



WOKINGHAM BOROUGH COUNCIL

A Meeting of the **OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE** will be held in the Council Chamber - Civic Offices, Shute End, Wokingham RG40 1BN on **WEDNESDAY 17 NOVEMBER 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 9 November 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 viewed live using the following link:
<https://youtu.be/6CLukvfnsEQ>

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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 OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

Councillors

Pauline Helliar-Symons (Chairman)	Alison Swaddle (Vice- Chairman)	Sam Akhtar
Rachel Burgess	Paul Fishwick	Jim Frewin
Guy Grandison	Norman Jorgensen	Sarah Kerr
Rebecca Margetts	Jackie Rance	Rachelle Shepherd-DuBey

Substitutes

Keith Baker	Chris Bowring	Anne Chadwick
Jenny Cheng	Stephen Conway	Peter Dennis
Gary Cowan	Carl Doran	Lindsay Ferris
Barrie Patman	Simon Weeks	

ITEM NO.	WARD	SUBJECT	PAGE NO.
45.		APOLOGIES To receive any apologies for absence.	
46.		MINUTES OF PREVIOUS MEETING To confirm the Minutes of the Meeting held on 18 October 2021.	5 - 14
47.		DECLARATIONS OF INTEREST To receive any declarations of interest.	
48.		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 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 www.wokingham.gov.uk/publicquestions	
49.		MEMBER QUESTION TIME To answer any Member questions.	
50.	None Specific	RECOVERY STRATEGY UPDATE To consider progress against the Council's Covid19 Recovery Strategy.	15 - 28

51.	None Specific	ANTI-POVERTY STRATEGY To consider an update on the process for developing the Council's Anti-Poverty Strategy.	To Follow
52.	None Specific	UNLAWFUL ENCAMPMENTS To consider the annual update on unlawful encampments in the Borough and progress on measures to increase site provision for Gypsy, Roma and Traveller families.	29 - 40
53.	None Specific	ENHANCED PARTNERSHIP FOR LOCAL BUS SERVICES To scrutinise the next steps in implementing the Bus Service Improvement Plan including the development of an Enhanced Partnership with service operators.	41 - 46
54.	None Specific	CONSIDERATION OF THE CURRENT EXECUTIVE FORWARD PROGRAMME To consider the current published version of the Executive Forward Programme.	47 - 50
55.	None Specific	COMMITTEE WORK PROGRAMMES To discuss the work programme of the Overview and Scrutiny Management Committee and Overview and Scrutiny Committees.	51 - 64
56.	None Specific	ACTION TRACKER To consider the latest Action Tracker Report.	65 - 68

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.

CONTACT OFFICER

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MINUTES OF A MEETING OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE HELD ON 18 OCTOBER 2021 FROM 7.00 PM TO 10.00 PM

Committee Members Present

Councillors: Pauline Helliard-Symons (Chairman), Alison Swaddle (Vice-Chairman), Rachel Burgess, Paul Fishwick, Jim Frewin, Norman Jorgensen, Sarah Kerr, Rebecca Margetts, Jackie Rance and Rachelle Shepherd-DuBey

Other Councillors Present

Councillors: Chris Bowring, Michael Firmager, Parry Bath, John Halsall, Clive Jones, Gregor Murray and Bill Soane

Officers Present

Dave Allen, Communications, Engagement and Marketing Manager
Rebecca Bird, Senior Specialist, Communications, Engagement and Marketing
Richard Bisset, Lead Specialist Place Clienting
Narinder Brar, Community Safety Partnership Manager
Stephen Brown, Interim Assistant Director, Place Services
Neil Carr, Democratic and Electoral Services Specialist
Karen Evans, Domestic Abuse Co-ordinator
Andy Glencross, Assistant Director - Highways and Transport
Rhian Hayes, Interim Assistant Director - Housing and Place
Nick Spencer, PMO and Digital Lead Specialist
Diana Tovar, Climate Emergency Manager
Jackie Whitney, Head of Customer Delivery

11. APOLOGIES

Apologies for absence were submitted from Sam Akhtar and Guy Grandison.

Chris Bowring and Michael Firmager attended the meeting as substitutes.

12. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Committee held on 20 September 2021 were confirmed as a correct record and signed by the Chairman.

Note: Alison Swaddle referred to a request from Clive Jones about the format and style of Overview and Scrutiny Minutes. Councillor Jones had requested that the Minutes should name any Member who raised an issue or asked a question. The Committee considered the pros and cons of Councillor Jones's request.

It was proposed by Alison Swaddle and seconded by Jackie Rance that the current format, i.e. not naming individual Members be continued.

Upon being put to the vote, the proposal was approved.

13. DECLARATION OF INTEREST

Michael Firmager declared a personal interest in item 38 – Waste Strategy - on the grounds that he was the Deputy Executive Member for Environment and Communities.

Note: Sarah Kerr referred to the decision made by the Committee at its meeting, on 19 June 2019, relating to membership of the Overview and Scrutiny Committees. The

Committee had resolved that in light of the Government's Statutory Guidance on the Overview and Scrutiny function, Deputy Executive Members should not sit on the Overview and Scrutiny Management Committee or any other Overview and Scrutiny Committee which related to their portfolio. In light of that decision Councillor Kerr asked for clarification on Councillor Firmager's attendance at the meeting as a substitute. It was confirmed that the matter would be investigated before the next meeting of the Committee in November 2021.

14. PUBLIC QUESTION TIME

There were no public questions.

15. MEMBER QUESTION TIME

There were no Member questions.

16. DOMESTIC ABUSE STRATEGY 2021-24

The Committee considered a report, set out at Agenda pages 9 to 68, which gave details of the proposed Domestic Abuse Strategy 2021-24.

The report stated that the Domestic Abuse Act came into effect in April 2021, placing a new duty on Tier 1 Authorities to provide a rounded offer of support to victims of domestic abuse and their children in safe accommodation. The proposed Domestic Abuse Strategy covered the new statutory duties introduced under the Act as well as its wider response to domestic abuse.

Feedback and comments from the Committee would be fed into the final draft of the Strategy to be considered by the Executive in November 2021. Once approved, the Strategy would be published on the Council's website.

Bill Soane, Executive Member for Neighbourhoods and Communities, attended the meeting to answer Member questions along with Narinder Brar (Community Safety Partnership Manager) and Karen Evans (Domestic Abuse Co-ordinator).

The report stated that the Council's duties under the 2021 Act included the appointment of a multi-agency Domestic Abuse Local Partnership Board which must be consulted as it performed specific functions such as:

- assessing the need for domestic abuse support in the Borough for all victims and their children;
- preparing and publishing a strategy for the provision of such support having regard to the needs assessment;
- monitoring and evaluating the effectiveness of the strategy and reporting back to the Government each year.

In the ensuing discussion, Members raised the following points:

Overall, Members felt that the Strategy document was comprehensive and well structured.

In relation to terminology, the Strategy referred to "victims and children". It was felt that children who witnessed domestic abuse were also victims. Could the terminology be amended to say "victims which include children"? It was confirmed that the wording in the Strategy reflected the wording in statutory documents. However, this point would be considered further.

The action plan underpinning the Strategy should have an emphasis on awareness raising and prevention as many victims did not recognise that they were being abused until they received professional help. It was confirmed that awareness raising was a key part of the Strategy. Officers were happy to share the action plan with the Committee.

It was important that staff in Children's Services received training on issues such as post separation abuse and coercive control. It was confirmed that the training plan for Children's Services included a comprehensive list of key topics such as the ones mentioned.

The Council had awarded its five year domestic abuse support contract to Cranstoun. How would Cranstoun meet the needs of different types of victim e.g. male and female? It was confirmed that Cranstoun was working to get a new refuge up and running. Accommodation for women and men was never mixed. It was accepted that there currently gaps in provision, e.g. for men and victims with complex needs.

The tables on page 43 of the Agenda highlighted the current gaps in service provision. What was being done to address those gaps? It was confirmed that there was good data on the key issues and that the relevant table set out initial recommendations for action. However, it was recognised that there were significant issues to address.

The report referred to the Domestic Abuse Strategy for 2017-20. How successful was that strategy in tackling domestic abuse in the Borough? It was recognised that there had been significant changes since 2017. The Council's approach would continue to develop as the new strategy was implemented. The Council had received significant additional Government funding in order to meet the new duties in the 2021 Act.

What were then implications of the Domestic Abuse Strategy for children under 16? It was confirmed that the Government definition of domestic abuse related to children over 16 years of age. The under 16s would primarily be dealt with through the child protection services. The Council worked with local schools to ensure that guidance and support were available as necessary.

One of the key challenges was effective communications, especially in relation to hard to reach groups. How would this be achieved? It was confirmed that communication was a big challenge. This would be achieved through effective signposting and a co-ordinated response across the Borough. The aim would be to use a wide range of media sources and to "piggyback" on to other communication tools.

RESOLVED That:

- 1) the proposed Domestic Abuse Strategy 2021/24 be noted and ratified, taking on board the points raised by the Committee;
- 2) the annual refresh of the Domestic Abuse Strategy and the full review, due in 2024, be reported to the Committee to enable it to measure success against the key priorities.

17. WASTE STRATEGY

The Committee considered a presentation on the objectives and proposed process for developing the Council's new Waste Strategy.

The presentation was delivered by Richard Bisset (Lead Specialist, Place Clienting) and Rebecca Bird (Senior Specialist, Communications, Engagement and Marketing). Parry Bath (Executive Member for Environment and Leisure) attended the meeting to answer Member questions.

The presentation highlighted the current issues facing the service:

- increasing costs - £10.7m waste disposal cost each year;
- high waste volumes – over 70,000 tonnes of waste produced each year;
- weekly collection of rubbish and recycling – limited to 80 bags per property;
- Climate Emergency – commitment to achieve 70% recycling rate by 2030.

The aim was to approve a new waste collection service by 2023 with the following aims:

- reduced cost – the current trajectory was not sustainable in the long term;
- reduced waste – will result in lower costs and support Climate Emergency targets;
- increased recycling – help to achieve climate targets.

The presentation set out the proposed process and timeline for developing the new Waste Strategy by 2023, including:

- an early resident engagement survey;
- establishment of a cross-party Member working group;
- data gathering and analysis;
- Climate Emergency community deliberative process;
- update on emerging options to Overview and Scrutiny;
- public engagement on emerging options;
- draft Waste Strategy to Member working group and Overview and Scrutiny;
- public consultation on draft Waste Strategy;
- approval of waste Strategy by the Executive.

In the ensuing discussion Members raised the following points:

As part of the public consultation on the Strategy, could residents identify new options such as the introduction of wheelie bins? Was the re3 partnership outside the scope of the new Strategy? It was confirmed that all aspects of the collection and disposal process were included in the development of the new Strategy.

At present, the Household Waste and Recycling Centres were situated in Bracknell and Reading. Was there potential for a site to be developed within the Borough? It was confirmed that the potential for a site in the Borough would be explored. Survey data indicated that Wokingham residents were regular users of the waste and recycling centres.

The development of the new Strategy was likely to take around 14 months. Would the Council be seeking to adopt innovative solutions in the meantime? It was confirmed that the service was constantly looking at examples of best practice and new ideas. The service received independent advice on best practice so would be keen to adopt innovative practices where possible. Regular discussions already took place with Veolia on the subject of continuous improvement.

How would the proposed focus groups be constituted and what expert advice would they receive to enable them to understand the key issues? It was confirmed that the Council would ensure that the deliberative processes would seek to engage with a representational cross section of residents and would be supported by expert advice.

A key part of the new Strategy would be communication and engagement with all sections of the community, including those residents who were not currently aware of the benefits of recycling and waste minimisation. It was confirmed that a wide variety of communication tools would be used to ensure that key messages were understood by all residents and community groups. This would include working with Town and Parish Councils, the voluntary sector and local schools.

The new Strategy should include a review of roads which could not accommodate a full size refuse vehicle. Smaller, more flexible vehicles would help to meet the needs of residents who struggled with the current service arrangements. It was confirmed that this point would be taken forward as part of the ongoing discussions on the new Strategy.

RESOLVED That:

- 1) Parry Batth, Richard Bisset and Rebecca Bird be thanked for attending the meeting to answer Member questions;
- 2) the presentation on development of the new Waste Strategy be noted;
- 3) the Committee receive a further update on the development of the new Waste Strategy at its meeting in January 2022.

18. WBC WEBSITE IMPROVEMENT

The Committee considered a report, set out at Agenda pages 69 to 78, which gave details of proposals to improve the Council's website, in line with customer feedback.

Gregor Murray, Executive Member for Resident Services, Communications and Emissions, attended the meeting to answer Member questions along with Nick Spencer (PMO and Digital Lead Specialist) and Jackie Whitney (Head of Customer Delivery).

The report stated that the Council website provided 24/7 online access to residents, allowing them to interact with the Council at times convenient for them. The website was currently ranked 5/40 for local authorities using the Gov. Metrics customer feedback service. However, the website system which provided the Council website was approaching the end of its life and needed to be replaced in order to meet the needs of residents more effectively. Customer feedback also indicated areas for improvement in the design and structure of the website.

The report stated that improving the website was part of the ongoing programme aimed at strengthening the voice of the customer. This programme aligned with the Council's Customer Experience Strategy. Usage and analytics data highlighting customer transactions was also used to identify areas of opportunity for digital development.

The report confirmed that a Capital bid had been submitted to fund a project to replace the website system. If the funding was approved the project would commence in 2022. The proposed outcomes would be a modernised look and feel focussing on mobile use, simple

navigation, consistent signposting, less reliance on PDFs and easy to use and intuitive transactional forms.

It was estimated that the redesign and rebuilding of the website would take 18-24 months. The project was part of the Modernise agenda which would have a significant impact on all services delivered by the Council, both internal and external.

In the ensuing discussion Members raised the following points:

In developing the new website, what measures of success would be included? Would Key Performance Indicators (KPIs) be reported to the Committee? Specific points included:

- the mobile app was not really an app and was prone to failure;
- the reporting tool used two systems and needed better co-ordination;
- a lot of content was too technical and should be made more user friendly, including the use of plain English;
- signing up for library events was not easy.

It was confirmed that consistency was key in developing the website. It was essential to understand the customer journey and to engage with users, making sure that the website was as easy to use as possible for all residents.

It would be sensible to look at the most used webpages as the first step in the iterative programme of website development. It was also important that different systems were able to talk to each other. The importance of the customer journey was emphasised along with a consistent voice to residents. The Council's Communications team had an important part to play in this process.

It was felt that viewing website content on a mobile phone was often difficult. Could content be reshaped to include a brief synopsis which would assist residents? It was acknowledged that the website was not designed to accommodate residents using mobile phones. The pandemic had seen a major shift in the way residents interacted with the Council – now 50% of website interactions were via mobile phones. This issue would be considered as part of the improvement plans.

How could we ensure that all Members had the opportunity to provide feedback on the website and put forward ideas for improvement? It was confirmed that all Members would be given the opportunity to comment and make suggestions relating to the improvement journey.

RESOLVED That:

- 1) Gregor Murray, Nick Spencer and Jackie Whitney be thanked for attending the meeting to answer Member questions;
- 2) the proposed plans to improve the Council's website be noted and supported;
- 3) the comments and suggestions from the Committee be incorporated into the plans to improve the website.

19. CLIMATE EMERGENCY - EXECUTIVE RESPONSE TO THE TASK & FINISH GROUP RECOMMENDATIONS

The Committee considered a report, set out at Agenda pages 79 to 100, which set out the officer responses to the 2021 recommendations from the Climate Emergency Task and Finish Group.

The report stated that the Task and Finish Group's recommendations had been submitted to the Executive in September 2021. The report to the Executive included officer comments on each of the recommendations, the majority of which were accepted. The officer comments were reported back to the Committee for information and comment. The report also included an update on progress against the Task and Finish Group's 2020 recommendations.

Gregor Murray, Executive Member for Resident Services, Communications and Emissions, attended the meeting to answer Member questions along with Rhian Hayes (Interim Assistant Director Housing and Place) and Diana Tovar (Climate Emergency Manager).

The report stated that the Task and Finish Group's 2021 report had focussed on four key elements of the Action Plan: transport, homes, renewable energy and behaviour change.

The report stated that the next update report on the Climate Emergency Action Plan would be submitted to the Committee in January 2022.

In the ensuing discussion Members raised the following points:

In relation to the recommendations on transport, were there plans to carry out a Borough-wide Journey Needs Assessment, including consultation with key stakeholders? It was confirmed that an assessment would be carried out as part of the work on the new Local Transport Plan (LTP4). This would include a focus on sustainable transport journeys.

Clarification was sought on the Action Plan target of achieving 50% registered Electric Vehicles in the Borough by 2030 in light of the Government announcement that the sale of new petrol/diesel cars and vans would end in 2030. It was confirmed that, although the sale of new petrol/diesel vehicles would end by 2030, many petrol/diesel vehicles would continue in use well into the 2030s.

In relation to the recommendation on the introduction of a Supplementary Planning Document (SPD) linked to the current Local Plan, it was noted that an SPD could not be attached to the existing Local Plan. Instead, an interim measure could be the publication of a policy statement to encourage carbon improvements. Was this work being progressed? It was confirmed that the proposed policy statement would be delivered.

In relation to the proposed Low Carbon Transport Strategy, it was confirmed that the strategy should consider all transport emissions, not just carbon. This had been emphasised in a Motion approved by Council in 2019.

As 60% of journeys were less than 5km there was an opportunity to develop safe alternatives to the private car. The Council is in the process of developing the Local Cycling and Walking Infrastructure Plan (LCWIP). LCWIP proposals were currently out to consultation. Were the delivery costs of the LCWIP being considered? It was confirmed that work was ongoing to calculate the delivery costs for the LCWIP. Officers were currently evaluating the key cycling and walking routes across the Borough.

In relation to the Task and Finish Group's recommendation on clean air zones for Twyford and Wokingham town centre, the officer response referred only to Twyford. Were there plans to consider a clean air zone for Wokingham? It was confirmed that the officers would give further consideration to this issue and report back to the Committee. It was also confirmed that Reading University was leading a project aimed at reducing emissions and improving air quality through a mix of energy management and traffic management initiatives. An update on the project would be submitted to the Committee.

In relation to the £17m project aimed at tackling traffic congestion across the Borough, did the project include carbon saving targets which could be shared with the Committee? It was confirmed that carbon saving targets would be attached to the project, but that the targets had not yet been agreed.

In relation to the 2020 recommendations of the Task and Finish Group, it was felt that a number had been accepted but not progressed, including:

- Development of a Vision for a Net Zero Borough – utilising the Climate Emergency Cross Party Working Group. The working group had not met since January 2021. It was confirmed that the development of the Vision would take place through the proposed local deliberative processes. One of these processes would be a cross party group of Members.
- Independent carbon audit of the Climate Emergency Action Plan and the supporting methodology. It was confirmed that this item had been included in the Council's Internal Audit programme for 2021/22.
- Inclusion of an assessment methodology which measures the likelihood (as a %) of success or failure of each item in the Action Plan. It was confirmed that all the items in the Action Plan were assumed to be deliverable. The RAG (Red, Amber, Green) rating had been introduced to show progress against each target. Progress would be further updated in January 2022.
- Updates to the Action Plan address the gaps and errors in the original version. It was felt that some of the gaps and errors had not yet been addressed. It was confirmed that a further update be scrutinised as part of the next update in January 2022.

What progress was being made on the recommendations relating to behaviour change? It was confirmed that behaviour change was one of the most important issues in the Action Plan. A range of discussions were ongoing and progress would be reported in the January update.

What was the Council doing to encourage residents to replace gas boilers with heat pumps and/or solar panels? It was confirmed that the Green Bank concept was still being discussed as a way to deliver funding for residents to make changes to their home heating arrangements. The Local Plan Update process would also deliver stretching targets relating to new homes in the Borough.

In relation to future update reports on the Action Plan – could the reports separate out progress relating to the Borough-wide targets and progress relating to the Council's own carbon footprint? This issue had been raised through a public question at full Council. It was confirmed that this matter was under consideration and Members would be updated as part of the next update report.

RESOLVED That:

- 1) Gregor Murray, Rhian Hayes and Diana Tovar be thanked for attending the meeting to answer Member questions;
- 2) officers be asked to take account of the Committee's comments on the response to the Task and Finish Group's 2021 recommendations;
- 3) progress against the Task and Finish Group's 2020 recommendations be noted;
- 4) the next update report on the Climate Emergency Action Plan be submitted to the Committee's meeting in January 2022;
- 5) issues raised by the Committee (set out above) be addressed in the next update report.

20. CONSIDERATION OF THE CURRENT EXECUTIVE FORWARD PROGRAMME

The Committee considered a copy of the Executive Forward Programme as set out on Agenda pages 101 to 104.

A query was raised about the Bus Service Improvement Plan which had not been considered by the Committee before submission to the Executive. It was confirmed that completion of the Plan within a tight deadline meant that it could not be reported to the Committee in draft form. However, the next stage in the process was the development of the Enhanced Partnership document by the end of March 2022. It would be possible to bring this element of the process to the Committee for discussion.

RESOLVED: That the Executive Forward Programme be noted.

21. COMMITTEE WORK PROGRAMMES

The Committee considered its forward work programme and that of the Overview and Scrutiny Committees as set out on Agenda pages 105 to 120.

RESOLVED That:

- 1) the Overview and Scrutiny Work Programmes be noted;
- 2) clarification be sought on the timetabling for the report on the Council's emerging Tree Strategy.

22. ACTION TRACKER REPORT

The Committee considered the latest Action Tracker report, set out at Agenda pages 121-122.

RESOLVED: That the Action Tracker report be noted.

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Agenda Item 50.

TITLE	Recovery Strategy Update to September 2021
FOR CONSIDERATION BY	Overview and Scrutiny Management Committee on 17 November 2021
WARD	None Specific
DIRECTOR	Graham Ebers, Resources and Assets

OUTCOME / BENEFITS TO THE COMMUNITY

The strategy seeks to support recovery across the Borough on the back of the Covid19 pandemic and pulls together some of the key activities underway to support our communities in recovery.

The strategy will continue to be delivered through to 2026, recognising that this is a long-term plan.

RECOMMENDATION

The Committee is requested to note progress in delivery of the Strategy and the key achievements to date.

SUMMARY OF REPORT

The report sets out progress against delivery of the Recovery Strategy 2021-26, focussing on achievements and changes through to September 2021. These updates are presented across the nine priorities, focussing on the immediate action points for Year 1.

Within the update, the report brings out one aspect of the strategy where the approach has been changed: this is within the Stimulate Job Creation & Skills priority where there has been a change in focus from a hub model to an outreach approach.

Background

The Council developed a Recovery Strategy 2021-2026 to focus recovery from the Covid19 pandemic, supporting our communities in nine key areas of:

1. Climate Change
2. Physical & Emotional Health & Wellbeing
3. Education and Development for Children & Young People
4. Creating Resilient Communities & Sustainable Services
5. Investing in a Sustainable Future, Regeneration and Arts & Culture
6. Supporting & Strengthening Businesses & the Local Economy
7. Stimulate Job Creation & Skills
8. Developing our People & New Ways of Working
9. Contain Outbreak Management Framework (COMF)

The report (slides) attached includes progress against each of these priorities, drawing out achievements and any aspects that have changed through to the end of September 2021.

One notable success from this which stands out above the others is the work which has been done during the period to enable the opening in November 2021 of the Dinton Activity Centre as the Borough's first carbon neutral building. This has subsequently been chosen by the Local Government Association as an innovative climate activity which they are promoting through their digital exhibition at COP26.

The Recovery Strategy is in early stages of delivery, with actions planned to continue over the next four years, supported by the existing Equality Plan and the Anti-Poverty Strategy which is in development with our voluntary sector partners.

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 focussed on the vulnerable and 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 other financial implications		
Next Financial Year (Year 2)			
Following Financial Year (Year 3)			

Other financial information relevant to the Recommendation/Decision

Some Government funding has been made available, which supports delivery of the Recovery Strategy, with the bulk of the work for Year 1 being activities put forward by the relevant services.

The Strategy is delivered through targeting existing resources in the MTFP and seeking additional resources as appropriate.

Cross-Council Implications

Much activity is happening across the Council and our partners to facilitate rapid recovery within our communities.

Public Sector Equality Duty

It is known that certain communities have been more adversely impacted by the Covid19 pandemic and this strategy will help these people recover and address the challenges they are facing.

Climate Emergency – The 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 update pulls out one specific achievement contributing towards the climate emergency, which has achieved national recognition at COP26 as above.

List of Background Papers

Recovery Strategy 2021-2026

Contact Mark Gwynne	Service Insight, Strategy & Inclusion
Telephone No 0118 974 6000	Email mark.gwynne@wokingham.gov.uk
Date 9 th November 2021	Version No. 1

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Overview & Scrutiny

Recovery Report to Sep 21

1. Climate Change
2. Physical & Emotional Health & Wellbeing
- 19 3. Education and Development for Children & Young People
4. Creating Resilient Communities & Sustainable Services
5. Investing in a Sustainable Future, Regeneration and Arts & Culture
6. Supporting & Strengthening Businesses & the Local Economy
7. Stimulate Job Creation & Skills
8. Developing our People & New Ways of Working
9. Contain Outbreak Management Framework (COMF)

Wednesday 17th November 2021



WOKINGHAM
BOROUGH COUNCIL



20
**Climate
Change**

<p>Immediate action points (1 year)</p>	<p>Changes to proposed actions based on emerging data and insight</p>	<p>Progress update (with reference to success criteria where appropriate)</p>
<ul style="list-style-type: none"> • Continue to deliver the actions in our climate emergency action plan • Continue to encourage the growth of green industries • Continue to maximise the short-term environmental benefits of lockdown restrictions based on data and insights • Reflect the green agenda in all council policies • Continue to protect our green spaces and natural environment • Prepare our waste strategy to reduce waste, increase recycling and commence implementation of action plans 	<p>No change</p>	<ul style="list-style-type: none"> • The Climate Emergency Action Plan Annual Report was agreed by Council in July. This report established the actions and the deliberative process has now been agreed. • Improved home insulation of over 700 households through the Help to Heat scheme. • Planning application for a new solar farm in Barkham approved. • Ten schools have received retrofitting works that include LED lighting, insulation measures, controls upgrades, heating upgrades. • 54 new electric vehicle charging points installed, and developing an Electric Vehicle Strategy. • The new Dinton Activity Centre will be ready for opening in November as the Borough's first carbon neutral building: it includes air source heat pumps, windcatchers giving increased natural ventilation; solar panels that will produce more energy than required for the building's operation; and it will have four active EV charging points. This was chosen as the LGA exhibit for COP26.



Physical & Emotional Health & Wellbeing

Immediate action points (1 year)	Changes to proposed actions based on emerging data and insight	Progress update (with reference to success criteria where appropriate)
<ul style="list-style-type: none"> • Continue to address the low to moderate Mental Health service provision needs for adult’s in conjunction with partners • Continue to support the management of COVID-19, through the ASC, Children’s and Communities Taskforce working closely with Public Health • Continued monitoring and evaluation of vaccine rollout • Development of Wokingham Strategy in Action as part of the Berkshire West Health & Wellbeing Strategy • Continue to use data to further understand and address the health & wellbeing impacts on residents with particular reference to underserved communities and emerging inequalities • Continuing to support health & wellbeing services to return to full service delivery • Implement redesigned Emotional Wellbeing model and offer for children and young people with mild to moderate mental health needs • Review Emotional Wellbeing Strategy for Children and Young People in Wokingham • Development of specialist CAMHS offer for children and young people in care • Continue to deliver on our health integration programme 	<p>No change</p>	<ul style="list-style-type: none"> • We have jointly commissioned (LA and CCG) an Emotional Wellbeing Service (Primary Mental Health Team 4 Youth). Funding has also been approved for Reading, West Berkshire, Wokingham, and the CCG to jointly commission a bespoke CAMHS service for Looked After Children. • Review of the Emotional Wellbeing Strategy for Children and Young People is currently underway and is expected to be completed by January 2022. • Covid response continues to be led by up-to-date epidemiology through the Data Cell, particularly around vaccinations. The taskforce structure is ongoing and review is under way for COMF resourcing and onward planning post March 2022. • Our PH consultant sits on the Berkshire West Vaccine Action Group (co-Chaired by WBC Chief Executive) and works closely with CCG colleagues on vaccine roll out. • Wokingham Strategy into Action was developed March – Sept 21 and will be taken to October Wellbeing Board.



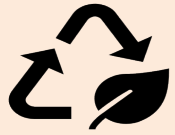
**Education
and
Development
for Children
& Young
People**

Immediate action points (1 year)	Changes to proposed actions based on emerging data and insight	Progress update (with reference to success criteria where appropriate)
<ul style="list-style-type: none">• Continued engagement and support for schools to tackle the challenges of COVID-19• Continued support for remote education and use of technology to support remote education outside school environment when needed• Recommissioning of the Wokingham Healthy Child Programme• Continue our work to develop a schools estate that meets the needs of the population	No change	<ul style="list-style-type: none">• Children’s services has been working hard to support schools with the challenges of Covid-19, such as through daily emails to headteachers, weekly senior leader drop in sessions and a dedicated inbox for school related Covid queries.• Our input has also been crucial to local schools’ ability to teach remotely, such as through the distribution of digital devices to schools as required.• We have managed to progress with other activity such as the recommissioning of the Wokingham Healthy Child Programme, which is now closed to submissions and will make a further announcement in November/December.• Our schools estate work is still in progress and we will be putting forward a bid for a capital grant to support infrastructure. Given the nature of the school year running from September, our work towards the success criteria will be progressed as term progresses and we receive more data that can inform this work.



**Creating
Resilient
Communities
&
Sustainable
Services**

Immediate action points (1 year)	Changes to proposed actions based on emerging data and insight	Progress update (with reference to success criteria where appropriate)
<ul style="list-style-type: none"> • Continue to work closely with providers to understand the impact of Covid 19 including capturing data via contract management tools to make decisions • Continue to work with community based and universal services to provide early intervention and reduce the demands on statutory services and interventions • Creating a more sustainable market and managing increased demand within limited resources • Continue to build on any alternative service delivery models that have had a positive impact and embed these as 'the norm' • Continue to provide clear and simple ways for our residents to access services and support – offering the right support at the right time • Continue prioritising direct face to face engagement, and relationship based practice with children and their families • Continue strengthening our work with partners and networks to ensure that commissioned services manage demand and meet the needs of our residents • Continue to keep residents at the heart of all decisions during the response and recovery, whilst keeping our staff safe and well supported • Ensure that we have the appropriate infrastructure to host, accommodate and support our work and delivery • Continue to work with the VCS and partners to continue to identify and build on social capital • Continue our work to ensure a flexible and adaptive workforce and robust systems that can respond to any future external 'shocks' • Continue to deliver on the ASC Transformation Programme 	<p>No change</p>	<ul style="list-style-type: none"> • Recovery activities for ensuring resilient communities and sustainable services are focused on working directly with community-based organisations and providing high quality spaces for residents to use within the borough. This includes working with town and parish councils and delivering enhanced community facilities in Shinfield, Twyford and Wokingham. • Many of our traditional channels of communication, engagement and assessment have remained in place throughout the pandemic. We are prioritising face-to-face visits and virtual visits are now the exception. Recently we have moved to increase and re-introduce centre based engagement and activity for our universal and targeted services. • We use our data and intelligence to model and review capacity and system pressures and increase and flex our workforce as required to meet identified need. • We have worked with the VCS to develop alliances including the Friendship Alliance to tackle loneliness and isolation. We have also developed a Charity and Community Hub that will open in November in Wokingham town centre.



Investing in a Sustainable Future, Regeneration and Arts & Culture

Immediate action points (1 year)	Changes to proposed actions based on emerging data and insight	Progress update (with reference to success criteria where appropriate)
<ul style="list-style-type: none"> • Develop a shared vision of place and celebrate the uniqueness of the borough • Re-imagining sustainable transport across the borough • Continue to communicate the strengths of the borough to attract investment • Continued development of the arts & culture offering to attract visitors to town centres and key sites throughout the borough • Continue building the right homes in the right places (continuing the focus on place shaping) 	<p>No change</p>	<ul style="list-style-type: none"> • Housing Strategy was agreed by Council in May 2021. The new Strategy sets strategic direction until 2024, with an emphasis on COVID recovery, and assessing and addressing impacts. So far it has delivered: <ul style="list-style-type: none"> • 187 affordable homes in 2020/21. • 61 houses in the 2nd year of the 1-4-5 housing development programme with a further 100 units currently on site and an additional 885 units being progressed. • Completion of schemes for clients with special educational needs, with further specialist schemes currently being developed. • Over £1m funding secured to develop offer for rough sleepers. • Delivered an 18 unit key worker housing scheme in Wokingham. • Phase 1 of Gorse Ride regeneration nearing completion with Phase 2 having received planning permission.



Supporting
&
Strengthening
Businesses
&
the Local
Economy

Immediate action points (1 year)	Changes to proposed actions based on emerging data and insight	Progress update (with reference to success criteria where appropriate)
<ul style="list-style-type: none">• Continue to analyse the impact of the pandemic on our local businesses and identify trends in the economy through gathering data and insights• Increase our level of engagement with the business community to understand their needs and provide support where we can, particularly in managing COVID-19 related issues• Continue to distribute grants and signpost businesses to specialist business advice	No change	<ul style="list-style-type: none">• Capacity to engage with businesses increased with 3 additional officers recruited on fixed term contracts until the end of March.• Actively contacting businesses, gathering intelligence and building relationships.• Promotion of ARG phase 3 grants has resulted in all the available grant funding being disbursed directly to local businesses.• Ongoing messaging to support uptake of vaccinations and regular testing of employees.• 70+ businesses referred to the Growth Hub for bespoke support to assist recovery and growth.• Significant ongoing investment in the Film / TV sector with related skills / employment initiatives planned with a pilot project commencing November 2021.



2
**Stimulate
Job
Creation &
Skills**

Immediate action points (1 year)	Changes to proposed actions based on emerging data and insight	Progress update (with reference to success criteria where appropriate)
<ul style="list-style-type: none">• Create an employment hub to help residents seeking work into employment – this has been superseded with development of an outreach model as shown in the following columns• Continue to provide high quality careers information, advice and guidance is available to residents• Continue to provide advice to businesses seeking to support their employees with their emotional health & wellbeing• Continue to use data to understand and address the impacts on residents in poverty• Identify those jobs that find it hard to recruit and help businesses match skilled candidates to jobs	<ul style="list-style-type: none">• Focus on employment support for residents to now be delivered through an outreach model rather than employment hub to make it more inclusive.• Levels of unemployment due to the pandemic both nationally and locally are lower than many forecasts originally predicted. In parallel, some sectors are experiencing labour shortages.• Claimant rates in Wokingham have more than doubled from a low base.• Claimants are spread across the Borough with no one 'stand-out' concentration, though some localities have higher rates.• An outreach model to a variety of locations therefore makes sense in terms of best meeting local needs.	<ul style="list-style-type: none">• An outreach model for additional employment support is in development with a service offer to be launched shortly. This will cover <u>all age-groups</u> and utilise local venues to reach out into communities.• Claimant rates peaked at 3,685 residents in August 2020 reducing to 2,470 in September 2021 (a reduction of almost 33%). Pre-pandemic claimant levels hovered around 1,000 individuals. Current trend continues to be reducing claimant numbers though uncertainty with regard to furlough ending remains.• At the end of August there were 68 (1.8%) of young people aged 16-18 who were unemployed in the borough, compared to 46 in 2019 before the pandemic and exactly the same as this time last year.• Young people who are leaving the NEET group are tending to go into part time employment or jobs with no training and the number of young people who have been NEET for 6 months or longer is increasing.



**Developing
our
People &
New
Ways of
Working**

Immediate action points (1 year)	Changes to proposed actions based on emerging data and insight	Progress update (with reference to success criteria where appropriate)
<ul style="list-style-type: none"> • Update the Council’s risk plan to ensure our workforce have a safe work environment during recovery • Continue to promote, support & monitor colleague wellbeing & performance through recovery • Continue to optimise opportunities to embed new ways of working digitally & flexibly that ensure we meet the needs of our residents & communities • Continue to ensure our strategy reflects the Government’s Roadmap and colleagues are supported during the recovery phase 	<p>No change</p>	<ul style="list-style-type: none"> • A key part of our recovery work has been around the Together Again project which has provided a wide range of advice, guidance and tools for colleagues as they return to the office. This has included providing Covid-19 secure guidelines, a line manager checklist, and a hybrid working guide. • We are continuing to promote the wellbeing of our workforce through Wellbeing Wednesday, as well as a fortnightly wellbeing café run by Mental Health First Aiders and the launch of a self-care toolkit. The data also shows that there has been an increased number of visits to the well-being intranet pages. • The Workplace Reimagined programme 'Discovery & Engagement' Phase is well under way. The Councils Property, Workforce and Digital leads are being supported by Workplace Design industry expert consultants Arup in defining our vision and blueprint for our workplace and future ways of working together.



**Contain
Outbreak
Management
Framework
(COMF)**

Immediate action points (1 year)	Changes to proposed actions based on emerging data and insight	Progress update (with reference to success criteria where appropriate)
<ul style="list-style-type: none"> • Higher risk settings, communities and locations e.g. care home, hospitality and education • Vulnerable and underserved communities • Compliance and enforcement • Government and resourcing • Communications and engagement • Data integration and information sharing • Community testing • Contact tracing • Support for self-isolation • Outbreak management • Surveillance • Responding to variants of concern (VOC) • Enhanced Contact Tracing in partnership with HPT • Interface with vaccines roll out 	<p>Data and insight is regularly reviewed against the COMF which is reflected in the action points</p>	<ul style="list-style-type: none"> • Covid-19 Task Forces are embedded in ASC, Business and Communities, Education and Early Years, and PPP teams . • All Taskforce activity is monitored via Data Cell & GOLD reporting, with an established data-led process to inform strategy across Covid response. • Escalation process to GOLD and established pathways for response. • Resourcing guided by government COMF guidance, with Quarterly strategy review for CTP governed by DHSC and reporting processes. • Communications strategy in place, responsive to changing strategy across target communities and key stakeholders. • Strong community engagement model into community groups and faith leaders to promote self-isolation, testing and vaccination within harder to reach groups. • Internal process of enhanced contact tracing via the T&T service as well as isolation support calls and door knocking (home visits) where individuals cannot be contacted by phone. Agile and flexible testing via fixed hubs and mobile testing offer.

TITLE	Unauthorised Encampments
FOR CONSIDERATION BY	Overview and Scrutiny Management Committee on 17 November 2021
WARD	ALL
DIRECTOR	Steve Moore, Interim Director Place and Growth

Purpose

The purpose of this report is to update the committee in respect of progress of the agreed actions Wokingham Borough Council is taking in managing unauthorised encampments and future pitch provision within the Borough.

RECOMMENDATION

The Committee is requested to:

- Consider the actions that have been achieved and are being taken to prevent unauthorised encampments on local authority and private land within the borough
- Consider the actions taken to increase permitted Gypsy, Roma and Traveller site provision within the Borough.

SUMMARY OF REPORT

This report details how the Council is working to prevent and mitigate any detrimental impact caused by unauthorised encampments, as well as to inform the public and elected members about the Council's powers, policies and procedures concerning unauthorised encampments and how using these has delivered a year on year decrease in unauthorised encampments.

BACKGROUND INFORMATION

Unauthorised Encampments 2018 – 2021

The table below shows that the total average duration of an unauthorised encampments in 2021 is the shortest period within the last four recorded years and less than a third of the length of time of the recorded stay in 2019.

<i>Year</i>	<i>Total Encampments</i>	<i>Total No. Days</i>	<i>Average Time on Site (Days)</i>
2018	17	51	3.00
2019	41	284	7.10
2020	34	74	2.18
2021	14	29	2.07

The table below compares the average time on site between local authority and private land across unauthorised encampments in 2021. Unauthorised encampments on private land had an average of 2.71 days on site compared to an average of 1.43 days on local authority land. This higher average on privately owned land was due to a single unauthorised encampment which stayed in place for thirteen days due to delays by the landowner to take the appropriate action.

	<i>Total Encampments</i>	<i>Total No. Days</i>	<i>Average Time on Site (Days)</i>
<i>Private Land</i>	7	19	2.71
<i>WBC Land</i>	7	10	1.43

Breakdown of Unauthorised Encampments by Wards

The table below shows the areas of the borough where unauthorised encampments have taken place looking at the most regularly effected wards.

<i>Area</i>	<i>2018</i>	<i>2019</i>	<i>2020</i>	<i>2021</i>
<i>Earley</i>	4	12	10	4
<i>Wokingham</i>	5	2	3	3
<i>Shinfield</i>	2	11	1	0
<i>Winnersh</i>	1	5	9	2
<i>Woodley</i>	3	0	0	3
<i>Other</i>	2	11	11	2

The unauthorised encampments this year (2021) have been spread across four areas quite evenly, with the other two main areas of activity being in Wokingham Without and on MereOak Park and Ride.

The biggest change this year is that there haven't been unauthorised encampments at the same location twice.

The Council has also, for the first year on record, not seen any unauthorised encampments in the school holiday season with the last recorded encampment within the borough being in early July 2021. Details of all unauthorised encampment sites is presented in Appendix 1.

ANALYSIS OF ISSUES

Operational Management

In April 2020, the management of responding to unauthorised encampments was transferred into the Localities Service. Due to the use of multi-skilled officers the capacity for responding to unauthorised encampments was increased to nine officers trained to attend and act in respect of unauthorised encampments. This additional capacity has resulted in the Councils ability to respond effectively.

Use of Bailiff's

In 2019 the Council adopted an approach of using bailiffs as a general rule as our response to unauthorised encampments rather than using a County Court process that can take up to a week to get a hearing date and between ten to fifteen days in total to move any encampment.

The benefit of using the direct bailiff process is that, as evidenced by this year's data, the Council can move unauthorised encampments quickly, and in turn this appears to have acted as a deterrent as evidenced by the reduced the number of encampments within the Borough.

Welfare Implications of Unauthorised Encampments

A welfare check is undertaken for every unauthorised encampment within the borough. In 2021, six welfare concerns were recorded across the fourteen unauthorised encampments. All these concerns were associated with pregnant females. Five of the six concerns were in relation to one female who was six months pregnant with no other medical issues and no medical assistance was required, it was not deem necessary to take any additional steps outside of the standard encampment policy for any of these matters.

Sharing Best Practice

Council Officers are in regular communication with neighbouring communities and other agencies including police and parish councils to share best practice, knowledge and support where needed. This allows for effective working relationships across borders and communities.

In 2021, there were two unauthorised encampments on Parish and Town Council land of which both were moved on within one day. Both were supported by the Localities officers in providing attendance, guidance and support to ensure swift outcomes. This is an ongoing service which will remain in place for Towns and Parish Councils to ensure the improvements are retained.

Landowners often rely on Council officers for advice on how to deal with an unauthorised encampment on their land and this support and advice will continue.

This year there have been four unauthorised encampments on private land and three of the four have been resolved within one day. An unauthorised encampment was in situ for thirteen days on private land. Action has since been taken by the landowner of the site to stop further encampments by way of land development.

Council officers keep an updated database of all private landowners' to easily contact the relevant private landowner in the event there is an unauthorised encampment on their land.

Public Information about Unauthorised Encampments:

A leaflet has been created by the Council in conjunction with Thames Valley Police and the information is on our main council website <https://www.wokingham.gov.uk/community-and-safety/community-safety/unauthorised-encampments/>. A copy of the leaflet is presented in Appendix 2.

Members' Training Session on Unauthorised Encampment Policy and Procedures:

Unfortunately, due to Covid the proposed training for members in 2021 was delayed this year however this will be booked in for March 2022 ahead of the main travelling season.

Meeting the Future Needs of the GRT Community:

A Gypsy and Traveller and Travelling Showpeople Accommodation Needs Assessment (GTAA) was published in September 2017. It found:

- Need for twenty-six to ninety permanent pitches for Gypsies and Travellers 2017/18 – 2035/36. 26 pitches would facilitate households leading a nomadic lifestyle, whereas 90 pitches would address both this need and the needs of households which did not travel but wished to live on a caravan site as opposed to bricks and mortar housing.
- Need for a transit site comprising five pitches (each capable of accommodating two caravans).
- No need for Travelling Showpeople plots.

Against this need, several additional residential pitches have been approved and delivered since the assessment base date of 2017. In September 2019 planning permission was granted to enable three extra GRT pitches to be created on site, if required at one of the Council's owned sites. A full list of sites where additional pitches has been approved and completed since the study is shown in Table 1 and sites with outstanding planning permissions are detailed in Table 2:

Table 1 – Completions 1 April 2017 – 31 March 2021					
Site	Application number	Net additional pitches	Date of Permission	Completions	Year of completion
166 The Promise Nine Mile Ride	VAR/2014/1945	2	10/09/15	2	2019/20
Belvedere Park	173022	2	28/11/17	2	2019/20
Belvedere Park	192174	5	04/10/19	2 ¹	2020/21
Little Moor Plot 1	173365	1	18/12/18	1	2020/21

Table 2 – Sites with planning permission at 31 March 2021					
Site	Application number	Net additional pitches	Date of Permission	Pitches Under construction	Year of Projected Delivery
Carters Hill	192012	3	23/09/19	0	2022/23
Belvedere Park	192174	3 ²	04/10/19	0	2021/22: 2 2022/23: 1
Cartref Farm	180072	1	01/11/19	0	2021/22
Land adjacent to 166 Nine Mile Ride	201143	4	28/01/2021	0	2021/22

¹ The additional 3 pitches approved with this permission are still to be delivered as per phasing plan. See table 3.

² Permission 192174 was for 5 net additional pitches, of which 2 have been completed as per Table 2. The figure of 3 in Table 3 reflects this and avoids double counting.

As part of the Local Plan Update, a Draft Plan was consulted on between February and April 2020. The Draft Plan includes proposed site allocations capable of providing twenty-four pitches (of which four pitches have since obtained planning permission). The remaining residential need is expected to be delivered through provision as part of major development sites and proposals that will be put forward in planning applications on sites which are currently unknown. Further consultation of the Local Plan Update is expected to take place between November 2021 and January 2022. The focus of the consultation is revised growth strategy. Other areas of policy, including development management policies, will be reviewed as the Local Plan Update is progressed to the pre-submission version in the summer of 2022.

Borough Wide Injunction against named individuals who repeatedly set up unauthorised encampments:

The Council has considered the viability of seeking a borough-wide injunction against specific individuals who have set up unauthorised encampments in the past.

In May 2021, a ruling marked the end of injunctions against “persons unknown”. The judgment criticises the use of wide injunctions as a blanket ban against Gypsies and Travellers who have nowhere to stop.

Mr Justice Nicklin ruled that wide injunctions can only be granted against individuals who can be named or properly identified. Councils need to demonstrate they have notified them about the legal proceedings. Secondly, he ruled that wide injunctions cannot apply to anyone who was not notified about the final Court hearing.

Although the Council were considering utilising this approach, the ruling set out would mean that we would need to make these specific individuals aware of this at all stages of the proceedings. This can be extremely problematic to do due to the travelling nature of the group and are likely to move on ahead of any notice and hearing. Where other council have used these injunctions in the past, they have mainly been for persons unknown to assist to mitigate the issues around service, however this is not an available option following the ruling made.

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Date: 3rd November 2021	Version No. 1

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APPENDIX 1 – UNAUTHORISED ENCAMPMENT SITES 2021

Site	Landowner	Number of days on site	Last unauthorised encampment pre 2021
Autotrader, Danehill, Earley	Privately Owned	13	Nov 2020
Cutbush Court	Wokingham Borough Council	1	Nov 2020
Mereoak Park and Ride	Wokingham Borough Council – site managed by Reading Borough Council	2	July 2020
Winnersh Triangle Business Park	Privately Owned	1	Nov 2016
Longdon Road	Wokingham Borough Council	1	New
Pinewood	Wokingham Borough Council – site lease to Wokingham Without Parish Council	1	New
Bulmershe Pavilion	Privately Owned	1	New
Earley Events Field	Wokingham Borough Council	1	New
Latimer Park	Wokingham Borough Council	1	July 2016
Joel Park	Wokingham Town Council	1	New
Woodford Park	Wokingham Borough Council	1	July 2016
Ashenbury Park.	Wokingham Borough Council	3	New
Old Forest Road	Wokingham Borough Council	1	New
Reading Uni/ Earley Gate	Reading University	1	New

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Unauthorised Encampments

Wokingham Borough Council understands that unauthorised encampments can be concerning to communities when they occur. Therefore we have put together some advice and guidance on how the council and landowners can deal with them when they occur.

Unauthorised camping is not a criminal offence. Trespass is a civil offence, giving land owners and local authorities the right to repossess their land by using the due process of the civil law.

The land owner is responsible for dealing with and managing any unauthorised encampments on their land;

- Wokingham Borough Council (WBC) is responsible for all unauthorised encampment on council land.
- The duty of the police is to preserve peace and prevent crime.

You can report an Unauthorised Encampment to Wokingham Borough Council on 0118 974 6000.

Any crime, disorder or nuisance associated with an encampment should be reported to Thames Valley Police on the 101 phone number or via Thames Valley Police website. If it is an emergency call 999.

What happens when WBC receive details of an unauthorised encampment?

Wokingham Borough Council Officers

- Will confirm out who the land belongs to.
- Complete welfare checks
- Making contact with the landowner to offer support guidance.
- If the unauthorised encampment is on council owned land we will and service the necessary notices required.

If the land is owned by the council

Council officers will visit the site within one working day to make an assessment of the situation and carry out welfare checks. Welfare checks include signposting the occupants of the site to housing advice, medical facilities or any other service they may require. At this point the occupants of the land are told that they are trespassing and inform they must vacate the site otherwise legal action may be taken.

If the land is privately owned

It is the land owner's responsibility to take the necessary action to evict. The landowner can attempt to agree a leaving date with the trespassers or take proceedings in the County Court under the Civil Procedure Rules 1998 to obtain a Court Order for their eviction.

Landowners are recommended to seek legal advice as soon as the encampment arrives. The council can offer help and advice to private landowners, however it cannot take action on their behalf.

How quickly can trespassers be moved on?

When an encampment is on land owned by the council;

The council must:

- Show that the trespassers are on land without consent
- Make enquiries regarding the general health, welfare and children's education
- Ensure the Human Rights Act 1998 has been fully complied with.

To do this, the council follows a civil legal process, alongside Government guidance, which involves proving ownership of the land, obtaining details of the encampment including taking into consideration and medical needs of the occupants, assessing an encampment's effect on the local area, and then following the most appropriate course of legal action to ensure the most effective and timely response is taken.

Once council officers have visited the site to carry out an assessment, they prepare evidence, which is reviewed to determine the most appropriate power available to the council to remove the encampment.

It is not possible to provide an accurate timescale for removal of the encampment, as each case differs. There may also be further delays if there are welfare concerns for those occupying the land which need attention.

Police responsibilities to unauthorised encampments

Thames Valley Police will monitor unauthorised encampments for

- Crime, disorder and nuisance associated with any authorised encampment
- Liaise with the landowner accordingly with regards to any welfare concerns.

The Police may use powers under Section 61 of the Criminal Justice and Public Order Act 1994, to direct trespassers to leave land, if they consider it appropriate (although Section 61 cannot be used on encampments on the highway). These powers are discretionary and they will be considered when reviewing the most appropriate course of action to undertake.

The presence of an encampment without any aggravating factors should not normally create an expectation that police will use eviction powers. The police are bound by the Human Rights Act and need to consider the rights of both the site residents and the wider community. It is for the police alone to decide if Section 61 is to be used.

What measures can we take to prevent unauthorised encampments?

All landowners have a responsibility to ensure that their land is secure at all times. Options and measures installing railings, fences, bollards and earth mounds should be considered and installed when and where possible to prevent occupation without consent of the landowner. All landowners are advised to make arrangements to ensure the security of their land at all times.

Cleaning up

Many unauthorised encampments are clean and tidy, however a small number will require waste collection and cleaning services. The responsibility for cleaning up after an unauthorised encampment lies with the landowner.

Where land belongs to Wokingham Borough Council, cleanup will take place as soon as practicable after the encampment has moved on.

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TITLE	Enhanced Partnership for Local Bus Services
FOR CONSIDERATION BY	Overview and Scrutiny Management Committee on 17 November 2021
WARD	None Specific
DIRECTOR	Steve Moore

OUTCOME / BENEFITS TO THE COMMUNITY

Improved bus services which better meet the local needs of our residents and therefore are services which more residents choose to use. The wider benefits will be reduced congestion, improved air quality and reduced carbon emissions.

RECOMMENDATION

The Committee is requested to:

- 1) Review the Local Bus Service Improvement Plan which is available to download from: <https://www.myjourneywokingham.com/bus-travel/enhanced-partnership/>
- 2) Review the information in this report on an Enhanced Partnership Agreement
- 3) Make suggestions on what Wokingham Borough Council's Enhanced Partnership Agreement with local bus operators should consider so that the desired BSIP outcomes are achieved. The committee must demonstrate that suggestions which are to be taken forward for inclusion in the Enhanced Partnership have clear and sufficient funding to support their implementation and the required outcomes.

SUMMARY OF REPORT

The National Bus Strategy published in March 2021 required all Local Transport Authorities (LTA) in England and outside of London, to publish a local Bus Service Improvement Plan (BSIP) and agree an Enhanced Partnership (EP). The aim of the BSIP and EP is to raise the standards of local bus services and ensure that local bus services meet local needs. A failure to publish a BSIP by 31st October 2021 or agree an EP by 1st April 2022 would put at risk current and future funding from the Department for Transport (DfT) for both local bus services and other highway related schemes.

The Council published a BSIP on 28th October 2021. Our BSIP sets out the Council's high-level vision and ambition for the development of local bus services across the borough. An overview of the existing bus network on key corridors, in urban areas and in the borough's rural areas is provided. Targets for improving bus journey times, local bus service reliability, passenger numbers and passenger satisfaction are also identified. Broad overarching policies for supporting the desired improvements and targets are included in Section 4. The BSIP further commits to the provision of a passenger charter, a bi-annual monitoring report and to an annual review of the BSIP.

There is no certainty over the level of funding the Council might expect to receive from the DfT to support the delivery of BSIP outcomes.

An EP is the next stage in the process and will form the legally binding agreement between local bus operators and the Council for the delivery of improved local bus services in the borough. The EP is formed of two key components, an Enhanced Partnership Plan (EP Plan) and an Enhanced Partnership Scheme or Schemes (EP Scheme). The EP should focus specifically on the elements of the BSIP which will be delivered from 1st April 2022 onwards. Advice from the DfT is that the EP initially includes just one scheme. The EP may be varied later to include additional schemes.

The EP Plan will provide a high-level vision and review of existing local bus service provision for the whole borough for the period the EP is made, this will be in line with the detail already provided in the BSIP. The EP Scheme will detail what will be delivered, by whom, and by when, to achieve the desired BSIP outcomes.

The EP should be a negotiated agreement between the Council and local bus operators. The EP will be subject to a 28-day statutory objection period and a consultation period. For the EP to be formally 'made' it must be agreed by a defined proportion of local bus operators based on mileage operated within the borough. All local bus operators who operate on the corridor, or in the area covered by the EP, will be bound by the EP unless the category of service they operate is exempt. A forum will be set-up to oversee the governance and delivery of the EP.

The next steps to agreeing an EP are:

- November and December 2021 for agreeing, drafting and gaining legal approval for the EP
- January 2022 for the statutory objection period
- February 2022 for consultation on the EP
- March 2022 for Executive approval of the EP

Background

Local Bus Service Improvement Plan (BSIP)

The high-level ambitions of the BSIP are:

- To enable local bus services to recover to pre-pandemic levels and then to facilitate growth in bus passenger numbers
- To grow our bus service provision to ensure the right level of service in the right place
- For a bus network which supports the continued economic growth of Wokingham Borough and the wider Thames Valley region.
- To improve accessibility to transport services and the local bus network for communities in more rural and low-density areas.
- To have a greener bus network which harnesses the greatest opportunities to reduce carbon emissions and provides residents with greener travel choices.

The targets which the BSIP looks to achieve are:

- An 8% reduction across all key corridors and urban corridors combined by 2024/25
- 99.65% average reliability for bus services in the borough by 2024/25
- 3 million passenger journeys per annum by 2024/25

- 70% resident satisfaction levels with local bus services by 2024/25
- 95% bus passenger bus satisfaction levels with local bus service by 2024/25
- 58% resident satisfaction levels with public transport information by 2024/25

The BSIP contains policies which cover the following corridors and areas:

- A329 Bracknell – Wokingham – Winnersh – Reading Corridor
- A327 Wokingham – Finchampstead – Arborfield – Shinfield – Reading
- A33 Spencers Wood – Three Mile Cross and Reading Corridor
- A4 Reading – Twyford – Henley Corridor
- Earley/Lower Earley/ Maiden Erlegh area
- Woodley and North Earley area
- Wokingham Town area
- Rural and Low-Density areas

In addition to the above policies the BSIP contains a series of theme-based policies which are:

- Improved Fares
- Improved Ticketing
- Integration with walking and cycling networks
- Integration with rail networks
- Park and Ride
- Decarbonisation
- Network identity, passenger information, promotion and publicity
- Modern buses and Innovation
- Giving passengers a voice

Enhanced Partnership (EP) Agreement

The EP Agreement is the delivery mechanism for achieving the BSIP outcomes. The EP is formed of an EP Plan and an EP Scheme.

Enhanced Partnership Plan

The EP plan provides the high-level vision for bus services across the borough and relates to the lifespan of the EP. The EP plan differs from the BSIP in that the BSIP sets out the longer-term vision and ambition for bus services across the borough. The statutory requirements for the EP plan are:

- A map of the geographical area covered by the EP – the DfT’s expectation is that the EP covers the whole of the borough
- Details of how the EP plan is to be reviewed and when – the DfT expect the EP plan to be reviewed at least annually
- A summary of any available information on passengers’ experiences if using bus services in the area and the priorities of users and non-users for improving them.
- A summary of any available data on trends in bus journey speeds and the impact of congestion on local bus services.
- What outcomes need to be delivered to improve local bus services in the plan area

- What overall interventions the partnership believes need to be taken to deliver those outcomes.

Enhanced Partnership Scheme

The EP Scheme sets out the specific interventions which will be used to deliver the EP Plan. The EP scheme must consider the following in respect of the LTA:

- **'facilities'** which are physical assets such as bus stops, bus lane, traffic signal bus priority equipment, clearways, changes to parking provisions, real-time information and waiting facilities for example. The date from which facilities are to be provided and where from must be included.
- **'measures'** for which there is no definition in the guidance as the intention is to keep measures flexible. Given examples of measures are marketing schemes, parking charges, lower fares, or limits on number of roadworks on a particular corridor within a given period. Measures could also include commitments to studies or funding to be made available to support a service. The date from which the measures become effective needs to be included. In some cases it may also be appropriate to include an end date if this is different to the EP.
- **“provisions”** (if any) about the variation or revocation of the EP (including any dates on which they come into force or cease to apply).

The EP scheme must consider the following in respect of local bus operators:

- **'Route'** requirements (if any) that are to be provided by local bus operators (and the date from which they are to be provided). These may include frequency, timing, or type of service for example.
- **'Operational'** requirements (if any) that are to be provided by local bus operators (and the date from which they are to be provided). There are 5 categories of operational requirements:
 1. Vehicles (age, emissions, livery, Wi-Fi, USB, seating, size etc.)
 2. Information (timetables, fares, apps, printed information, branding etc)
 3. Dates of timetable changes (including amendments to statutory registration)
 4. Tickets (specific tickets or for specific people e.g., young people, multi-operator tickets, how they are paid for)
 5. Arrangements for the operation of the scheme

Funding

It is still uncertain if the DfT will provide any funding towards facilities, measures, routes, or operational requirements which could be included in any EP. The DfT expects Councils to include existing funding for local bus services in an EP from April 2022. For Wokingham Borough Council the available funding will be:

- £810,400 for financial support towards local bus services
- £16,620 a year for maintaining the real time passenger information system

The Council also has available S106 funding associated with new development sites. The S106 funding could be used for the introduction of enhanced or new services associated

with the development sites, at the right time. Similarly, S106 funding has been secured for the provision of bus infrastructure associated with the new development sites.

Further developer funding forms part of the My Journey programme and can be used to contribute towards the promotion and marketing of local bus services.

Local bus operators are expected to contribute any planned expenditure which they have for the purpose of fleet upgrades, fleet renewals or route improvements.

Any suggestions made by the committee for measures, facilities, route requirements or operational requirements must be accompanied by a costed proposal. The costed proposal must demonstrate sufficient funding is available to allow their implementation in order to achieve the desired outcomes.

Next Steps

- **November 2021** – set-up governance and agree priorities, measures, facilities, provisions, area/corridor covered, routes and operational requirements.
- **December 2021** draft EP Plan and Scheme
- **January 2022** publish notice that a scheme has been prepared
- **January 2022** Statutory Objection Period (28 days)
- **February 2022** Consultation Period
- **Mid-February 2022** Executive Process
- **31st March 2022** – Executive Approval
- **1st April 2022** EP must be “made”
- **14th April 2022** the latest date that we must publish a notice that the scheme has been made.

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 focussed on the vulnerable and 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	n/a
Next Financial Year (Year 2)	Could lose £111,000 BSOG	Risk of £111,000 shortfall	Revenue

Following Financial Year (Year 3)	Could lose £111,000 BSOG	Risk of £111,000 shortfall	Revenue
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Other financial information relevant to the Recommendation/Decision

The Department for Transport have not yet confirmed what funding, if any, the Council can expect to receive to support the implementation and delivery of the BSIP or an Enhanced Partnership. It has been made clear that not producing a BSIP and Enhanced Partnership will not be seen favourably when bidding for funding for future bus and highways related schemes.

It should be noted that local bus services have been supported by Department for Transport funding throughout the pandemic. Local bus services are currently at 65% recovery levels. The Department for Transport have provided £134,000 to continue to support existing contracted services until the end of March 2022. The Department for Transport have indicated that further Covid related funding will only be considered for bus services that form part of an Enhanced Partnership agreement.

Cross-Council Implications

A single BSIP and EP will be produced for Wokingham Borough rather than a joint BSIP and EP, this is due to the diverse nature of Wokingham Borough. It is recognised that there are significant cross-boundary travel movements and over 50% of local bus routes in Wokingham Borough have a destination in Reading Borough. Wokingham Borough Council will work closely with neighbouring local authorities to ensure the BSIP and EP align. Thought is being given to a joint forum for the delivery of EPs.

Public Sector Equality Duty

The BSIP and EP allows the Council an opportunity to provide local bus service which better meet local needs. Through an analysis of the existing provision, it has been possible to identify any gaps in the provision where residents need may not effectively be met and then set out broad policies on these gaps can be addressed.

Climate Emergency – The 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 BSIP aims to encourage more trips on local bus services. If there is a successful shift from car travel to bus travel this will reduce the number of miles driven, reduce carbon emissions and reduce congestion on local roads. The BSIP also includes a policy on decarbonation which aims for all fleets to be zero emission.

List of Background Papers

Wokingham Borough Council Local Bus Service Improvement Plan available at:
<https://www.myjourneywokingham.com/bus-travel/enhanced-partnership/>

Bus back better available at:

<https://www.gov.uk/government/publications/bus-back-better>

Contact Rebecca Brooks	Service Highways and Transport
Telephone No 0118 974 6000	Email Rebecca.Brooks@wokingham.gov.uk
Date 8 th November 2021	Version No. 1

WOKINGHAM BOROUGH COUNCIL EXECUTIVE FORWARD PROGRAMME

THIS DOCUMENT IS A "NOTICE" IN ACCORDANCE WITH
THE LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS)(MEETINGS AND ACCESS TO INFORMATION)(ENGLAND)
REGULATIONS 2012

Executive Forward Programme - November 2021 to February 2022

Updated 09 November 2021

Ref No.	Subject for Decision	Decision to be taken by	List of Documents to be submitted to the Decision Maker for consideration and Background Documents	Contact Details (Director/ Author)	Responsible Lead Member	Statement as to whether the item is likely to be considered in private and if so the reasons why / Explanation for any deferment of item
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Extraordinary Executive Meeting 12 November 2021

WBC1234	Local Plan Update: Revised Growth Strategy Purpose: To seek the approval of Executive to carry out consultation on a revised growth strategy for the Local Plan Update.	Executive	Draft revised Growth Strategy consultation document	Director, Place and Growth - Steve Moore/ Ian Bellinger, Ian Church	Executive Member for Planning and Enforcement - Wayne Smith	N/A
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Executive Meeting 25 November 2021

WBC1236	Installation of On-Street Residential and Council-Owned Car Parks' Chargepoints Purpose: To consider the next steps required for the installation of on-street residential and Council-owned car parks' chargepoints.	Executive		Director, Place and Growth - Steve Moore/ Sofia Charalampidou	Executive Member for Resident Services, Communications and Emissions - Gregor Murray	N/A
WBC1237	Therapy Services for Children and Young People Purpose: To seek approval of a	Executive		Director, Children's Services - Carol Cammiss/ Kim Wilkins	Executive Member for Children's Services - Graham Howe	N/A

Ref No.	Subject for Decision	Decision to be taken by	List of Documents to be submitted to the Decision Maker for consideration and Background Documents	Contact Details (Director/ Author)	Responsible Lead Member	Statement as to whether the item is likely to be considered in private and if so the reasons why
	procurement business case for therapy services for children and young people					
WBC1238	Rent Setting Policy Purpose: As Councils are now required to have a Rent Setting Policy the Executive is asked to agree the Rent Setting Policy, which is not proposing changes to the current way of working for setting rents.	Executive		Director, Place and Growth - Steve Moore/ Duncan Brown	Executive Member for Finance and Housing - John Kaiser	N/A
48 WBC1239	Farley Hill Primary School Organisation Changes Purpose: To seek approval to formally consult on a proposal to bring forward the expansion of Farley Hill Primary School to 2022 and release the former school site	Executive		Director, Children's Services - Carol Cammiss/ Piers Brunning	Executive Member for Children's Services - Graham Howe	N/A
Extraordinary Executive Meeting 15 December 2021						
WBC1235	Domestic Abuse Strategy 2021 - 2024 Purpose: To consider and approve the Domestic Abuse Strategy 2021 - 2024	Executive	Domestic Abuse Strategy 2021 - 2024	Director, Place and Growth - Steve Moore/ Karen Evans	Executive Member for Neighbourhood and Communities - Bill Soane	N/A
WBC1240	Anti-Poverty Strategy Purpose: To consider and confirm the Anti-Poverty Strategy so that it can go out to consultation in Jan 2022	Executive		Director, Communities, Insight and Change -/ Emma Brook	.Leader of the Council - John Halsall	N/A
Executive Meeting 27 January 2022						

Ref No.	Subject for Decision	Decision to be taken by	List of Documents to be submitted to the Decision Maker for consideration and Background Documents	Contact Details (Director/ Author)	Responsible Lead Member	Statement as to whether the item is likely to be considered in private and if so the reasons why
WBC1231	Corporate Plan - Annual Review Purpose: To report on the Council's delivery of it's strategic priorities as per the Community Vision and Corporate Delivery Plan	Executive		Director, Communities, Insight and Change -/ Louise Griffin, Will Roper	.Leader of the Council - John Halsall	N/A
49 WBC1224	Delivering the Gorse Ride Regeneration Project Purpose: To update the Executive on the progress of the delivery of the Gorse Ride regeneration project, including site assembly, construction and funding.	Executive		Deputy Chief Executive - Graham Ebers, Director, Place and Growth - Steve Moore/ Rhian Hayes, Sarah Morgan	Executive Member for Finance and Housing - John Kaiser	N/A Yes - it is likely that part of the report will be considered at a private meeting of the Executive. This is because it is likely that the report will contain information relating to the business or financial affairs of individuals. Due to potential changes in the construction and property market, primarily as a result of the pandemic, it is felt that a review of the cost assumptions in the business case would be prudent and deliver the necessary de-risking of the project if market fluctuations have arisen. This item has therefore been deferred from the September Executive
WBC1229	Optalis Contract Renewal 2022 Purpose: To consider the procurement business case for the renewal of the Optalis contract which expires in April 2022	Executive		Director, Adult Social Care and Health - Matt Pope/ Jenny Lamprell, Sarah Sesay	Executive Member for Health, Wellbeing and Adult Services - Charles Margetts	N/A This item has been deferred from the November Executive in order to align with internal governance arrangements and the approval required prior to the decision being made.

Ref No.	Subject for Decision	Decision to be taken by	List of Documents to be submitted to the Decision Maker for consideration and Background Documents	Contact Details (Director/ Author)	Responsible Lead Member	Statement as to whether the item is likely to be considered in private and if so the reasons why
Executive Meeting - 17 February 2022						

**EXECUTIVE FORWARD PROGRAMME
CHANGES MADE TO PREVIOUSLY PUBLISHED VERSIONS**

Ref No.	Subject for Decision	Decision to be taken by	Original Schedule Date	Contact Details (Director/ Author)	Responsible Lead Member	Explanatory notes
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Members of the Executive:-

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

Note:

Unless the matter has been listed as being likely to be discussed in private, copies of the reports associated with the above decisions will be available no earlier than five days before the meeting at the Council Offices, Shute End, Wokingham; on the Council's website; by contacting a member of the Democratic Services Team on 0118 974 6053 or by emailing democratic.services@wokingham.gov.uk

DRAFT WORK PROGRAMMES 2021/22

Please note that the Work Programme is a 'live' document and subject to change at short notice. The information in this Work Programme, including report titles is draft and is subject to approval by the Overview and Scrutiny Management Committee.

The Overview and Scrutiny Committees will consider their work programmes at the first meeting in the new Municipal Year.

OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE 2021/22 WORK PROGRAMME

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	CONTACT OFFICER
11 January 2022	Climate Emergency Action Plan	To consider the six-monthly update on the Climate Emergency Action Plan	Work Programme	Rhian Hayes
	Waste Strategy	To scrutinise progress on the new Waste Strategy	Work Programme	Richard Bisset
	Q2 Performance Management	To scrutinise the Q2 Performance Management Report and identify areas for specific focus	Work Programme	Will Roper
	Tree Protection & Biodiversity	To consider the report and recommendations of the Tree Protection & Biodiversity Task & Finish Group	Work Programme	Neil Carr/ Fran Hobson
	Tree Strategy	To consider the timeline and milestones for the emerging Tree Strategy	Work Programme	Fran Hobson/ Laura Buck
	O&S Work Programmes 2022/3	To start the consultation process for developing the O&S work programmes for 2022/23	Work Programme	Neil Carr
	O&S Work Programmes	To consider the work programmes for each of the O&S Committees for 2021/22	Regular update	Neil Carr
	Action Tracker	To consider the regular Action Tracker report	Regular Update	Neil Carr

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DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	CONTACT OFFICER
23 February 2022	Equality Plan	To consider progress in delivering the Council's Equality Plan	Work Programme	Mark Redfearn
	Local Plan Update and Five Year Land Supply	To consider progress relating to the Local Plan Update and the Borough's Five Year Land Supply	Work Programme	Mark Cupit
	Improving the customer experience	To scrutinise the Council's approach to gathering customer data and feedback in order to improve the customer experience	Work Programme	Jackie Whitney
	O&S Work Programmes	To consider the work programmes for each of the O&S Committees for 2021/22	Regular update	Neil Carr
	Action Tracker	To consider the regular Action Tracker report	Regular Update	Neil Carr

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	CONTACT OFFICER
March 2022	O&S Work Programmes 2022/23	To agree the Overview and Scrutiny work programmes for 2022/23	Work Programme	Neil Carr
	WBC Continuous Improvement Programme	To consider progress relating to the programme in 2021/22	Committee Request	Sally Watkins
	O&S Work Programmes	To consider the work programmes for each of the O&S Committees for 2021/22	Regular update	Neil Carr
	Action Tracker	To consider the regular Action Tracker report	Regular Update	Neil Carr

CHILDREN'S SERVICES OVERVIEW AND SCRUTINY COMMITTEE 2021/22 WORK PROGRAMME

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
4 November 2021	Missing Children not in education	To consider the issue of children missing education.	Challenge item	Children's Services/ Sal Thirlway
	Children's Services Strategy	To review the service's strategy.	Challenge item	Children's Services/ Carol Cammiss
	CSO&S Forward Plan	To consider the forward plan of the Committee.	Standing item	Democratic Services/ Luciane Bowker
DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
10 January 2022	Education Update	To review the work with schools.	Challenge item	Children's Services/ Sal Thirlway
	Fostering Strategy	To review the strategy.	Challenging item	Children's Services/ Adam Davis
	Early Years' Service review	To review the provision of Early Years, including pre-school planning of provision.	Challenging item	Children's Services/ Sal Thirlway

	Review of Home to School Transport Processes	To review the efficiency of the processes around home to school transport.	Challenge item	Children's Services/ Carol Cammiss
	Resource base units at schools – sufficiency review	To consider the sufficiency of school places.	Challenge item	Children's Services/ Sal Thirlway
	CSO&S Forward Plan	To consider the forward plan of the Committee.	Standing item	Democratic Services/ Luciane Bowker
DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
21 March 2022	Adoption services	To review the adoption services.	Challenging item	Children's Services/ Adam Davis
	CSO&S Forward Plan	To consider the forward plan of the Committee.	Standing item	Democratic Services/ Luciane Bowker

Currently unscheduled topics:

- Youth service

COMMUNITY AND CORPORATE OVERVIEW AND SCRUTINY COMMITTEE

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	CONTACT OFFICER
3 Nov 2021 Extraordinary	Medium Term Financial Plan	To consider the draft Medium Term Financial Plan for 2022-25	Work Programme	Graham Ebers
	Work Programme	To consider the work programme for the Committee for 2020/21	Standing Item	Democratic Services

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DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	CONTACT OFFICER
24 Nov 2021	Medium Term Financial Plan	To consider the draft Medium Term Financial Plan for 2022-25	Work Programme	Graham Ebers
	Overgrown Pavements Update	To consider how sections of overgrown pavements are managed	Work Programme	Richard Bisset/Emma Pilgrim
	Work Programme	To consider the work programme for the Committee for 2020/21	Standing Item	Democratic Services

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	CONTACT OFFICER
13 Dec 2021	Medium Term Financial Plan	To consider the draft Medium Term Financial Plan for 2022-25	Work Programme	Graham Ebers
	Arts & Culture Strategy Implementation Update	To consider an update on the implementation of the Arts & Culture Strategy	Work programme	Grant Thornton
	Work Programme	To consider the work programme for the Committee for 2020/21	Standing Item	Democratic Services

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	CONTACT OFFICER
5 Jan 2022	Medium Term Financial Plan	To consider the draft Medium Term Financial Plan for 2022-25	Work Programme	Graham Ebers
	Borough Wide Parking Management Strategy Update	To consider the Borough Wide Parking Management Strategy	Work Programme	Andy Glencross
	In House & Public Facing Services Update (Including Building Control)	To consider an update on in-house public facing services	Work Programme	Steve Moore
	Work Programme	To consider the work programme for the Committee for 2020/21	Standing Item	Democratic Services

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	CONTACT OFFICER
28 March 2022	Flood Risk Management Update	To consider an update relating to flood risk management within the Borough	Work Programme	Francesca Hobson
	Police & Fire Update	To receive an update from the Local Police and Fire Services	Work Programme	Simon Price
	New Domestic Abuse Contract 6 Month Update	To consider the implementation of the new Domestic Abuse Contract	Committee Request	Narinder Brah
	Work Programme	To consider the work programme for the Committee for 2020/21	Standing Item	Democratic Services

NOTE

Items in the process of being scheduled: Bus Strategy, Arts & Culture Strategy implementation, BME Forum Update, Burial Grounds capacity/Crematorium Update

HEALTH OVERVIEW AND SCRUTINY COMMITTEE FORWARD PROGRAMME 2021-22

DATE OF MEETING	ITEMS	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
8 November 2021	Update from Royal Berkshire Healthcare Foundation	To receive an update on RBH's operations and the redevelopment plans.	To seek assurance	Steve McManus, Chief Executive RBH
	GP Practice provision and GP services	To receive an update on GP practice provision and GP services offered within the Borough	To seek assurance	CCG
	Health Consultation Report	Challenge item	Challenge item	Democratic Services
	Healthwatch update	Challenge item	Challenge item	Healthwatch Wokingham Borough

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DATE OF MEETING	ITEMS	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
19 January 2022	Optalis	To receive a further briefing on potential changes to services in Wokingham	To seek assurance	Optalis (David Birch)/Matt Pope
	Public toilet provision	To understand provision across the Borough	Referral from Community and Corporate O&S	Mark Redfearn
	Maternity Services	To seek assurance	To seek assurance	RBH
	Continence service	To seek assurance regarding the tackling of waiting lists	To seek assurance	BHFT
	ASC KPI's	To seek assurance		Matt Pope
	Health integration	To receive an update on the integration programme of work	To seek assurance	Lewis Willing
	Health Consultation Report	Challenge item	Challenge item	Democratic Services
	Healthwatch update	Challenge item	Challenge item	Healthwatch Wokingham Borough

DATE OF MEETING	ITEMS	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
16 March 2022	Health and Wellbeing Strategy and Action Plan	To scrutinise implementation of the refreshed Wellbeing Strategy and Action Plan	To seek assurance	Public Health
	Mental Health Services Post Covid-19	To seek assurance – Children’s Services O&S be invited to hear discussions re Children’s mental health		
	Ambulance Services	Update on operations	To seek assurance	SCAS
	ASC KPI’s	To seek assurance		Matt Pope
	Health Consultation Report	Challenge item	Challenge item	Democratic Services
	Healthwatch update	Challenge item	Challenge item	Healthwatch Wokingham Borough

Currently unscheduled topics:

- 2022 – Update on ICS and implications for Wokingham Borough
- Autism Strategy

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Overview and Scrutiny Management Committee – Action Tracker 2021/22

O&S Management Committee – 20 January 2021		
Agenda Item	Action	Update
WBC Response to the Covid-19 pandemic	<ul style="list-style-type: none"> • Chairman to write to the Leader with two additional recommendations; • Funding for early years settings to be considered at Children’s Services O&S; • Add two new work programme items – Green Recovery and New Ways of Working 	<ul style="list-style-type: none"> • Completed • TBC • Completed
O&S Work Programmes 2021/22	<ul style="list-style-type: none"> • Begin process for developing 2021/22 work programmes; • Report to Feb meeting on ways to improve horizon scanning and work programme development 	<ul style="list-style-type: none"> • Completed • Completed
O&S Management Committee – 24 February 2021		
Agenda Item	Action	Update
Q3 Performance Report	<ul style="list-style-type: none"> • Written responses to Member questions; • Report to March meeting with options for making quarterly KPI reports more effective 	<ul style="list-style-type: none"> • Ongoing • Report to June meeting
Improving O&S Work Programming	<ul style="list-style-type: none"> • Invite Leader and CEX to June meeting; • Regular meetings with Executive and CLT as per the Executive-Scrutiny Protocol • Each O&S Committee to develop an Action Tracker report for 2021/22 	<ul style="list-style-type: none"> • Completed • Ongoing • Ongoing
O&S Annual Reports 2020/21	Submit to March Council meeting	Completed
O&S Management Committee – 23 March 2021		
Agenda Item	Action	Update
O&S Work Programmes 2021/22	Each O&S Committee to consider work programme and prioritise items	Ongoing
O&S Member Training	<ul style="list-style-type: none"> • Set up induction/refresher training on 15 June • Agree dates for further O&S training sessions 	<ul style="list-style-type: none"> • Completed • Ongoing – Budget training on 27 Sept
Action Tracker Report	Each O&S Committee to set up an Action Tracker report	Ongoing

O&S Management Committee – 16 June 2021		
Agenda Item	Action	Update
Q4 2020/21 Performance Report	<ul style="list-style-type: none"> • Response to Member questions • Report to September O&S on ideas for improving the KPI report 	<ul style="list-style-type: none"> • Ongoing • Ongoing
Climate Emergency Action Plan	<ul style="list-style-type: none"> • Response to Member questions • Further report to October meeting 	<ul style="list-style-type: none"> • Ongoing • Ongoing
Climate Emergency Task & Finish Group	<ul style="list-style-type: none"> • Amend recommendations • Submit recommendations to the Executive 	<ul style="list-style-type: none"> • Completed • Ongoing
Work Programme	Amend Work Programme	Completed

O&S Management Committee – 7 July 2021		
Agenda Item	Action	Update
Discussion with Leader and CEX	<ul style="list-style-type: none"> • Circulate additional information in response to Member questions 	<ul style="list-style-type: none"> • Completed
Community Deliberative Processes	<ul style="list-style-type: none"> • Monitor progress through updates on Climate Emergency Action Plan 	<ul style="list-style-type: none"> • Ongoing
Tree and Biodiversity Task & Finish Group	<ul style="list-style-type: none"> • Convene first meeting of the Group to agree Terms of Reference 	<ul style="list-style-type: none"> • Completed
Work Programme	<ul style="list-style-type: none"> • Amend Work Programmes as discussed 	<ul style="list-style-type: none"> • Completed

O&S Management Committee – 20 September 2021		
Agenda Item	Action	Update
Q1 2021/22 Performance Report	<ul style="list-style-type: none"> • Circulate additional information in response to Member questions • Future item on timeline for improved KPIs 	<ul style="list-style-type: none"> • Completed • Ongoing
Council Motions	<ul style="list-style-type: none"> • Annual report on Motions to the November meeting of the Committee • Include details of Motions on WBC website 	<ul style="list-style-type: none"> • Ongoing • Ongoing
Work Programme	<ul style="list-style-type: none"> • Amend as discussed 	<ul style="list-style-type: none"> • Completed

O&S Management Committee – 18 October 2021		
Agenda Item	Action	Update
Minutes of Previous Meeting	<ul style="list-style-type: none"> • Review list of Substitute Members 	<ul style="list-style-type: none"> • Completed
Domestic Abuse Strategy	<ul style="list-style-type: none"> • Issues raised by Committee to be addressed in final version of the Strategy • Annual refresh of the Strategy and full review (2024) to be scrutinised by the Committee 	<ul style="list-style-type: none"> • Ongoing • Ongoing
WBC Website Improvement	<ul style="list-style-type: none"> • Comments from the Committee to be incorporated into plans to improve the website 	<ul style="list-style-type: none"> • Ongoing
Waste Strategy	<ul style="list-style-type: none"> • Further update to be submitted to the Committee in January 2022 	<ul style="list-style-type: none"> • Ongoing
Climate Emergency – Executive Response	<ul style="list-style-type: none"> • Issues raised by the Committee to be addressed in next CEAP update • Next update report on CEAP to the O&S meeting in January 2022 	<ul style="list-style-type: none"> • Ongoing • Ongoing
Work Programme	<ul style="list-style-type: none"> • Amend as discussed • Clarify timing of report on Tree Strategy 	<ul style="list-style-type: none"> • Completed • Completed

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