

**DECISION RECORD SHEETS**

**FOR**

**DECISIONS MADE AT THE**

**EXECUTIVE MEETING**

**HELD ON**

**THURSDAY, 26 JANUARY 2023**

**DECISION SHEET****ACTION BY****69. Minutes of Previous Meeting****DECISION**

The Minutes of the meeting of the Executive held on 24<sup>th</sup> November 2022 were confirmed as a correct record and signed by the Chair, subject to an amendment being made to the fourth paragraph of the Leader's statement to add 'less' after £7,500.

**Reason for Decision**

To approve the minutes of the last Executive meeting.

**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****70. Declaration of Interests****DECISION**

A declaration of a personal interest was submitted from Councillor Prue Bray relating to agenda item 74.8: Temporary Closure Remenham Footpath No 4 Henley Festival. Councillor Prue Bray declared an interest as a member of the Open Spaces Society, who had submitted an objection to this item. She would leave the meeting room during the consideration of this item.

**Reason for Decision**

In accordance with legislation.

**Alternative options considered and rejected at time of the decision**

None.

**Any Conflict of interest declared by any Executive Member**

As above.

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

None.

## **DECISION SHEET**

## **ACTION BY**

### **74.1 Playing Pitch Strategy Approach**

Deputy Chief Executive - Graham Ebers

## **DECISION**

**RESOLVED** that the Executive agreed to cease any further work at Maiden Erlegh at this stage and reassess the needs of the Earley and Lower Earley area within the strategic review of playing pitches. This review would inform optimal pitch locations incorporating a 3G pitch development plan going forward across the Borough.

### **Reason for Decision**

In July 2022, the Executive approved a proposal for a 3G pitch at Maiden Erlegh School, supporting the need for additional 3G sites across the Borough. Consultation identified several difficulties with the site, while at the same time confirming the demand for such facilities.

Simultaneously, costs escalated, and the Council's financial situation worsened, so that 3G provision in the Earley and Lower Earley area needed to be reassessed. It was agreed that reassessment would be effectively carried out as part of a new Borough-wide Playing Pitch Strategy.

### **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**

### **74.2 Energy Procurement Contract**

Deputy Chief Executive - Graham Ebers

## **DECISION**

**RESOLVED** that the Executive;

- i) approved in principal the procurement strategy set out in the Procurement Business case for the migration of the Councils energy buying strategy from the current framework provider (CCS – Crown Commercial Service) to the Laser framework;
- ii) recommended the Procurement Business Case to Council for approval;
- iii) noted that an updated Procurement Business Case would be reported back to Executive and Council, with proposed contract terms and timescales for implementation.
- iv) delegated authority to the Director of Resources and Assets, in consultation with the Executive Members for Finance and Contracts, to engage with framework suppliers and negotiate on future contract provision, in line with the approved procurement strategy.

### **Reason for Decision**

The rationale to move framework suppliers is to ensure best value (energy price) for the Council. Energy prices have been rising significantly for the last eighteen months and whilst WBC have appropriate financial provision for this financial year, there is a risk to energy budget from rising costs, for the next financial year and beyond. The Energy Team have been carrying out market analysis assessments on energy pricing and the Council could reasonably be faced with an additional 50 – 60% on today's energy prices.

### **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**

**74.3 Revenue Monitoring 2022/23 Q3**

Deputy Chief Executive - Graham  
Ebers

**DECISION**

**RESOLVED** that the Executive noted the overall forecast of the current position of the General Fund revenue budget, Housing Revenue Account and Dedicated Schools Grant illustrated in the Executive Summary and appendices attached to the report.

**Reason for Decision**

To allow the Executive to note the current forecast outturn positions for 2022/23 for the Council's net revenue expenditure, its General Fund Balance, the Housing Revenue Account and the Dedicated Schools Grant.

**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**

### **74.4 Capital Monitoring 2022/23 - Q3**

Deputy Chief Executive - Graham Ebers

## **DECISION**

**RESOLVED** that the Executive:

- i) noted the position of the capital programme at the end of Quarter 3 (to 31 December 2022) as summarised in the report below and set out in detail in Appendix A to the report.
- ii) approved and noted the proposed carry forwards in the capital programme as set out in Appendix B.
- iii) approved the increase of the schools devolved capital budget by £388,333 to ensure the revised budget allocation matches the confirmed ringfenced grant funding.

### **Reason for Decision**

This report informs the Executive of the progress of the Council in delivering its capital programme for the financial year 2022/2023. The Executive have previously agreed to consider Capital Monitoring Reports on a quarterly basis and this report highlights the capital monitoring as at the end of the third quarter of the financial year (31 December 2022).

The programme will continue to be monitored and reviewed throughout the financial year and any further rephasing will be notified to Executive for approval.

### **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**

**74.5 Corporate Peer Challenge - Follow Up Visit**

Chief Executive - Susan  
Parsonage

**DECISION**

**RESOLVED** that the Executive noted the progress report of the Corporate Peer Challenge at Appendix 1 of the report.

**Reason for Decision**

The report presents the findings and conclusions of the Corporate Peer Challenge follow-up visit that took place in October 2022 providing residents with an independent assurance of the Council's progress and improvements since November 2021. The Executive is asked to note the progress report.

**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**

### **74.6 Revised Local Bus Services Improvement Plan**

Director, Place and Growth -  
Simon Dale

## **DECISION**

**RESOLVED** that the Executive approved the Revised Local Bus Service Improvement Plan (BSIP) for publication, with the delivery of proposals subject to Department for Transport funding being available.

### **Reasons for Decision**

Wokingham Borough Council was unsuccessful in achieving any BSIP grant funding in May 2022 for the October 2021 submission. Therefore, the BSIP has been revised to take account of feedback from the DfT and changes in the local bus market since October 2021. The key changes to the draft BSIP are:

- Updated background information
- Strengthening the role of partnership working
- Revised targets and policies

### **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

### 74.7 NEC Systems - Contract Renewal

Chief Executive - Susan  
Parsonage

## DECISION

**RESOLVED** that the Executive approved the compliant direct award via the *Crown Commercial Services: Data and Applications RM3821* framework on a five year basis to NEC for the provision of the following systems:

- NEC iWORLD
- NEC Housing
- NEC Information at work

### **Reason for Decision**

Executive approval is required as the total value of the contract exceeds 500k for the five year duration.

The report sets out the proposal for Executive consideration to procure all systems currently provided by NEC to the Council for five year period under a single contract.

The Systems include:

- NEC iWorld – used by Council Tax and Revenue and Benefits.
- NEC Housing – used by the Housing service
- NEX Information at Work - Electronic Document Management System used corporately across the Council.

Entering into a five year contract protects the Council from year on year inflation increase and enables the Council to know the total cost of ownership for the next five years.

### **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

**74.8 Temporary Closure Remenham Footpath No 4 Henley Festival** Director, Place and Growth - Simon Dale

## DECISION

**RESOLVED** that the Executive;

- i) approved the making of an order for the closure of Footpath Remenham No 4, for a closure of an 80m section of the footpath for the set up and de rig of the Festival stage from Monday 3 to Wednesday 5 July 2023 inclusive and from Monday 10 July to Tuesday 11 July 2023 inclusive;
- ii) included within the closure a 620m section for evening performances from Wednesday 5 July to Sunday 9 July 2023 inclusive and day time performances on Saturday 8 July and Sunday 9 July 2023, under Section 16A of the Road Traffic Regulation Act 1984, subject to the receipt of the requisite consent of the Secretary of State for Transport.
- i) approved a change to the process for any future applications for the closure of the Thames Path and the Blackwater Valley footpath to delegate the decision as to whether a closure will be made to the Director of Place and Growth in consultation with the Executive Member for Environment.

### Reason for decision

A request has been received from the organisers of the Henley Festival of Music and the Arts for the closure of part of the Thames Path National Trail at Remenham (Remenham Footpath 4). The Festival Trust applies annually for this closure to enable the safe management and execution of a locally and regionally enjoyed festival.

The Trust has stated that it is necessary to restrict traffic for the holding of the event and that it is not reasonable for the organisers to hold the event other than on the road in question.

The Authority is required to consider whether it is necessary for traffic to be restricted for the purpose of facilitating the holding of a relevant event and whether it is reasonably practical to hold the event otherwise than on the highway (in this case a footpath).

The applicant has stated that it is necessary to restrict traffic for the holding of the event and that it is not reasonable for the organisers to hold the event other than on the road in question.

Therefore, a decision is needed on whether to approve the making of the closure order if the event is to proceed. The duration of the closure is also required to be approved by the Secretary of State for Transport.

### Alternative options considered and rejected at time of the decision

None.

### Any Conflict of interest declared by any Executive Member

Councillor Prue Bray declared an interest as a member of the Open Spaces Society, who had submitted an objection to this item. Councillor Prue Bray 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**

**74.9 Chief Finance Officer Report 2023-24**

Deputy Chief Executive - Graham Ebers

## **DECISION**

**RESOLVED** that the Executive;

- i) noted the Chief Finance Officer (CFO) report (Appendix A attached to the agenda papers) and the issues contained within, including the local government finance settlement and the sections on key risks, and that they consider these when setting the council tax for 2023/24 and agreeing the Council's medium term financial plan (MTFP);
- ii) supported the Council's response to the local government finance settlement as set out in Appendix 6 of the Chief Finance Officer report attached to the agenda papers.

### **Reason for Decision**

The Local Government Act 2003 requires the Chief Finance Officer (Deputy Chief Executive and CFO) to report to Members, when setting the level of Council Tax, on the robustness of the budget presented and adequacy of reserves. The CFO report highlights the strong financial management the Council. It also outlines the major financial issues facing the Council in the medium-term period, which without the Council taking a commercial approach could increase the reliance on council tax income as well as impact on the future delivery of Council 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.

**Name** Priya Patel  
**Job Title** Head of Democratic and Electoral Services

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**CONTACT OFFICERS**

**Email:** [democratic.services@wokingham.gov.uk](mailto:democratic.services@wokingham.gov.uk)