



# WOKINGHAM BOROUGH COUNCIL

A Meeting of the **COMMUNITY AND CORPORATE OVERVIEW AND SCRUTINY COMMITTEE** will be held in the Council Chamber - Civic Offices, Shute End, Wokingham RG40 1BN **MONDAY 24 MAY 2021 AT 7.00 PM**

A handwritten signature in black ink, appearing to read 'Susan Parsonage', written in a cursive style.

Susan Parsonage  
Chief Executive  
Published on 14 May 2021

The role of Overview and Scrutiny is to provide independent “critical friend” challenge and to work with the Council’s Executive and other public service providers for the benefit of the public. The Committee considers submissions from a range of sources and reaches conclusions based on the weight of evidence – not on party political grounds.

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/hHJC6J0EX5M>

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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 COMMUNITY AND CORPORATE OVERVIEW AND SCRUTINY COMMITTEE

To be agreed at Annual Council on 20 May 2021

ITEM NO.	WARD	SUBJECT	PAGE NO.
1.		<b>APOLOGIES</b> To receive any apologies for absence.	
2.		<b>MINUTES OF PREVIOUS MEETING</b> To confirm the Minutes of the meeting held on 29 March 2021	5 - 10
3.		<b>DECLARATION OF INTEREST</b> To receive any declarations of interest.	
4.		<b>PUBLIC QUESTION TIME</b> To answer any public questions  A period of 30 minutes will be allowed for members of the public to ask questions submitted under notice.  The Council welcomes questions from members of the public about the work of this committee.  Subject to meeting certain timescales, questions can relate to general issues concerned with the work of the Committee or an item which is on the Agenda for this meeting. For full details of the procedure for submitting questions please contact the Democratic Services Section on the numbers given below or go to <a href="http://www.wokingham.gov.uk/publicquestions">www.wokingham.gov.uk/publicquestions</a>	
5.		<b>MEMBER QUESTION TIME</b> To answer any member questions.	
6.	None Specific	<b>WORK PROGRAMME 2021/22</b> To consider the Committee's work programme for the 2021/22 municipal year	11 - 16
6.1	None Specific	Place & Growth - Priorities 2021/22 To consider the list of priorities from Place & Growth for 2021/22	17 - 24
6.2	None Specific	Resources & Assets - Priorities 2021/22 To consider the list of priorities for Resources & Assets for 2021/22	25 - 28

### Any other items which the Chairman decides are urgent

A Supplementary Agenda will be issued by the Chief Executive if there are any other items to consider under this heading

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## **MINUTES OF A VIRTUAL MEETING OF THE COMMUNITY AND CORPORATE OVERVIEW AND SCRUTINY COMMITTEE HELD ON 29 MARCH 2021 FROM 7.00 PM TO 8.26 PM**

### **Committee Members Present**

Councillors: Guy Grandison (Chairman), Emma Hobbs (Vice-Chairman), Shirley Boyt, Paul Fishwick, Clive Jones, Abdul Loyes and Pauline Helliard-Symons

### **Other Councillors Present**

Councillors: Rachelle Shepherd-DuBey and Angus Ross

### **Officers Present**

Callum Wernham (Democratic and Electoral Services Specialist) and Neil Carr (Democratic & Electoral Services Specialist)

### **80. APOLOGIES**

Apologies for absence were submitted from Graham Howe and Alison Swaddle.

Pauline Helliard-Symons attended the meeting as a substitute for Graham Howe.

### **81. MINUTES OF PREVIOUS MEETINGS**

The Minutes of the meeting of the Committee held on 19 January 2021 and the Minutes of the extraordinary meeting of the Committee held on 22 February 2021 were confirmed as a correct record and would be signed by the Chairman at a later date.

### **82. DECLARATION OF INTEREST**

A declaration of interest was submitted from Pauline Helliard-Symons relating to agenda item 85, on the grounds that she was one of the Council's Member representatives on the Royal Berkshire Fire and Rescue Service Fire Authority. Pauline stated that she would continue to take part in discussions related to this item.

A declaration of interest was submitted from Paul Fishwick relating to agenda item 85, on the grounds that he was an owner of a small business which was inspected by the Fire Authority once every five years.

### **83. PUBLIC QUESTION TIME**

There were no public questions.

### **84. MEMBER QUESTION TIME**

There were no Member questions.

### **85. LOCAL FIRE SERVICE UPDATE**

The Committee considered a report, set out in agenda pages 23 to 24 and supplementary agenda pages 3 to 15, which gave a strategic overview of the work carried out by the Royal Berkshire Fire and Rescue Service (RBFRS) over the past 12 months.

The update highlighted the RBFRS's financial position, including the progress made towards achieving a £2.4m savings goal. Two Tri-service stations have been opened, one in Hungerford in 2017 and the second in Crowthorne in 2020. A third Tri-service station was scheduled to open in Theale towards the end of 2021. Since 2017, 11 new generation Volvo fire appliances had been delivered, with a further 4 scheduled to be delivered in 2021. The update noted a committed drive to educate the public about prevention,

including the 'Safe and Well visits' scheme and a targeted programme for motorcyclists based on risk. The update noted that during 2021/22, it was proposed that the RBFRS would undertake a review of their technical rescue capabilities in order to ensure that it continues to be aligned to local risk and national best practice.

Tregear Thomas, Area Manager, attended the meeting to answer Member queries. In addition, Angus Ross and Rachelle Shepherd-DuBey (Wokingham Borough Council (WBC) Member representatives on the RBFRS Fire Authority) attended the meeting to provide additional context and background for Committee Members.

During the ensuing discussion, Members raised the following points and queries:

- When the RBFRS carried out training sessions, could they place an emphasis on the dangers of being distracted by their phone, especially when near waterways? Area Manager response – This was an area that was already covered within training sessions, however a greater emphasis could be placed on this going forward. Due to an expected increase in 'staycations' this year, training was also being offered around staying safe at seaside locations.
- Had there been any noticeable impact due to the closure of the Wargrave Fire Station? Area Manager response – There had been no noticeable impact on response times or coverage, and the new Tri-service stations were functioning very well.
- Where and how did the RBFRS generate additional income? Area Manager response – The service was very limited in the ways that it could generate income. When the Tri-service station opened up in Theale, and the existing station in Pangbourne was no longer required, the usage of the Pangbourne site could be maximised if that is what the community agreed to.
- Was there a benefit to purchasing new fire appliances together with other Fire Services? Area Manager response – More competitive prices could be negotiated when purchasing with other Fire Services.
- Were the new fire appliances Euro 6 compliant (a measure of how much pollution is generated from a vehicle), and were non-frontline vehicles being switched to electric or hydrogen powered? Area manager response – The new Volvo fire appliances were low emission vehicles, and this was a requirement when they were purchased. Non-frontline vehicles, referred to as the 'White Fleet', were being replaced with hybrid or electric vehicles where possible at the end of their lifespan. A WBC Fire Authority representative commented that the procurement of vehicles was being aligned between Berkshire, Oxfordshire and Buckinghamshire to allow the same techniques and equipment to be used in any of the three areas.
- How were households of additional risk identified? Area Manager response – Different datasets were used, including from the NHS, which identified a number of characteristics including the age and socio-economic background of 'super output' areas. This enabled the RBFRS to focus on specific areas of potential risk, rather than individual households, which may benefit from additional support.
- What was done to assist people with sensory needs? Area Manager response – People with sensory needs were identified as an 'at risk' group. Safe and Well checks could be organised for people in need. For people with additional sensory needs,

detectors could be fitted with strobe lights in addition to vibrating pads for people when they slept.

- Had the RBFRS noticed more issues of hoarding, and additional residential fires as a result? Area manager response – More instances of hoarding had been identified, and the RBFRS was working alongside other agencies to provide safeguarding support.
- What work was being done to ensure that Houses of Multiple Occupancy (HMOs) were safe from a fire safety perspective? Area Manager response – The RBFRS was working closely with Local Authorities and other agencies regarding HMOs, including providing advice to the landlords. Student homes did not usually pass the legal threshold of an HMO as the occupants had a common pursuit of being students.
- What was being done to ensure that small businesses such as restaurants were safe, including residential units that were located above them? Area Manager response – It was the responsibility of the responsible person, usually the employer or business owner, to maintain an up to date risk assessment and have in place all of the fire safety precautions necessary. The RBFRS carried out risk based inspections of businesses to ensure compliance.
- Were areas such as Grazeley, where there could be an emergency involving nuclear leakage, a responsibility for the RBFRS in the case of an emergency? Area Manager response – The Fire Safety and Civil Contingencies Act sets out that the Fire Authority must be in a position to respond to any emergency. Sites of risk were required to have on and offsite plans, whereby the offsite plans would include a response by the RBFRS.
- Had any rehearsals been carried out with regards to the nuclear protection zone at the Burghfield site? Area Manager response – On and offsite plans were kept up to date for a number of sites within the county, and rehearsals were regularly carried out.
- Would there be a possibility of a merge between local Fire Authorities? Area Manager response – Not at this present time. Berkshire, Oxfordshire and Buckinghamshire already operated a 'closer is closer' response method, meaning the closest vehicle at the time would attend an emergency in any of those areas, regardless of its starting destination. In addition, procedures, techniques and skills had been aligned between the three areas.
- Had there been any increase in the numbers of residential fires, or a decrease in highways incidents, as a result of national lockdowns? Area Manager response – The most noticeable change had been reports of, and responses to, outdoor fires.
- What support could WBC offer to the RBFRS? Area Manager response – Continued attendance from WBC Members at Local Safety Plan sessions would be a great example of closer working. RBFRS and WBC were already well connected through the Community Safety Partnership, which was another good example of close working relationships between different agencies such as the Thames Valley Police. If WBC could continue to encourage the installation of sprinklers wherever possible that would go a long way towards saving lives. No one in England had ever died from a fire in a property with a properly installed sprinkler system.

- Was recruitment and retention an issue for the RBFRS? Area Manager response – Recruitment and retention was not a significant issue, however on call firefighters were a challenge due to the time commitments and compatibility with people’s personal and work lives. Full time recruitment was not an issue, and workforce planning was constantly taking place.
- Did the Area Manager have any opinion of the safety of smart motorways? Area Manager response – Smart motorways were designed with safety in mind. It would not be right for the Area Manager to provide an opinion regarding their safety, however it had been designed with road safety in mind.
- Would it be helpful for WBC to provide guidance on what could and could not be burned in bonfires? Area manager response – There was an opportunity for an educational piece to advise appropriate materials that could be burned on a bonfire. Unless a fire was at risk of causing damage to property or was in danger of becoming out of control, the RBFRS were limited in their response. If pollution was a serious issue, then it was up to Environmental Health to respond.
- WBC Fire Authority representatives commented that collaboration was at the forefront of the RBFRS’s operation. The Fire Minister was looking at governance of Fire Services across the country, which the RBFRS would be carefully watching.
- WBC Fire Authority representatives commented that the RBFRS were enjoyable and productive to work with, and the authority was totally non-political. There was a lot of Member development on the Fire Authority, particularly when new Members joined. The objective of the service was to respond to fire within ten minutes, which was usually achieved. Trevor Ferguson would be retiring as the Chief Fire Officer, and would be replaced by Wayne Bowcock. There was a lot of local Member involvement in the Fire Authority, and the whole arrangement worked very well for our residents.
- WBC Fire Authority representatives commented that the new tri-service stations were very effective, and became the centre of their communities. There was cross party support within WBC for the installation of sprinklers in schools and learning facilities.
- The Committee extended their thanks to the Fire Service for their support and hard work over the past 12 months, especially when considering difficult periods of national lockdown.
- The Committee welcomed the Safe and Well visits conducted by the RBFRS, and hoped that these would help to save the lives of at risk persons within the Borough.
- The Committee implored residents to come forward for Safe and Well visits and additional support if they were at risk, or knew of people who were at risk. Safe and Well visits could be the difference between saving a life, and losing one.

**RESOLVED** That:

- 1) Tregear Thomas be thanked for attending the Committee;
- 2) Angus Ross, Pauline Helliar-Symons and Rachelle Shepherd-DuBey be thanked for attending the Committee;

- 3) Links between WBC and the RBFRS be maintained and strengthened;
- 4) Individuals be encouraged to come forward for Safe and Well visits if they were, or knew of others, who were at risk;
- 5) A further update be considered during the 2021/22 municipal year.

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# Agenda Item 6.

<b>TITLE</b>	<b>Work Programme 2021/22</b>
<b>FOR CONSIDERATION BY</b>	Community and Corporate Overview and Scrutiny Committee – 24 May 2021
<b>WARD</b>	None Specific
<b>LEAD OFFICER</b>	Andrew Moulton, Assistant Director, Governance

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

Effective Overview and Scrutiny helps to improve services, holds decision makers to account and engages with local communities. In so doing it helps to demonstrate that the Council and other public service providers are open and transparent and are delivering high quality, value for money services.

## **RECOMMENDATION**

The Committee is requested to:

- 1) review its Work Programme for 2021/22 (Annex A);
- 2) consider the list of service priorities from the Place & Growth and Resources & Assets Directorates;
- 3) prioritise the items in the work programme and allocate items to forthcoming meetings;
- 4) consider any other potential Scrutiny items for consideration during 2021/22.

## **SUMMARY OF REPORT**

Effective work programming is a Member-led process aimed at shortlisting and prioritising issues of community concern together with issues arising out of the Council Plan and major policy or service changes. It aims to:

- reflect local needs and concerns;
- prioritise topics for scrutiny which have the most impact or benefit;
- involve local residents and stakeholders;
- be flexible enough to respond to new or urgent issues.

Each year the Overview and Scrutiny Management Committee approves work programmes for itself and the Council's three Overview and Scrutiny Committees.

As this is the Committee's first meeting of the new Municipal Year the work programme is set out at Annex A for Members to consider and to prioritise items for future meetings.

## Background

An effective Overview and Scrutiny function is underpinned by robust work programming. Effective work programming lays the foundations for targeted scrutiny of issues of local importance. It helps to ensure that Overview and Scrutiny adds value and makes a difference. Effective work programming helps to:

- prioritise issues for in-depth work where Overview and Scrutiny can make an impact and add value;
- reduce the need for “information only” reports;
- achieve a balance between pre-decision scrutiny, policy development and performance/budget monitoring;
- contribute at an earlier stage in the decision making process;
- increase public and stakeholder involvement in Overview and Scrutiny;
- retain flexibility in order to respond to urgent issues arising during the year.

The issues identified for consideration by Overview and Scrutiny should be of interest or concern for local residents and generate public interest and involvement in the Overview and Scrutiny process.

In order to generate ideas and involvement from local residents, community groups and stakeholders the Council’s website and social media are used to publicise the development of the work programme and to invite suggestions for items to be included.

Annex A to the report sets out items to be included in the Committee’s work programme for 2021/22. The Committee is requested to consider the list of items and to discuss its priorities for consideration at meetings in 2021/22.

This year the relevant Directorates have been asked to provide a list of priorities for the year ahead to assist the Committee in scheduling items for Overview and Scrutiny. The priorities for Place & Growth and Resources & Assets will be considered at this meeting, whilst the priorities for Communities, Insight, and Change will be considered at a future meeting of the Committee. Relevant Executive Members will be invited along to provide insight into the Service priorities for the municipal year.

Members may also wish to add further items to the work programme and consider how each item will be addressed, e.g. through reports to the Committee or the establishment of time limited Task and Finish groups.

As part of the work programming process, residents, community groups and Town and parish Councils were invited to identify issues to be considered in 2021/22.

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

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

<b>List of Background Papers</b>
None

<b>Contact</b> Callum Wernham	<b>Service</b> Governance Services
	<b>Email</b> callum.wernham@wokingham.gov.uk
<b>Date</b> 14 May 2021	<b>Version No.</b> 1.0

### Community and Corporate Overview and Scrutiny Committee

1.	Scrutinising the development of the Council's Budget for 2022/23
2.	Reviewing the work of the Community Safety Partnership, the effectiveness of local policing and fire and rescue services
3.	Exercising the Council's flood risk management responsibilities by monitoring flood risk activities and partnership working with Towns and Parishes
4.	Reviewing the Assets Review Programme and the operation of the Council's Property Portfolio Investment Fund
5.	Reviewing the effectiveness of the Council's partnerships with Town and Parish Councils and the voluntary sector, including WBC's protocol and performance in responding to any issues raised
6.	Reviewing whether Sports & Leisure facilities meet the needs of local residents
7.	Scrutinising burial capacity across the Borough and the Council's plans to ensure adequate future capacity
8.	Reviewing library provision across the Borough including how best practice could be adopted
9.	Scrutinising service and policy developments relating to the Council's public facing services and its in-house support services
10.	Reviewing highways and transport issues including highways contracts, customer service, civil parking enforcement, car parking, parking on blind spots and bends, Bus Strategy and cycling infrastructure
11.	Reviewing the Council's Arts and Culture Strategy as it is implemented
12.	Reviewing what is being done to ensure that every resident had the best access to high speed broadband
13.	Reviewing whether public toilet provision is sufficient and located in the right areas
14.	Scrutinising the Council's Housing Services to ensure that the needs of local residents and communities are being met
15.	Scrutinising the operation and performance of the Council-owned companies and shared service arrangements
16.	Scrutinising how WBC responds to complaints related to overgrown pavements
17.	Reviewing how the Council communicates and engages with residents
18.	Appointing Task and Finish Groups as appropriate

### Dates of Future Committee Meetings

- **21 Jun 2021 7.00 pm**

Items scheduled: Community Safety Partnership Update; Updates from Executive Members and Directorates

- **1 Sep 2021 7.00 pm**

- **6 Oct 2021 7.00 pm**

Items scheduled: Medium Term Financial Plan Review

- **24 Nov 2021 7.00 pm**

Items scheduled: Medium Term Financial Plan Review

- **13 Dec 2021 7.00 pm**

Items scheduled: Medium Term Financial Plan Review

- **5 Jan 2022 7.00pm**

Items scheduled: Medium Term Financial Plan Review

- **28 Mar 2022 7.00 pm**

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## PnG - projects, policies & expected changes 2021/2

### Community & Corporate O&S - 24 May

Topic	Actions & aims	Priorities (1-6)
		<ol style="list-style-type: none"> <li>1. Enriching lives</li> <li>2. Safe, Strong Communities</li> <li>3. A Clean and Green Borough</li> <li>4. Right Homes, Right Places</li> <li>5. Keeping the Borough Moving</li> <li>6. Changing the way we work for you</li> </ol>
Local Development Scheme	Revised programme for the preparation of local plans.	1, 2, 3, 4, 5
Local Plan Update	<ul style="list-style-type: none"> <li>Masterplanning options</li> <li>Preferred strategy</li> <li>Reg 18 to Exec</li> <li>Reg 18 consultation</li> </ul> <p>Identification of robust land supply that meets development needs, supported by infrastructure improvements.</p> <p>Introduction of ambitious policy to respond to climate change emergency.</p>	1, 2, 3, 4, 5
Central and East Berkshire Joint Minerals & Waste Local Plan	<p>Plan submitted for examination 25 February 2021.</p> <p>The Inspector will set out procedural matters in due course.</p> <p>Anticipated programme is:</p> <ul style="list-style-type: none"> <li>Examination: summer 2021</li> <li>Receipt of Inspector's report: autumn 2021</li> <li>Adoption: winter 2021/22.</li> </ul>	2
Neighbourhood Development Plans	<p>Plans led by parish/town council will latter procedural stages undertaken by WBC.</p> <p>WBC required to provide technical support to parish/town council.</p>	1, 2
Major Roads Contract <ul style="list-style-type: none"> <li>Southern Distributor</li> <li>Northern Distributor</li> <li>Nine Mile Ride Extn</li> </ul>	Mitigate new housing from 2026 Local Plan commitments	1, 5
Drain sensors. potential implementation of data based, proactive maintenance	Pilot scheme for smart drainage which if successful will provide an invest to save business case for the role out of borough wide smart drainage schemes	1, 3, 5, 6
Flood mitigation scheme for Loddon	Bidding for funds to remove housing from flood risk	1, 2,

# PnG - projects, policies & expected changes 2021/2

## Community & Corporate O&S - 24 May

Planting of 250k trees	CO2 reduction - Climate change funded scheme Appointment of PM Commencement of project & action plan	1, 3
Landscape & green infrastructure compliance	Quicker resolution of landscaping fails. Set up new compliance group	1, 3, 6
Gray's Farm Sports Hub	Strategic site delivery commitments from 2026 local plan Masterplan. Application & Construction	1, 3
Greenways project -	Connectivity between strategic sites, leisure and amenity <ul style="list-style-type: none"> <li>Completion of Route B</li> </ul>	1, 3, 5
South Wokingham Planning applications	Planning committee - maintaining housing land supply	1, 2, 3, 4, 5
Tree Strategy	Commission consultants Improved tree management, clarity of policy. Climate change funded	1, 3, 6
Air Quality action plan	Delivering PM2.5 monitoring and Anti- idling Zones across the borough	3
Climate emergency action plan (CEAP) and next steps	<ul style="list-style-type: none"> <li>Second CEAP progress report to Council in July. Report on carbon savings, present a costed-up plan when possible and provide the Borough's plan to become net-zero carbon by 2030</li> <li>Create a robust framework to assess the carbon emissions for budget setting, procurement and decision making processes</li> <li>Select and Implement community deliberative processes for the CEAP</li> <li>Possible review of CEAP by audit/peer review</li> <li>Explore possibility to introduce a Green Bond to fund climate emergency actions. To increase funding to support the delivery of the CEAP while giving residents a chance to do something meaningful to help the decarbonisation of their communities</li> </ul>	1,2,3,5

# PnG - projects, policies & expected changes 2021/2

## Community & Corporate O&S - 24 May

	<ul style="list-style-type: none"> <li>• Create the Borough's vision for a 2030 net zero Borough</li> <li>• Produce a Local Climate Impact Profile -Provide the council with information to inform new policies, and actions to be ready for the impacts of climate change</li> <li>• Sustainable schools support: Support 10 schools to create a climate committee or eco-club, tree planting campaign, Youth Climate Conference, Decarbonisation toolkit for schools</li> </ul>	
Improving our overall approach to contract management	<ol style="list-style-type: none"> <li>1. Develop a Waste and Recycling Strategy and road map – To reduce waste and increase recycling</li> <li>2. Review the Grounds Maintenance contractor performance</li> <li>3. Review street cleansing schedules</li> <li>4. Reviewing the Wokingham Highways Alliance (WHA) Performance Management Framework to ensure that KPIs better reflect the Councils priorities.</li> </ol>	6
Covid Recovery Plan	Contribute towards the detailed Covid Recovery action Plan action plan and reviewing impacts on service delivery	1, 2, 3, 4, 5, 6
Improving our customer relationship	<ol style="list-style-type: none"> <li>1. IT efficiencies and improved customer journey for planning</li> <li>2. Moving H&amp;T from reliance on email Inboxes and web forms to a Dynamics based CRM system (including some processes).</li> </ol>	6
Defending the Council's position in respect of speculative planning applications and appeals	Carry forward of special item funding to procure barrister and planning staff	1,2,3,4,5,6

# PnG - projects, policies & expected changes 2021/2

## Community & Corporate O&S - 24 May

Planning Enforcement – Local Planning Enforcement Plan review, member training	Update Local Planning Enforcement Plan to enable continued prioritisation and action in relation to breaches of planning control	1,2,3,4,5,6
Procuring and installation of a replacement Planning IT system	Critical system required in the next 12-18 months	6
Dinton Pastures and California Country Parks business case/plan	To maximise income	
Disaggregation of the BC shared service	TUPE transfer of staff to RBWM & West Berks Full Options appraisal for the future of the service and mobilisation of the new arrangement put in place asap post September	
Bringing back in house PPP functions	New operating model, staffing structures, processes, IT and systems to improve the customer journey and implementing future operating model by April 2022	
Local Walking and Cycling Implementation Plans (LCWIP) for the borough	1. Public Consultation on draft LCWIP. 2. Adoption of final LCWIP	1,2,3 & 5
Active travel improvements as part of the successful Active Travel Fund bid in Wokingham/Earley/Woodley.	1. Public consultation on detailed scheme 2. Approval of detailed scheme 3. Delivery of detailed scheme	1,2,3 & 5
Local Transport Plan 4 (alongside and dependent upon the LPU)	1. Information gathering engagement activity. 2. Public Consultation of draft LTP4 3. Adoption of LTP4	1,2,3, 4 & 5
Preparation of a Low Carbon Transport Strategy and EV Charging Strategy as part of our CEAP contribution (including potential pilot project using DfT ORCS funding)	1. Information gathering engagement activity. 2. Public Consultation of draft Strategies 3. Adoption of Strategies	1,2,3 & 5
Bus Service Improvement Plan (including the establishment of the Enhanced Partnership)	1. Approval to set up an Enhanced Partnership. 2. Consultation on draft Bus Service Improvement Plan. 3. Adoption of Bus Service Improvement Plan.	1,2,3 & 5

# PnG - projects, policies & expected changes 2021/2

## Community & Corporate O&S - 24 May

	4. Establishment of Enhanced Partnership.	
Delivery of a successful 21/22 Structural Maintenance programme	<ol style="list-style-type: none"> <li>1. Surface Dressing Programme (May 21).</li> <li>2. Resurfacing Programme (May-Oct 21).</li> <li>3. Micro-asphalt Programme (August-Sept 21)</li> </ol>	3 & 5
Review of the H&T structure following the first 2years of Wokingham Highways Alliance (WHA)	<ol style="list-style-type: none"> <li>1. Assessment of Service structure.</li> <li>2. Development of service improvement Plan.</li> </ol>	5 & 6
CTU service delivery model	Improved governance, procurement arrangements (DPS) and route optimisation.	1,2,3 & 5
Delivering 3 new park and rides	<ol style="list-style-type: none"> <li>1. Thames Valley Parkway,</li> <li>2. Winnersh Triangle</li> <li>3. Coppid Beech.</li> </ol>	1, 2, 3 & 5
Twyford Parking Management Plan (Pilot)	<ol style="list-style-type: none"> <li>1. Consultation on draft Twyford Parking Management Plan.</li> <li>2. Adoption Twyford Parking Management Plan.</li> <li>3. Implementation of Twyford Parking Management Plan.</li> </ol>	1, 2, 3 & 5
Borough wide Parking Management Plan	<ol style="list-style-type: none"> <li>1. Consultation on draft Borough wide Parking Management Plan.</li> <li>2. Adoption Borough wide Parking Management Plan.</li> <li>3. Implementation of Borough wide Parking Management Plan.</li> </ol>	1, 2, 3 & 5
Housing Strategy	<ul style="list-style-type: none"> <li>• Implementation of new housing strategy and accompanying year 1 action plan focusing on 4 key priorities.</li> <li>• Exec approved March-21</li> <li>• Full-Council May -21</li> </ul>	1, 2, 4
Allocations Policy	<ul style="list-style-type: none"> <li>• Further consultation to be carried out. Potential banding changes for how the Council prioritises its own stock to those on the Housing Register.</li> <li>• Forward Plan for October Executive</li> </ul>	1, 2, 4

# PnG - projects, policies & expected changes 2021/2

## Community & Corporate O&S - 24 May

<p>Affordable housing delivery on s106 sites</p>	<ul style="list-style-type: none"> <li>Delivered primarily through our RP partners. Projected delivery is down this year with over 230 affordable housing completions expected. Covid has had an impact in terms of both staffing and materials shortages, however the number of larger strategic sites are nearing completion.</li> <li>Potential changes to Government policy including introduction of First Homes – autumn 21. Will impact affordable housing tenures on s106 sites. Also expected new planning bill which will introduce new infrastructure levy based on land values replacing s106 system. All affordable housing will be delivered on site dependent on viability.</li> </ul>	<p>1, 2, 4</p>
<p>Specialist housing delivery - ASC/Learning Disabled and Mental Health Accommodation delivery programme</p>	<ul style="list-style-type: none"> <li>More fit for purpose accommodation for learning disabled and mental health service users meaning cost savings on care and support.</li> <li>Schemes completing this year include Danywern, Clifton Road, Highwood, Ryeish Green Former Respite Centre, supported units at Hatch Farm Dairies. These will accommodate 32+ service users.</li> <li>A further property is being purchased for Transitions service users which will accommodate a further 3 service users.</li> </ul>	<p>1, 2, 4</p>
<p>Specialist housing delivery – Children’s/Young People’s Accommodation delivery programme</p>	<ul style="list-style-type: none"> <li>London Road scheme to be complete and operational from September 2021, providing 7 units. Purchase of Seaford Court expected summer 2021 which will be progressed as an</li> </ul>	<p>1, 2, 4</p>

# PnG - projects, policies & expected changes 2021/2

## Community & Corporate O&S - 24 May

	additional scheme for young people.	
Homelessness accommodation funded through the Governments Next Steps Accommodation Programme	<ul style="list-style-type: none"> <li>WBC received funding to purchase 5 x one bedroom flats to be acquired on the open market by June 2021.</li> </ul>	1, 2, 4
Self-Build	<ul style="list-style-type: none"> <li>progressing an affordable self-build scheme in the borough. This will include around 13 units with a mix of 2, 3 &amp; 4 bed houses.</li> </ul>	1, 2, 4
Gorse Ride estate regeneration	<ul style="list-style-type: none"> <li>Regeneration phase 2a site fully vacated for demolition and construction commences</li> <li>Completion of phase 1 site and residents moved in</li> </ul>	1, 2, 4
Housing 145	<ul style="list-style-type: none"> <li>Delivery of the <b>1-4-5</b> development programme (corporate priority- delivering 1000 homes, over a 4 year period, generating 5% return rate on the Council's investment).</li> </ul>	1,4
Promoting the borough	<ul style="list-style-type: none"> <li>Create a Wokingham Borough Brand</li> <li>Set up an ambassadors programme of business and community leaders</li> </ul>	1,2,6
Economic development Business Recovery Plan	<ul style="list-style-type: none"> <li>Business engagement programme – recruiting 5 new members of staff, set up new CRM and engagement protocols</li> <li>Employment &amp; Skills Support Hub</li> <li>Continued overview of the business grants process – supporting the distribution of new grants as they arise</li> <li>Work with operational property to support the opening up of the high streets</li> <li>Gather and analyse business intelligence and data</li> <li>Completion of the Superfast broad band project in</li> </ul>	1,2,6

# PnG - projects, policies & expected changes 2021/2

## Community & Corporate O&S - 24 May

	<p>collaboration with other Berkshire authorities.</p> <ul style="list-style-type: none"> <li>• Implementation of the Berkshire wide Digital Infrastructure Strategy</li> </ul>	
Developing a new crematorium	<ul style="list-style-type: none"> <li>• Complete site feasibility</li> <li>• Master planning of chosen site</li> <li>• Design low carbon service delivery operating model</li> <li>• Planning application submitted</li> </ul>	1,3,4
Arts & Culture Strategy and 1 year Action Plan	<ul style="list-style-type: none"> <li>• Continued work with the Cultural Alliance to develop and deliver Action Plan</li> <li>• Develop programme of events as easing out of lockdown allows</li> <li>• Take forward proposals for the Carnival Hub as a cultural as well as leisure destination and linked proposals for iconic public art (led by Arts4Wokingham)</li> <li>• Further develop and promote the Wocca app for cultural events happening across the Borough as activity increases.</li> </ul>	1,2,6

# Resources & Assets – Significant Work Activities 2021/2

## Community & Corporate O&S - 24 May

Topic	Significant Additional Programmes of Work	Covid-19 Response/Recovery	Business As Usual (BAU)	Priorities (1-6) 1. Enriching lives 2. Safe, Strong Communities 3. A Clean and Green Borough 4. Right Homes, Right Places 5. Keeping the Borough Moving 6. Changing the way we work for you
Leisure	Revised Leisure Strategy (consultations taking place May/June 21) New Boxing fitness hub (subject to executive approval) Cantley park re-development including new café/3G pitch/cricket wicket/redevelopment of play park/drainage works on existing pitches/additional parking 3G pitch at Arborfield primary Ice rink and winter market (Nov/Dec 21) Family fun day at Cantley park (Aug 21) Winter cinema events	Assisting Leisure contractor to full recovery. Free online physical activity sessions to encourage continuation of physical activity adults/children's. Online sessions for CLASP. Re-introduction of activities in line with government guidelines including workplace health sessions. Introduction of additional programme 'moving with confidence' 1:1 home visits for those residents at risk of falls/exercise to aid re-enablement. Online workshops for arts and culture.	Running of Leisure Activities within the leisure centres and delivery of all sport and leisure programmes. Children holiday camps. Development of new Leisure facilities/programmes. Arts and culture workshops. Management of leisure facilities. Marketing/advertise of all programmes to increase participation/information. Joint working – Public Health/ASC/Children's/Optalis (Chairing Health and Wellbeing sub board – physical activity).	1, 2, 3,5

# Resources & Assets – Significant Work Activities 2021/2

## Community & Corporate O&S - 24 May

Topic	Significant Additional Programmes of Work	Covid-19 Response/Recovery	Business As Usual (BAU)	<b>Priorities (1-6)</b> 1. Enriching lives 2. Safe, Strong Communities 3. A Clean and Green Borough 4. Right Homes, Right Places 5. Keeping the Borough Moving Changing the way we work for you
Governance	Elections 2022; Revised Constitution; Corporate Risk Register development; Member Development Programme; Internal Audit team transition to in-house	Public decision-making meetings – transition to physical	Annual Governance Statement; Annual Internal Audit Plan; Annual canvassing, Councillor related activities	All
Financial Management	Enhanced financial management practices including MTFP process; New Local Government Finance Settlement; Financial System improvements (better financial information and improved financial reporting)	Numerous Financial returns	Revenue/Capital monitoring; Statement of Accounts; Budget Setting; Treasury Management; Statutory Returns; Procurement support and management of corporate contracts	6

# Resources & Assets – Significant Work Activities 2021/2

## Community & Corporate O&S - 24 May

Topic	Significant Additional Programmes of Work	Covid-19 Response/Recovery	Business As Usual (BAU)	Priorities (1-6) 1. Enriching lives 2. Safe, Strong Communities 3. A Clean and Green Borough 4. Right Homes, Right Places 5. Keeping the Borough Moving Changing the way we work for you
Commercialisation	Commercialisation Strategy; Procurement Strategy; Numerous activities to enhance VFM and work towards financial self sufficiency			6
Property	On-going delivery of 1-4-5 +100p.a. Housing Target (including affordable housing); WTCR completion; Delivery of Gorse Ride regeneration; Community Asset Acquisition with ROI; Delivery of Capital Programme (WBC managed schemes); WBC Asset optimisation (e.g. Toutley); Climate Emergency projects	Assisting commercial tenants through the impact of Covid-19	Collecting income from WBC owned properties; managing & safeguarding WBC assets	1,3,4,6

# Resources & Assets – Significant Work Activities 2021/2

## Community & Corporate O&S - 24 May

Topic	Significant Additional Programmes of Work	Covid-19 Response/Recovery	Business As Usual (BAU)	Priorities (1-6) 1. Enriching lives 2. Safe, Strong Communities 3. A Clean and Green Borough 4. Right Homes, Right Places 5. Keeping the Borough Moving Changing the way we work for you
'External' Finance	Build upon current high levels of collection	Nuanced approach to Council Tax and Business Rates collection. Payment of Business rate Grants and Reliefs.	Collection of Council Tax and Business Rates, Payment of Benefits/Reliefs (including Council Tax Reduction Scheme)	1,6
Support Services	Enhanced Legal Services; Enhanced Finance Support; Support provided to numerous new programmes of work arising across Directorates	Supporting Directorates with COVID-19 responsibilities re Response/Recovery	Support to all BAU activity across Directorates; Facilities support and reprographics service	6

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