

DECISION RECORD SHEETS

FOR

DECISIONS MADE AT THE

EXECUTIVE MEETING

HELD ON

THURSDAY, 29 JUNE 2023

DECISION SHEET

ACTION BY

3. Declaration of Interests

DECISION

There were no declarations of interest on this occasion.

DECISION SHEET

ACTION BY

7. Corporate Sponsorship Policy

Deputy Chief Executive - Graham Ebers

DECISION

RESOLVED that the Executive adopted the Corporate Sponsorship Policy to enable the Council to provide a support structure and governance for where these opportunities existed, to allow services to explore new revenue streams through sponsorship agreements and in certain circumstances to assist local business to market their services.

Reason for Decision

To secure Executive approval for implementation of the Corporate Sponsorship Policy and to inform the Executive of the commercial ambition for the council to generate income through sponsorship opportunities.

The subsequent sponsorship projects will contribute to the Council's ongoing revenue targets.

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

Not applicable.

DECISION SHEET

ACTION BY

8. Finchampstead Neighbourhood Plan

Director, Place and Growth -
Giorgio Framalocco

DECISION

RESOLVED that the Executive:

- 1) Accepted the modifications recommended by the Independent Examination into the Finchampstead Neighbourhood Plan (as set out in Enclosure 1) and for the modified plan to proceed to referendum;
- 2) Agreed that the Finchampstead Neighbourhood Plan, as modified in accordance with the recommendations of the Examiner, meets the basic conditions and complies with the provisions of Paragraph 8 (1) (a) (2) of Schedule 4B to the Town and Country Planning Act 1990 (inserted by the Localism Act 2011);
- 3) Agreed to publish the 'Decision Statement' as set out at Enclosure 2 of this report;
- 4) Authorised the Director of Place and Growth, in consultation with the Executive Member for Planning and Local Plan, to agree minor factual and consequential modifications necessary to the Finchampstead Neighbourhood Plan, the Decision Statement, and other supporting documents prior to the referendum;
- 5) Agreed the referendum be organised and conducted in the Finchampstead neighbourhood area.

Reason for Decision

The report considers the findings of the examination of the submission Finchampstead Neighbourhood Plan, prepared by Finchampstead Parish Council and volunteers, and the modifications recommended by the independent Examiner. If those modifications are accepted, approval for the plan to progress to a public vote at referendum is sought. If one or more recommendations are not accepted, the reasoning must be subject to 6-week period of consultation.

The Finchampstead Neighbourhood Plan if made (adopted) will become part of the development plan and be used alongside the Wokingham Borough Council's local plans to guide decisions on planning applications.

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

Not applicable.

DECISION SHEET

ACTION BY

9. Revenue Monitoring 2022-23 - Outturn

Deputy Chief Executive - Graham Ebers

DECISION

RESOLVED that the Executive:

- 1) noted the outturn position of the revenue budget and the level of balances in respect of the General Fund, Housing Revenue Account and Dedicated Schools Grant.
- 2) agreed the General Fund carry forward requests of £317k as set out in Appendix B to the report. This request is lower than in the previous year where carry forwards were £667k.
- 3) noted the general fund balance as at 31 March 2023 is c£9.1m, this balance remains in line with the reasonable level of balances set out in the general fund reserves policy statement as part of the Medium Term Financial Plan.

Reason for Decision

This report is to allow the Executive to note and consider the financial outturn for 2022/23 for the Council's net revenue expenditure, its General Fund Balance (GFB), the Housing Revenue Account (HRA), and the Dedicated Schools Grant (DSG). The Executive has agreed to consider Revenue Monitoring Reports on a quarterly basis.

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

Not applicable.

DECISION SHEET

ACTION BY

10. Capital Outturn 2022/23

Deputy Chief Executive - Graham Ebers

DECISION

RESOLVED that the Executive:

- 1) noted the outturn position of the capital programme for 2022/23 as summarised in the report below and set out in detail in appendix A;
- 2) approved and noted the proposed carry forwards in the capital programme as set out in Appendix B.
- 3) noted and approved the Quarter 4 budget adjustments to the 2022/23 capital programme which include;
 - a) An additional £63,081 budget for fit out costs for Ryeish Green Learning Disability Accommodation. This is funded in full by a ring-fenced contribution from NHS Berkshire.
 - b) An additional £77,000 budget for works on Dinton Barn is required to meet the latest costs of the project following a recent procurement tender process. This is funded in full from the SANG maintenance reserve.
 - c) An additional £121,607 budget towards Winnersh Farm SEN School. This is funded in full from Reading Borough Council and is a contribution towards abnormal costs identified in the project.
- 4) approved the capital funding and the expenditure budget of £956,000 for the purchase of four properties as part of the single homelessness accommodation programme (SHAP). This will be funded from S106 developer contributions (£150,000), ringfenced grant (£359,408) and the remainder from HRA borrowing (£446,592).

Reason for Decision

To inform members of the capital programme outturn for 2022/2023, seek approval for the relevant budget carry forwards and demonstrate effective and safe use of our resources to deliver service improvements and service continuity through capital investments.

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

Not applicable.

DECISION SHEET

ACTION BY

11. Customer Experience Strategy

Director, Communities, Insight
and Change -

DECISION

RESOLVED that the Executive approved the draft Customer Experience strategy, for onward public consultation.

Reason for Decision

The draft Customer Experience strategy requires Executive approval as it sets out the direction and focus around improving the experience Wokingham customers have when they interact with the Council.

The strategy aligns to the strategic outcomes within the Council Plan - 'Changing the way we work for you' and 'Being the best we can be'. It also aligns to the Equality Plan. This report outlines the proposal for the Executive to consider, before onward public consultation. Following consultation, a final draft will be produced for Executive sign off.

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

Not applicable.

DECISION SHEET

ACTION BY

12. Wokingham Borough Council Tree Strategy

Director, Place and Growth -
Giorgio Framalico

DECISION

RESOLVED that the Executive approved the adoption of the Wokingham Borough Council Tree Strategy.

Reason for Decision

To seek Executive approval to adopt the Wokingham Borough Council Tree Strategy. The strategy links with the Core Strategy, Climate Emergency Action Plan, Wokingham Biodiversity Action Plan, Borough Design Guide, Landscape Character Assessment (LCA) (2019) and Wokingham Landscape Character Assessment (2004).

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

Not applicable.

DECISION SHEET

ACTION BY

13. Development of Two New Wokingham Special Educational Need Schools Deputy Chief Executive - Graham Ebers

DECISION

RESOLVED that the Executive:

- 1) Confirmed support for the development and provision of **two** new Special Educational Needs School at Rooks Nest Farm in Finchampstead (as per the Officer's recommendation having reviewed this site against all available sites in the Council's ownership)
- 2) Gave delegated authority to the Executive Member for Children's Services to approve the lease of these sites to the DfE for use as a Special Educational Needs school on their model Heads of Terms (a copy is in **Appendix A**) and delegated, under 5.4.3 [which applies to all delegations to officers and individual members below] powers to the Director of Resources and Assets, in conjunction with the Leader of the Council, to complete the lease.
- 3) Approved a supplementary estimate of £1.5m for the infrastructure and abnormal costs associated with the delivery of the two new SEND schools. Working with the DfE, the Council will aim to minimise these costs where possible. Any costs will be funded from the approved capital contingency budget.
- 4) Subject to the DfE approval of the Council's bid to self-deliver the free school capital projects, give delegated authority to the Director of Resources and Assets, in consultation with the Leader of the Council and the Executive Member for Children's Services, to approve the capital development of both schools (5.1.9.2) (b) re Virements over £500k) and the procurement and awarding of the construction works through a competitive procurement process, details to be presented and approved by the Strategic Procurement Board (SPB).
- 5) Give delegated authority to the Director of Children's Services in consultation with the Leader of the Council and the Executive Member for Children's Services, to run the presumption exercise (along with the DfE) to select and enter into leases with a Trust (or Trusts) to manage both schools.
- 6) Give delegated authority to the Director of Resources and Assets, in consultation with the Leader of the Council and the Executive Member for Finance, to approve the infrastructure costs and abnormal costs (not funded by the DfE) when these are known.
- 7) agreed that the whole of the Rooks Nest Farm site, which has previously been promoted to the Local Plan Update for residential use with an estimated residential land value of £19.25M, will now not be used for residential use, with the residential land value estimation to be foregone and that the previous promotion of the site for residential development will be withdrawn from the Local Plan Update process.

Reason for Decision

The purpose of this report is to update the Executive on plans for the provision of two new Special Educational Needs schools within the Borough and agree the proposed

terms of the lease of the site to the Department for Education (DfE).

The proposal will help the Council meet its statutory duties to Children and Young People with Special Educational Needs. It will provide high quality, local special school places at a lower cost than alternative out of borough schools and with reduced transport costs.

As part of the provision of the two new schools, leases for the school sites (owned by Wokingham Borough Council) to the DfE are required and are contractual with the DfE for the delivery of the schools. It is proposed each lease will be for 125 years (standard term for an Academy lease). As it exceeds the Director's delegation under paragraph 11.3.6(e), the approval of any leases for Council owned land for a duration longer than 20 years is an Individual Executive Member Decision under paragraph 5.5.1(f)

Alternative options considered and rejected at time of the decision

The 2022 Executive report envisaged the new Free Special Schools being delivered at Rooks Nest Farm and Gray's Farm. Since the DfE's approval and awarding of funding, Officers have carried out a review of WBC's assets to ensure that the sites identified continue to provide the most suitable (in terms of size and location, and deliverable in terms of construction logistics and site constraints) for delivering the two new SEND schools.

The WBC assets identified and reviewed as possible locations for one or both of the schools are:

- Gray's Farm (alongside the proposed sports hub)
- Rooks Nest (locating both schools on the same site)
- Toutley East Field (in lieu of the Care Home)
- Winnersh Farm (adjacent to Oak Tree SEND School)

Appendix D shows location and site plans for each of the options.

Due to the specialist status of the school and the extensive catchment area, which is likely to include pupils from outside the Borough, Children's Services has confirmed there is no need for one or both of the schools to be in a specific location within the Borough. As the designations of the schools differ, there is also no concern that there would be any adverse impact from the schools being in the same location. In reviewing the proposed location of the schools, consideration was given to the ease of access for pupils travelling to and from school and it was noted that having two schools next to each other will enable efficiencies in transporting pupils from home to school. Plus providing two SEND schools in the same location, each with 100 pupils, is no greater than the pupil numbers of a standard primary school (average 240 pupils).

To meet the Department for Education standards, each school site is required to be circa 2ha in size plus transport infrastructure. All of the sites under consideration could accommodate a SEND school, however the developable area of the site at Winnersh Farm only just meets the DfE size requirements meaning that there is less flexibility for any requirements for any additional indoor or outdoor areas, e.g. future extensions, sports facilities and car parking.

A summary of the opportunities and constraints for each of the sites reviewed is detailed in the table in **Appendix E** of the report.

Recommendation

Each of the alternative sites has been considered in detail, and taking into account, availability, site conditions, transport links, local infrastructure and service provision it is recommended that two new Special Education Needs and Disability schools are both

located on the Rooks Farm site.

- 1.) Rooks Nest Farm, Finchampstead (SEMH)
- 2.) Rooks Nest Farm, Finchampstead (SLD)

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

Not applicable.

DECISION SHEET

ACTION BY

14. St Crispin's Leisure Centre Consultation

Deputy Chief Executive - Graham Ebers

DECISION

RESOLVED that the Executive approved a public consultation on the future of St Crispin's Leisure Centre, including an option of closing the leisure centre, and considering all potential options for the future use of the site. Note that a report will be brought back to Executive following the consultation recommending the next steps.

Reason for Decision

Executive approval is required for a public consultation to take place over the future use of St Crispin's Leisure Centre.

The leisure centre has seen a decline in numbers since re-opening post pandemic particularly in our over 60s demographic and the opening of Wokingham Leisure Centre has also had an impact on member use resulting in a request to review the use of the centre for the future including potential alternative uses as detailed below.

Alternative options considered and rejected at time of the decision

The report seeks to explore options for the future of the leisure centre.

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

Not applicable.

DECISION SHEET

ACTION BY

15. Procurement strategy for the purchase and distribution of wheeled bins in the borough

Director, Place and Growth -
Giorgio Framaliccio

DECISION

RESOLVED that the Executive approved the proposed procurement strategy of proceeding to 'open tender' to purchase and distribute wheeled bins in the borough.

Reason for Decision

On 21 March 2023, a decision was approved to change the way waste and recycling is collected in the future including the introduction of wheeled bins. This paper is seeking the Executive's approval to the approach to procure the purchase and distribution of wheeled bins.

Alternative options considered and rejected at time of the decision

There are a number of options that have been considered, which have been carefully assessed to ensure the best value for money for the borough. In light of this, the 'open tender' procedure has been put forward as the most suitable procurement approach for the Council to take. Further details are outlined in Appendix 1 attached to the report.

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

Not applicable.

DECISION SHEET

ACTION BY

16. Term Maintenance Contracts For Reactive & Planned Mechanical Works

Deputy Chief Executive - Graham Ebers

DECISION

RESOLVED that the Executive:

- 1) Approved the undertaking of a competitive tender process for a new term maintenance contract(s) for Reactive and Planned Mechanical Works;
- 2) Delegated authority to the Director of Resources and Assets to implement the recommended procurement approach.

Reason for Decision

The purpose of this report is to invite the Executive to approve the commencement of a tender process to appoint a mechanical term maintenance contractor.

The Procurement Business Case needs to be approved by the Executive as the values of the works (services contract) are estimated to exceed the values of work as detailed in section 13 of the constitution requiring Executive approval (services contract over £500K in value).

The contract value is £1.75M over the total duration (Total Ascertainable Value). This value is for a 3 year initial term with 4x12month extensions (£250k per annum).

Alternative options considered and rejected at time of the decision

The Council has an existing contract with a third party to deliver reactive and planned mechanical maintenance services. This existing contract will terminate on 31 July 2023. Having considered the options, it is recommended to Executive to undertake a competitive tendering process for a new term contractor for reactive and planned mechanical works.

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

Not applicable.

DECISION SHEET

ACTION BY

17. Toutley East Development - Residential Delivery Model

Deputy Chief Executive - Graham Ebers

DECISION

RESOLVED that the Executive:

- 1) Agreed to the cessation of the construction of a care home as part of the Toutley East strategic masterplan as previously approved, whilst the viability of alternative delivery models for the care home are explored.
- 2) Approved the development of the land for residential including the provisions for affordable housing and Community Infrastructure Levy as set out in the report
- 3) Noted that further market testing would be undertaken on the costs and values of energy efficient residential development in excess of current policy and building regulations, up to and including Net Zero Carbon design, to input into the delivery model decision.
- 4) Noted the risks and opportunities of the delivery options for the residential development of the land and approved that further market testing would be undertaken on the Disposal and Joint Venture models to ascertain Value for Money and risk exposure;
- 5) Delegated authority to the Director of Resources and Assets, in consultation with the Leader of the Council, to implement the programme for the development of the Toutley East site, including a value for money decision on alternative delivery models for the care home and residential delivery models, taking into account the findings of the further market testing and the Council's climate commitments and targets within the Climate Emergency Action Plan.

Reason for Decision

The purpose of this report is to provide an update on the Toutley East Development and business case for the delivery of the residential element of the development, as required by the Executive decision of July 2022.

The report identifies that the current delivery model for the care home no longer presents value for money to the Council and its residents and the Executive is therefore requested to pause the delivery of the care home at the Toutley East site, whilst alternative models of delivery for the care home are considered.

In terms of the residential delivery the Executive is advised that further market testing will be undertaken on the Disposal and Joint Venture delivery models to ascertain value for money and risk exposure. Whilst the Cost Plus and Direct Delivery models provide greatest potential for profit, it is not intended to pursue these models as they will significantly increase the Council's exposure to debt and associated risk during a time of market volatility. Further market testing will also be undertaken to ascertain the costs and values of energy efficient residential development in excess of current policy and building regulations, up to and including Net Zero Carbon development.

Section 12.1.5.9 of the Constitution requires that the disposal of land or buildings of a

higher value than £150,000 are subject to the approval of Executive. The Toutley East site has a value higher than £150,000.

Alternative options considered and rejected at time of the decision

There are a number of potential delivery models for the construction of residential development at this site, all which carry differing levels of risk exposure and potential financial return. The delivery models considered include 'Disposal', 'Joint Venture', 'Cost Plus' and 'Direct Delivery' and the report below sets out the opportunities and risks associated with each of the delivery options. The full details of the cost and value implications of each option are included in Part 2 of this report. This is commercially sensitive information, which if in the public domain could undermine the Council's commercial negotiating position and thus potentially impact ability to secure best value. The upfront funding and exposure to debt set out in the Cost Plus and Direct Delivery models is not considered prudent at this time given current market volatility. It is therefore recommended that those delivery models should not be pursued further.

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

Not applicable.

DECISION SHEET

ACTION BY

18. Corporate Building Cleaning Services

DECISION

RESOLVED that the Executive agreed that a new contract be procured for cleaning services via competitive procurement process.

Reason for Decision

Procurement of a contract for the provision of building cleaning services at Wokingham Borough Council corporate sites, some Maintained Schools, and Academies. The service will be operated as a traded service.

Alternative options considered and rejected at time of the decision

If a new contract is secured, this would run from 1 April 2024 for 36 months (three years) to March 27 with option to extend to March 28 and then March 29 if required. The current traded service model involves a significant amount of administration, which would be improved under a revised model. Various options have been explored and a new model recommended that would reduce administration time and allow for the management cost to be recovered. The new model is also aimed at increasing the interest and potentially attracting new sites to opt in and use the service on a traded basis.

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

Not applicable.

DECISION SHEET

ACTION BY

19. Local Sufficiency for Children in Care

Director, Children's Services -
Helen Watson

DECISION

RESOLVED that the Local Sufficiency for Children in Care plan be approved as set out in the report.

Reason for Decision

To consider a business case to open a children's home in Wokingham to improve local sufficiency.

Alternative options considered and rejected at time of the decision

These are set out in the exempt report.

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

Not applicable.

Priya Patel, Head of Democratic and Electoral Services

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