent professional aware of the case relating to the child, parent/carer or other children living at the same address (e.g., doctor, hospital consultant or psychologist for medical grounds or registered social or care worker, housing officer, the police or probation officer for social needs). This evidence must be specific to the school in question; it must show why that school is the most suitable; what facilities will benefit the child, and why no other school can offer the same support.

Your application cannot be considered **under Oversubscription Criterion B** if you do not declare that you are applying under this criterion, and you do not provide written independent professional evidence. All supporting documentation must be received by 15 January 2023 for consideration prior to the main allocation of places. An admissions panel will consider the supporting evidence provided and will advise the applicant of its decision; the panel's decision is final. Any evidence received by the school admissions team after 15 January 2023 will not be considered in the main allocation of places but will if agreed by panel; affect the applicant's position on a school's waiting list after offer day.

It should be noted that all schools have the resources to work with special educational needs and common childhood complaints such as asthma or allergies.

Note 3

Your child will have higher priority if they have an older brother or sister at the school you are applying for. The older child must still be at the school when the younger child starts.

'Sibling' refers to brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, foster brother or sister or the child of the parent/carer's partner where the child for whom the place is sought, is living in the same family unit at the same address as the sibling. A sibling relation does not apply when the child currently on roll will leave the school before the sibling starts.

It includes children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending.

In the case of linked infant and junior schools, the application will be treated as meeting criteria D or F if the child's sibling is expected to be at either of the two schools at the time the child would enter the school. At the initial allocation, when a parent is applying for a reception place at an infant school that has both a feeder and a sibling link to a junior school and that child has a sibling currently attending Year 2 of the infant school but who will have left by the time the younger child starts, the reception applicant will be considered under the sibling criterion as part of the initial allocation. This is because, due to the feeder link, they will be expected to still have a sibling at the linked junior school at the time of admission and the parent would have made an application expressing their preference to do so.

Note 4

Occasionally a parent with more than one child can express a preference for their designated area school(s) for the older child, but the local authority is unable to meet this preference. The local authority will then allocate a place at a lower ranked preferred school or the closest available school with places. In this case, the parent may then prefer to send younger sibling(s) to the same school as the older child attends. In such instances, the allocated school may be regarded as if it were the designated area school for subsequent siblings and would be treated as meeting criterion C (sibling resident inside the designated area). **This does not apply however if there is a change of preference after an offer of a school place has been made.**

Parents must notify the school admissions team at the time of application that they consider this exception applies. Where there is an application for the actual designated area school(s), designated area status would still be applied.

The authority has sought to make the above criteria as objective as possible. However, for category B and any other cases where judgement is needed as to which criteria the application meets, a panel of at least two officers will consider the application and supporting

evidence. The panel's decision and reasons will be recorded, for the purposes of informing the parent and any subsequent appeal.

Tie Breaker

If there are more applicants within each criterion, radial (straight line) distance from home to school will be used as a tie-breaker and will be measured using the local authority's computerised geographical information system. The Council has a standard method of measuring home to school distance in a straight line using the LLPG (Land and Property Gazetteer) eastings and northings to measure the distance between the address point of the child's home address and the agreed point at the school.

For applicants who live the same distance from the school, random selection by the drawing of lots is used as a final tie-breaker.

If a parent applies for entry into a year group for more than one child, (except for twins and children from multiple births who are an exception to Infant Class Size regulation) and there is more than one child that is measured at the same radial distance to the school, with only one place available, a random selection by the drawing of lots is used as a final tie-breaker to decide which child should have the place. The remaining applicants will be added to the wait list in accordance with the published oversubscription criterion.

Measuring home to school distance: We use the Capita ONE system to calculate the distance from your child's home (the start point) to the school (the end point). This system calculates the distance in miles to three decimal places.

Please note that you cannot compare distances produced on the local authority's Capita ONE system to those calculated using any personal or online geographical information system software you may have access to such as satellite navigations system or Google maps.

Twins and Multiple Births

Where the parent has made the same preferences of school and, through the normal operation of the admission arrangements, the last available place has been allocated to one twin or child from a multiple birth, the other twin or children from the multiple birth will be offered a place at the school. In such circumstances, both the PAN and the infant class size limit would be exceeded. The other sibling(s) would remain as exceptions to the Infant Class Size Legislation for the time they are in an infant class or until the number in the year group falls back to the PAN.

Designated Area

The designated area for each community and voluntary controlled school is held electronically and can be viewed through the council's website. These electronic maps have been adopted as the definitive descriptions of primary school designated areas for the purposes of admission arrangements and oversubscription criteria.

Living in the designated area does not guarantee a school place, as there may be more applications from parents living in the designated area than places available.

The Designated Area of the Farley Hill Primary School is increased to include two additional areas:

- a. Sherman Avenue, Fox Close and Archer Grove
- b. Poperinghe Way and Highfield Park

Residency Requirements

Home address

Applications are processed based on the child's single permanent home address living with parent(s) or a carer/legal guardian at the closing date for applications. An address will not be accepted where the child was resident other than with a parent or carer unless this was part of a private fostering or formal care arrangement.

Checks will be made to determine whether an address declared on the application form is that of a second home with the main home being elsewhere. Some residential arrangements will be considered temporary arrangements. The Council will consider the available evidence to determine if, on the balance of probability, the declared home address is the child's permanent home.

Where the applicant, or their partner or spouse reasonably considered to be living with them as a single-family unit own another property, have previously lived in it, and chose not to live in it (including where a home is rented out to a third party), the owned property will ordinarily be considered to be the permanent home.

Special circumstances that might lead to the declared address being considered as a permanent home despite another home being owned or otherwise available for occupation, will need to be declared at the point of application by parents. Without being exhaustive these might include:

- an owned property being a considerable distance from the preferred school, indicating that the family had permanently relocated to the new home, or
- that the owned property is uninhabitable and cannot reasonably be made habitable in the period leading up to admission to the school or
- that the owned property is in the process of being sold and the family live permanently in the declared property or

- that following divorce or separation the family home cannot be occupied by the applicant or otherwise treated as the child's permanent home.

Where the declared address is rented, and the applicant has no claim on any other property the declared address may be considered to be a temporary address if there is evidence the applicant has chosen to rent the property solely for the period necessary for a child to be admitted to a particular school.

Applicants should note that should any evidence arise after a child has been offered a place or admitted to a school that indicates that the declared home was not a permanent home, the place may be withdrawn, even when a child has started school."

Reference to council tax records will be made to determine a single address for consideration of a place under criteria C or D. It is for the applicant to satisfy the local authority **or own admission authority** that they live at the address stated.

After allocation, if an applicant moves from the property, they have used in their application to another property which is within or nearer to the designated area of the preferred school; the address of the property they originally owned and declared on application will be the address used for determining their designated area, unless this house has been sold or rented out for 12 months prior to the closing date for applications.

Applicants will be asked to declare that the address used is expected to be their place of residence beyond the date of the pupil starting school. Applicants are required to advise of any change of circumstance at any time prior to the child starting school. If you do not declare such arrangements, or a different address is used on the application where the child does not usually live; it will be considered that a false declaration has been made and it may be decided to decline to offer a place at a particular school, or to withdraw the offer of a place. In deciding whether a place was allocated based on a misleading or fraudulent application, an admissions panel will consider any supporting evidence giving reasons why the move was necessary prior to the child starting school.

It is important to declare if there is to be a change of address prior to the child starting school. If the applicant already owns a property which is in the process of being sold, we can accept the address of the new property only on submission of the appropriate evidence in support e.g., exchange of contracts letter on both the new property and, where possible, disposal of their current property. **The deadline for submission of evidence to support a move for primary school applications is 15th January 2023.** If the move takes place later or evidence is submitted later, the local authority will only be able to consider this information after the initial allocation of places has taken place and treat the new address for waiting list purposes.

Temporary Addresses

A temporary address cannot **ordinarily** be used to obtain a school place. Temporary addresses will only be considered where evidence is provided of a genuine reason for the move. **Without being exhaustive**, special circumstances that might lead to a temporary address being considered might include:

- A family's principal home is unoccupiable because of fire or flood
- A family does not have access to a permanent or principal home in the borough. This may be because;
 - The family are refugees;
 - They are looked after children;
 - Families have faced eviction

A temporary address will be used until a permanent address is confirmed at which point an application/allocation would be revisited.

The local authority reserves its right to carry out further investigation and require additional evidence and to reject applications or withdraw offers of places, if it believes it has the grounds to do so. In such cases, the applicant will have recourse to putting their application through the independent appeals process.

Moving house

If a family moves house before the application deadline, the online application must be amended or a new paper application form submitted, and evidence of the new address sent to the school admissions team. **The deadline for submission of evidence to support a move for primary school applications is 15th January 2023.**

If the evidence is sufficient, a new address will be considered for an application. Schools named on an application may also be changed if they are no longer appropriate.

Address evidence

If moving to or within the Wokingham Borough, evidence **that the family are living in** the new address will be required. Please refer to the list below for the evidence required depending on the type of move.

If moving to another Local Authority, deadline dates for submission of this evidence may vary.

If moving to or within the Wokingham Borough address evidence received after 15th January cannot be considered for the initial offer of places. It will be used to communicate

the outcome of the application and for waiting list purposes after national offer day where required.

Buying a new home

- A solicitor's letter confirming exchange of contracts
- If purchasing a new build, in addition to the above, provide evidence that the family will be living there before the child's expected start date, for example, a letter from the developer confirming a build completion date. Documents evidencing the ownership or purchase of a plot of land will not be accepted.
- A copy of the applicants updated driving license, proof of registration at the local Drs/Dental surgery; Letters addressed to the applicant at this address; utility bills; banks statements (financial details redacted), etc. **Please note supplying only utility bills is not sufficient, as maintaining a house is not proof of occupation.**

Renting a property

- Signed tenancy agreement, usually for a period of 12 months or more (the period of the tenancy must extend beyond the date of the child's admission)
- A copy of the applicants updated driving license, proof of registration at the local Drs/Dental surgery; Letters addressed to the applicant at this address; utility bills; banks statements (financial details redacted), etc. **Please note supplying only utility bills is not sufficient, as maintaining a house is not proof of occupation.**

Returning to owned property

- Evidence of ownership of the property, i.e., the current financial year's council tax letter or recent utility bills (gas, water, electric)
- Date of intended move and evidence that the property is available to move into, for example, a signed tenancy agreement showing the end date of the tenancy
- A copy of the applicants updated driving license, proof of registration at the local Drs/Dental surgery; Letters addressed to the applicant at this address; utility bills; banks statements (financial details redacted), etc. **Please note supplying only utility bills is not sufficient, as maintaining a house is not proof of occupation.**

If the last place of residence falls within a 20-mile radius of the Wokingham Borough, additional evidence will be required to show an address has been fully disposed of. The evidence required will be proof contracts have exchanged or a copy of the end of tenancy arrangements. If neither of these are applicable to your circumstances, please contact the Admissions team for advice.

Split living arrangements/Shared Care Arrangements

When a child lives with one parent for part of the week and another for the rest of the week only one address will be accepted for a school admission application. This will normally be the one where the child wakes up for the majority of school days (Monday to Friday).

Where shared care arrangements are in place and the child's time is split between two homes it may be necessary to establish the permanent home address for the child. In certain circumstances parent/carers will be asked to write to the LA stating the number of days each week the child spends with them. The LA may ask for evidence of which parent/carer was in receipt of child benefit at the point of application. If the parent/carer is not in receipt of child benefit, the LA will ask for proof of benefit award notices, such as Tax Credit Award Notices and will ask for evidence of the child's registered address with the GP at the point of application.

The Local Authority (LA) reserves the right to request further proof, to establish the home address, as fit the individual circumstances.

Only one application must be submitted. If more than one application is received, or we are made aware of a dispute between parents, we will place all applications on hold until:

- one joint application is made, signed by all parties; or
- written agreement is provided from both parents; or
- a court order is obtained confirming which parent's application carries precedence

The information provided to determine the home address to be used will be considered by an admissions panel of at least two officers and their decision is final.

Applicants from abroad

Overseas nationals entering the UK who wish to apply for a state-funded school, must check that they have a right of abode, or the conditions of their visa otherwise permit them to access a state-funded school before making their application.

It is the responsibility of parents to check that they and their children have a right of abode in the UK or their children have a right, under their visa entry conditions, to study at a state-funded school.

If a child is entitled to access a state funded school, evidence of the move to the area, with an application must be provide. **Please refer to page 25 & 26 of our address evidence section to find out what evidence is required.**

The address used will be the address where the child is living at the closing date for applications unless evidence is provided that the family is returning to a property that they own in the borough by **January 15, 2023**. Third party written evidence confirming the details and timing of the relocation will be required. Adjustments will be made to any waiting lists,

if the family returns later, prior to the start of school. Further advice on the documentation required can be obtained from the School Admissions Team.

Returning Crown Servants and Armed Forces Personnel

Families of Crown servants returning from overseas to live in the Wokingham Borough or applicants relocating in the armed forces may apply for a place in advance of their move provided the application is accompanied by an official letter confirming the posting to the UK and the expected relocation date.

If you are applying for your child to start school for the first time, transfer from infant to junior school or to start secondary school in September 2023 and are relocating to the Wokingham Borough from **elsewhere in England** you must:

- complete the application form from the local authority where you live
- send a copy of the official MOD, FCO or GCHQ letter declaring your relocation date and future home address, unit postal address or quartering area address to your home authority by the relevant deadline. Your home authority will co-ordinate your application with the local authority for your future address

If you are applying for your child to start school for the first time, transfer from infant to junior school or to start secondary school in September 2023 and are relocating to the Wokingham Borough from **overseas** you can:

- apply using Wokingham's online application form (paper forms are also available on request)
- send a copy of the official MOD, FCO or GCHQ letter declaring your relocation date and future home address, unit postal address or quartering area address to the Admissions Team by the relevant deadline.

If we receive your application **within** the agreed application dates, and you provide an official letter that declares a relocation date and a Unit Postal address or Quartering area address, then, when considering the application against the oversubscription criteria, we will, where possible allocate the child a place in advance of your family arriving.

If you are applying to move your child at any other time (in-year application) you must:

- complete the in-year application form
- send a copy of the official MOD, FCO or GCHQ letter declaring your relocation date and future home address, unit postal address or quartering area address to the Admissions Team

There is no guarantee that a place will be available at a preferred school. Each application will be considered in line with the school's admissions criteria.

Admission Numbers for 2023/2024

PRIMARY SCHOOLS	Published Admission Number
Alder Grove CofE Primary School *	60
Aldryngton Primary School	45
All Saints CofE Primary School (Aided)*	45 including 2 resource places
Bearwood Primary School	45
Beechwood Primary School *	60
Charvil Piggott Primary School (part of The Piggott School) **	30 (Primary phase)
Colleton Primary School	45
Coombes CofE Primary School *	60
Crazies Hill CofE Primary School *	15
Earley St Peter's CE Primary School (Aided)*	60
Emmbrook Infant School	62 including 2 resource places
Emmbrook Junior School	64
Evendons Primary School*	60
Farley Hill Primary School	60
Finchampstead CofE Primary School (Aided)*	17
Floreat Montague Park Primary School *	60
Gorse Ride Infant & Nursery School	60
Gorse Ride Junior School	64
Grazeley Parochial CE Primary School (Aided)*	30
Hatch Ride Primary School *	30
Hawkedon Primary School	90
Hawthorns Primary School	60
Highwood Primary School	60
Hillside Primary School	60
Keep Hatch Primary School *	60
Lamb's Lane Primary School	30 including 2 resource places
Loddon Primary School	60
Nine Mile Ride Primary School *	50
Oaklands Infant School *	60
Oaklands Junior School *	64
Polehampton CofE Infant School *	60
Polehampton CofE Junior School *	60
Radstock Primary School	45
Rivermead Primary School	60
Robert Piggott CofE Infant School	45
Robert Piggott CofE Junior School	49

PRIMARY SCHOOLS	Published Admission Number
Shinfield Infant & Nursery School *	90
Shinfield St Mary's CofE Junior School (Aided)**	90
Sonning CofE Primary School (Aided)***	30
South Lake Primary School	60
St Cecilia's CofE Primary School *	TBC
St Dominic Savio Catholic Primary School (Aided)*	60
St Nicholas CofE Primary School *	20
St Paul's CofE Junior School	96
St Sebastian's CofE Primary School (Aided)*	26
St Teresa's Catholic Academy *	45
Walter Infant School	90
Wescott Infant School *	56 including 2 resource places
Westende Junior School *	60 including 3 resource places
Wheatfield Primary School*	30
Whiteknights Primary School	60
Willow Bank Infant School	60
Willow Bank Junior School	60
Windmill Primary School*	30
Winnersh Primary School	60
Woodley CofE Primary School	45

There is no longer a requirement to consult on an increase in admission numbers for individual schools. This table may be amended when admission arrangements are determined. In some cases, there may be proposals associated with schemes for school expansion which require separate statutory determination. These expansions are subject to separate consultation in parallel with consultation on school admission arrangements. If the school expansions are not approved prior to the determination of the local authority's admission arrangements; the original admission number as stated in this table will be determined, but this may be varied at a later stage (as a permitted variation) to implement the school expansion proposals, if approved. Admission numbers may also be increased by the admission authority after determination where there is due to an unforeseen major change in circumstances.

*** Own admission authority schools included for completeness, but admission numbers are determined by the school's governing body.**

**** Charvil Piggott Primary School is part of The Piggott School (age range 4-18). The admission number shown reflects the number in the primary phase of the school.**

Resource places are allocated by the SEND Team in accordance with the pupil review of their Education, Health and Care Plan.

C) CO-ORDINATED ARRANGEMENTS FOR SECONDARY ADMISSIONS FOR ENTRY FROM SEPTEMBER 2023 TO AUGUST 2024

Overview of the co-ordinated scheme

The secondary admission arrangements will operate based on the Government's recommended model of an equal preference scheme. This arrangement allows each preference to be considered individually, taking account of the admissions criteria. Where a child can potentially be offered a place at more than one of the preferred schools the single offer is for the school ranked highest by the parent. Information may be exchanged with other authorities if an application is received from an applicant living in that authority or where a Wokingham borough resident expressed a preference for schools outside the borough. In all cases, parents applying to Wokingham Borough Council will receive the offer of a school place on the offer date prescribed in the Council's timetable. If a place cannot be offered at any of the preferred schools, a place will be offered at:

- b) the designated area school (if there are places available) or
- b) **the nearest or most accessible school with places.**

The electronic common application forms and information will be available online on the Council's website and documentation will be provided by the relevant local authority for their home address.

Borough residents can make applications online, via the Council's Citizen Portal or complete and return a paper form which can be download from our website, or a copy can be requested by contacting schooladmissions@wokingham.gov.uk.

Online forms will be submitted and processed by Wokingham Borough Council and will complete initial checks and validations as necessary. Except where stated otherwise, references to the common application form in this scheme should be taken to refer to the electronic version. Where more than one application is received the LA will accept the application with the latest date.

Parents will be asked to express up to **four** preferences in ranked order and to give reasons for these preferences if they wish to do so.

Wokingham Borough Council will forward all preferences for own admission authority schools within the borough for ranking by their governing bodies, in accordance with their admissions criteria. School admission authorities apply their admission criteria, including any selection tests and these schools will then forward their ranked lists to Wokingham Borough Council within an agreed timescale.

Wokingham Borough Council will send other local authorities details of applications for their schools in November 2022. Own admission authority schools apply their admission criteria, including any selection tests, and send their own local authority a list indicating the order in which all children applying have priority by reference to oversubscription criteria.

Wokingham Borough Council will draw up similar lists for the community schools in the area, applying all preferences on an equal basis. Wokingham Borough Council will compare the lists for all schools in the area. Where a child qualifies for one of the available places at more than one school Wokingham Borough Council will provisionally allocate a place at the school ranked highest by the parent in their application.

The lists will be adjusted for any other school for which a preference was expressed, moving another child who was previously not eligible for a place up the list to the provisional place that has been vacated.

By mid-February Wokingham Borough Council will have received notifications from other local authorities of places that can be offered by schools in their areas in response to preferences expressed by one of their residents.

If a place at a preferred school cannot be offered by Wokingham Borough Council to cross-border applicants, an alternative place will not be considered as the home local authority will be making an offer.

If Wokingham local authority and another local authority can both offer places, the authorities will determine the place to be allocated based on the ranked preferences. Wokingham Borough Council will send final lists of pupils to be allocated places to schools in the area.

On March 1, 2023, all parents' resident in Wokingham Borough who completed an electronic application will be able to view their child's allocated school place on-line through the Council's website. It will be stated if the offer is being made on behalf of a school that is its own admission authority. Where a preference cannot be offered, will have access to information regarding the allocation history of their preferred schools and offered the right to appeal the decision. Families who do not apply online will not be able to access the outcomes automatically and outcome letters will usually be posted.

Those children not offered places at schools ranked higher than the school offered will be placed on a waiting list for the relevant school(s).

A facility to accept or refuse offers online will be available. Parents will be advised that if they fail to accept an offer of a place by March 15, 2023, the offer will be withdrawn after one further reminder being issued by email where an email address has been supplied. This part of the scheme is important in allowing early identification of spare places at oversubscribed schools, which can then be allocated to from waiting lists.

The scheme will not affect the duty of governors of academy, foundation, and voluntary aided schools to set and apply their own admission arrangements. Schemes are an administrative process to make school admissions easier, more transparent, and less stressful for parents. They are not designed to require all admission authorities in an area to operate the same oversubscription criteria and each local authority (or school governing body where relevant) will determine their own criteria and consult upon them accordingly.

Wokingham Borough Council's scheme for secondary co-ordination will reflect the mandatory requirements of the School Admissions Code.

Detailed arrangements of the scheme

Admission outside the normal age group

Children are normally allocated to their chronological year group. Requests from parents for school places outside a normal age group will be considered carefully whether for gifted and talented pupils or for those who have experienced problems, e.g., having missed education due to ill health, etc.

Each case will be considered on its own merits and circumstances and will only be agreed by a panel of officers from Wokingham Borough Council where there is consensus between the parents, schools concerned (both current and preferred) and any relevant professionals asked for their opinion by the panel, that to do so would be in the pupil's interests. Parents will be informed of their statutory right to appeal. This right does not apply if they are offered a place in another year group at the school.

Pupils with a Statement of Special Educational Needs or an Education, Health and Care (EHCP) Plan

Admissions arrangements for pupils with a statement of special educational need or EHCP plan will continue to be managed by the Special Educational Needs Team.

Appeals

Parents may appeal for any school where their application has been unsuccessful. All unsuccessful applicants will be informed of their right of appeal. Appeals against the decision not to admit a child should be sent on the appropriate appeal form within 20 school days from the date of the letter refusing a place. Wokingham Borough Council will ensure appeals are arranged for community schools in the Borough. Own admission authority schools must determine appeal arrangements for their school.

The local authority will not consider any further application for admission, nor is there any automatic right to a further appeal for admission within the same academic year (September 1 to August 31) unless there is an **exceptional** situation resulting in a significant change of circumstances relevant to the application.

Appeals are normally heard for the year group applied for, to start in that year group; if a parent wishes to appeal for the next year group (applicable after the May half-term prior to a September start), a parent will be asked to submit a new application on-line for that year group. The later application will supersede the previous application. Wokingham Borough Council can then ensure that there are no new circumstances to take into consideration prior to refusing the school place.

Waiting lists

Waiting lists will be maintained by the local authority for its schools where necessary, for children who were not offered a school place at a preferred school, until the end of the reception year to fill places that may become available during the school year. No account is taken of the length of time spent on a waiting list.

Positions on waiting lists may go up or down due to pupil withdrawals or new or revised applications received; therefore, waiting lists will be reviewed and revised:

- Each time a child is added to, or removed from, the waiting list.
- When a child's changed circumstances will affect their priority
- When parents respond to periodic requests to see if they wish to remain on the waiting list

Wait lists will be closed at the end of a school year, and parents will need to reapply for a place at their preferred school.

Children who are the subject of a direction by the local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol will take precedence over those on a waiting list.

Parents will be able to apply online to Wokingham Borough Council for each year if they wish to be placed on the waiting list for that year. It is the responsibility of parents to ensure that the school admissions team is informed in writing if they want their child's name to be removed from the waiting list or if their circumstances have changed from the original application.

When the normal round of admissions closes (August 31), the waiting list will aim to transfer to own admission authority schools by the October half term, unless the governing body indicates that they want the local authority to hold their lists and there is agreement to this.

Waiting list information will be available in accordance with the published timeline.

Applications made after the closing date but before offer date

The closing date for applications for Secondary School places in the normal admissions round will be 31st October 2022. Changes to existing applications received after 31st October 2022 will be considered as 'late' and processed after all on-time applications have been considered.

Applications received after the 31st October 2022 may be considered as on time, under exceptional circumstances only, and when evidence is provided to support this. For example;

- If any medical or social circumstances within the family change after 31st October 2022 that means you feel your child would need a place at a particular school,

Applicants who want their application to be considered after the 31st October 2022 as an “on-time” application under exceptional circumstances should contact Admissions Services and provide supporting evidence to: schooladmissions@wokingham.gov.uk

The ability to make vital amendments will be dependent on the stage of the process.

If no evidence is provided it will be reasonably assumed that an application could have been made by the closing date and the application will not be processed until after the offer date and main allocation of places.

Applications made after the offer date but before August 31, 2023.

All late applications will be processed by the application of the admissions criteria where necessary. Where possible a place will be offered at a preferred school with places available. If this cannot be achieved a place will be allocated at the designated area school (if there are places available) or the nearest or most accessible school with places to the home address if they live in the Wokingham borough. No offer will be made to those children living outside of the borough as it is the responsibility of the home authority to provide a school place. Parents retain the right of appeal.

Change of preference

Parents who wish to amend their application before the closing date will be allowed to do so if they put their request in writing to the school admissions team or amend their online application by the closing date.

Parents who wish to amend their application after the closing date should put their request in writing to the school admissions team. No consideration will be given to their request until after the offer date.

It should be noted that if an alternative school place has been allocated by the local authority as no parental preference received by the closing date could be met, any changes of preference can adversely affect access to assistance with school transport.

Admission to upper schools (with an entry age after 11) e.g., year 9 or year 10 transfer

These arrangements will be managed centrally by Wokingham Borough Council. Applications for parents wishing to apply for a place for schools which have a separate admissions number in year 9 or year 10 will be accepted in the same way as it would for the normal admissions round. Co-ordination will be held with other local authorities where preferences are expressed for schools in their area or for preferences expressed for The Forest School, year 10. The maintaining local authority will inform Wokingham Borough Council if a place is to be offered in one of its schools and Wokingham Borough Council will do likewise if a place can be offered at The Forest School. Wokingham Borough Council will inform its parents of the outcome of their application.

Sixth Form Admissions

As with admissions at statutory school age, parental preference will be met where possible. Admissions are managed by each school locally but must comply with the School Admissions Code. Wokingham Borough Council has proposed admissions arrangements for community and voluntary controlled schools that include a model sixth form admissions policy. Each school may modify that policy to set out course requirements and criteria i.e., minimum entry qualifications, responsibility for which is currently delegated to schools, together with any additional school-specific information. Policies will be published in individual school prospectuses. Admission numbers are published for sixth form admissions at community schools. The proposed model policy can be found on the Local Authority website.

All applicants refused admission to school sixth forms are entitled to appeal to an independent appeal panel.

Oversubscription Criteria Community Secondary Schools

Children with statements of special educational needs or an Education, Health and Care Plan that name a school in the statement or plan are required to be admitted to the school that is named. The admissions authority does not have the right to refuse admission.

The following oversubscription criteria in order of priority have been agreed for applications when a community secondary school (The Bulmershe, The Emmbrook Schools) receives more preferences than places available. All preferences will be treated on an equal basis.

Within the admission arrangements for all community and voluntary controlled schools, looked after and previously looked after children will receive the top priority for a place.

A. *Looked after and previously looked after children are considered to be;*

- Children who are in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989, e.g., fostered or living in a children's home, at the time an application for a school is made; and
- Children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989 and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).
- Children who appear (to the local authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child will be regarded as having been in state care outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. The parent/carer will need to provide evidence to demonstrate that the child was in state care outside of England and left that care as a result of being adopted

Places will be allocated under this criterion when places are first offered at a school and the local authority may also ask schools to admit over their published admission number at other times under this criterion. (See note 1).

- B. Families who have exceptional medical or social needs as the grounds for their child's admission to a particular school **(see note 2)**
- C. Children whose permanent home address is **inside** the schools' designated area and who has a sibling at the school at the time of application; who is expected to be attending the school when the child will enter the school **(see notes 3 and 4)**
- D. Children whose permanent home address is inside the schools' designated area.
- E. Children whose permanent home address is **outside** the schools' designated area and who has a sibling at the school at the time of application; who is expected to be attending the school when the child will enter the school **(see notes 3 and 4)**
- F. Other children

Note 1

Looked after children are those who are in the care of a Local Authority or are being provided with accommodation by a local authority in England in the exercise of their social services functions.

Previously looked after children are those who immediately after being in care (as defined above) became subject to an adoption order, child arrangements order or special guardianship order. They are also those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Applications for looked after children must be completed by the designated social worker.

If you are making an application for a previously looked after child, who immediately after being in care became subject to an adoption order, child arrangements order or special guardianship order, you will need to attach to your application one of the following pieces of evidence:

- **Special guardianship order** – This order appoints one or more individuals to be a child's special guardian(s). Refer to [Section 14A of the Children Act 1989](#).
- **Child arrangements order** – This order settles the arrangements of the person the child is to live with. Refer to [Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014](#). Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.
- **Adoption order** – Refer to [Section 46 of the Adoption and Children act 2002](#) or [Section 12 of the 1976 Adoption Act](#).

If you are making an application for a previously looked after child who was in state care outside of England and ceased to be so because of being adopted, you will need to include with your application, evidence of the following:

- that your child has been adopted and;
- that your child was previously in state care outside of England (in the care of or accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society) immediately before being adopted.

Evidence must be sent to the Admissions Team by the deadline for evidence. Send the whole document, as priority cannot be given without it. The applicant should note, that by applying under Criterion A they understand that Wokingham Borough council School Admissions Team may obtain additional confirmation of the child's 'Looked After'/'Previously Looked After' status, either via the Local Authority where the child was taken into care, or the residential authorities' duty/triage/social care department

Note 2

When submitting applications under criterion B (exceptional medical or social needs as grounds for a child's admittance to a particular school), this must be supported by written evidence from an independent professional aware of the case relating to the child, parent/carer or other children living at the same address (e.g. doctor, hospital consultant or psychologist for medical grounds or registered social or care worker, housing officer, the police or probation officer for social needs). This evidence must be specific to the school in question; it must show why that school is the most suitable; what facilities will benefit the child, and why no other school can offer the same support.

Your application cannot be considered ***under Oversubscription Criterion B*** if you do not declare that you are applying under this criterion, and you do not provide written independent professional evidence. All supporting documentation must be received by 31 December 2022 for consideration prior to the main allocation of places. An admissions panel will consider the supporting evidence provided and will advise the applicant of its decision; the panel's decision is final. Any evidence received by the school admissions team after 31 December 2022 will not be considered in the main allocation of places but may if agreed by panel; affect the applicant's position on a school's waiting list after offer day.

It should be noted that all schools have the resources to work with special educational needs and common childhood complaints such as asthma or allergies.

Note 3

Your child will have higher priority if they have an older brother or sister at the school you are applying for. The older child must still be at the school when the younger child starts.

'Sibling' refers to brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, foster brother or sister or the child of the parent/carer's partner where the child for whom the place is sought, is living in the same family unit at the same address as the sibling. A sibling relation does not apply when the child currently on roll will leave the school before the sibling starts.

It includes children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending.

Note 4

Occasionally a parent with more than one child can express a preference for their designated area school(s) for the older child, but the local authority is unable to meet this preference. The local authority will then allocate a place at a lower ranked preferred school or the closest available school with places. In this case, the parent may then prefer to send younger sibling(s) to the same school as the older child attends. In such instances, the allocated school may be regarded as if it were the designated area school for subsequent siblings and would be treated as meeting criterion C (sibling resident inside the designated area). **This does not apply however if there is a change of preference after an offer of a school place has been made.**

Parents must notify the school admissions team at the time of application that they consider this exception applies. Where there is an application for the actual designated area school(s), designated area status would still be applied.

The authority has sought to make the above criteria as objective as possible. However, for category B and any other cases where judgement is needed as to which criteria the application meets, a panel of at least two officers will consider the application and supporting evidence. The panel's decision and reasons will be recorded, for the purposes of informing the parent and any subsequent appeal.

Tie Breaker

If there are more applicants within each criterion, radial (straight line) distance from home to school will be used as a tie-breaker and will be measured using the local authority's computerised geographical information system. The Council has a standard method of measuring home to school distance in a straight line using the LLPG (Land and Property Gazetteer) eastings and northings to measure the distance between the address point of the child's home address and the agreed point at the school.

For applicants who live the same distance from the school, random selection by the drawing of lots is used as a final tie-breaker.

If a parent applies for entry into a year group for more than one child, (except for twins and children from multiple births who are an exception to Infant Class Size regulation) and there is more than one child that is measured at the same radial distance to the school, with only one place available, a random selection by the drawing of lots is used as a final tie-breaker to decide which child should have the place. The remaining applicants will be added to the wait list in accordance with the published oversubscription criterion.

Measuring home to school distance: We use the Capita ONE system to calculate the distance from your child's home (the start point) to the school (the end point). This system calculates the distance in miles to three decimal places.

Please note that you cannot compare distances produced on the local authority's Capita ONE system to those calculated using any personal or online geographical information system software you may have access to such as satellite navigations system or Google maps.

Twins and Multiple Births

Where the parent has made the same preferences of school and, through the normal operation of the admission arrangements, the last available place has been allocated to one twin or child from a multiple birth, the other twin or children from the multiple birth will be offered a place at the school. In such circumstances, both the PAN and the infant class size limit would be exceeded. The other sibling(s) would remain as exceptions to the Infant Class Size Legislation for the time they are in an infant class or until the number in the year group falls back to the PAN.

Designated Areas

The designated area for each school is now held electronically and can be viewed through the Council's website. These electronic maps represent the definitive descriptions of community secondary school designated areas for the purposes of admission arrangements and oversubscription criteria.

Living in the designated area does not guarantee a school place, as there may be more applications from parents living in the designated area than places available.

Residency Requirements

Home address

Applications are processed based on the child's single permanent home address living with parent(s) or a carer/legal guardian at the closing date for applications. An address will not be accepted where the child was resident other than with a parent or carer unless this was part of a private fostering or formal care arrangement.

Checks will be made to determine whether an address declared on the application form is that of a second home with the main home being elsewhere. Some residential arrangements will be considered temporary arrangements. The Council will consider the available evidence to determine if, on the balance of probability, the declared home address is the child's permanent home.

Where the applicant, or their partner or spouse reasonably considered to be living with them as a single-family unit own another property, have previously lived in it and chose not to live in it (including where a home is rented out to a third party) the owned property will ordinarily be considered to be the permanent home.

Special circumstances that might lead to the declared address being considered as a permanent home despite another home being owned or otherwise available for occupation will need to be declared at the point of application by parents. Without being exhaustive these might include:

- An owned property being a considerable distance from the preferred school, indicating that the family had permanently relocated to the new home, or
- That the owned property is uninhabitable and cannot reasonably be made habitable in the period leading up to admission to the school or
- That the owned property is in the process of being sold and the family live permanently in the declared property or
- That following divorce or separation the family home cannot be occupied by the applicant or otherwise treated as the child's permanent home

Where the declared address is rented, and the applicant has no claim on any other property the declared address may be considered a temporary address if there is evidence the applicant has chosen to rent the property solely for the period necessary for a child to be admitted to a particular school.

Applicants should note that should any evidence arise after a child has been offered a place or admitted to a school that indicates that the declared home was not a permanent home, the place may be withdrawn, even when a child has started school.

Reference to council tax records will be made to determine a single address for consideration of a place under criteria C or D. It is for the applicant to satisfy the local authority **or own admission authority** that they live at the address stated.

After allocation, if an applicant moves from the property, they have used in their application to another property which is within or nearer to the designated area of the preferred school; the address of the property they originally owned and declared on application will be the address used for determining their designated area, unless this house has been sold or rented out for 12 months prior to the closing date for applications.

Applicants will be asked to declare that the address used is expected to be their place of residence beyond the date of the pupil starting school. Applicants are required to advise of any change of circumstance at any time prior to the child starting school. If you do not declare such arrangements, or a different address is used on the application where the child does not usually live; it will be considered that a false declaration has been made and it may be decided to decline to offer a place at a particular school, or to withdraw the offer of a place. In deciding whether a place was allocated based on a misleading or fraudulent application, an admissions panel will consider any supporting evidence, giving reasons why the move was necessary prior to the child starting school.

It is important to declare if there is to be a change of address prior to the child starting school. If the applicant already own a property which is in the process of being sold, we can accept the address of the new property only on submission of the appropriate evidence in support e.g., exchange of contracts letter on both the new property and, where possible, disposal of their current property. **The deadline for submission of evidence to support a move is 31st December 2022.** If the move takes place later or evidence is submitted later, the local authority will only be able to consider this information after the initial allocation of places has taken place and treat the new address for waiting list purposes.

Temporary Addresses

A temporary address cannot **ordinarily** be used to obtain a school place. Temporary addresses will only be considered where evidence is provided of a genuine reason for the move. **Without being exhaustive**, special circumstances that might lead to a temporary address being considered might include:

- A family's principal home is unoccupiable because of fire or flood
- A family does not have access to a permanent or principal home in the borough. This may be because;
 - The family are refugees;
 - They are looked after children;
 - Families have faced eviction

Temporary address will be used until a permanent address is confirmed at which point an application/allocation would be revisited

The local authority reserves its right to carry out further investigation and require additional evidence and to reject applications or withdraw offers of places, if it believes it has the

grounds to do so. In such cases, the applicant will have recourse to putting their application through the independent appeals process.

Moving house

If a family moves house before the application deadline, the online application must be amended or a new paper application form submitted, and evidence of the new address sent to the school admissions team.

If the evidence is sufficient, a new address will be considered for an application. Schools named on an application may also be changed if they are no longer appropriate.

Address evidence

If moving to or within the Wokingham Borough, evidence that the family are living in the new address will be required. Please refer to the list below for the evidence required depending on the type of move.

If moving to another Local Authority, deadline dates for submission of this evidence may vary.

If moving to or within the Wokingham Borough, address evidence received after 31st December 2022 cannot be considered for the initial offer of places. It will be used to communicate the outcome of the application and for waiting list purposes after national offer day where required.

Buying a new home

- A solicitor's letter confirming exchange of contracts
- If purchasing a new build, in addition to the above, provide evidence that the family will be living there before the child's expected start date, for example, a letter from the developer confirming a build completion date. Documents evidencing the ownership or purchase of a plot of land will not be accepted.
- A copy of the applicants updated driving license, proof of registration at the local Drs/Dental surgery; Letters addressed to the applicant at this address; utility bills; banks statements (financial details redacted), etc. **Please note supplying only utility bills is not sufficient, as maintaining a house is not proof of occupation.**

Renting a property

- Signed tenancy agreement, usually for a period of 12 months or more (the period of the tenancy must extend beyond the date of the child's admission)
- A copy of the applicants updated driving license, proof of registration at the local Drs/Dental surgery; Letters addressed to the applicant at this address; utility bills; banks statements (financial details redacted), etc. **Please note supplying only utility bills is not sufficient, as maintaining a house is not proof of occupation.**

Returning to owned property

- Evidence of ownership of the property, i.e., the current financial year's council tax letter or recent utility bills (gas, water, electric)
- Date of intended move and evidence that the property is available to move into, for example, a signed tenancy agreement showing the end date of the tenancy
- A copy of the applicants updated driving license, proof of registration at the local Drs/Dental surgery; Letters addressed to the applicant at this address; utility bills; banks statements (financial details redacted), etc. **Please note supplying only utility bills is not sufficient, as maintaining a house is not proof of occupation.**

If the last place of residence falls within a 20-mile radius of the Wokingham Borough, additional evidence will be required to show an address has been fully disposed of. The evidence required will be proof contracts have exchanged or a copy of the end of tenancy arrangements. If neither of these are applicable to your circumstances, please contact the Admissions team for advice.

Split living arrangements

When a child lives with one parent for part of the week and another for the rest of the week only one address will be accepted for a school admission application. This will normally be the one where the child wakes up for the majority of school days (Monday to Friday).

Where shared care arrangements are in place and the child's time is split between two homes it may be necessary to establish the permanent home address for the child. In certain circumstances parent/carers will be asked to write to the LA stating the number of days each week the child spends with them. The LA may ask for evidence of which parent/carer was in receipt of child benefit at the point of application. If the parent/carer is not in receipt of child benefit, the LA will ask for proof of benefit award notices, such as Tax Credit Award Notices and will ask for evidence of the child's registered address with the GP at the point of application. If the child's home address cannot be verified the LA reserves the right to request further documentary evidence to support any claim of permanent home address.

The Local Authority (LA) reserves the right to request further proof, to establish the home address, as fit the individual circumstances.

Only one application must be submitted. If more than one application is received, or we are made aware of a dispute between parents, we will place all applications on hold until:

- one joint application is made, signed by all parties; or
- written agreement is provided from both parents; or
- a court order is obtained confirming which parent's application carries precedence

The information provided to determine the home address to be used will be considered by an admissions panel of at least two officers and their decision is final.

Applicants from abroad

Overseas nationals entering the UK who wish to apply for a state-funded school, must check that they have a right of abode, or the conditions of their visa otherwise permit them to access a state-funded school before making their application.

It is the responsibility of parents to check that they and their children have a right of abode in the UK or their children have a right, under their visa entry conditions, to study at a state-funded school.

If a child is entitled to access a state funded school, evidence of the move to the area, with an application must be provide. **Please refer to page 46 & 47 of our address evidence section to find out what evidence is required.**

The address used will be the address where the child is living at the closing date for applications unless evidence is provided that the family is returning to a property that they own in the borough by **31st December 2022**. Third party written evidence confirming the details and timing of the relocation will be required. Adjustments will be made to any waiting lists, if the family returns later, prior to the start of school. Further advice on the documentation required can be obtained from the School Admissions Team.

Returning Crown Servants and Armed Forces Personnel

Families of Crown servants returning from overseas to live in the Wokingham Borough or applicants relocating in the armed forces may apply for a place in advance of their move provided the application is accompanied by an official letter confirming the posting to the UK and the expected relocation date.

If you are applying for your child to start school for the first time, transfer from infant to junior school or to start secondary school in September 2023 and are relocating to the Wokingham Borough from **elsewhere in England** you must:

- complete the application form from the local authority where you live
- send a copy of the official MOD, FCO or GCHQ letter declaring your relocation date and future home address, unit postal address or quartering area address to your home authority by the relevant deadline. Your home authority will co-ordinate your application with the local authority for your future address

If you are applying for your child to start school for the first time, transfer from infant to junior school or to start secondary school in September 2023 and are relocating to the Wokingham Borough from **overseas** you can:

- apply using Wokingham's online application form (paper forms are also available on request)
- send a copy of the official MOD, FCO or GCHQ letter declaring your relocation date and future home address, unit postal address or quartering area address to the Admissions Team by the relevant deadline.

If we receive your application **within** the agreed application dates, and you provide an official letter that declares a relocation date and a Unit Postal address or Quatering area address, then, when considering the application against the oversubscription criteria, we will, where possible allocate your child a place in advance of your family arriving.

If you are applying for an immediate school place (in-year application) you must:

- complete the in-year application form
- send a copy of the official MOD, FCO or GCHQ letter declaring your relocation date and future home address, unit postal address or quatering area address to the Admissions Team

There is no guarantee that a place will be available at a preferred school. Each application will be considered in line with the school's admissions criteria.

Applications after the normal admissions rounds (In-Year applications)

A separate scheme has been proposed to co-ordinate admissions outside of the normal admissions rounds.

Admission numbers for 2023/2024

SECONDARY SCHOOLS	PUBLISHED ADMISSION NUMBER
Bohunt School Wokingham *	240*
The Bulmershe (Community School)	240
The Emmbrook *	210*
The Forest*	210*
The Holt*	240*
Maiden Erlegh*	278*
Oakbank School*	112*
The Piggott CofE*	206*
St Crispin's *	200*
Waingels College*	240*

There is no longer a requirement to consult on an increase in admission numbers for individual schools. This table may be amended when admission arrangements are determined.

In some cases, there may be proposals associated with schemes for school expansion which require separate statutory determination. These expansions are subject to separate consultation in parallel with consultation on school admission arrangements. If the school expansions are not approved prior to the determination of the local authority's admission arrangements; the original admission number as stated in this table will be determined, but this may be varied at a later stage (as a permitted variation) to implement the school

expansion proposals, if approved. Admission numbers may also be increased by the admission authority after determination where there is due to an unforeseen major change in circumstances.

*Own admission authority schools included for completeness; this is subject to determination by the individual school governing body / academy trust.

D) SCHEME FOR NEW SCHOOL INCLUSION IN CO-ORDINATED SCHEMES

New schools may be included as part of the co-ordinated scheme where requested by the sponsor and with the agreement of the local authority. Parents will have the opportunity of applying for new schools as part of the co-ordinated admissions scheme where initial approval is given by the Secretary of State for Education prior to the production and publication of the Parent's Guide (publication required by 12 September in the year prior to entry).

Parents must apply to Wokingham Borough Council, by including the school(s) as a preference on the application form as part of the co-ordinated admissions scheme. The application must be returned, or submitted online, to Wokingham Borough Council by the national closing dates: January 15, 2023 (primary) or October 31, 2022 (secondary).

Parents living in the Wokingham borough applying online will be able to select the school(s) from the list of names. It will not be possible to select the school by the school number as this is only issued after the signing of the Funding Agreement.

Parents applying for the school living outside the borough, will be able to do so outside the co-ordinated admissions scheme by completing a paper application (which will be made available by the school) and only listing the school as a preference. Preferences for other state-funded (excluding special schools) Wokingham borough schools must be included on the application form available from the home authority.

Applications will be forwarded to the sponsor for ranking purposes in line with the dates within the scheme.

When final approval to open has been given by the Secretary of State for Education made by the issuing of the Funding Agreement prior to March 24, 2023 (primary) or January 29, 2023 (secondary); offers for the schools will be made by Wokingham Borough Council on behalf of the academy trust board of each school on national offer day and parents will be asked to confirm acceptance within 14 days.

If the Funding Agreement is not signed by the above date, the application for any proposed school will then be considered outside the co-ordinated admissions scheme. Preferences expressed for the proposed new schools will not impact on the application to existing schools as part of the application process, other than by using a preference. Parents will receive an offer of an existing established school on the national offer day, taking into account the other school preferences listed on the application form, and parents will be notified separately regarding their application for the proposed new school(s) on the same date. As a result, parents may receive at least two school place offers and parents will be asked to accept or decline the offer for the existing established school place within 14 days. Letters will also be written by Wokingham Borough Council on behalf of the schools to those parents who applied living outside the borough.

Two school place offers may be held until final approval has been given to open. The school admissions team will notify parents holding a provisional place when a final offer can be made

and it is at that point that parents will be asked to confirm which school place will be accepted; whether the child is to remain on any other preferred school waiting lists or what alternative arrangements are being made for the child's education. If accepting a place at a new school, the original school allocation will be withdrawn, and the waiting list will be used to allocate to the vacancy.

Parents living outside the borough will be notified when a final school place offer can be made and if accepted, the local authority will then notify the home local authority of the acceptance.

If unsuccessful, parents will be notified of their right of appeal and given details on how to do so.

E) RELEVANT AREA

There is a statutory requirement for the local authority to set a 'relevant area' for consultation on school admissions matters, and to review it every two years. The relevant area may be either the local authority area, or may be a lesser or greater area, provided that every part of the local authority's area must be covered by one or more such areas.

The local authority has previously decided that the relevant area should be co-terminus with the Wokingham Borough boundary. This is in line with decisions taken by neighbouring unitary authorities. This existing arrangement has worked well and cross border issues have been addressed through reciprocal consultation and in some cases by attending each other's school admissions forums.

Consultation arrangements based on the Relevant Area, taking account of amendments to other legal requirements (introduced under the Education and Skills Act 2008), will be as follows:

Where Wokingham is the admissions authority, the authority will consult on its admission arrangements with:

- Wokingham School Admissions Forum (or alternative body if adopted)
- All Wokingham Borough maintained community and voluntary controlled primary and secondary schools
- All own admission authority schools within the Wokingham Borough
- All neighbouring Local Education Authorities
- Diocesan Authorities
- Relevant parents
- Other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed arrangements

In turn, where the governing body of a school in the borough is the admissions authority, consultation on admissions arrangements should take place with:

- The local authority
- Wokingham School Admissions Forum (or alternative body if adopted)
- All primary or secondary schools within the borough (except that primary schools need not consult secondary schools)
- Any other local authority whose area comes either within Wokingham's relevant area, or within 8 kilometres of the school if secondary, or 3.2 kilometres if primary
- Diocesan Authorities
- Other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed arrangements
- Relevant parents

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WOKINGHAM BOROUGH COUNCIL

Local co-ordinated **in-year admissions** scheme for community and voluntary controlled primary and secondary schools in the Wokingham Borough **2023/2024**

This includes Local co-ordinated in-year admissions scheme for own admission authority schools where there is agreement to do so

INTRODUCTION

This is the proposed scheme for the local co-ordination of in-year admissions for the 2023/2024 academic year across the Wokingham Borough. Whilst there is no requirement in the School Admissions Code to co-ordinate in-year applications, a local co-ordinated scheme will be in operation for community and voluntary controlled schools for which the local authority is the admissions authority and for own admission authority (e.g., Academy or voluntary aided) schools where there is an agreement to do so.

Where own admission authority schools do not wish to be part of the Wokingham Borough Council co-ordinated scheme, a single preference common application will be produced for completion by parents for schools outside the scheme to enable parents to apply direct to the preferred school and those schools will be required to notify the School Admissions Team of both the application and its outcome, advising parents of their right of appeal against any refusal of a place.

Own admission authority schools may currently be consulting on any changes to their admission arrangements and all own admission authority schools will determine policies indicating whether they require applications direct to the school or as part of the coordinated scheme via the local authority.

IN-YEAR ADMISSION ARRANGEMENTS

This scheme applies to applications for Wokingham Borough schools included in the scheme. Parents who are moving to the Borough should provide documentary evidence of a move to the borough for example, exchange of contracts, signed rental agreement or posting order in the case of service families or an official letter notifying relocation date for Crown servants. It applies to the admission of a child to a relevant age group where it is submitted on or after the first day of the school year of admission or for the admission of a child to an age group other than a relevant age group.

For schools within the Wokingham Borough, a relevant age group means:

- children transferring from primary to secondary school into year 7
- children transferring from infant to junior school into year 3
- children starting school in foundation two (F2) Reception

The scheme does not apply to:

- admission to school sixth forms
- admission to nursery or foundation stage units into foundation one (F1)
- middle school or years 9 or 10 transfers

Responsibility for admission to school sixth forms or admission to nursery or foundation stage units for foundation one (F1) has been delegated to community and voluntary controlled schools, although a model policy will be provided by the council for community and voluntary controlled schools' use.

Applications for middle schools (with an entry age before 11) will be treated the same way as primary school transfer. Applications for upper schools (years 9 or 10 - with an entry age after 11) are to be treated the same way as the secondary transfer. Separate application forms will be made available.

TIMING OF APPLICATIONS

Applications will be considered **half-a-term** in advance of the place being required. For entry to school at the start of term or half-term, an application will need to be received by the School Admissions Team, **15 school days in advance of the commencement date**. With the exception of Crown service, service families or look-after children

any applications received in advance of this will not be processed, and a new application will need to be submitted.

It is our intention that all applications should be processed, and the outcome of the application made within **15 school days** from receipt of the application. This is subject to

confirmation, if applying for an own admission authority school that a place can be offered, whichever is the latter. Allocation or refusal letters will be emailed where an email address has been supplied on the application form, or alternatively sent by second class post.

MAKING APPLICATIONS

Applications must be made using the Wokingham Borough application form to apply for schools within the borough. The common application form is available on request or can be downloaded at: www.wokingham.gov.uk/admissions. An online application facility is available for parents to apply via the council's website. An application form allowing a single preference will be available for own admission authority schools outside the scheme.

Parents may express up to **four** preferences for schools within the scheme, listing those preference in ranked order and giving their reasons for those preferences.

Where a place is available for a child at more than one school, Wokingham Borough Council will offer a place at whichever of these schools is their highest preference.

The School Admissions Team will pass on applications and any supporting information provided by the parent for any own admission authority schools **within the scheme** to their governing bodies so that they can make a decision about the application. The governing body should make decisions regarding applications within five school days of receipt. The governing body will then inform the School Admissions Team who will advise the offer or refusal on their behalf. There may be a delay during school holiday periods as the school may not be contactable.

In line with the School Admissions Code, own admission authority schools – academy and voluntary aided schools – may choose to admit pupils separately, but they **must**, on receipt of an in-year application, notify the local authority of both the application and its outcome, to allow the local authority to keep up to date figures on the availability of places in the area. If the admission authority chooses to admit a pupil separately, they **must** inform parents of a decision in writing within 15 school days of an application and also of their right to appeal against the refusal of a place.

Each preference will be considered against the admissions authority's oversubscription criteria if necessary and, where more than a single school place could be offered, the place will be offered for the highest ranked preference.

Where applications are refused, parents will be advised of their right of appeal. Where a place has been refused by Wokingham Borough Council or for schools, who are their own admissions authority within the Borough, reference must be made to the Council's website for details on how to appeal.

A place will be offered at an alternative school (the designated area school or most accessible school with places available) where the parent can provide evidence of their move to or

within the Wokingham borough, and parents will be advised of their right of appeal for their preferred school(s).

No offer of an alternative school place will be made where no change of address is made, unless requested to do so.

OUT OF BOROUGH APPLICATIONS

Wokingham Borough Council will not accept applications from other local authorities where their resident applies direct to them. Applications must be made direct to Wokingham Borough Council on its in-year application form. Where further information is required to support the application, liaison will take place direct with the parent. Wokingham Borough Council will respond to the parent, in writing, the outcome of their application. If the place is declined, the parent will be advised of their right of appeal.

Where parents are moving out of the borough; parents should apply direct to that local authority or to the individual school concerned depending on the arrangements in place in that area.

ADDITIONAL INFORMATION TO SUPPORT APPLICATIONS

Where an applicant is proposing to move to the Borough, evidence will be required to support their application, for example signed rental agreement or exchange of contracts, families of service personnel or an official letter notifying relocation date for Crown servants, families applying from abroad or from areas of the country other than England. Evidence may also be required of the disposal of the previous property (particularly where the home address is within 20 miles of the borough).

Additional information will be required for applicants applying from abroad to verify right of abode (e.g., entry visa and passport details). It should be noted that a child moving from overseas with a right to live in the UK with parents may attend a maintained school. This does not apply where the stay is so short (e.g., less than six weeks) that it would not be practical for the child to attend school (e.g., holidays or short visits).

Supporting evidence will be required to meet some oversubscription criteria, please see the notes to each criterion for further information.

For own admission authority schools within the scheme, supplementary information forms (SIFs) may be required to support an application. SIFs are available for download at: www.wokingham.gov.uk/admissions or the school's website. Alternatively, the forms are available on request from the school. SIFs must be returned direct to the school concerned and the application made to Wokingham Borough Council. It is the responsibility of parents to determine whether a SIF is required to support an application and to complete and return in accordance with the published arrangements of that admissions authority.

To determine and support applications made under Fair Access Protocol; the current school may be requested to provide further information. Where requested, the school is asked to advise the School Admissions Team within three school days of the request for information.

RECEIPTS FOR/ACKNOWLEDGEMENTS OF APPLICATIONS

An acknowledgement is automatically sent for applications made online and can be sent for those who apply via email.

Offers

On receipt of the application, consideration will be given to all school preferences and where potentially a place can be offered at more than one school preference, the single offer will be for the school ranked highest.

The offer of a place in a Wokingham borough school must normally be taken up within the declared half-term. Failure to take up the offer of a place during this time will mean that the offer is withdrawn, and the place released. Exceptions can only be made where the parent provides documentary evidence that the delay is unavoidable, through no fault of their own, or in the case, of Crown Service, service families or looked-after children.

In accordance with the School Admissions Code, admission will be deferred to the start of a term or half-term for the following categories of in-year admission:

- those that do not require a house move
- those where there is no reasonable need for an immediate move
- those allocated from waiting lists

It is envisaged that children normally would be admitted to school during a school term in the following circumstances only:

- a) those applying as a result of a house move i.e. unable to take up a place earlier due to living at a distance from the school
- b) those applying and unable to take up a place earlier due to ill health or other reasons beyond parents' control
- c) applications under the Fair Access Protocol

The benefit of moving the admission of children to the start of term or half-term is to minimise the disruption to their own and other children's education.

Places will be offered on the basis of the child's chronological age. Where a child is in a different year group and not already attending a Wokingham Borough maintained school, supporting documentation will be required from the child's current school giving reasons for this for consideration by an admissions panel. (See page 16 - Children working out of the

normal year group). Places can only be allocated to children working outside their normal year group with the consensus of the receiving school.

It is recommended that parents refer to the relevant admissions' authority's literature to understand how places are allocated and the process for handling their application prior to applying for a school place. For places in the Wokingham borough, a Parent's Guide will be issued on request and will also be available at: www.wokingham.gov.uk/admissions.

There is no guarantee that a place will be available at either a designated or a preferred school.

ACCEPTANCE OF SCHOOL PLACE

The offer letter will inform parents that they are required to accept or decline the place offered within 14 days from the date of the letter. Failure to accept the place offered will result in one further written reminder and failure to respond within the required timescale will result in the offer being withdrawn.

Any offer of a school place will be made to start during the current half-term or during the next half-term. Failure to start within this timescale will result in the offer of a school place being withdrawn.

The letter of offer will specifically request parents to advise the School Admissions Team if the place is not being accepted for any reason. If the child is living in the Wokingham borough and the parent is not accepting the offered place, they should advise what alternative arrangement has been made for the child.

AVAILABILITY OF SCHOOL PLACES

Parents may express a preference for up to **four** schools within the scheme and consideration will be given to each preference. It should be noted that where parents apply in-year, this means that places are being sought for year groups that have been allocated during the general transfer rounds:

- primary to secondary (moving from year 6 in a primary school to year 7 in a secondary school);
- infant to junior (moving from year 2 of an infant school to year 3 of a junior school) and
- Starting school into Foundation 2 (F2) Reception.

Each of these transfer groups have their own admissions schemes, with deadlines for the receipt of applications and a date on which offers of places will be made. Details of these transfer groups are available at: www.wokingham.gov.uk/admissions.

Wokingham Borough schools are popular so it is likely that a preferred school may be full. It is recommended that parents express more than one preference to maximise the extent to which preferences can be met.

Places cannot be held open for those applicants moving to a school's designated area and there is no guarantee that a place will be available at preferred schools.

It is advisable to contact the School Admissions Team prior to any house move to determine where there are school places and to verify the new home address' designated area if this is important to you. It should be noted that the information given is only current on the date you contact us and is subject to change as applications are received daily and places are allocated from waiting lists. Designated areas may change through the annual consultation and determination of admission arrangements.

As the local authority must, on request, provide information to a parent about the places still available in all schools within its area; all schools within the Wokingham borough are required to advise the School Admissions Team when places become available and the numbers on roll monthly.

Confirmation of school designated areas for each address in the Wokingham borough is given at: www.wokingham.gov.uk by visiting the 'find my nearest' section from the front page, keying in your address and scrolling down to the 'education and youth' section.

ADMISSION NUMBERS

Each school has a published admission number for each year group, which limits the places that can be offered, and all admissions are subject to places being available.

The limits are set on admission numbers, taking into account the school's net capacity and/or suitability of accommodation, and are designed to ensure that children receive an 'efficient and effective' education.

We are unable to allocate over a school's admissions number as too many children being admitted to a particular school could lead to overcrowding or pressure on facilities and other resources. The only exception is made where places are allocated under the Fair Access Protocol. The Fair Access Protocol is agreed with schools locally and any changes will be consulted on with schools within the Borough separately.

Details are available at: www.wokingham.gov.uk/admissions or copies of the protocols may be obtained on request to the School Admissions Team.

At Key Stage 1 (F2, Year 1 and Year 2), legal limits have been imposed on the size of infant class sizes, for these children the maximum class size is 30 to one qualified teacher. The Fair Access Protocol cannot apply in this instance except for the operation of waiting lists.

OVERSUBSCRIPTION CRITERIA (CATEGORIES FOR ADMISSION) FOR COMMUNITY AND VOLUNTARY CONTROLLED PRIMARY SCHOOLS

Children with statements of special educational needs or an Education, Health & Care Plan that name a school in the statement or plan are required to be admitted to the school that is named. The governing body does not have the right to refuse admission.

Reference should be made to own admission school admission policies to understand the basis on which an application would be considered – these will be available on the school websites or at www.wokingham.gov.uk/admissions.

The following oversubscription criteria in order of priority will be applied when a **community** or **voluntary controlled** school receives more preferences than places available. All preferences will be treated on an equal basis.

A. Looked after and previously looked after children are considered to be;

- Children who are in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989, e.g., fostered or living in a children's home, at the time an application for a school is made; and
- Children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989 and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).
- Children who appear (to the local authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child will be regarded as having been in state care outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. The parent/carer will need to provide evidence to demonstrate that the child was in state care outside of England and left that care as a result of being adopted

Places will be allocated under this criterion when places are first offered at a school and the local authority may also ask schools to admit over their published admission number at other times under this criterion. (See note 1).

- B. Families who have exceptional medical or social needs as the grounds for their child's admission to a particular school (see note 2)**

- C. For junior school applications to transfer to year 3; children who are attending the infant school with close links with the junior school by the deadline for applications

Junior school	Linked infant school
Emmbrook Junior School	Emmbrook Infant School
Gorse Ride Junior School	Gorse Ride Infant School
Robert Piggott CE Junior School	Robert Piggott CE Infant School
St Pauls CE Junior School	Walter Infant School
Shinfield St Mary's CE Aided Junior School*	Shinfield Infant School
Willow Bank Junior School	Willow Bank Infant School

*Voluntary aided junior school included for completeness - the school's governing body's admissions policy will apply.

- D. Children whose permanent home address is **inside** the schools' designated area and who has a sibling at the school at the time of application; who is expected to be attending the school when the child will enter the school. **(See notes 3 and 4)**
- E. Children whose permanent home address is inside the schools' designated area.
- F. Children whose permanent home address is **outside** the schools' designated area and who has a sibling at the school at the time of application; who is expected to be attending the school when the child will enter the school. **(See notes 3 and 4)**
- G. Other children

Note 1

Looked after children are those who are in the care of a Local Authority or are being provided with accommodation by a local authority in England in the exercise of their social services functions.

Previously looked after children are those who immediately after being in care (as defined above) became subject to an adoption order, child arrangements order or special guardianship order. They are also those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Applications for looked after children must be completed by the designated social worker.

If you are making an application for a previously looked after child, who immediately after being in care became subject to an adoption order, child arrangements order or special guardianship order, you will need to attach to your application one of the following pieces of evidence:

- **Special guardianship order** – This order appoints one or more individuals to be a child's special guardian(s). Refer to **Section 14A of the Children Act 1989**.

- **Child arrangements order** – This order settles the arrangements of the person the child is to live with. Refer to **Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014**. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

- **Adoption order** – Refer to **Section 46 of the Adoption and Children act 2002 or Section 12 of the 1976 Adoption Act**.

If you are making an application for a previously looked after child who was in state care outside of England and ceased to be so as a result of being adopted, you will need to include with your application, evidence of the following:

- that your child has been adopted and;
- that your child was previously in state care outside of England (in the care of or accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society) immediately before being adopted.

Evidence must be sent to the Admissions Team by the deadline for evidence. Send the whole document, as priority cannot be given without it. The applicant should note, that by applying under Criterion A they understand that Wokingham Borough council School Admissions Team may obtain additional confirmation of the child's 'Looked After'/'Previously Looked After' status, either via the Local Authority where the child was taken into care, or the residential authorities' duty/triage/social care department

Note 2

When submitting an application under criterion B (exceptional medical or social needs as grounds for a child's admittance to a particular school), this must be supported by written evidence from an independent professional aware of the case relating to the child, parent/carer or other children living at the same address (e.g., doctor, hospital consultant or psychologist for medical grounds or registered social or care worker, housing officer, the police or probation officer for social needs). This evidence must be specific to the school in question; it must show why that school is the most suitable; what facilities will benefit the child, and why no other school can offer the same support.

Your application cannot be considered ***under Oversubscription Criterion B*** if you do not declare that you are applying under this criterion, and you do not provide written independent professional evidence. All supporting documentation must be received by 15 January 2023 for consideration prior to the main allocation of places. An admissions panel will consider the supporting evidence provided and will advise the applicant of its decision; the panel's decision is final. Any evidence received by the school admissions team after 15 January 2023 will not be considered in the main allocation of places but will if agreed by panel; affect the applicant's position on a school's waiting list after offer day.

It should be noted that all schools have the resources to work with special educational needs and common childhood complaints such as asthma or allergies.

Note 3

Your child will have higher priority if they have an older brother or sister at the school you are applying for. The older child must still be at the school when the younger child starts.

'Sibling' refers to brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, foster brother or sister or the child of the parent/carer's partner where the child for whom the place is sought, is living in the same family unit at the same address as the sibling. A sibling relation does not apply when the child currently on roll will leave the school before the sibling starts.

It includes children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending.

In the case of linked infant and junior schools, the application will be treated as meeting criteria D or F if the child's sibling is expected to be at either of the two schools at the time the child would enter the school. At the initial allocation, when a parent is applying for a reception place at an infant school that has both a feeder and a sibling link to a junior school and that child has a sibling currently attending Year 2 of the infant school but who will have left by the time the younger child starts, the reception applicant will be considered under the sibling criterion as part of the initial allocation. This is because, due to the feeder link, they will be expected to still have a sibling at the linked junior school at the time of admission and the parent would have made an application expressing their preference to do so.

Note 4

Occasionally a parent with more than one child can express a preference for their designated area school(s) for the older child, but the local authority is unable to meet this preference. The local authority will then allocate a place at a lower ranked preferred school or the closest available school with places. In this case, the parent may then prefer to send younger sibling(s) to the same school as the older child attends. In such instances, the allocated school may be regarded as if it were the designated area school for subsequent siblings and would be treated as meeting criterion C (sibling resident inside the designated area). **This does not**

apply however if there is a change of preference after an offer of a school place has been made.

Parents must notify the school admissions team at the time of application that they consider this exception applies. Where there is an application for the actual designated area school(s), designated area status would still be applied.

The authority has sought to make the above criteria as objective as possible. However, for category B and any other cases where judgement is needed as to which criteria the application meets, a panel of at least two officers will consider the application and supporting evidence. The panel's decision and reasons will be recorded, for the purposes of informing the parent and any subsequent appeal.

Tie Breaker

If there are more applicants within each criterion, radial (straight line) distance from home to school will be used as a tie-breaker and will be measured using the local authority's computerised geographical information system. The Council has a standard method of measuring home to school distance in a straight line using the LLPG (Land and Property Gazetteer) eastings and northings to measure the distance between the address point of the child's home address and the agreed point at the school.

For applicants who live the same distance from the school, random selection by the drawing of lots is used as a final tie-breaker.

If a parent applies for entry into a year group for more than one child, (except for twins and children from multiple births who are an exception to Infant Class Size regulation) and there is more than one child that is measured at the same radial distance to the school, with only one place available, a random selection by the drawing of lots is used as a final tie-breaker to decide which child should have the place. The remaining applicants will be added to the wait list in accordance with the published oversubscription criterion.

Measuring home to school distance: We use the Capita ONE system to calculate the distance from your child's home (the start point) to the school (the end point). This system calculates the distance in miles to three decimal places.

Please note that you cannot compare distances produced on the local authority's Capita ONE system to those calculated using any personal or online geographical information system software you may have access to such as satellite navigations system or Google maps.

Twins and Multiple Births

Where the parent has made the same preferences of school and, through the normal operation of the admission arrangements, the last available place has been allocated to one twin or child from a multiple birth, the other twin or children from the multiple birth will be

offered a place at the school. In such circumstances, both the PAN and the infant class size limit would be exceeded. The other sibling(s) would remain as exceptions to the Infant Class Size Legislation for the time they are in an infant class or until the number in the year group falls back to the PAN.

OVERSUBSCRIPTION CRITERIA (CATEGORIES FOR ADMISSION) FOR COMMUNITY SECONDARY SCHOOLS

Children with statements of special educational needs or an Education, Health and Care Plan that name a school in the statement or plan are required to be admitted to the school that is named. The admissions authority does not have the right to refuse admission.

Preference should be made to own admission school admission policies to understand the basis on which an application would be considered.

The following oversubscription criteria in order of priority will be applied when a **community** or **voluntary controlled** school receives more preferences than places available. All preferences will be treated on an equal basis.

A *Looked after and previously looked after children are considered to be;*

- Children who are in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989, e.g., fostered or living in a children's home, at the time an application for a school is made; and
- Children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989 and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).
- Children who appear (to the local authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child will be regarded as having been in state care outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. The parent/carer will need to provide evidence to demonstrate that the child was in state care outside of England and left that care as a result of being adopted

Places will be allocated under this criterion when places are first offered at a school and the local authority may also ask schools to admit over their published admission number at other times under this criterion. (See note 1).

B Families who have exceptional medical or social needs as the grounds for their admission to a particular school **(see note 2)**

- C** Children whose permanent home address is **inside** the schools' designated area and who has a sibling at the school; who is expected to be attending the school when the child will enter the school **(see notes 3 and 4)**
- D** Children whose permanent home address is inside the schools' designated area
- E** Children whose permanent home address is **outside** the schools' designated area and who has a sibling at the school; who is expected to be attending the school when the child will enter the school **(see notes 3 and 4)**
- F** Other children

Note 1

Looked after children are those who are in the care of a Local Authority or are being provided with accommodation by a local authority in England in the exercise of their social services functions.

Previously looked after children are those who immediately after being in care (as defined above) became subject to an adoption order, child arrangements order or special guardianship order. They are also those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Applications for looked after children must be completed by the designated social worker.

If you are making an application for a previously looked after child, who immediately after being in care became subject to an adoption order, child arrangements order or special guardianship order, you will need to attach to your application one of the following pieces of evidence:

- **Special guardianship order** – This order appoints one or more individuals to be a child's special guardian(s). Refer to **Section 14A of the Children Act 1989**.
- **Child arrangements order** – This order settles the arrangements of the person the child is to live with. Refer to **Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014**. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.
- **Adoption order** – Refer to **Section 46 of the Adoption and Children act 2002 or Section 12 of the 1976 Adoption Act**.

If you are making an application for a previously looked after child who was in state care outside of England and ceased to be so as a result of being adopted, you will need to include with your application, evidence of the following:

- that your child has been adopted and;
- that your child was previously in state care outside of England (in the care of or accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society) immediately before being adopted.

Evidence must be sent to the Admissions Team by the deadline for evidence. Send the whole document, as priority cannot be given without it. The applicant should note, that by applying under Criterion A they understand that Wokingham Borough council School Admissions Team may obtain additional confirmation of the child's 'Looked After'/'Previously Looked After' status, either via the Local Authority where the child was taken into care, or the residential authorities' duty/triage/social care department

Note 2

When submitting applications under criterion B (exceptional medical or social needs as grounds for a child's admittance to a particular school), this must be supported by written evidence from an independent professional aware of the case relating to the child, parent/carer or other children living at the same address (e.g. doctor, hospital consultant or psychologist for medical grounds or registered social or care worker, housing officer, the police or probation officer for social needs). This evidence must be specific to the school in question; it must show why that school is the most suitable; what facilities will benefit the child, and why no other school can offer the same support.

Your application cannot be considered ***under Oversubscription Criterion B*** if you do not declare that you are applying under this criterion, and you do not provide written independent professional evidence. All supporting documentation must be received by 31 December 2022 for consideration prior to the main allocation of places. An admissions panel will consider the supporting evidence provided and will advise the applicant of its decision; the panel's decision is final. Any evidence received by the school admissions team after 31 December 2022 will not be considered in the main allocation of places but may if agreed by panel; affect the applicant's position on a school's waiting list after offer day.

It should be noted that all schools have the resources to work with special educational needs and common childhood complaints such as asthma or allergies.

Note 3

Your child will have higher priority if they have an older brother or sister at the school you are applying for. The older child must still be at the school when the younger child starts.

'Sibling' refers to brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, foster brother or sister or the child of the parent/carer's partner where the child for whom the place is sought, is living in the same family unit at the same address as the sibling. A sibling relation does not apply when the child currently on roll will leave the school before the sibling starts.

It includes children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending.

Note 4

Occasionally a parent with more than one child can express a preference for their designated area school(s) for the older child, but the local authority is unable to meet this preference. The local authority will then allocate a place at a lower ranked preferred school or the closest available school with places. In this case, the parent may then prefer to send younger sibling(s) to the same school as the older child attends. In such instances, the allocated school may be regarded as if it were the designated area school for subsequent siblings and would be treated as meeting criterion C (sibling resident inside the designated area). **This does not apply however if there is a change of preference after an offer of a school place has been made.**

Parents must notify the school admissions team at the time of application that they consider this exception applies. Where there is an application for the actual designated area school(s), designated area status would still be applied.

The authority has sought to make the above criteria as objective as possible. However, for category B and any other cases where judgement is needed as to which criteria the application meets, a panel of at least two officers will consider the application and supporting evidence. The panel's decision and reasons will be recorded, for the purposes of informing the parent and any subsequent appeal.

TIE BREAKER

If there are more applicants within each criterion, radial (straight line) distance from home to school will be used as a tie-breaker and will be measured using the local authority's computerised geographical information system. The Council has a standard method of measuring home to school distance in a straight line using the LLPG (Land and Property Gazetteer) eastings and northings to measure the distance between the address point of the child's home address and the agreed point at the school.

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Residency Requirements

HOME ADDRESS

Applications are processed on the basis of the child's single permanent home address living with parent(s) or a carer/legal guardian at the closing date for applications. An address will not be accepted where the child was resident other than with a parent or carer unless this was part of a private fostering or formal care arrangement.

Checks will be made to determine whether an address declared on the application form is that of a second home with the main home being elsewhere. If there are two or more homes, evidence will be required as to which is the main home showing that the other property is either let out on a long term rental (6 months plus), that the property is uninhabitable, or that the address is in the process of being sold and the family live permanently in the declared property. This evidence is required to prove where an applicant was living at the time of making the application.

Reference to council tax records will be made to determine a single address for consideration of a place under criteria C or D. It is for the applicant to satisfy the local authority that they live at the address stated.

After allocation, if an applicant moves from the property they have used in their application to another property which is within or nearer to the designated area of the preferred school; the address of the property they originally owned and declared on application will be the address used for determining their designated area, unless this house has been sold or rented out for 12 months prior to the closing date for applications.

Applicants will be asked to declare that the address used is expected to be their place of residence beyond the date of the pupil starting school. Applicants are required to advise of any change of circumstance at any time prior to the child starting school. If you do not declare such arrangements, or a different address is used on the application where the child does not usually live; it will be considered that a false declaration has been made and it may be decided to decline to offer a place at a particular school, or to withdraw the offer of a place. In deciding whether a place was allocated on the basis of a misleading or fraudulent application, an admissions panel will consider any supporting evidence giving reasons why the move was necessary prior to the child starting school.

It is important to declare if there is to be a change of address prior to the child starting school. If the applicant already own a property which is in the process of being sold, we are able to accept the address of the new property only on submission of the appropriate evidence in support e.g. exchange of contracts letter on both the new property and, where possible, disposal of their current property. The deadline for submission of evidence to support a move is January 15, 2022. If the move takes place later or evidence is submitted later, the local authority will only be able to consider this information after the initial allocation of places has taken place and treat the new address for waiting list purposes.

A temporary address cannot be used to obtain a school place. Temporary addresses will only be considered where evidence is provided of a genuine reason for the move e.g. flooding or subsidence.

The local authority reserves its right to carry out further investigation and require additional evidence and to reject applications or withdraw offers of places, if it believes it has the grounds to do so. In such cases, the applicant will have recourse to putting their application through the independent appeals process.

TEMPORARY ADDRESSES

A temporary address cannot **ordinarily** be used to obtain a school place. Temporary addresses will only be considered where evidence is provided of a genuine reason for the move. **Without being exhaustive**, special circumstances that might lead to a temporary address being considered might include:

- A family's principal home is unoccupiable because of fire or flood
- A family does not have access to a permanent or principal home in the borough. This may be because;
 - The family are refugees;
 - They are looked after children;
 - Families have faced eviction

Temporary address will be used until a permanent address is confirmed at which point an application/allocation would be revisited

The local authority reserves its right to carry out further investigation and require additional evidence and to reject applications or withdraw offers of places, if it believes it has the grounds to do so. In such cases, the applicant will have recourse to putting their application through the independent appeals process.

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Address evidence

If moving to or within the Wokingham Borough, evidence **that the family are living in** the new address will be required. Please refer to the list below for the evidence required depending on the type of move.

If moving to another Local Authority, deadline dates for submission of this evidence may vary.

If moving to or within the Wokingham Borough address evidence received after 15th January cannot be considered for the initial offer of places. It will be used to communicate the outcome of the application and for waiting list purposes after national offer day where required.

Buying a new home

- A solicitor's letter confirming exchange of contracts
- If purchasing a new build, in addition to the above, provide evidence that the family will be living there before the child's expected start date, for example, a letter from the developer confirming a build completion date. Documents evidencing the ownership or purchase of a plot of land will not be accepted.
- A copy of the applicants updated driving license, proof of registration at the local Drs/Dental surgery; Letters addressed to the applicant at this address; utility bills; banks statements (financial details redacted), etc. **Please note supplying only utility bills is not sufficient, as maintaining a house is not proof of occupation.**

Renting a property

- Signed tenancy agreement, usually for a period of 12 months or more (the period of the tenancy must extend beyond the date of the child's admission)
- A copy of the applicants updated driving license, proof of registration at the local Drs/Dental surgery; Letters addressed to the applicant at this address; utility bills; banks statements (financial details redacted), etc. **Please note supplying only utility bills is not sufficient, as maintaining a house is not proof of occupation.**

Returning to owned property

- Evidence of ownership of the property, i.e., the current financial year's council tax letter or recent utility bills (gas, water, electric)
- Date of intended move and evidence that the property is available to move into, for example, a signed tenancy agreement showing the end date of the tenancy
- A copy of the applicants updated driving license, proof of registration at the local Drs/Dental surgery; Letters addressed to the applicant at this address; utility bills; banks statements (financial details redacted), etc. **Please note supplying only utility bills is not sufficient, as maintaining a house is not proof of occupation.**

If the last place of residence falls within a 20-mile radius of the Wokingham Borough, additional evidence will be required to show an address has been fully disposed of. The evidence required will be proof contracts have exchanged or a copy of the end of tenancy arrangements. If neither of these are applicable to your circumstances, please contact the Admissions team for advice.

SPLIT LIVING ARRANGEMENTS

When a child lives with one parent for part of the week and another for the rest of the week only one address will be accepted for a school admission application. This will normally be the one where the child wakes up for the majority of school days (Monday to Friday).

Where shared care arrangements are in place and the child's time is split between two homes it may be necessary to establish the permanent home address for the child. In certain circumstances parent/carers will be asked to write to the LA stating the number of days each week the child spends with them. The LA may ask for evidence of which parent/carer was in receipt of child benefit at the point of application. If the parent/carer is not in receipt of child benefit, the LA will ask for proof of benefit award notices, such as Tax Credit Award Notices and will ask for evidence of the child's registered address with the GP at the point of application. If the child's home address cannot be verified the LA reserves the right to request further documentary evidence to support any claim of permanent home address.

The Local Authority (LA) reserves the right to request further proof, to establish the home address, as fit the individual circumstances.

Only one application must be submitted. If more than one application is received, or we are made aware of a dispute between parents, we will place all applications on hold until:

- one joint application is made, signed by all parties; or
- written agreement is provided from both parents; or
- a court order is obtained confirming which parent's application carries precedence

The information provided to determine the home address to be used will be considered by an admissions panel of at least two officers and their decision is final.

APPLICANTS FROM ABROAD

Overseas nationals entering the UK who wish to apply for a state-funded school, must check that they have a right of abode, or the conditions of their visa otherwise permit them to access a state-funded school before making their application.

It is the responsibility of parents to check that they and their children have a right of abode in the UK or their children have a right, under their visa entry conditions, to study at a state-funded school.

If a child is entitled to access a state funded school, evidence of the move to the area, with an application must be provide. **Please see our address evidence section to find out what evidence is required.**

The address used will be the address where the child is living at the time of application. Third party written evidence confirming the details and timing of any relocation will be required. Adjustments will be made to any waiting lists, if the family returns later, prior to the start of school. Further advice on the documentation required can be obtained from the School Admissions Team.

RETURNING CROWN SERVANTS AND ARMED FORCES PERSONNEL

Families of Crown servants returning from overseas to live in the Wokingham Borough or applicants relocating in the armed forces may apply for a place in advance of their move provided the application is accompanied by an official letter confirming the posting to the UK and the expected relocation date.

If you are applying for your child to start school for the first time, transfer from infant to junior school or to start secondary school in September 2023 and are relocating to the Wokingham Borough from **elsewhere in England** you must:

- complete the application form from the local authority where you live
- send a copy of the official MOD, FCO or GCHQ letter declaring your relocation date and future home address, unit postal address or quartering area address to your home authority by the relevant deadline. Your home authority will co-ordinate your application with the local authority for your future address

If you are applying for your child to start school for the first time, transfer from infant to junior school or to start secondary school in September 2023 and are relocating to the Wokingham Borough from **overseas** you can:

- apply using Wokingham’s online application form (paper forms are also available on request)
- send a copy of the official MOD, FCO or GCHQ letter declaring your relocation date and future home address, unit postal address or quartering area address to the Admissions Team by the relevant deadline.

If we receive your application **within** the agreed application dates, and you provide an official letter that declares a relocation date and a Unit Postal address or Quartering area address, then, when considering the application against the oversubscription criteria, we will, where possible allocate your child a place in advance of your family arriving.

If you are applying to move your child at any other time (in-year application) you must:

- complete the in-year application form

- send a copy of the official MOD, FCO or GCHQ letter declaring your relocation date and future home address, unit postal address or quartering area address to the Admissions Team

There is no guarantee that a place will be available at a preferred school. Each application will be considered in line with the school's admissions criteria.

WAITING LISTS

Waiting lists will be maintained by the local authority for its schools where necessary, for children who were not offered a school place at a preferred school, until the end of the reception year to fill places that may become available during the school year. No account is taken of the length of time spent on a waiting list.

Positions on waiting lists may go up or down due to pupil withdrawals or new or revised applications received; therefore, waiting lists will be reviewed and revised:

- Each time a child is added to, or removed from, the waiting list.
- When a child's changed circumstances will affect their priority
- When parents respond to periodic requests to see if they wish to remain on the waiting list

Wait lists will be closed at the end of a school year, and parents will need to reapply for a place at their preferred school.

Children who are the subject of a direction by the local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol will take precedence over those on a waiting list.

Parents will be able to apply online to Wokingham Borough Council for each year if they wish to be placed on the waiting list for that year. It is the responsibility of parents to ensure that the school admissions team is informed in writing if they want their child's name to be removed from the waiting list or if their circumstances have changed from the original application.

When the normal round of admissions closes (August 31) for F2 Reception and transfer to year 3 in a junior school, the waiting list will aim to transfer to own admission authority schools by the October half term, unless the governing body indicates that they want the local authority to hold their lists and there is agreement to this.

Waiting list information will be available in accordance with the published timeline.

APPEALS

A parent, whose application is rejected, because the school is full in the required year group, has the right of appeal to an independent appeal panel. Information regarding appeals can be viewed at: www.wokingham.gov.uk/admissions or by contacting the council's Democratic Services team by telephoning: (0118) 974 6059.

Applications will be rejected if the admissions authority considers that admitting another child into an infant class (Key Stage 1) would result in a breach of the infant class legislation. Parents have the right of appeal against a decision to refuse a place at their preferred school on this basis. Parents should be aware that this situation could well apply in a number of primary (or infant) schools, particularly where they have an admission number of 30, 45 or 60 and are oversubscribed.

An Appeals Panel, where the admissions authority considers that to admit the child would force it to breach the infant class size, can only allow an appeal if it is satisfied that either:

- a) the child would have been offered a place if the admission arrangements had been properly implemented or if the arrangements had not been contrary to mandatory provisions in the School Admissions Code and/or
- b) the decision to refuse admission was not one which a reasonable admissions authority would have made in the circumstances of the case.

In the event of an unsuccessful appeal against non-admission to a school, the local authority will not consider any further admission, nor is there any automatic right to a further appeal for admission, within the same academic year (September 1 to August 31) unless there is an **exceptional** situation resulting in a significant change of circumstances relevant to the application.

Appeals are normally heard for the year group applied for, to start in that year group; if a parent wishes to appeal for the next year group (applicable after the May half-term prior to a September start), a parent will be asked to submit a new application form for that year group. The later application will supersede the previous application. Children's Services can then ensure that there are no new circumstances to take into consideration prior to the issuing of a letter refusing the school place.

CHILDREN WORKING OUT OF THE NORMAL YEAR GROUP

Children are normally allocated to their chronological year group. Requests from parents for school places outside a normal age group will be considered carefully whether for gifted and talented pupils or for those who have experienced problems, for example, having missed education due to ill health.

Each case will be considered on its own merits and circumstances and will only be agreed by a panel of officers from Wokingham Borough Council where there is consensus between the parents, schools concerned (both current and preferred) and any relevant professionals asked for their opinion by the panel, that to do so would be in the pupil's interests.

ADMISSION NUMBERS

Admission numbers for each year group will be published on the Local Authority website by 12 September 2022.

DESIGNATED AREAS

The designated area for each community and voluntary controlled school is held electronically and can be viewed through the council's website. These electronic maps have been adopted as the definitive descriptions of primary school designated areas for the purposes of admission arrangements and oversubscription criteria.

Living in the designated area does not guarantee a school place, as there may be more applications from parents living in the designated area than places available.

The Designated Area of the Farley Hill Primary School is increased to include two additional areas:

- a. Sherman Avenue, Fox Close and Archer Grove
- b. Poperinghe Way and Highfield Park

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TITLE	Gorse Ride Regeneration Project Changes to Delivery Model
FOR CONSIDERATION BY	The Executive on Thursday, 17 February 2022
WARD	Finchampstead South;
LEAD OFFICER	Deputy Chief Executive - Graham Ebers, Director, Place and Growth - Steve Moore
LEAD MEMBER	Deputy Leader of the Council - John Kaiser

PURPOSE OF REPORT (INC STRATEGIC OUTCOMES)

To seek agreement for the financing of the regeneration of social housing at Gorse Ride, to provide more affordable homes and support a strong community.

RECOMMENDATION

That the Executive recommends that Council

- 1) approve that the development of homes within the Gorse Ride regeneration will be transferred to the Housing Revenue Account. (With market sale element in the general fund)
- 2) approve the expenditure budget up to the total cost of the scheme of £105,601,534 funded through a combination of HRA borrowing, capital receipts, developer contributions and right to buy receipts. (Further information provided in the report);
- 3) give delegated authority to the Director of Resources and Assets, in consultation with the Executive Member for Housing and Finance, to approve the use of additional Affordable Housing s106 commuted sums as a contingency against cost and funding variations such as any future design changes and/or fluctuations in costs and values of up to 15% of the cost of the scheme in the event of any other financial impacts;
- 4) agree that any appropriation of land between the HRA and general fund required to deliver the scheme will be delegated to the Director of Resources and Assets, in consultation with the Executive Member for Housing and Finance.

EXECUTIVE SUMMARY

The Gorse Ride regeneration project is a flagship scheme in the Council's response to the housing crisis, providing more and better affordable housing. The project recognises the value a thriving community can make to a successful housing regeneration project, by working collaboratively with the residents to ensure that the sense of community is preserved through a proactive engagement process.

The provision of well-planned and delivered affordable housing has never been more important. Data on a national and local level shows that homelessness is on the increase, with an escalating demand for temporary accommodation not only impacting the Council's future temporary accommodation budgets but having a major effect on those residents whose lives are disrupted by not having a stable and secure home. Meanwhile increasing house prices in Wokingham Borough continue to make home ownership unaffordable for many. The project is generally well supported by residents who along with the Tenant and Landlord Improvement Panel are updated on progress on a regular basis.

In May 2018, the Council's Executive approved the Gorse Ride regeneration project to replace the existing 178 poor quality, primarily Council owned, socially rented homes, with 243 new high quality, well designed and energy efficient homes, set in landscaped green space. If the recommendations within this report are adopted a total 249 new homes will be provided, of which 136 will be social rented homes, 49 shared ownership and 64 private sale homes. This equates to 51 more affordable housing properties than currently provided on the development.

Although, good progress has been made since the report went to council in 2018, the scheme has encountered a number of changes since its initiation which have impacted upon the project funding model. This includes reduction in anticipated Homes England grant funding, alterations to the design and the recent upward inflation pressures on construction costs. This report recommends a number of reasonable adjustments that can be implemented to help manage costs and reduce risks whilst ensuring that good quality homes are delivered as planned.

It is recommended that the regenerated properties in Gorse Ride are transferred to the HRA, rather than to the Council's housing company, Loddon Homes, as proposed in the 2018 report, which will allow access to the HRA borrowing capacity without the need for additional affordable housing contributions. Utilising the HRA also allows the use of Right to Buy receipts as an additional funding stream. Note that the private sector properties are excluded and will be transferred to the general fund to avoid the revenue costs associated with market sale properties within the HRA. Council is asked to agree that any appropriation of land between the HRA and general fund required to deliver the scheme will be delegated to the Director of Resources and Assets, in consultation with the Executive Member for Housing and Finance.

Council is asked to approve a total of £37,546,183 of HRA borrowing (note that affordable housing s106 of £28,015,683 has already been approved to fund the scheme). The interest and repayment of this borrowing will be through the rental income generated in the HRA. Due to the scale and complexity of a project of this size and the challenging market conditions in relation to material prices and supplies, it is further recommended that delegated authority is given to the Director of Assets and Resources, to approve the use of additional affordable housing s106 commuted sums as mitigation against any fluctuations in costs of up to 15% of the total cost of the scheme. The original report made no provision for contingency on this project which is unusual for a project of this size

BACKGROUND

The Gorse Ride is a community regeneration scheme that will help meet local affordable housing need and maintain a strong community in Gorse Ride. It supports the Wokingham Borough Corporate Delivery Plan (2020 – 2024) priority ‘Right Homes, Right Places’. The scheme also supports the Council’s Housing Strategy for (2020 – 2024) outcome to deliver regeneration programmes of older, poor quality housing stock. The scheme makes a major contribution to the four key priorities within the Housing Strategy to:

- Address and understand our housing needs
- Support our vulnerable residents through a range of housing options
- Improve the quality, sustainability and management of the Borough’s homes
- Enrich people’s lives

The project team is working collaboratively with the Gorse Ride residents to keep the community together to ensure that the project adds to the quality of life and community cohesion of the residents living there. By engaging with the local community throughout the planning and design process it is expected that the new homes will better meet the needs of residents now and in the future. The project is generally well supported by residents and the Tenant and Landlord Improvement Panel, made up of social housing tenants and members, are regularly updated on progress.

Gorse Ride is a residential area in Finchampstead comprising a total of 178 properties, of which 133 are Council owned, socially rented homes and 45 are privately owned properties. The homes were built in the 1970s, with the purpose of providing accommodation for a limited period of time, which was reflected in the build quality. Over the years there have been a number of issues relating to the non-traditional construction, including poor thermal insulation, some structural defects and above and below ground drainage issues. These have all led to poor living conditions and high maintenance liabilities compared with other homes in the Council’s ownership.

The proposed regeneration will transform Gorse Ride through the provision of new, high quality, social rented and shared ownership homes, private market replacement homes and well-designed open spaces.

Previous Executive reports giving approval for the regeneration of Gorse Ride

In March 2017, the Executive agreed the intent to regenerate the Gorse Ride estate and in May 2018 the Executive approved a number of recommendations to progress with the redevelopment of the scheme. This included:

- Approval for the funding model based on a construction cost estimate of £69,500,000 and site assembly cost estimate of £18,700,000, with a total scheme cost of £88,200,000. The report also confirming the allocation of £28,015,683 of affordable housing s106 receipts as well as £1,300,000 from the Housing Revenue Account (HRA) for statutory compensation payments to tenants. Loddon Homes, was proposed as the appointed landlord, were to meet the remaining funding through borrowing, Homes England grants, sale of a proportion of properties on the open market and rental income.

- Approval of taking a community regeneration approach to the redevelopment with the intention of developing the site whilst keeping the well-established community together through tenant decanting and acquisition of privately owned properties.
- Recommendations for the indicative number of new homes and the proposed tenure mix, proposing a total of totalled 243 homes. Comprising of 136 social rented homes, 12 affordable rented homes, 19 shared ownership homes and 76 homes for private sale.
- The selection of Wokingham Housing Limited (WHL) as the development partner and Loddon Homes Limited as the end landlord for the new homes.

To allow better co-ordination of the decant process which enables residents to move to new homes within the development and keep the community together the construction has been divided into four phases. Phase 1, Phase 2a, Phase 2b, and Phase 2c

Phase 1 - is adjacent to Phase 2 and is now complete and has been transferred to Loddon Homes. Phase 1 properties are being used to decant residents from Phase 2a as part of site assembly/decant process to allow development in that Phase to proceed over the next two years. Phase 1 of Gorse Ride is outside the scope of this report. This report is only concerned with the financing for Phase 2 including Phases 2a, 2b and 2c.

Progress since the Executive report in May 2018

Significant progress has been made with progressing the delivery of the Gorse Ride regeneration project since May 2018. This includes:

- The completion of Phase 1 of the Gorse Ride redevelopment. (Note this part of the development will remain within Loddon Homes as the landlord)
- Successful on-going engagement with the Gorse Ride community including the establishment of a Steering Group. The community has been fully involved with the regeneration process being consulted on overall design and process with regular communications distributed. Most of the residents in the Phase 2a of development have now been successfully moved into new homes
- Granting of full planning consent in February 2021
- In July 2021, the demolition contract for the first phase was awarded. The appointment of construction company for preconstruction services is in progress.

Events that have impacted on the delivery and finances Gorse Ride regeneration project since the May 2018 Executive report

Since May 2018 a number of significant events have taken place that have impacted on the financial modelling and project times lines for the development.

- The Council restructured its housing companies in 2019 by bringing Wokingham Housing Limited and its development services inhouse. This process added some delay to the delivery of the project.
- The construction costs quoted in May 2018 were an estimate based on an outline early-stage design. Since then, significant detailed design and planning work has been undertaken with additional design costs for the project being identified for items such as the mitigation for flooding issues and upgrading environmental sustainability measures.

- Inflation of material costs and shortage of labour and skills triggered by the Covid pandemic have seen escalating construction costs (often in excess of twenty percent) which have increased the anticipated costs for the project.
- Changes to the Homes England funding criteria in December 2020 significantly reduced the amount of grant funding available for social housing on regeneration projects. This has resulted in an estimated decrease of £10 million for the project.

Gorse Ride is a development project of considerable size and as with all projects of this nature it is expected that there will be an element of review at different stages of the project. With planning permission agreed and the decant process coming to an end for the first stage of development, officers have undertaken a review of the project in its entirety to mitigate the events outlined above and to guard against future risks.

BUSINESS CASE

In reviewing the Gorse Ride project, the Council has identified a number of reasonable adjustments to mitigate some of the impacts identified above and ensure that costs are kept to a minimum. The main issues faced by the Gorse Ride project are escalating costs resulting from changes to the original design, reduced access to grant funding and inflating construction costs.

Recommendation 1

The assessment of project costs has identified that the Loddon Homes financial option cannot support the project without significant additional funding. It is therefore recommended to Council that Gorse Ride remains within the HRA (apart from the market sale properties which will transfer into the general fund), rather than moving to Loddon Homes, as indicated in the 2018 Executive report.

Recommendation 2

This report seeks Council approval for the expenditure budget to the total cost of the scheme of £105,601,534, including HRA borrowing of up to £37,546,183.

Table below sets out the indicative costs for the Gorse Ride project

Description of Cost	Value
Site Assembly/Decant process <i>Includes property acquisition, equity loans, home loss payments, relocation costs, CPO fees</i>	£17,500,000
Construction costs for the whole site	£75,157,940
Development Fees, On Costs and Interest	£12,943,594
Total	£105,601,534

The table below sets out the proposed funding structure for the project with the HRA as landlord.

Funding/Income Stream	Value
S106 Commuted Sums (approved in May 2018 Executive report)	£28,015,683
HRA borrowing	£37,546,183
Capital receipts from sales of new properties (market & shared ownership)	£35,174,668
HRA (Home Loss Payments)	£1,300,000
RTB Receipts	£3,565,000
Total	£105,601,534

Viability case for HRA borrowing

Annual interest rate for HRA borrowing on completion of £37,546,183 at 2.0% is £760,000 per annum (Based on current Public Works Loan Board fifty-year rate estimated in January 2022)

The estimated income from rent is anticipated to be between £1,060,800 – £1,300,000 per annum

This provides an estimated surplus of between £300,800 per annum and £540,000 per annum available for allocation within the HRA which will include the ability to repay borrowing

Recommendation 3

Although, the recommendation of locating the project within the HRA does not require the investment of further sums to make it viable, there is a risk of further unforeseen costs to the project, such as continued increase of construction costs. It is therefore recommended that the Council approves delegated authority to the Director of Assets and Resources, in consultation with the Lead Member for Housing and Finance to approve future adjustments to the funding model, including the use of additional s106 receipts for the provision of affordable housing, in response to any future design changes and fluctuations in costs and values up to 15% of the total cost of the project if required.

To further support the project, the Council will continue to identify other funding sources, such as funding streams from Central Government regeneration initiatives and Homes England.

Recommendation 4

To meet the statutory requirements in the Local Government and Housing Act 1989, which sets out what costs can be charged to the HRA, Council are asked to agree that any appropriation of land between the HRA and general fund, required to deliver the scheme, will be delegated to the Director of Resources and Assets, in consultation with the Executive Member for Housing and Finance. This will ensure that the HRA is not charged with any revenue costs associated with market sales. The development costs and sales receipts for the market sale properties will be accounted for within the general fund.

Expected Outcomes and Project Times Scales

The recommendations will ensure that the Gorse Ride redevelopment project can proceed at pace in the knowledge that the financing is in place. The project will provide a total of 249 new homes of which 136 will be social rented homes, 49 shared ownership homes and 64 private sale homes equating to 51 additional affordable homes in the Borough. The current poor-quality housing will be replaced with new, well designed, energy efficient, quality homes. The community, who in the main have elected to return to the development, have been involved in the design process and kept fully updated on progress.

Once the Executive has agreed the recommendations the next steps will be to

- Finalise construction costs and get any design amendments approved by the Planning Authority – approximately four months
- Agree the Pre-Construction Services Agreement (PCSA) with the appointed construction company for the later phases of the site – approximately six months
- Apply for new CPO which will take up to twelve months
- Start on site for construction between summer 2022.

It is likely that further reports will be submitted for member approval for decisions on the CPO and development issues at various points in the lifetime of the project

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe funding pressures, particularly in the face of the COVID-19 crisis. It is therefore imperative that Council resources are focused on the vulnerable and on its highest priorities.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1) 2021/22	£2,500,000	Yes, subject to the approval of Executive of recommendations in this report	See menu of funding steams in main report
Next Financial Year (Year 2)	£29,300,000	Yes, subject to the approval of Executive of recommendations in this report	See menu of funding steams in main report
Following Financial Year (Year 3)	£32,500.000	Yes, subject to the approval of Executive of recommendations in this report	See menu of funding steams in main report

Other Financial Information

See the main report for current scheme costs and funding model.

Stakeholder Considerations and Consultation

On-going engagement is being undertaken with the local community through the Community Regeneration Senior Specialist with the Community Steering Group

<p>Public Sector Equality Duty</p> <p>An Equalities Impact Assessment (EQIA) of the Scheme was undertaken in April 2018. The Council has considered each protected characteristic to identify whether the regeneration of the site or delivery of the scheme could have a detrimental impact of such protected characteristics. The EQIA identified a number of impacts on the protected characteristic and actions to be undertaken to address any negative impacts identified. The EQIA is a live document and was updated in January 2021. It will continue to be updated as the scheme progresses and is implemented to ensure that identified actions are undertaken to mitigate any impacts.</p>

<p>Climate Emergency – <i>This Council has declared a climate emergency and is committed to playing as full a role as possible – leading by example as well as by exhortation – in achieving a carbon neutral Wokingham Borough by 2030</i></p> <p>The regeneration of Gorse Ride is anticipated to reduce energy demand by 17% through energy efficient fabric and building services. The dwellings have high levels of airtightness and thermal mass, and reductions in thermal bridging potential. In response to climate change and rising temperatures, the properties have been designed to have passive solar shading through the balcony design. Mechanical Ventilation with Heat Recovery has also been incorporated into the design to ensure that the properties are well ventilated without losing heat and eliminating the condensation within a building.</p> <p>Approximately 22.6% of the development’s total energy demand will be supplied via a decentralised heating network serving the apartment blocks. Total energy consumption is anticipated to be reduced by 17% through energy efficient design, with 8.3% of the development’s anticipated in-use demand being provided by low carbon technologies.</p> <p>In response to Wokingham’s Climate Emergency Action Plan individual properties have electricity only and are heated by internal Air Source Heat Pump, integrated into a hot water cylinder. EV points will be distributed around the development to encourage the use of electric cars.</p>
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<p>List of Background Papers</p> <p>None</p>

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TITLE	Local Bus Services
FOR CONSIDERATION BY	The Executive on Thursday, 17 February 2022
WARD	None specific;
LEAD OFFICER	Director, Place and Growth - Steve Moore
LEAD MEMBER	Executive Member for Highways and Transport - Pauline Jorgensen

PURPOSE OF REPORT (INC STRATEGIC OUTCOMES)

There is uncertainty around the continuation of central government funding to support local bus services which have significantly been impacted because of the Coronavirus pandemic.

To mitigate the risk of local bus services being withdrawn at short notice without consideration of local impacts and their strategic importance.

RECOMMENDATION

That the Executive:

- 1) agrees to appropriate S106 funding being made available to support local bus services during 2022/23 for a short period of time, in accordance with details in Part 2 sheet;
- 2) agrees to delegate the authority to draw on the S106 funding as and when required, to the Director of Place in consultation with the Deputy Chief Executive/ Director of Resources and Assets and the Executive Members for Highways and Transport and Finance.

EXECUTIVE SUMMARY

The Coronavirus pandemic has resulted in bus passenger levels reaching no more than 70% of pre-covid levels. The industry expects to recover to no more than 80% before April 2023.

Central Government have supported bus operators and local authorities with additional funding through the Coronavirus Bus Service Support Grant (CBSSG) and then the Bus Recovery Grant (BRG) since March 2020. There is now no certainty around the continuation of funding beyond April 2022. Similarly, no announcement has been made on the expected Bus Transformational Funding associated with Local Bus Service Improvement Plans (BSIPs).

The lack of clarity on future funding is a national issue and we would anticipate a funding package coming forward from central government to address the issue. In the short-term the lack of clarity on funding creates uncertainty for bus operators. Bus operators nationally are deregistering local bus services under revised Covid timescales which

permit the withdrawal of bus services at short notice. Reading Buses have already suspended bus route 7 and registered its permanent withdrawal thereafter.

Local bus services provide access to key services and amenities within the borough, including health care services, education, employment, and retail. The impact of any bus service withdrawal needs be considered in this context, which a short-notice registration does not permit.

To allow the Council to re-establish a bus service in the Swallowfield and Riseley areas and meet the needs of local communities, which may replicate Service 7, it is proposed that S106 funding is drawn on. Similarly, to mitigate against the impacts of further short-notice withdrawals it is proposed that S106 funding is made available. Any draw on S106 funding will be in accordance with Part 2. Routes which require additional support will be assessed on an individual basis, as and when they are identified. The assessment will seek a value for money solution for a period of up to 6 months to allow for further work to be undertaken, funding to be sort, and collaboration with the relevant Towns and Parish Councils to take place. S106 would only be drawn upon if further funding is not made available by central government.

Permission is sort for S106 to be drawn upon as and when required by the Director of Place in consultation with the Deputy Chief Executive / Director of Resources and Assets and the Executive Members for Highways and Transport and Finance, in accordance with the terms detailed in the Part 2 sheet.

S106 would be required during 2022/23 and is currently unbudgeted for.

BACKGROUND

Local bus operators have raised concerns with the Council about the lack of clarity on the future of government funding and the impact that Coronavirus continues to have on passenger levels. Without further clarity from central government local bus operators will need to take action to protect their financial stability.

The Department for Transport were awarded £3 billion of bus service transformational funding by Treasury. £1.15 billion is understood to be available for allocation to Local Transport Authorities over the next three years. LTAs and local bus operators are still awaiting indicative allocations from this fund with no clear indication of when this will happen. It is however clear that the fund was significantly over subscribed.

BUSINESS CASE

Temporary amendments to the local bus service registration periods means local bus services can currently be withdrawn with only a few weeks' notice. Without any certainty over future funding bus operators will look to use the temporary registration periods to deregister local bus services as necessary from April 2022.

Under 1985 Transport Act LTAs have a duty to: "*secure the provision of such public passenger transport services as the council consider it appropriate to secure to meet any public transport requirements within the county which would not in their view be met apart from any action taken by them for that purpose*". It is considered that the temporary registration periods do not allow the Council sufficient time to consider the impact of large-scale amendments to or withdrawals of local bus services in the context of the Council's duty under the 1985 Transport Act.

Bus service 7 has recently been withdrawn leaving some residents in Swallowfield and Riseley without sufficient access to alternative transport. The Council will look to re-establish a bus service to these areas that meet the needs of the local community and may replicate service 7.

To mitigate against any further short-notice withdrawal of local bus services, it is proposed S106 funding is drawn upon, as detailed in Part 2. In the short-term each route will be assessed as and when it is identified to ensure a value for money solution. The S106 will allow the Council time to consider a more holistic solution for the borough in the longer-term, as well as time for passenger levels to settle and for a clear idea of central government funding to emerge. The Council will work collaboratively with the relevant Town and Parish Councils and other stakeholders when identifying a longer-term solution. The S106 fund will only be drawn upon where there is a clear case for its need and no other suitable Central Government funding is available for use.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe funding pressures, particularly in the face of the COVID-19 crisis. It is therefore imperative that Council resources are focused on the vulnerable and on its highest priorities.

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

Next Financial Year (Year 2)	As set out in the Part 2 sheet	Yes	Revenue
Following Financial Year (Year 3)	£0	n/a	n/a

Other Financial Information
None

Stakeholder Considerations and Consultation
Discussions have been undertaken with key stakeholders and Executive Members

Public Sector Equality Duty
An equalities assessment has been undertaken [note still being drafted @ 02/02/22].

Climate Emergency – <i>This Council has declared a climate emergency and is committed to playing as full a role as possible – leading by example as well as by exhortation – in achieving a carbon neutral Wokingham Borough by 2030</i>
Decision would contribute to tackling climate change and is in accordance with the climate change emergency strategy.

Reasons for considering the report in Part 2
Detailed financial information to be considered as Part 2 because it is commercially sensitive.

List of Background Papers
None

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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