

DECISION RECORD SHEETS

FOR

DECISIONS MADE AT THE

EXECUTIVE MEETING

HELD ON

THURSDAY, 25 JANUARY 2024

DECISION SHEET

ACTION BY

80. Declaration of Interests

DECISION

The following declarations of personal interest were made by Executive Members in relation to agenda item 88: Shareholders Mid-Year Report 2023-24. These Members did not participate or vote on this item.

- Councillor Prue Bray as a Chair and a Non-Executive Director of Berry Brook Homes, a Non-Executive Director at WBC Holdings Ltd and Chair of Wokingham Homes Limited.
- Councillor Stephen Conway as Chair and a Non-Executive Director of Loddon Homes and Chair of WBC Holdings Ltd
- Councillor David Hare as Chair and a Non-Executive Director of Optalis Ltd.
- Councillor David Cornish as a Non-Executive Director of WBC Holdings Ltd.

DECISION SHEET

ACTION BY

84. Unreasonably Persistent Complainants Policy

Chief Operating Officer - Sally
Watkins

DECISION

RESOLVED: That the Executive approved the updated Unreasonably Persistent Complainants' Policy, as attached at Appendix 2 of the agenda papers.

Reason for Decision

The Unreasonably Persistent Complainants Policy (UPCP) is a policy that already exists. It has recently been updated to reflect the Councils approach to people who complain in an unreasonable manner about a particular matter, in line with what is set out by the Local Government and Social Care Ombudsman (LGSCO).

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

85. 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 (HRA) and Dedicated Schools Grant (DSG) illustrated in the Executive Summary and appendices attached to the report in the agenda papers.

Reason for Decision

This report is to allow the Executive to note the current of the forecast outturn positions for 2023/24 for the Council's net revenue expenditure, its General Fund Balance (GFB), the Housing Revenue Account (HRA), and the Dedicated Schools Grant (DSG).

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

86. Capital Monitoring, Quarter 3

Deputy Chief Executive - Graham Ebers

DECISION

RESOLVED that the Executive:

- 1) noted the position of the capital programme at the end of Quarter 3 (to 31 December 2023) as summarised in the report below and set out in detail in Appendix A to the report;
- 2) approved and noted the proposed carry forwards in the capital programme as set out in Appendix B of the report;
- 3) noted that an additional budget of £8,987,586 had been agreed for Gorse Ride Redevelopment to cover additional inflationary costs (materials + labour) estimated over the project life (above original £106m budget). The Executive decision in February 2022 gave delegated authority to the Director of Resources and Assets, in consultation with the Executive Member for Housing and Finance, to approve the use of additional Affordable Housing s106 commuted sums as a contingency against cost and funding variations such as any future design changes and/or fluctuations in costs and values of up to 15% of the cost of the scheme in the event of any other financial impacts.
- 4) approved additional capital budget of £2,920,000 for 2023/24 in relation to the secondary school expansion programme. This is an acceleration of budget previously set out in the Medium Term Financial Plan (MTFP) for use in 2024/25 and funded from DfE capital grants which have been received and available to use.
- 5) approved a supplementary budget of £250,000 for Disabled Adaptations. This is funded in full, from the Housing Revenue Account non-RTB reserve.
- 6) approved a supplementary budget of £93,862 for the Mandatory Disabled Facilities Grant (DFG) project. This is funded in full, from additional ringfenced grant awarded to the Council in the current financial year.

Reason for Decision

This report informs the Executive of the progress of the Council in delivering its capital programme for the financial year 2023/2024. 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 2023).

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

87. Chief Finance Officer's Report

Deputy Chief Executive - Graham Ebers

DECISION

RESOLVED that the Executive:

- 1) noted the Chief Finance Officer (CFO) report (**Appendix A**) 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 2024/25 and agreeing the Council's medium term financial plan (MTFP);
- 2) supported the Council's response to the local government finance settlement as set out in **Appendix 6 of the Chief Finance Officer report**.

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:

Not applicable.

DECISION SHEET

ACTION BY

88. Shareholders Mid-Year Report 2023-24

Deputy Chief Executive - Graham Ebers

DECISION

(Councillor Imogen Shepherd-DuBey chaired this item.)

RESOLVED that the Executive noted:

- 1) The Housing companies' budget and operational position and forecast as at the end of quarter 2 (September) 2023/24 financial year,
- 2) The Optalis budget and operational position and forecast as at the end of quarter 2 (September) 2023/24 financial year

Reason for Decision

The purpose of this report is to ensure awareness and transparency of the financial performance of the Council Owned Companies.

Alternative options considered and rejected at time of the decision:

None.

Any Conflict of interest declared by any Executive Member:

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- Councillor Prue Bray as a Chair and a Non-Executive Director of Berry Brook Homes, a Non-Executive Director at WBC Holdings Ltd and Chair of Wokingham Homes Limited.
- Councillor Stephen Conway as Chair and a Non-Executive Director of Loddon Homes and Chair of WBC Holdings Ltd
- Councillor David Hare as Chair and a Non-Executive Director of Optalis Ltd.
- Councillor David Cornish as a Non-Executive Director of WBC Holdings Ltd.

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

Not applicable.

DECISION SHEET

ACTION BY

89. Air Quality Management Areas

Director, Place and Growth -
Giorgio Framalitto

DECISION

RESOLVED that the Executive:

- 1) approved commencement of the revocation process in respect of the Air Quality Management Area Order (AQMA) in Twyford Town Centre.
- 2) approved commencement of the revocation process in respect of the Air Quality Management Area Order along the M4 motorway.
- 3) delegated responsibility to the Director of Place and Growth in consultation with the Executive Portfolio Holder to progress the revocation process to conclusion of revocation of the Orders (in conjunction with legal services).
- 4) noted that relevant stakeholders including the Act's statutory consultees will be informed of the revocations.
- 5) noted that the revocations, will impact on the review and update of the Air Quality Action Plan for Wokingham Borough Council (which will be subject to separate development and consultation in accordance with the Act)
- 6) noted that Wokingham Borough Council will retain a statutory responsibility to have an up-to-date Air Quality Action Plan, as an AQMA will be retained for Wokingham Town Centre, but that under the LAQM framework an Air Quality Strategy is not a statutory requirement, where a Council has a statutory responsibility to have an Air Quality Action Plan.

Reason for Decision

To ensure the council is compliant with Environment Act 1995 and statutory policy and guidance with respect to Local Air Quality Management. To achieve this compliance, progress the revocation of two out of the three Air Quality Management Area (AQMA) Orders 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:

Not applicable.

DECISION SHEET

ACTION BY

90. Annual Health & Safety Report 2022-23

Chief Operating Officer - Sally
Watkins

DECISION

RESOLVED that the Executive noted the internal health and safety performance for 2022/23; and the priorities in the report which have informed the action plan for 23/24 and will shape the action plan for the next municipal year.

Reason for Decision

To note the annual report for Health and Safety for 22/23.

The report relates to the Council's internal health and safety performance during the period between 1 April 2022 and 31 March 2023 and covers the Council workforce, where the Council is legally the employer, which includes maintained community schools, special schools, voluntary controlled schools, nursery schools and pupil referral units.

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.

Priya Patel
Head of Democratic and Electoral Services

PUBLISHED ON: Friday 26 January 2024

EFFECTIVE ON: Monday 29 January 2024

CALL-IN PERIOD EXPIRES: Friday 2 February 2024

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