

DECISION RECORD SHEETS

FOR

DECISIONS MADE AT THE

EXECUTIVE MEETING

HELD ON

THURSDAY, 29 SEPTEMBER 2022

DECISION SHEET

ACTION BY

31. Public Spaces Protection Order

Director, Place and Growth -
Steve Moore

DECISION

That the Executive:

- 1) authorised the Corporate Director for Place and Growth to proceed with the implementation of the PSPO as detailed in Appendix 1 of the agenda papers and delegate authorised officers to enforce the conditions of the PSPO including issuing Fixed Penalty Notices for breaches of these in appropriate cases; and
- 2) authorised the Head of Legal Services to commence prosecution proceedings in relation to breaches of conditions in the PSPO in appropriate cases.

Reason for Decision

A key decision is required to implement a PSPO to reduce the harm caused by anti-social vehicle use in car parks and other public open spaces in the borough.

Alternative options considered and rejected at time of the decision

None.

Any Conflict of interest declared by any Executive Member

None.

Any dispensation granted by the Head of Paid Service in respect of any declared conflict of interest

None.

DECISION SHEET

ACTION BY

32. Violence Against Women and Girls, Wokingham Response to National Strategy and Statement of Expectations (NSE) Director, Place and Growth - Steve Moore

DECISION

That the Executive approved:

1. the development of a borough wide Violence Against Women and Girls (VAWG) Strategy outlining the Council's commitment to tackle all forms of violence against women and girls.
2. development of an action plan and all the necessary requirements to become an accredited White Ribbon organisation.
3. the in-year supplementary estimate of £600 required to fund White Ribbon Accreditation this financial year.

Reason for Decision

To seek approval for the development of a borough wide Violence Against Women and Girls Strategy and to seek approval to progress with Council wide adoption of White Ribbon Accreditation.

Alternative options considered and rejected at time of the decision

None.

Any Conflict of interest declared by any Executive Member

Councillor Prue Bray declared a personal interest as a member of Kaleidoscopic.

Any dispensation granted by the Head of Paid Service in respect of any declared conflict of interest

None.

DECISION SHEET

ACTION BY

33. Health and Safety Annual Report 21-22

Chief Executive - Susan
Parsonage, Director, Place and
Growth - Steve Moore

DECISION

That the Executive noted the internal health and safety performance for 2021-22; and noted and agreed the priorities in the report described under Corporate Health and Safety Priorities for 2021-22 which will inform the current municipal year 2022-23.

Reason for Decision

Whilst not a statutory report, the preparation and issue of an annual health and safety report by a local authority (a health and safety regulator in its own right) in respect of its own internal health and safety reflects good practice and provides assurance to senior levels of the organisation.

Alternative options considered and rejected at time of the decision

None.

Any Conflict of interest declared by any Executive Member

None.

Any dispensation granted by the Head of Paid Service in respect of any declared conflict of interest

None.

DECISION SHEET

ACTION BY

34. Local Bus Services

Director, Place and Growth -
Steve Moore

DECISION

That the Executive:

- 1) gave approval for officers to go out to tender for local bus services, serving Wokingham Town and the surrounding villages, to the villages which lie to the South of the M4, for additional evening and Sunday journeys to Arborfield and for services to the Woodley and Earley areas.
- 2) gave approval to delegate the award of the wining tender to the Director of Place and Growth assuming the winning tender meets the allocated budget and service specification.

Reason for Decision

Existing local bus contracts have come to their natural end. The contracts must be retendered if local bus services, which are not commercially sustainable, continue to be provided and financially supported by the Council.

Alternative options considered and rejected at time of the decision

None.

Any Conflict of interest declared by any Executive Member

None.

Any dispensation granted by the Head of Paid Service in respect of any declared conflict of interest

None.

DECISION SHEET

ACTION BY

35. Proposal to change the number of supplied blue refuse bags to properties in the Borough from February 2023

Director, Place and Growth -
Steve Moore

DECISION

That the Executive approved the proposed change of policy from supplying 80 blue bags for refuse to 54 blue bags for refuse per annum to all properties (to include the provision to keep larger households under review).

Reason for Decision

To set out how the Council will tackle financial pressures and drive forward its waste minimisation, recycling and carbon reduction commitments.

Alternative options considered and rejected at time of the decision

Stopping the annual supply of all blue bags to all properties.

Any Conflict of interest declared by any Executive Member

None.

Any dispensation granted by the Head of Paid Service in respect of any declared conflict of interest

None.

DECISION SHEET

ACTION BY

36. Ceasing the Supply of Single Use Plastic Food Caddy Liners

Director, Place and Growth -
Steve Moore

DECISION

That the Executive agreed to cease the supply of caddy liners, given that alternatives were available.

Reason for Decision

This report has been brought to Council following a 'call-in' motion by seven Members under 5.4.14 of the Council's Constitution as they consider this is a Key Decision. This was originally made as an officer decision in consultation with the Lead Member as it was not considered to qualify as a Key Decision as defined in paragraph 1.4.4 of the Constitution. As it is not clear, this report has been brought to Executive for decision.

In 2019, the food waste service was implemented with a starter pack of 100 caddy liners for one year. Although no budget was set aside, this supply continued in 2020, 2021 and 2022 as income generated by the wider service was able to accommodate this spend, however due financial pressures this is no longer financially viable.

This report sets out the decision to cease the supply of food waste caddy liners and the associated rationale.

Alternative options considered and rejected at time of the decision

None.

Any Conflict of interest declared by any Executive Member

None.

Any dispensation granted by the Head of Paid Service in respect of any declared conflict of interest

None.

DECISION SHEET

ACTION BY

37. Twyford Neighbourhood Development Plan - Regulation 16 Consultation and Future Examination

Director, Place and Growth -
Steve Moore

DECISION

That the Executive:

- 1) approved a 6-week consultation on the draft Twyford Neighbourhood Plan (Appendix A of the agenda papers); and
- 2) agreed to appoint an examiner to independently examine the draft Twyford Neighbourhood Plan, delegating the appointment and submission of the examination documentation to the Director of Place and Growth in consultation with the Lead Member for Planning and Local Plan.

Reason for Decision

This report sought approval to consult on the draft Plan and procure an independent examiner, who will subsequently examine the draft Plan, which includes considering all the representations submitted during the consultation. Consultation and examination are requirements of the governing regulations.

Alternative options considered and rejected at time of the decision

None.

Any Conflict of interest declared by any Executive Member

None.

Any dispensation granted by the Head of Paid Service in respect of any declared conflict of interest

None.

DECISION SHEET

ACTION BY

38. Finchampstead Neighbourhood Plan - Regulation 16 Consultation and Future Examination

Director, Place and Growth -
Steve Moore

DECISION

That the Executive:

- 1) approved a 6 week consultation on the draft Finchampstead Neighbourhood Development Plan; and
- 2) agreed to appoint an examiner to independently examine the draft Finchampstead Neighbourhood Development Plan, delegating the appointment and submission of the examination documentation to the Director of Place and Growth in consultation with the Lead Member for Planning and Local Plan.

Reason for Decision

This report seeks approval to consult on the draft Plan and procure an independent examiner, who will subsequently examine the draft Plan, which includes considering all the representations submitted during the consultation. Consultation and examination are requirements of the governing regulations.

Alternative options considered and rejected at time of the decision

None.

Any Conflict of interest declared by any Executive Member

None.

Any dispensation granted by the Head of Paid Service in respect of any declared conflict of interest

None.

DECISION SHEET

ACTION BY

39. Off Street Car Park Charges

Director, Place and Growth -
Steve Moore

DECISION

That the Executive agreed to increase the parking charges as detailed in the amended report, (which included a schedule of revisions on page 11) circulated and published as a supplementary paper.

Reason for Decision

The income collected for parking is essential for helping to maintain the Councils roads and footways to ensure they are of high quality and safe for all users. If the fees and charges are not increased, then the Councils ability to continue to maintain the highway to the current standards will be significantly compromised.

Alternative options considered and rejected at time of the decision

None.

Any Conflict of interest declared by any Executive Member

None.

Any dispensation granted by the Head of Paid Service in respect of any declared conflict of interest

None.

DECISION SHEET

ACTION BY

40. Carnival Hub Public Realm Art Installation

Deputy Chief Executive - Graham Ebers

DECISION

That the Executive:

- 1) approved the Council taking a loan of the public artwork, known as 'the Arc', on the terms detailed within the report.
- 2) noted the termination and reinstatement provisions within the terms detailed in the report.
- 3) noted the financial implications for the Council of the agreement, and that the costs for insurance and maintenance will be included in the Carnival Hub estates management budget.
- 4) delegated authority to the Director of Assets and Resources, in consultation with the Executive Member for Business and Economic Development, to implement the agreement.

Reason for Decision

The Executive is asked to approve the Council entering into a loan of sculptural artwork 'the Arc', from Arts4Wokingham, to be located in the external public realm at the Carnival Hub, Wokingham.

Executive approval to the loan is required under Part 12.1.13.7 of the Council's Constitution.

Alternative options considered and rejected at time of the decision

None.

Any Conflict of interest declared by any Executive Member

Councillor Sarah Kerr declared a non-registrable interest in this item and left the meeting room during the consideration of this item.

Any dispensation granted by the Head of Paid Service in respect of any declared conflict of interest

None.

DECISION SHEET**ACTION BY****41. Risk Management Policy and Guidance**

Deputy Chief Executive - Graham Ebers

DECISION

That the Executive approved the Council's Risk Management Policy and Guidance with the changes described in the Executive Summary of the report as recommended by the Audit Committee.

Reason for Decision

Risk Management is a key element of the Council's governance framework (as described in the Council's Local Code of Corporate Governance). Risk Management increases the likelihood that the Council achieves its objectives by identifying and mitigating risk. Risk management enables the effective use of resources and sound internal control.

Alternative options considered and rejected at time of the decision

None.

Any Conflict of interest declared by any Executive Member

None.

Any dispensation granted by the Head of Paid Service in respect of any declared conflict of interest

None.

DECISION SHEET

ACTION BY

42. Energy Contract Procurement

Deputy Chief Executive - Graham Ebers

DECISION

This report was withdrawn. The Chair communicated a statement prepared by officers which provided reasons for the withdrawal of this report.

'Last week the Government announced a package of measures through the Energy Bill including a freeze cap on energy costs which includes local authority buildings. This package covers a period from 1st October 2022 through to 1st April 2023. We are assessing the impact of these measures on our energy costs, which we will hope will be positive in generating savings on our ever increasing costs.'

In light of this policy announcement, and with uncertainty as to what aid the Government may offer after this time frame, we need further time to consider the right course of action regarding procurement of our future energy supplies. We have therefore withdrawn the paper due to be considered by Executive tonight on energy contract procurement and subsequently from consideration by Council in October.

Our contract with our existing supplier remains in place and consideration of future energy supplies will be brought back to Executive and Council in due course next year.'

Reason for Decision

As detailed above.

Alternative options considered and rejected at time of the decision

None.

Any Conflict of interest declared by any Executive Member

None.

Any dispensation granted by the Head of Paid Service in respect of any declared conflict of interest

None.

DECISION SHEET

ACTION BY

43. Special Education Needs and Disability Sufficiency and Safety Valve Programmes

Deputy Chief Executive - Graham Ebers, Director, Children's Services - Helen Watson

DECISION

That the Executive:

- 1) approved the submission of a proposal by the Director of Children's Services in consultation with the lead member for Children's Services to the DfE for two new Special Free Schools in the borough in October 2022;
- 2) supported the recommendation to utilise two sites (part of Rooks Nest Farm, Barkham and part of Grays Farm, south of Wokingham) owned by the Council for the provision of two new Special Free Schools and note that the disposal of these sites would be subject to a further Executive decision;
- 3) noted the ongoing preparatory work for participation in the national "Safety Valve" intervention programme from September 2022.
- 4) noted the development work in progress for further projects to increase special needs provision in the borough.

Reason for Decision

The decision is required because:

- (a) there are too few special school places in or on the margin of the Borough, leading to children having to travel outside the local area for special school places.
- (b) action is required to reduce spend on the High Needs Block budget, to eliminate a budget deficit, by delivery of high quality, local, more cost effective specialist provision.
- (c) Action is required to reduce spend on home to school transport, by reducing the length of journeys to school.

Alternative options considered and rejected at time of the decision

None.

Any Conflict of interest declared by any Executive Member

None.

Any dispensation granted by the Head of Paid Service in respect of any declared conflict of interest

None.

DECISION SHEET

ACTION BY

44. Commissioned services for the health and wellbeing of carers

Director, Adult Social Care and Health - Matt Pope

DECISION

That the Executive:

- 1) noted and approved the planned procurement of the carers service at a total value of £234,000 per annum for a period of up to 4 years, and
- 2) delegates award post-procurement to the Director of Adult Services in consultation with the Lead Member for Health, Wellbeing and Adult Services.

Reason for Decision

The Executive are asked to approve the proposal to reprocure the voluntary sector (VCS) services that support unpaid carers with an additional budget of £80,000, taking the total spend on carers VCS services to £234,000 per annum. This will help manage demand for statutory residential, nursing and home care services.

Alternative options considered and rejected at time of the decision

None.

Any Conflict of interest declared by any Executive Member

None.

Any dispensation granted by the Head of Paid Service in respect of any declared conflict of interest

None.

DECISION SHEET

ACTION BY

45. Re-procurement of Berkshire Community Equipment Service

Director, Adult Social Care and Health - Matt Pope, Director, Children's Services - Helen Watson

DECISION

That the Executive:

- 1) approved the attached Business Case to undertake a joint procurement exercise of Berkshire Community Equipment Service for Wokingham in partnership with West Berkshire, Reading, Bracknell Forest, Slough, the Royal Borough Windsor and Maidenhead Local Authorities and the NHS CCGs in Berkshire East and Berkshire West. West Berkshire Council will be the lead authority.

Details of the current spend and available budget can be found in Part 2 of the Executive Report (Financial Information).

- 2) delegated authority to the Directors of Adult Services and Children Services in consultation with the Lead Members for Adults and Children's Services to utilise the budget for this service and to award the contract in conjunction with the other authorities to the preferred supplier.

Reason for Decision

Approval to proceed with the joint procurement of the Berkshire Community Equipment Service under the Section 75 agreement in accordance with the Procurement and Contracts Rules and Procedures. Executive Approval of the Procurement Business case is required as the total ascertainable value of Wokingham's contribution to the contract is over £663,540.

Alternative options considered and rejected at time of the decision

None.

Any Conflict of interest declared by any Executive Member

None.

Any dispensation granted by the Head of Paid Service in respect of any declared conflict of interest

None.

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Job Title Head of Democratic and Electoral Services

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