



# WOKINGHAM BOROUGH COUNCIL

A Meeting of the **COUNCIL** will be held in Council Chamber  
- Civic Offices, Shute End, Wokingham RG40 1BN on  
**THURSDAY 21 SEPTEMBER 2023 AT 7.30 PM**

A handwritten signature in black ink, appearing to read 'Susan Parsonage', written in a cursive style.

Susan Parsonage  
Chief Executive  
Published on 13 September 2023

**Note:** Members of the public are welcome to attend the meeting or participate in the meeting virtually, in accordance with the Council's Constitution. If you wish to participate either in person or virtually via Microsoft Teams, please contact Democratic Services: [Democratic.services@wokingham.gov.uk](mailto:Democratic.services@wokingham.gov.uk)

The meeting can also be watched live using the following link:  
[https://youtube.com/live/Nopq9LO\\_ofQ?feature=share](https://youtube.com/live/Nopq9LO_ofQ?feature=share)

This meeting will be filmed for inclusion on the Council's website. Please note that other people may film, record, tweet or blog from this meeting. The use of these images or recordings is not under the Council's control.

<b>Our Vision</b>
<b><i>A great place to live, learn, work and grow and a great place to do business</i></b>
<b>Enriching Lives</b>
<ul style="list-style-type: none"> <li>• Champion excellent education and enable our children and young people to achieve their full potential, regardless of their background.</li> <li>• Support our residents to lead happy, healthy lives and provide access to good leisure facilities to enable healthy choices for everyone.</li> <li>• Engage and empower our communities through arts and culture and create a sense of identity for the Borough which people feel part of.</li> <li>• Support growth in our local economy and help to build business.</li> </ul>
<b>Providing Safe and Strong Communities</b>
<ul style="list-style-type: none"> <li>• Protect and safeguard our children, young and vulnerable people.</li> <li>• Offer quality care and support, at the right time, to reduce the need for long term care.</li> <li>• Nurture our communities: enabling them to thrive and families to flourish.</li> <li>• Ensure our Borough and communities remain safe for all.</li> </ul>
<b>Enjoying a Clean and Green Borough</b>
<ul style="list-style-type: none"> <li>• Play as full a role as possible to achieve a carbon neutral Borough, sustainable for the future.</li> <li>• Protect our Borough, keep it clean and enhance our green areas for people to enjoy.</li> <li>• Reduce our waste, promote re-use, increase recycling and improve biodiversity.</li> <li>• Connect our parks and open spaces with green cycleways.</li> </ul>
<b>Delivering the Right Homes in the Right Places</b>
<ul style="list-style-type: none"> <li>• Offer quality, affordable, sustainable homes fit for the future.</li> <li>• Ensure the right infrastructure is in place, early, to support and enable our Borough to grow.</li> <li>• Protect our unique places and preserve our natural environment.</li> <li>• Help with your housing needs and support people, where it is needed most, to live independently in their own homes.</li> </ul>
<b>Keeping the Borough Moving</b>
<ul style="list-style-type: none"> <li>• Maintain and improve our roads, footpaths and cycleways.</li> <li>• Tackle traffic congestion and minimise delays and disruptions.</li> <li>• Enable safe and sustainable travel around the Borough with good transport infrastructure.</li> <li>• Promote healthy alternative travel options and support our partners in offering affordable, accessible public transport with good transport links.</li> </ul>
<b>Changing the Way We Work for You</b>
<ul style="list-style-type: none"> <li>• Be relentlessly customer focussed.</li> <li>• Work with our partners to provide efficient, effective, joined up services which are focussed around our customers.</li> <li>• Communicate better with customers, owning issues, updating on progress and responding appropriately as well as promoting what is happening in our Borough.</li> <li>• Drive innovative, digital ways of working that will connect our communities, businesses and customers to our services in a way that suits their needs.</li> </ul>
<b>Be the Best We Can Be</b>
<ul style="list-style-type: none"> <li>• Be an organisation that values and invests in all our colleagues and is seen as an employer of choice.</li> <li>• Embed a culture that supports ambition, promotes empowerment and develops new ways of working.</li> <li>• Use our governance and scrutiny structures to support a learning and continuous improvement approach to the way we do business.</li> <li>• Be a commercial council that is innovative, whilst being inclusive, in its approach with a clear focus on being financially resilient.</li> <li>• Maximise opportunities to secure funding and investment for the Borough.</li> <li>• Establish a renewed vision for the Borough with clear aspirations.</li> </ul>

To: The Members of Wokingham Borough Council

ITEM NO.	WARD	SUBJECT	PAGE NO.
36.		<b>APOLOGIES</b> To receive any apologies for absence.	
37.		<b>MINUTES OF PREVIOUS MEETING</b> To confirm the Minutes of the meeting held on 20 July 2023 and of the extraordinary Council meeting on 24 July 2023.	13 - 36
38.		<b>DECLARATIONS OF INTEREST</b> To receive any declarations of interest.	
39.		<b>MAYOR'S ANNOUNCEMENTS</b> To receive any announcements by the Mayor.	
40.		<b>PUBLIC QUESTION TIME</b> 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 the Council.  Subject to meeting certain timescales, questions can relate to general issues concerned with the work of the Council 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 <a href="http://www.wokingham.gov.uk/publicquestions">www.wokingham.gov.uk/publicquestions</a>	
40.1	None Specific	Paul Stevens has asked the Executive Member for Climate Emergency and Resident Services the following question:  <b>Question:</b> In a recent bulletin from WBC on fighting climate change much was made of the impact "food miles" have on our "carbon footprint". I quote: "If you're looking for inspiration on how to reduce your food miles and lower your carbon footprint, look at these top sustainable tips: * Choose food with fewer food miles * Grow your own fruit, vegetables and herbs * Share surplus food with friends, family and the local community	

- \* Shop locally e.g. butchers, farmer's markets and local food stores
- \* Use refill shops to prevent plastic waste
- \* Only buy what you need to prevent food going to waste
- \* Turn leftover food into compost and use soil for growing your own food"

Have the Council also considered encouraging local farmers to grow local food on local farmland, to then be sold to local residents?

40.2 None Specific Tony Johnson has asked the Executive Member for Finance the following question:

**Question:**

Please will you explain how governance of investments, loans and debts actually works at Wokingham Borough Council?

40.3 None Specific Jim Frewin has asked the Executive Member for Climate Emergency and Resident Services the following question:

**Question:**

During the Jan 2023 Full council meeting the Executive Member for Climate Emergency and Resident Services made a statement to this chamber highlighting the issue of poor behaviour by Councillors. The statement indicated poor behaviour by Councillors plural towards officers and stated that 'Robust discussions are perfectly possible without descending into bullying and harassment'. Can she please provide an update on what actions have been taken to prevent such poor behaviour?

41.

**PETITIONS**

To receive any petitions which Members or members of the public wish to present.

42. None Specific

**THE TENANTS CHARTER - MODERNISING THE TENANT CUSTOMER EXPERIENCE WITHIN WOKINGHAM BOROUGH**

**37 - 48**

To update the Council on the progress of the work of the Tenant Volunteers, completed over the last year in partnership with Wokingham Borough Council.

**RECOMMENDATION**

To note the Tenant Involvement Strategy Draft Action Plan and to continue to work in partnership to

continue to achieve the aspirations of the Tenant Charter.

43.	None Specific	<p><b>WOKINGHAM BOROUGH COUNCIL: CLIMATE EMERGENCY ACTION PLAN, FOURTH PROGRESS REPORT</b></p> <p>To note the progress made in the Climate Emergency Action Plan fourth progress report which covers the period May 2022 to May 2023.</p> <p><b>RECOMMENDATION</b></p> <p>That the Council notes:</p> <ol style="list-style-type: none"><li>1) The progress made in the Climate Emergency Action Plan fourth progress report, which covers the period May 2022 to May 2023.</li><li>2) The new format of the Climate Emergency Action Plan, including significant design changes to make it a more effective engagement and communication tool.</li><li>3) That a more ambitious approach will be required in some areas going forward to enable Wokingham Borough Council to play as full a role as possible in achieving a carbon neutrality by 2030.</li><li>4) That this remains a live document and continues to be updated as more details become available to support decision making.</li></ol>	49 - 214
44.	None Specific	<p><b>PAY POLICY STATEMENT</b></p> <p>To receive a report on the annual Pay Policy statement.</p> <p><b>RECOMMENDATION</b></p> <p>Council is recommended to approve the Pay Policy statement.</p>	215 - 224
45.	None Specific	<p><b>PREVENTION &amp; YOUTH JUSTICE SERVICE: YOUTH JUSTICE PLAN RECOMMENDATION</b></p> <p>That Council accept the Youth Justice Plan.</p>	225 - 264
46.	Finchampstead North; Finchampstead South;	<p><b>FINCHAMPSTEAD NEIGHBOURHOOD PLAN</b></p> <p>The approval of Council is sought to make (adopt) the Finchampstead Neighbourhood Plan in accordance with the outcome of the referendum held on 7</p>	265 - 278

September 2023.

### **RECOMMENDATION**

That Council:

- 1) Make (adopt) the Finchampstead Neighbourhood Plan so that it forms part of the statutory Development Plan, pursuant to Section 38A(4) of The Planning and Compulsory Purchase Act 2004; and
- 2) Publish a Decision Statement (the form and content of which is set out at Enclosure 1) pursuant to Regulation 19 of The Neighbourhood Planning (General) Regulations 2012 (as amended) ("the Regulations") in order to give effect to the above recommendation.
- 3) Delegates to the Director of Place & Growth, in consultation with the Executive Member for Planning and Local Plan and in agreement with the Qualifying Body, to make any spelling, grammatical, typographical or factual corrections to the plan and supporting documents.

47. None Specific

### **APPOINTMENT OF A PARISH COUNCIL REPRESENTATIVE TO THE STANDARDS COMMITTEE**

**279 - 282**

To confirm the appointment of a Parish Council representative on the Standards Committee.

### **RECOMMENDATION**

That Councillor Jackie Jagger (Twyford Parish Council) be appointed as a Parish Council representative on the Standards Committee.

48. None Specific

### **AUTHORISATION OF PROCUREMENT STRATEGY OF THE AGENCY WORKER CONTRACT**

**283 - 296**

To agree the procurement strategy for the Temporary Agency Staffing Solutions contract.

### **RECOMMENDATION**

That the Council agree the procurement strategy for the Temporary Agency Staffing Solutions contract. This is to procure a new managed service contract for supply of agency workers through a national framework agreement (Managed Services for Temporary Agency Resources ("MSTAR") via the Eastern Shires Purchasing Organisation (ESPO) in the same service model as we have currently, for an

initial period of one year from 1st February 2024 with options to extend by one year for each of the following 3 years.

This is the best option to support the strategy proposed by Procurement and supported by Human Resources.

49.

#### **MEMBER QUESTION TIME**

To answer any member questions.

A period of 30 minutes will be allowed for Members to ask questions submitted under Notice.

Any questions not dealt with within the allotted time will be dealt with in a written reply.

49.1 Hawkedon

Andrew Mickleburgh has asked the Executive Member for Active Travel, Transport and Highways the following question:

#### **Question:**

The quite recently laid micro-asphalt in Kitwood Drive and roads off, in Lower Earley, has been very badly damaged in many places by, residents say, contractors working in the area. The area of damage is extensive, and I believe not unique to this particular locality. I believe, albeit as a lay person, that the damage in this and other instances is of sufficient severity to severely reduce the lifespan of the recently maintained road surface. What recourse does Wokingham Borough Council have to ensure that contractors found to be responsible for road damage such as this can be required to help rectify the damage?

49.2 Arborfield

Gary Cowan has asked the Executive Member for Planning and Local Plan the following question:

#### **Question:**

To determine the minimum number of homes needed, the National Planning Policy Framework implies that strategic policies should be informed by a local housing need assessment, conducted using the standard method.

The evolving Strategic Environmental Assessment must also take account of the infrastructure changes as a whole, which should be deliverable within the next local plan period.

Will that assessment deliver fully the infrastructure

requirements for the whole development of 4500 Houses at Hall Farm in the draft Local Plan Update.

49.3 None Specific

Peter Harper has asked the Deputy Leader of the Council and Children's Services the following question:

**Question:**

In light of the recent issue with RAAC panels in schools with the associated safety risk, what surveys have the council carried out on schools and other Wokingham Borough Council property to identify the existence of RAAC panels?

49.4 South Lake

Laura Blumenthal has asked the Executive Member for Active Travel, Transport and Highways the following question:

**Question**

I'm raising this in the chamber so my conscience is clear. There is an accident waiting to happen. In my ward there is a permanent line of cars parked on Fairwater Drive, at the junction with Highgate Road. This is where primary school children cross to get to school and cannot see over the cars. Despite near misses of vehicles pushed to one side of the road on a blind bend, the Council has decided that the area is safe and installing a formal crossing a low priority. Please can you ask officers to revisit their decision or at least can you meet with residents on site who are upset with the Council's lack of action?

49.5 None Specific

Michael Firmager has asked the Executive Member for Environment, Sport, and Leisure the following question:

**Question:**

Between 2011 and 2021 the population of Wokingham Borough grew by 15% according to the Office of National Statistics. On that basis don't you think Wokingham Borough needs more public litter bins, not fewer?

49.6 None Specific

Jackie Rance has asked the Executive Member for Equalities, Inclusion & Fighting Poverty the following question:

**Question**

Covid has been and gone, but the Liberal Democrats of Wokingham Borough Council clearly believe in allowing their employees to swap Office for the Lounge, at home. The Public Sector's most important



role should be delivering effective services for the taxpayer, not helping workers to have 'more' leisure time in their tracksuits. The Public should be receiving decent services, instead the Liberal Democrat Council have raised Council Tax, cancelled Bin Collections, cut down the grass cutting everywhere, put up Parking Charges, diminished School Bus Services and lost footfall in the town centres.

When will ALL Council staff be back at their office's desks serving residents, rather than enjoying a relaxed home atmosphere?

49.7 Bulmershe and Whitegates

Andy Croy has asked the Executive Member for Active Travel, Transport and Highways the following question:

**Question:**

Residents in my ward endure bad parking which blocks roads for residents and public services alike.

On 8<sup>th</sup> September, a bus had to reverse from that part of the London Road, which is a slip road, back onto the main A4 roundabout as its passage was blocked by cars parked in contravention of both permanent and temporary TROs.

To local residents, buses being forced to change their routes is not news anymore - it happens on a regular basis.

In total, for these roads in the Whitegates area of Earley (London Road, south side between Aisha Masjid and Shepherds Hill roundabout), The Drive and Erleigh Court Gardens), how many parking tickets have been issued by our Civil Enforcement Officers between January 1<sup>st</sup> 2023 and August 31<sup>st</sup> 2023?

49.8 None Specific

Abdul Loyes has asked the Executive Member for Environment, Sport, and Leisure the following question:

**Question:**

Residents have complained to me that public litter bins are full and need to be emptied more frequently not less. Has the Council considered the costly consequence of reducing litter bins such as increases in vermin, littering, dog fouling and fly tipping?

**50. MINUTES OF COMMITTEE MEETINGS AND WARD MATTERS**

An opportunity for Members to ask questions in relation to the latest circulated volume of Minutes of Meetings and Ward Matters. 20 minutes is permitted for this item.

**51. STATEMENTS BY THE LEADER OF THE COUNCIL AND EXECUTIVE MEMBERS**

To receive any statements by the Leader of the Council and Executive Members.

In accordance with Procedure Rule 4.2.23 the total time allocated to this item shall not exceed 20 minutes, and no Member shall speak for more than 5 minutes.

**52. STATEMENT FROM COUNCIL OWNED COMPANIES**

To receive any statements from Directors of Council Owned Companies.

In accordance with Procedure Rule 4.2.24 the total time allocated to this item shall not exceed 10 minutes, and no Director, except with the consent of Council, shall speak for more than 3 minutes.

**53. MOTIONS**

To consider any motions.

In accordance with Procedure Rule 4.2.11.2 a maximum period of 30 minutes will be allowed for each Motion to be moved, seconded and debated, including dealing with any amendments. At the expiry of the 30-minute period debate will cease immediately, the mover of the Motion or amendment will have the right of reply before the Motion or amendment is put to the vote.

53.1 None Specific

Motion 506 submitted by Norman Jorgensen  
'The Council has announced that it will seek to make £600,000 of savings by removing some litter bins, reducing the number of times it sprays weeds, cleans areas around bottle banks, empties litter bins, and sweeps roads. This is despite Full Council having approved a budget in February 2023 which the Executive put forward to pay for services for 2023/24. The announcement has been made with no consultation with Members outside the administration,

nor Borough residents.

This Council instructs the Executive to:

1. Provide a report to October Full Council outlining a breakdown of the savings expected, the areas where services or bins will be reduced, and the estimated cost of achieving those savings, including the cost of removal of bins
2. Hold a consultation with residents to seek public views on this service reduction
3. Produce a report for presentation to Overview and Scrutiny Management Committee outlining the results of the consultation and resulting decision, including the costs of each individual change and impact assessments
4. Take a report to the Executive following the presentation to Overview and Scrutiny Management Committee

Proceed no further with the announced savings until 1-4 to have been completed.'

**Statement from the Chief Finance Officer:**

The direct financial implications associated with delaying these service efficiencies are approximately £5k per week.

54. None Specific

**MOTION 507 SUBMITTED BY PAULINE HELLIAR-SYMONS**

'While recognising concerns about clean air and congestion, there has to be a balance with supporting the local economy, therefore this Council is committed not to introduce ULEZ charges in any part of the Borough of Wokingham.'

**Statement from the Chief Finance Officer:**

There are no direct financial implications in supporting this motion.

**Exclusion of the Press & Public**

Council may exclude the press and public in order to discuss the exempt information contained in an Appendix of Agenda Item 48 above and to do so it must pass a resolution in the following terms:

That under Section 100A (4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 (information relating to the financial or business affairs of any

particular person, including the authority holding that information) of Part 1 of Schedule 12A of the Act (as amended) as appropriate.

### **CONTACT OFFICER**

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**MINUTES OF A MEETING OF  
THE COUNCIL  
HELD ON MONDAY, 24 JULY 2023 FROM 7.30 PM TO 8.30 PM**

**Members Present**

Councillors: Beth Rowland (Mayor), Adrian Mather (Deputy Mayor), Jane Ainslie, Sam Akhtar, Keith Baker, Rachel Bishop-Firth, Laura Blumenthal, Prue Bray, Rachel Burgess, Anne Chadwick, Stephen Conway, David Cornish, Gary Cowan, Andy Croy, David Davies, Lindsay Ferris, Michael Firmager, Paul Fishwick, Catherine Glover, Andrew Gray, John Halsall, David Hare, Peter Harper, Pauline Helliar-Symons, Graham Howe, Clive Jones, Norman Jorgensen, Pauline Jorgensen, Abdul Loyes, Charles Margetts, Rebecca Margetts, Andrew Mickleburgh, Jordan Montgomery, Stuart Munro, Alistair Neal, Stephen Newton, Ian Pittock, Ian Shenton, Imogen Shepherd-DuBey, Rachelle Shepherd-DuBey, Tony Skuse, Caroline Smith, Mike Smith, Wayne Smith, Alison Swaddle, Marie-Louise Weighill and Shahid Younis

**Members In Attendance Virtually**

Councillors: Phil Cunnington

**31. Apologies**

Apologies for absence were submitted from Peter Dennis, Chris Johnson, Sarah Kerr, Morag Malvern, Jackie Rance and Bill Soane.

Phil Cunnington attended the meeting online.

**32. Declarations of Interest**

There were no declarations of interest.

**33. Public Question Time**

There were no public questions.

**34. Appointment of Honorary Alderman**

Council considered the report which recommended the appointment of former Councillor Angus Ross as an Honorary Alderman, as set out in the Agenda.

It was proposed by Pauline Jorgensen and seconded by Stephen Conway that the recommendation contained within the report be agreed.

**Pauline Jorgensen:**

I am delighted to nominate Angus Ross as an Honorary Alderman. Angus has a long and distinguished service as a councillor. He first joined the Council in 1990, and in that time, he served in almost every position on the authority.

In addition to a long period as Chairman of the Planning Committee, where his encyclopaedic knowledge of planning rules and guidance was very useful. He was a member of the Executive for several years. Most importantly he served as the last Chairman of the old Wokingham District, and the first Mayor of the new Wokingham Borough. Alongside this he was a member of the Royal Berkshire Fire Authority for 22 years and acted as the Borough Council's Armed Forces Champion. Throughout

his long service Angus was a committed councillor for Wokingham Without ward, acting as a real champion for the local community. He was at the forefront of walking groups in the area, particularly helping children get to school. He worked hard to stand up for his residents on planning issues and played a key role in developing the last Borough Planning Guidance. As Executive Member for the Environment he championed trees and rural areas, including an active role in the Veteran Trees Association. He also started work putting in place the Borough's Leisure Strategy. He set up and established the Friends of Heathlake, a very active local volunteer group.

Angus' time on the Fire Authority saw him as lead Member for Assets. He helped secure new fire engines for the Borough, and spearheaded getting a new fire station in Wokingham, in Crowthorne, and in Theale, and was a leading light in establishing the Thames Valley Fire Control Service. Following 20 years' service in the RAF between 1958 and 1978 as a Canberra Bomber pilot, flying instructor, and latterly as a staff officer, Angus dedicated more than three decades of his life to public service as a councillor, during which time he has helped foster many positive changes in the Borough.

During his time as a councillor, he demonstrated an overwhelming commitment to the Borough and its residents. His contribution has been exemplary, demonstrated through his work as Executive Member, his service on committees and outside bodies, his membership of the Fire Authority, his role as Armed Forces Champion, and his time as Chairman and Mayor, where he acted as a superb ambassador for the Borough, both for local residents and the rest of the county. Since stepping down he has remained active, most recently opening the refurbished memorial to RAF Training Command in Shinfield. For his remarkable life of public service, both in the Borough and before, I would like to propose that Angus Ross is appointed to the rank of Honorary Alderman, the highest honour the Borough Council can bestow on a former councillor.

**Beth Rowland:**

I would just like to briefly speak about Angus, who I have of course know for many years in this Chamber and without. Angus is a gentleman, he always has been, and he always will be, and I thank him for that because the behaviour of a gentleman is always fair and honest. Yes, he gets cross and yes, he gets angry, but he is always a gentleman.

That is not what I actually wanted to say. A few weeks ago, when we had our summer, it was one very hot day, and we were opening the RAF Memorial that Angus had been involved in. Pauline and Norman were there and a few other members of the public. It was a jolly hot day. We stood under the shelter as much as we could, but we spoke to each other as colleagues for quite a long time, which was a pleasure. When we got to the formal part of the ceremony, one of the ladies there, and I am not going to say one of the elderly ladies because she was probably younger than me, felt very faint. She in fact did faint, and she was standing by my walker, and we used that to support her. It was very clear for a while that the best place for her would be home, and Angus took command there, and she did not live very far away. He helped use my walker to help carry her home. That was the act of a gentleman. That was the act of someone who cared, and that was the act of

someone who was willing to put himself forward to serve members of the public, and that was a selfless act because it was hot and Angus like me, is getting older. So, for all of the people there, most of whom were younger than us, that was sacrifice, and that is what Angus is about. I would like to say thank you, and thank you to Pauline and Norman as well, who helped with that on that very hot day, to take that lady home where she could be better served.

**Andy Croy:**

I am disappointed that this meeting has gone ahead, and I am disappointed with the report. The report says the cost of the items to be purchased will be met from the Mayor and Democratic Services budget. The report does not state the cost of this meeting. I guess the point of mentioning the Democratic Services budget was to try and put some distance between the total cost of this evening and the huge budgetary pressure in areas such as Children's Services, Adult Social Care, Home to School Transport, and emptying the bins to name but a few. Residents expect and deserve every penny of their Council Tax to be spent on delivering basic services well. If the Borough cannot deliver basic services to the standard reasonably expected by residents, the Council loses the moral authority to ask, to demand, that residents forego care services. Let us remind ourselves, every £1,000 spent this evening is £1,000 not available in the reserves at the end of the year, and every £1,000 not in the reserves at the end of the year, is £1,000 less for future spending on vital services.

But I have a confession to make. The Alderman Protocol was adopted in May 2016. This was my first meeting of the council. Looking back at the video, I can see that I voted for the adoption of the protocol. Looking back at the Minutes of the same meeting I can see that when the dust had settled on all of the appointments to outside bodies and committees, I came away with a grand total of one, the WBC representative to Age Concern. This poor harvest was to be repeated at Annual Council the following year. The fact is unless one is a member of a ruling group, one is never going to amass the years of eminent service that would warrant nomination for this type of role. It is also highly unlikely, unless one is very skilful, in one's choice of ward, the pool of the recipients of this award, are very small indeed. Had I in my first meeting of the Council appreciated this more clearly, I do not think that I would have voted for the role. After the current review of the Constitution, I will not be supporting the continuation of the role.

Clearly the amounts this evening are not huge, but I suspect not a single resident cares about tonight's meeting, but leadership involves taking the right decisions even when people are not looking. Leadership involves taking the right decisions even when others do not know that you have taken that decision, and leadership sometimes involves not doing the things that we would like to do. I am sure the vote tonight will have the necessary two thirds majority, but this meeting should never have been initiated and this meeting should never have been supported, and we will not be complicit in it.

**Rachelle Shepherd-DuBey:**

I have known Angus for quite a while. First as my in laws' neighbour, and then as a Borough Councillor. He has always been knowledgeable and a good man. I may not have always agreed with him and his politics, but I respected him, and he would

never utter absolute nonsense or try and prevaricate to push an issue. He was on the Fire Authority for 22 years. He also decided to build, he did not personally build them, but he was on the committee that decided to build the tri service emergency services in Hungerford, Crowthorne and Theale. He has also been an integral member of the Armed Forces Veteran Hub and the Armed Forces Member Honorary Champion. He is just an example of what a gentleman should be and is.

**Pauline Helliard Symons:**

I am very happy to support this resolution. I would have seconded the Motion, but I was beaten to it, although that is perhaps appropriate because a long while ago, I tried to persuade councillors to create the post of Honorary Alderman. I cannot remember if it was while I was Chairman of the District Council, or when I was Mayor, but at that time they were not minded to do so. So, I was absolutely delighted when Keith Baker succeeded, because there is no one that deserves it more than Angus Ross.

Speaking in favour of this is one of the pleasantest jobs I have done on this Council. I have known Angus better I think than any other Councillor past or present, since I was already a councillor when Angus was elected 32 years ago and was his fellow ward councillor for all that time. He became a councillor at a dark, mid-winter by-election in Wokingham Without, where only a few dozen people turned out to vote, but it could not have been a better result. As my fellow ward councillor, he was exemplary. I have seen his commitment and how hard he worked in all areas, how much of a team worker he was with successive Wokingham Without councillors, and how very well respected he was by the residents, who he always did his very best to engage with and help. His knowledge of planning was second to none. There was very genuine sadness from our local residents when they learned that he was stepping down from the Council.

Others will talk more about the huge work that he has done for the Borough, but I will mention his superb competence as the Chairman of the Planning Committee for many years, and as Chairman and then as Mayor. He was well respected and liked here as well, I believe from people of all parties. He was invariably polite and courteous, always calm, and rational, and he spoke sense. This was the same for his 22 years on the Fire Authority where he spearheaded some superb work. Among many other of his leading roles, he worked with Oxfordshire and Buckinghamshire Fire Services to integrate the Thames Valley Control Centre where 999 calls are taken, and chaired the Assets Committee for several years, where he saw through the modernisation of Hungerford Fire Station, and the building of two brand new fire stations in Crowthorne and Theale, integrating them with all the Police and Ambulance Services. He was also on the Panel which also appointed some of the best Chief Fire Officers Berkshire has ever had. The Fire Service was equally sorry to see him go and in recognition of his work, awarded him a silver fireman's axe.

As his fellow councillor, I have missed Angus and his wisdom, but I am delighted that he has agreed to accept this award for all his hard work and commitment to this Council.



**Clive Jones:**

Good evening, Angus, it is lovely to see you, and lovely to see your family here as well. I must not forget to say good evening to former Councillors David Sleight, David Lee, and up there Malcolm Richards. It is a pleasure to be supporting this well-deserved honour that the Council is bestowing on you tonight. Serving residents and the Council for 32 years is an incredible achievement and doing so with charm, clarity and courtesy is something that is not achieved by everybody. You have actually achieved that, and Angus, as the Mayor said, you are a true gentleman.

Shortly, after I joined the Council in 2016, I was appointed as the Opposition Spokesperson for the Environment. You were the Executive Member for the Environment. This led to many exchanges between the two of us, that were always conducted as I have said, with courtesy and respect. Angus always gave proper, factual replies, which is as a contrast to some of the replies from some of his colleagues at the time, which were often peppered with politics rather than facts.

Outside of the Chamber I have met Angus several times when he was collecting funds for the Thames Valley Air Ambulance that he supported, and continues to support now. Again, he would be unfailingly courteous and pleasant, and when I remarked to his charity colleagues that Angus was a councillor you could respect and work with even though you were from a different political persuasion, he certainly could not be described as tribal, they were often surprised that two councillors from different parties could be respectful to each other. Tonight, shows that, that can definitely happen. When Angus stood down at the 2022 elections, it was clear that his wise experience and his counsel would be missed by his Group. Stephen and I considered nominating you Angus to be an Alderman but decided to give your own Group a few months to do this, and we were very pleased that they have done so. We whole heartedly support your nomination. I, and I know the rest of the Group, wish you much happiness and good health in your retirement, and although you have moved out of the Borough, I am sure you will continue your affection and concern for the Borough residents that you have served for so long. Angus, you are exactly the right kind of former councillor who should be an Alderman of the Borough.

**Laura Blumenthal:**

Angus, you have been an exemplary role model and public servant to the residents of this Borough. I remember when I first joined this Council in my early twenties, baby of the Council, feeling pretty bewildered, you were an excellent mentor, always patient, a great sounding board, wise, and then, as now, respected across this Chamber. I remember thinking then, as I do still today, if I could be half as good a councillor as Angus Ross, I would be pretty excellent. You are an inspiration Mr Ross, thank you so much for the service that you have given our residents and it is very well deserved, you being an Honorary Alderman.

**Shahid Younis:**

Fellow councillors, today it is a special day. We gather here to appoint Angus Ross as Honorary Alderman. By conferring this title, we acknowledge the eminent service he has rendered to the Council and the residents of Wokingham Borough. Angus was one of the longest, if not the longest as Pauline has told me that she is the

longest serving, councillors serving Wokingham Borough Council for over 32 years. He held various prominent portfolios amongst others – Executive Member of Planning, Chairman of numerous scrutiny committees, Mayor of the Borough, and serving on the Royal Berkshire Fire Authority for over 22 years. We have all observed that throughout his tenure Angus demonstrated unwavering dedication, commitment, and a deep sense of service for our town and the residents of Wokingham Borough. He has consistently put the needs of others before his own, making a profound difference in the lives of many individuals, young and old, leaving behind a legacy of compassion, empathy, and inclusivity.

Angus, I have personally known you for the past 12 years, thank you for your support, advice, and mentorship. As elected councillors I would like to believe that we are here due to our strong commitment to public service, a passion for our communities, and putting the needs of the communities above our personal interests. This is not easy. It requires personal and family sacrifice and giving up our most precious asset we all have, which is our time. Angus, your dedication, and commitment has not gone unnoticed. In conclusion, I would like to say thank you to Angus. You exemplify the true spirit of altruism and civic responsibility. We are not only celebrating your past achievements but also draw inspiration from your journey. Your passion and dedication remind all of us that each one of holds to make a positive difference in our communities. As Mahatma Ghandi reminds us, the best way to find yourself is to lose yourself in the service of others. I hope that you will all vote tonight, and join me in congratulating Angus, and thanking our newest Honorary Alderman for the outstanding service and commitment. Together, let us help build a better Borough that is a great place to live, to grow, and to do business in. A Borough that thrives on compassion, unity, and progress.

**David Cornish:**

As one of the new Members of the Council, the year of my election coincided with Angus deciding to step down, and therefore I have never shared a time with him in this Chamber, and indeed I cannot claim to know him as well as many people here, but I wished to speak tonight because I know Angus more by reputation than in person, and in his case a reputation amongst those who were not his political bed fellows but who held a sincere respect to his contribution to the residents of this Borough. When I first became involved in local politics many people, I met were happy to share their views of political activists of other parties, and it is fair to say that not all of those observations focused solely on the positive, but I never heard anyone say a bad word about Angus. The most frequent comment from those of a different political persuasion was that ‘his heart is in the right place’, or ‘he is one of the old-fashioned ones’, ‘decent enough chap’. Praise indeed, from those on the other side of the bench. I generally found that the longer a person had been involved in local matters, the greater the respect they had for Angus.

Angus, when I first had contact with you doing something on behalf of Finchampstead Parish Council some years ago you were usually, in fact always, the first to answer a message, and were always helpful in doing so when it would be far more easy to bat it off and leave it to someone else. In the time since when we have met and spoken you have been unfailingly courteous and pleasant, but I must say, and wholly unintentionally also leaving me with a slightly uncomfortable sensation that I really need to keep my standards up. In times steeped in political polemic your

behaviour and style set an example to us all. I may say in particular that your social media profile gives a lesson to too many people in this Chamber.

I will close by sharing a memory of a wet and windy weekend in I think it was my first campaign in the Borough, it was a weekend morning, many years back, and we bumped into each other each delivering campaign leaflets on our own, somewhere in the backend of Evendons ward. It was a foul morning and to me the sensible thing to do was share out each other's leaflets between us, get the job done, go home and dry out. So, I started across the road with that in mind, but I then hesitated and retreated, uncertain of the response that I would get, and perhaps breaking some protocol, committing some ghastly political faux pas. Angus, I never want to know what you might have said had I actually asked as I am still young and naive and I do not want my illusions shattered, but I think it speaks volumes of you and your reputation that I even considered the idea, and I can think of few others who can inspire the thought of trusting and respecting a political opponent in that way. It would have been an honour to have worked alongside you in this Chamber, but I am delighted to support your nomination as Alderman.

**Keith Baker:**

We have heard quite a few praises really to Angus, and you are probably going to hear more, so I thought I would take this opportunity to look at it from a different angle, to highlight to new Members like David, what you have to do to qualify for such an accolade. I was very privileged and proud when I was Leader in 2016, to be the person promoting the creation of Aldermen of Wokingham Borough Council, and getting it implemented. It is a very elite club to belong to, with only one other retired councillor ever to have been awarded the title of Honorary Alderman, and I refer to the legendary Bob Wyatt, who is unfortunately no longer with us.

So, what do you have to do to be nominated as an Honorary Alderman? Well, one of the first things is that you have to have had at least 20 years continuous period as a councillor, and you are retired. Very few councillors reach this milestone, and for those that do it is not automatic that they will become an Honorary Alderman. This award is not just a case of waiting to pass that 20 year trigger point, it is much more than that. Another criterion is what have you actually done in those 20 years? Well, I hope you will all agree that Angus has satisfied those requirements in an exceptional way serving on the Council and as Council representative on Outside Bodies. There is one role that Angus is absolutely unique with no one able to repeat that performance. It was Angus as Chairman of this Council who brilliantly steered this Council from a District to a Borough Council. It ultimately required the Queen to grant permission to do just that, which she did, and on the wall over there you can see the document granting us that change. One of the key changes to this was the Chairman of the Council was converted to the Mayor of the Council. Needless, to say there was only one person who deserved the right to be our very first Mayor. Angus was not only the first councillor to be our Mayor, he was also the first to be both Chairman and Mayor.

And so, we reach that final hurdle – this is universal acceptance of the current Councillors through the vote tonight to agree to award the title of Honorary Alderman to Angus. As with the whole process, a high hurdle of acceptance was required, with at least two thirds of those present voting to agree. So, you need to have at least 20

years as a councillor, you have to have demonstrated dedicated service and made significant contributions to both the Council and its residents, and thirdly you simply need to be liked by two thirds of those present. So, I hope that you will all agree that Angus Ross has significantly satisfied all the required criteria for an Honorary Alderman, and you all vote to demonstrate your personal acknowledgement of what he has done.

**Jordan Montgomery:**

When I first stood for election six years ago, I was up against Angus. I was a young man then. Many in this Chamber might argue that I am still a young man now. I understandably found this to be a slightly daunting event, knocking on the doors of strangers, and putting my face and name through letter boxes. I was bleach blonde in my hair then, so fortunately it is not so embarrassing anymore. However, what may have caused me the most worry was that I would not only have to meet my opponent, one with 25 years of experience in the Council business at that point, but who I would have to remain standing beside for at least a couple of hours outside of the polling station. Again, this was an entirely new experience for me. I feared that there may have been some resentment towards this university student attempting to challenge this seasoned councillor. At that time Angus had spent more time in the RAF than I had been alive on this planet. Angus welcomed me warmly and my fears were entirely unfounded. He greeted me without a hint of animosity and for the next two hours these were passed by with friendly chats on a variety of topics – his time in the forces, national politics, Brexit. He expressed genuine interest in my studies and the contents of my degree. In short, unlike the adversarial scenes I had seen within the House of Commons or on social media, Angus had taught me that even those from rival parties could be civil to one another and even jovial. I could not have asked for a better introduction to electoral politics.

In the years following I discovered that my impression of Angus was not unique. In fact, it was difficult to find anyone who had a bad thing to say about him, even amongst those residents of Wokingham Without who did not vote for him or agree with his politics, nonetheless had a great deal of respect for him. When I joined the Parish Council the sentiment amongst Members there was the same. He was considered a hardworking, considerate councillor, and above all else a gentleman. So, on behalf of the residents and Wokingham Without Parish Council, thank you, and I will be honoured to support tonight's vote.

**Stephen Conway:**

One of the problems of reserving your right on an occasion like this is that there is not much left to say that has not been said already. What I did want to do before I made the main points that I wanted to make was just briefly allude to the Labour Party's position on this, and I completely understand their concerns about the concept of an Honorary Alderman, but I am sure even the Labour Group would agree that this tonight is less about a matter of principle and more about a person, and it is on the person that I really want us to focus our attention.

I have known Angus since the mid 90s when I first joined the Council, and I served with him on the Planning Committee over many, many years. I greatly admired his measured assessment of complex applications and his deft guidance of the Committee towards sound, defensible decisions. The Committee often did not

realise it was being deftly guided, but it was, that was the deftness. The qualities he brought to the Planning Committee were evident in all aspects of his work on the Council – a clear and logical mind, an ability to get to the heart of the matter and an unfailing courtesy in dealing with those who held different views. To be sure Angus could be combative. I was on the receiving end of his sharp tongue on a few occasions, but he never made the mistake of seeing opponents as enemies to be done down at every opportunity. The phrase ‘a true gentleman,’ we have heard it mentioned quite a few times this evening, I have to say usually it is overused and extended perhaps beyond its natural boundaries, but I can think of no one to whom this phrase could better apply than to Angus.

Angus was highly regarded by the electorate of his ward. I know this not just because Pauline and Jordan have told me, I know it from my own personal experience. I spent some time in the recent election helping our excellent candidate Jordan Montgomery, now elected. In my doorstep conversations, even with Jordan’s supporters, I heard countless times, what a good and conscientious ward councillor Angus was. All these qualities Madam Mayor and the length of Angus’ service to the Borough, make him a very suitable candidate for an Honorary Alderman. Indeed, I can think of nobody more worthy of this recognition.

Upon being put to the vote it was:

**RESOLVED:** That Council, in sincere appreciation of the distinguished public service rendered by him to the Borough of Wokingham does hereby admit Mr Angus Ross to be an Honorary Alderman of the Borough of Wokingham in recognition of his untiring service over a period of 32 years to the people of the Borough and particularly to those of the Wokingham Without Ward; on Committees of the Council, including as an Executive Member, to local organisations including the Royal Berkshire Fire Authority, and in the offices of Chairman and Mayor.

Following the resolution Alderman Ross addressed the Council as follows:

Madam Mayor, Councillors, Officers, and Guests, this is an honour, and I am privileged to be afforded this recognition. Thank you for the kind words that have been expressed this evening from all sides of the Council, which makes it especially gratifying to me. I am not quite sure I recognise myself at times. All you have said now puts an onus on me not to repeat too many things, and if I hesitate it is because I do not want to repeat too much.

As has been mentioned before this honorary position was first granted in 2016 to our late, great friend and prominent councillor and advocate for so many groups, Bob Wyatt. There are many others who have given a lot to this Council, and to the residents and businesses of our Borough. I do consider that I am representing those other past councillors, who have given so much to the community. Personally, I hope more councillors will be recognised for their contributions in the future, and this seems to me a very appropriate way to identify and to reward them publicly.

I do thank you all for attending this meeting within all your busy diaries and also for giving me the opportunity to address you. In my retirement I still remember very clearly the call on councillors’ time to fully meet the commitment of being an elected

community representative. This evening is an extra call on your time, and I am indebted to you for making it, and that is all of you. Of course, one of the delights of being an ex-councillor is that one is freer to say what one really thinks. I believe now, perhaps even more than when I was a councillor, that getting the balance of firstly one's responsibilities to one's ward residents and businesses, secondly the Borough's residents and businesses and lastly the political party imperatives, can be testing, and this has been referred to earlier this evening. At this local level I still believe that the last, the party-political part can sometimes get in the way of serving the best interests of the Borough. At times in the past, I recall situations where the councillors have not acted together as a joined-up Council, in issues where fundamentally the great majority of councillors individually supported that issue. This is perhaps easy to say now from the sidelines, but nevertheless I have always considered joint party working does not come to the fore easily enough, rather there is a tendency to try and get a particular party's policy to seem solely to be theirs. I remember a time when cross party officer supported working parties were convened, and these always led to better agreed outcomes, but perhaps it is not for me to lecture you now, and I will resist and restrict my rant to that one area.

May I now indulge myself to reflect on those 32 years that so many of you have referred to, and especially representing Wokingham Without. I suppose you can say now without Angus. So often that word 'without' was thrown at us by my ward residents over their local feelings. As has been said I was elected in 1990. It was the first of eleven elections, amusingly once unopposed. Did I have the largest or smallest majority, who knows? Actually, eleven is the number of Chief Executives I have seen in this Chamber. I have been privileged to represent the residents of Wokingham Without, and I enjoyed various ways to make and keep contact with the residents, schools, and organisations, including the quarterly Crowthorne Eye Magazine delivered to all homes in what might be termed Greater Crowthorne, the Bracknell and Wokingham parts, on a non-party basis. It was a good way to get and stay locally involved, Crowthorne being more joined by community then split by separate councils.

You heard that I had the privilege of being elected the Chairman in 2006, and just after getting my chain around my neck, I managed to get the Council to bring a Motion and to agree a Motion to petition the Queen for Wokingham to achieve Borough status. The scroll granting this, as has been referred to, is on the wall, and the previous chain is there. A small party from here collected it from the House of Lords Post Room, where we eventually found it unattended in a corner, the Post Room staff being totally unaware what the cardboard scroll containing the tube was. We went with a photographer, one Stewart Turkington, here tonight, still here. I hate to think how many pictures you have taken for me over the years Stewart, but you do a great job. So, there I was the first Borough Mayor, the whole process was at nil cost to the Council as I had worked with the officer team to get contributions from many businesses in the Borough, for the scroll, the new regalia as worn by the Mayor today, the oak tree planted outside this building and the celebration function held at the Oracle PLC as their contribution. The event was attended by the Lord Lieutenant and many dignitaries from the parishes, towns, Borough, and county. The then Leader was a reluctant supporter of this change of status and blocked any expenditure, including on adapting any signs on the Borough's, roads, parks etc from District to Borough. This I see is yet to be fully achieved over the last 16 years. I

can live in hope.

You heard that it has been my fortune to have had various involvements in the Council over the years. The last was to help improve the awareness of our Armed Forces, and our responsibilities to those in the Borough who are serving, their families and the many veterans. We established the appointment of an Armed Forces Champion amongst councillors each year, and I was pleased to take that role. I do urge the Council to continue to work towards best practice and its policies to the Armed Forces Covenant, which was adopted in 2013, and you all refocused in 2022.

As has been said my longest involvement was in planning, an absorbing area, but you will quickly find that you will never satisfy all the people all the time. Charing meetings for a large number of public attending that were very vocally opposed to the item being debated was an interesting challenge. I was the Executive Member for Planning for some years, the then new 2010 Local Plan was bedded in, together with adopting a number of supplementary planning guidance and the revised Borough Design Guide. I believe that all are now under a long-awaited review. I initiated two planning design award schemes in 1993 and 2007, which at that time highlighted good development. Whilst design is sometimes controversial and subjective, I have found that attention to it does lead to much better development, and this in turn can lead to better communities with all the social and environmental benefits that, that brings.

I then had five years as Executive Member for the Environment, and much of that has been referred to. It was a very enjoyable time for me, and I believe a successful period for the Council when we developed plans and financed the now completed leisure centres, established self-funding expansion for facilities, at our great Council country parks, and developed the new ongoing Greenways, rights of way, and tree programmes, and one little programme I still enjoy seeing the benefits of, is the introduction of wildflowers into our verges and ancillary green spaces. With this portfolio I was keen to support Sport and Leisure with work on diversity and inclusion, getting more active and also supporting those recovering from serious medical conditions. Long may the Council's support continue, working with the Sport Council, where I continue involvement. I must add that I do appreciate that in all these areas, much more progress has been made in the intervening 6 years since I have stepped away from that role. I worked on the policies and budgets for each of these areas with many committed and hard-working officers, who then implemented what we can see around the Borough today. I want to place on record my thanks to the many officers I worked with to achieve all that we did in all of these areas over the years. They did the work.

A major involvement was, as referred to, my time on the Fire Authority, where I worked with an incredibly focused and dedicated team of officers, and as you have heard I was involved with Fire Control, the new fire stations including the one in Wokingham, which now gives the town and the area 24/7 cover. Again, with the Armed Forces links. To me our county's Fire Service was an exemplar in joint officer and Member working.

I left the Council last year with few regrets after 32 years as it was high time a

younger person came in with new energy, ideas, and different experience to draw on. Keep it up David, my successor. I am delighted that my family have come here today, and of course Christine no longer has to have mealtimes dictated by Council anymore. Also, may I thank the former councillors supporting me here tonight, ex Councillors David Lee, who gave me opportunities when he was Leader, this was after my time of Mayor, when I genuinely thought that my Council involvement had effectively ended, and also David Sleight, who was a very hard working and dedicated colleague. Of course, my other ward colleague who has been referred to, Pauline Helliard Symons is still with you and has been a councillor even longer than I was. So, may I thank my many Borough councillor colleagues for their support over all these years, and the residents of Wokingham Without for keeping electing me, and for the many opportunities I have been offered in the Council which has led to your unexpected but humbling recognition today. Nowadays I can view the Borough from our home, a full 600 yards from the Borough boundary, with our views from our apartment in Henley, to see the wooded vistas of the independent republic of Remenham, this is how I referred to it to the last leader John Halsall.

In drawing my speech to a close now, I must apologise to everyone for causing a delay in this ceremony as the first agreed date coincided with a close family member's funeral in Scotland. I appreciate the efforts of Democratic Services, Priya, and Madeleine, had to undergo to get this evening to happen. I will of course as Honorary Alderman plan to keep a close link with you the Council, and the community as detailed in the role description of this appointment. Thank you, Madam Mayor, for this occasion which I will always remember as a humbling but rewarding and memorable mark of my association with the Council. Thank you, friends, and councillors, and of course your predecessors, and may the Council continue to be, what I saw as one of the strongest, highly innovative and sound councils in the country. Good fortune to you all.



**MINUTES OF A MEETING OF  
THE COUNCIL  
HELD ON MONDAY, 24 JULY 2023 FROM 7.30 PM TO 8.30 PM**

**Members Present**

Councillors: Beth Rowland (Mayor), Adrian Mather (Deputy Mayor), Jane Ainslie, Sam Akhtar, Keith Baker, Rachel Bishop-Firth, Laura Blumenthal, Prue Bray, Rachel Burgess, Anne Chadwick, Stephen Conway, David Cornish, Gary Cowan, Andy Croy, David Davies, Lindsay Ferris, Michael Firmager, Paul Fishwick, Catherine Glover, Andrew Gray, John Halsall, David Hare, Peter Harper, Pauline Helliar-Symons, Graham Howe, Clive Jones, Norman Jorgensen, Pauline Jorgensen, Abdul Loyes, Charles Margetts, Rebecca Margetts, Andrew Mickleburgh, Jordan Montgomery, Stuart Munro, Alistair Neal, Stephen Newton, Ian Pittock, Ian Shenton, Imogen Shepherd-DuBey, Rachelle Shepherd-DuBey, Tony Skuse, Caroline Smith, Mike Smith, Wayne Smith, Alison Swaddle, Marie-Louise Weighill and Shahid Younis

**Members In Attendance Virtually**

Councillors: Phil Cunnington

**31. Apologies**

Apologies for absence were submitted from Peter Dennis, Chris Johnson, Sarah Kerr, Morag Malvern, Jackie Rance and Bill Soane.

Phil Cunnington attended the meeting online.

**32. Declarations of Interest**

There were no declarations of interest.

**33. Public Question Time**

There were no public questions.

**34. Appointment of Honorary Alderman**

Council considered the report which recommended the appointment of former Councillor Angus Ross as an Honorary Alderman, as set out in the Agenda.

It was proposed by Pauline Jorgensen and seconded by Stephen Conway that the recommendation contained within the report be agreed.

**Pauline Jorgensen:**

I am delighted to nominate Angus Ross as an Honorary Alderman. Angus has a long and distinguished service as a councillor. He first joined the Council in 1990, and in that time, he served in almost every position on the authority.

In addition to a long period as Chairman of the Planning Committee, where his encyclopaedic knowledge of planning rules and guidance was very useful. He was a member of the Executive for several years. Most importantly he served as the last Chairman of the old Wokingham District, and the first Mayor of the new Wokingham Borough. Alongside this he was a member of the Royal Berkshire Fire Authority for 22 years and acted as the Borough Council's Armed Forces Champion. Throughout

his long service Angus was a committed councillor for Wokingham Without ward, acting as a real champion for the local community. He was at the forefront of walking groups in the area, particularly helping children get to school. He worked hard to stand up for his residents on planning issues and played a key role in developing the last Borough Planning Guidance. As Executive Member for the Environment he championed trees and rural areas, including an active role in the Veteran Trees Association. He also started work putting in place the Borough's Leisure Strategy. He set up and established the Friends of Heathlake, a very active local volunteer group.

Angus' time on the Fire Authority saw him as lead Member for Assets. He helped secure new fire engines for the Borough, and spearheaded getting a new fire station in Wokingham, in Crowthorne, and in Theale, and was a leading light in establishing the Thames Valley Fire Control Service. Following 20 years' service in the RAF between 1958 and 1978 as a Canberra Bomber pilot, flying instructor, and latterly as a staff officer, Angus dedicated more than three decades of his life to public service as a councillor, during which time he has helped foster many positive changes in the Borough.

During his time as a councillor, he demonstrated an overwhelming commitment to the Borough and its residents. His contribution has been exemplary, demonstrated through his work as Executive Member, his service on committees and outside bodies, his membership of the Fire Authority, his role as Armed Forces Champion, and his time as Chairman and Mayor, where he acted as a superb ambassador for the Borough, both for local residents and the rest of the county. Since stepping down he has remained active, most recently opening the refurbished memorial to RAF Training Command in Shinfield. For his remarkable life of public service, both in the Borough and before, I would like to propose that Angus Ross is appointed to the rank of Honorary Alderman, the highest honour the Borough Council can bestow on a former councillor.

**Beth Rowland:**

I would just like to briefly speak about Angus, who I have of course know for many years in this Chamber and without. Angus is a gentleman, he always has been, and he always will be, and I thank him for that because the behaviour of a gentleman is always fair and honest. Yes, he gets cross and yes, he gets angry, but he is always a gentleman.

That is not what I actually wanted to say. A few weeks ago, when we had our summer, it was one very hot day, and we were opening the RAF Memorial that Angus had been involved in. Pauline and Norman were there and a few other members of the public. It was a jolly hot day. We stood under the shelter as much as we could, but we spoke to each other as colleagues for quite a long time, which was a pleasure. When we got to the formal part of the ceremony, one of the ladies there, and I am not going to say one of the elderly ladies because she was probably younger than me, felt very faint. She in fact did faint, and she was standing by my walker, and we used that to support her. It was very clear for a while that the best place for her would be home, and Angus took command there, and she did not live very far away. He helped use my walker to help carry her home. That was the act of a gentleman. That was the act of someone who cared, and that was the act of

someone who was willing to put himself forward to serve members of the public, and that was a selfless act because it was hot and Angus like me, is getting older. So, for all of the people there, most of whom were younger than us, that was sacrifice, and that is what Angus is about. I would like to say thank you, and thank you to Pauline and Norman as well, who helped with that on that very hot day, to take that lady home where she could be better served.

**Andy Croy:**

I am disappointed that this meeting has gone ahead, and I am disappointed with the report. The report says the cost of the items to be purchased will be met from the Mayor and Democratic Services budget. The report does not state the cost of this meeting. I guess the point of mentioning the Democratic Services budget was to try and put some distance between the total cost of this evening and the huge budgetary pressure in areas such as Children's Services, Adult Social Care, Home to School Transport, and emptying the bins to name but a few. Residents expect and deserve every penny of their Council Tax to be spent on delivering basic services well. If the Borough cannot deliver basic services to the standard reasonably expected by residents, the Council loses the moral authority to ask, to demand, that residents forego care services. Let us remind ourselves, every £1,000 spent this evening is £1,000 not available in the reserves at the end of the year, and every £1,000 not in the reserves at the end of the year, is £1,000 less for future spending on vital services.

But I have a confession to make. The Alderman Protocol was adopted in May 2016. This was my first meeting of the council. Looking back at the video, I can see that I voted for the adoption of the protocol. Looking back at the Minutes of the same meeting I can see that when the dust had settled on all of the appointments to outside bodies and committees, I came away with a grand total of one, the WBC representative to Age Concern. This poor harvest was to be repeated at Annual Council the following year. The fact is unless one is a member of a ruling group, one is never going to amass the years of eminent service that would warrant nomination for this type of role. It is also highly unlikely, unless one is very skilful, in one's choice of ward, the pool of the recipients of this award, are very small indeed. Had I in my first meeting of the Council appreciated this more clearly, I do not think that I would have voted for the role. After the current review of the Constitution, I will not be supporting the continuation of the role.

Clearly the amounts this evening are not huge, but I suspect not a single resident cares about tonight's meeting, but leadership involves taking the right decisions even when people are not looking. Leadership involves taking the right decisions even when others do not know that you have taken that decision, and leadership sometimes involves not doing the things that we would like to do. I am sure the vote tonight will have the necessary two thirds majority, but this meeting should never have been initiated and this meeting should never have been supported, and we will not be complicit in it.

**Rachelle Shepherd-DuBey:**

I have known Angus for quite a while. First as my in laws' neighbour, and then as a Borough Councillor. He has always been knowledgeable and a good man. I may not have always agreed with him and his politics, but I respected him, and he would

never utter absolute nonsense or try and prevaricate to push an issue. He was on the Fire Authority for 22 years. He also decided to build, he did not personally build them, but he was on the committee that decided to build the tri service emergency services in Hungerford, Crowthorne and Theale. He has also been an integral member of the Armed Forces Veteran Hub and the Armed Forces Member Honorary Champion. He is just an example of what a gentleman should be and is.

**Pauline Helliard Symons:**

I am very happy to support this resolution. I would have seconded the Motion, but I was beaten to it, although that is perhaps appropriate because a long while ago, I tried to persuade councillors to create the post of Honorary Alderman. I cannot remember if it was while I was Chairman of the District Council, or when I was Mayor, but at that time they were not minded to do so. So, I was absolutely delighted when Keith Baker succeeded, because there is no one that deserves it more than Angus Ross.

Speaking in favour of this is one of the pleasantest jobs I have done on this Council. I have known Angus better I think than any other Councillor past or present, since I was already a councillor when Angus was elected 32 years ago and was his fellow ward councillor for all that time. He became a councillor at a dark, mid-winter by-election in Wokingham Without, where only a few dozen people turned out to vote, but it could not have been a better result. As my fellow ward councillor, he was exemplary. I have seen his commitment and how hard he worked in all areas, how much of a team worker he was with successive Wokingham Without councillors, and how very well respected he was by the residents, who he always did his very best to engage with and help. His knowledge of planning was second to none. There was very genuine sadness from our local residents when they learned that he was stepping down from the Council.

Others will talk more about the huge work that he has done for the Borough, but I will mention his superb competence as the Chairman of the Planning Committee for many years, and as Chairman and then as Mayor. He was well respected and liked here as well, I believe from people of all parties. He was invariably polite and courteous, always calm, and rational, and he spoke sense. This was the same for his 22 years on the Fire Authority where he spearheaded some superb work. Among many other of his leading roles, he worked with Oxfordshire and Buckinghamshire Fire Services to integrate the Thames Valley Control Centre where 999 calls are taken, and chaired the Assets Committee for several years, where he saw through the modernisation of Hungerford Fire Station, and the building of two brand new fire stations in Crowthorne and Theale, integrating them with all the Police and Ambulance Services. He was also on the Panel which also appointed some of the best Chief Fire Officers Berkshire has ever had. The Fire Service was equally sorry to see him go and in recognition of his work, awarded him a silver fireman's axe.

As his fellow councillor, I have missed Angus and his wisdom, but I am delighted that he has agreed to accept this award for all his hard work and commitment to this Council.

**Clive Jones:**

Good evening, Angus, it is lovely to see you, and lovely to see your family here as well. I must not forget to say good evening to former Councillors David Sleight, David Lee, and up there Malcolm Richards. It is a pleasure to be supporting this well-deserved honour that the Council is bestowing on you tonight. Serving residents and the Council for 32 years is an incredible achievement and doing so with charm, clarity and courtesy is something that is not achieved by everybody. You have actually achieved that, and Angus, as the Mayor said, you are a true gentleman.

Shortly, after I joined the Council in 2016, I was appointed as the Opposition Spokesperson for the Environment. You were the Executive Member for the Environment. This led to many exchanges between the two of us, that were always conducted as I have said, with courtesy and respect. Angus always gave proper, factual replies, which is as a contrast to some of the replies from some of his colleagues at the time, which were often peppered with politics rather than facts.

Outside of the Chamber I have met Angus several times when he was collecting funds for the Thames Valley Air Ambulance that he supported, and continues to support now. Again, he would be unfailingly courteous and pleasant, and when I remarked to his charity colleagues that Angus was a councillor you could respect and work with even though you were from a different political persuasion, he certainly could not be described as tribal, they were often surprised that two councillors from different parties could be respectful to each other. Tonight, shows that, that can definitely happen. When Angus stood down at the 2022 elections, it was clear that his wise experience and his counsel would be missed by his Group. Stephen and I considered nominating you Angus to be an Alderman but decided to give your own Group a few months to do this, and we were very pleased that they have done so. We whole heartedly support your nomination. I, and I know the rest of the Group, wish you much happiness and good health in your retirement, and although you have moved out of the Borough, I am sure you will continue your affection and concern for the Borough residents that you have served for so long. Angus, you are exactly the right kind of former councillor who should be an Alderman of the Borough.

**Laura Blumenthal:**

Angus, you have been an exemplary role model and public servant to the residents of this Borough. I remember when I first joined this Council in my early twenties, baby of the Council, feeling pretty bewildered, you were an excellent mentor, always patient, a great sounding board, wise, and then, as now, respected across this Chamber. I remember thinking then, as I do still today, if I could be half as good a councillor as Angus Ross, I would be pretty excellent. You are an inspiration Mr Ross, thank you so much for the service that you have given our residents and it is very well deserved, you being an Honorary Alderman.

**Shahid Younis:**

Fellow councillors, today it is a special day. We gather here to appoint Angus Ross as Honorary Alderman. By conferring this title, we acknowledge the eminent service he has rendered to the Council and the residents of Wokingham Borough. Angus was one of the longest, if not the longest as Pauline has told me that she is the

longest serving, councillors serving Wokingham Borough Council for over 32 years. He held various prominent portfolios amongst others – Executive Member of Planning, Chairman of numerous scrutiny committees, Mayor of the Borough, and serving on the Royal Berkshire Fire Authority for over 22 years. We have all observed that throughout his tenure Angus demonstrated unwavering dedication, commitment, and a deep sense of service for our town and the residents of Wokingham Borough. He has consistently put the needs of others before his own, making a profound difference in the lives of many individuals, young and old, leaving behind a legacy of compassion, empathy, and inclusivity.

Angus, I have personally known you for the past 12 years, thank you for your support, advice, and mentorship. As elected councillors I would like to believe that we are here due to our strong commitment to public service, a passion for our communities, and putting the needs of the communities above our personal interests. This is not easy. It requires personal and family sacrifice and giving up our most precious asset we all have, which is our time. Angus, your dedication, and commitment has not gone unnoticed. In conclusion, I would like to say thank you to Angus. You exemplify the true spirit of altruism and civic responsibility. We are not only celebrating your past achievements but also draw inspiration from your journey. Your passion and dedication remind all of us that each one of holds to make a positive difference in our communities. As Mahatma Ghandi reminds us, the best way to find yourself is to lose yourself in the service of others. I hope that you will all vote tonight, and join me in congratulating Angus, and thanking our newest Honorary Alderman for the outstanding service and commitment. Together, let us help build a better Borough that is a great place to live, to grow, and to do business in. A Borough that thrives on compassion, unity, and progress.

**David Cornish:**

As one of the new Members of the Council, the year of my election coincided with Angus deciding to step down, and therefore I have never shared a time with him in this Chamber, and indeed I cannot claim to know him as well as many people here, but I wished to speak tonight because I know Angus more by reputation than in person, and in his case a reputation amongst those who were not his political bed fellows but who held a sincere respect to his contribution to the residents of this Borough. When I first became involved in local politics many people, I met were happy to share their views of political activists of other parties, and it is fair to say that not all of those observations focused solely on the positive, but I never heard anyone say a bad word about Angus. The most frequent comment from those of a different political persuasion was that ‘his heart is in the right place’, or ‘he is one of the old-fashioned ones’, ‘decent enough chap’. Praise indeed, from those on the other side of the bench. I generally found that the longer a person had been involved in local matters, the greater the respect they had for Angus.

Angus, when I first had contact with you doing something on behalf of Finchampstead Parish Council some years ago you were usually, in fact always, the first to answer a message, and were always helpful in doing so when it would be far more easy to bat it off and leave it to someone else. In the time since when we have met and spoken you have been unfailingly courteous and pleasant, but I must say, and wholly unintentionally also leaving me with a slightly uncomfortable sensation that I really need to keep my standards up. In times steeped in political polemic your

behaviour and style set an example to us all. I may say in particular that your social media profile gives a lesson to too many people in this Chamber.

I will close by sharing a memory of a wet and windy weekend in I think it was my first campaign in the Borough, it was a weekend morning, many years back, and we bumped into each other each delivering campaign leaflets on our own, somewhere in the backend of Evendons ward. It was a foul morning and to me the sensible thing to do was share out each other's leaflets between us, get the job done, go home and dry out. So, I started across the road with that in mind, but I then hesitated and retreated, uncertain of the response that I would get, and perhaps breaking some protocol, committing some ghastly political faux pas. Angus, I never want to know what you might have said had I actually asked as I am still young and naive and I do not want my illusions shattered, but I think it speaks volumes of you and your reputation that I even considered the idea, and I can think of few others who can inspire the thought of trusting and respecting a political opponent in that way. It would have been an honour to have worked alongside you in this Chamber, but I am delighted to support your nomination as Alderman.

**Keith Baker:**

We have heard quite a few praises really to Angus, and you are probably going to hear more, so I thought I would take this opportunity to look at it from a different angle, to highlight to new Members like David, what you have to do to qualify for such an accolade. I was very privileged and proud when I was Leader in 2016, to be the person promoting the creation of Aldermen of Wokingham Borough Council, and getting it implemented. It is a very elite club to belong to, with only one other retired councillor ever to have been awarded the title of Honorary Alderman, and I refer to the legendary Bob Wyatt, who is unfortunately no longer with us.

So, what do you have to do to be nominated as an Honorary Alderman? Well, one of the first things is that you have to have had at least 20 years continuous period as a councillor, and you are retired. Very few councillors reach this milestone, and for those that do it is not automatic that they will become an Honorary Alderman. This award is not just a case of waiting to pass that 20 year trigger point, it is much more than that. Another criterion is what have you actually done in those 20 years? Well, I hope you will all agree that Angus has satisfied those requirements in an exceptional way serving on the Council and as Council representative on Outside Bodies. There is one role that Angus is absolutely unique with no one able to repeat that performance. It was Angus as Chairman of this Council who brilliantly steered this Council from a District to a Borough Council. It ultimately required the Queen to grant permission to do just that, which she did, and on the wall over there you can see the document granting us that change. One of the key changes to this was the Chairman of the Council was converted to the Mayor of the Council. Needless, to say there was only one person who deserved the right to be our very first Mayor. Angus was not only the first councillor to be our Mayor, he was also the first to be both Chairman and Mayor.

And so, we reach that final hurdle – this is universal acceptance of the current Councillors through the vote tonight to agree to award the title of Honorary Alderman to Angus. As with the whole process, a high hurdle of acceptance was required, with at least two thirds of those present voting to agree. So, you need to have at least 20

years as a councillor, you have to have demonstrated dedicated service and made significant contributions to both the Council and its residents, and thirdly you simply need to be liked by two thirds of those present. So, I hope that you will all agree that Angus Ross has significantly satisfied all the required criteria for an Honorary Alderman, and you all vote to demonstrate your personal acknowledgement of what he has done.

**Jordan Montgomery:**

When I first stood for election six years ago, I was up against Angus. I was a young man then. Many in this Chamber might argue that I am still a young man now. I understandably found this to be a slightly daunting event, knocking on the doors of strangers, and putting my face and name through letter boxes. I was bleach blonde in my hair then, so fortunately it is not so embarrassing anymore. However, what may have caused me the most worry was that I would not only have to meet my opponent, one with 25 years of experience in the Council business at that point, but who I would have to remain standing beside for at least a couple of hours outside of the polling station. Again, this was an entirely new experience for me. I feared that there may have been some resentment towards this university student attempting to challenge this seasoned councillor. At that time Angus had spent more time in the RAF than I had been alive on this planet. Angus welcomed me warmly and my fears were entirely unfounded. He greeted me without a hint of animosity and for the next two hours these were passed by with friendly chats on a variety of topics – his time in the forces, national politics, Brexit. He expressed genuine interest in my studies and the contents of my degree. In short, unlike the adversarial scenes I had seen within the House of Commons or on social media, Angus had taught me that even those from rival parties could be civil to one another and even jovial. I could not have asked for a better introduction to electoral politics.

In the years following I discovered that my impression of Angus was not unique. In fact, it was difficult to find anyone who had a bad thing to say about him, even amongst those residents of Wokingham Without who did not vote for him or agree with his politics, nonetheless had a great deal of respect for him. When I joined the Parish Council the sentiment amongst Members there was the same. He was considered a hardworking, considerate councillor, and above all else a gentleman. So, on behalf of the residents and Wokingham Without Parish Council, thank you, and I will be honoured to support tonight's vote.

**Stephen Conway:**

One of the problems of reserving your right on an occasion like this is that there is not much left to say that has not been said already. What I did want to do before I made the main points that I wanted to make was just briefly allude to the Labour Party's position on this, and I completely understand their concerns about the concept of an Honorary Alderman, but I am sure even the Labour Group would agree that this tonight is less about a matter of principle and more about a person, and it is on the person that I really want us to focus our attention.

I have known Angus since the mid 90s when I first joined the Council, and I served with him on the Planning Committee over many, many years. I greatly admired his measured assessment of complex applications and his deft guidance of the Committee towards sound, defensible decisions. The Committee often did not



realise it was being deftly guided, but it was, that was the deftness. The qualities he brought to the Planning Committee were evident in all aspects of his work on the Council – a clear and logical mind, an ability to get to the heart of the matter and an unfailing courtesy in dealing with those who held different views. To be sure Angus could be combative. I was on the receiving end of his sharp tongue on a few occasions, but he never made the mistake of seeing opponents as enemies to be done down at every opportunity. The phrase ‘a true gentleman,’ we have heard it mentioned quite a few times this evening, I have to say usually it is overused and extended perhaps beyond its natural boundaries, but I can think of no one to whom this phrase could better apply than to Angus.

Angus was highly regarded by the electorate of his ward. I know this not just because Pauline and Jordan have told me, I know it from my own personal experience. I spent some time in the recent election helping our excellent candidate Jordan Montgomery, now elected. In my doorstep conversations, even with Jordan’s supporters, I heard countless times, what a good and conscientious ward councillor Angus was. All these qualities Madam Mayor and the length of Angus’ service to the Borough, make him a very suitable candidate for an Honorary Alderman. Indeed, I can think of nobody more worthy of this recognition.

Upon being put to the vote it was:

**RESOLVED:** That Council, in sincere appreciation of the distinguished public service rendered by him to the Borough of Wokingham does hereby admit Mr Angus Ross to be an Honorary Alderman of the Borough of Wokingham in recognition of his untiring service over a period of 32 years to the people of the Borough and particularly to those of the Wokingham Without Ward; on Committees of the Council, including as an Executive Member, to local organisations including the Royal Berkshire Fire Authority, and in the offices of Chairman and Mayor.

Following the resolution Alderman Ross addressed the Council as follows:

Madam Mayor, Councillors, Officers, and Guests, this is an honour, and I am privileged to be afforded this recognition. Thank you for the kind words that have been expressed this evening from all sides of the Council, which makes it especially gratifying to me. I am not quite sure I recognise myself at times. All you have said now puts an onus on me not to repeat too many things, and if I hesitate it is because I do not want to repeat too much.

As has been mentioned before this honorary position was first granted in 2016 to our late, great friend and prominent councillor and advocate for so many groups, Bob Wyatt. There are many others who have given a lot to this Council, and to the residents and businesses of our Borough. I do consider that I am representing those other past councillors, who have given so much to the community. Personally, I hope more councillors will be recognised for their contributions in the future, and this seems to me a very appropriate way to identify and to reward them publicly.

I do thank you all for attending this meeting within all your busy diaries and also for giving me the opportunity to address you. In my retirement I still remember very clearly the call on councillors’ time to fully meet the commitment of being an elected

community representative. This evening is an extra call on your time, and I am indebted to you for making it, and that is all of you. Of course, one of the delights of being an ex-councillor is that one is freer to say what one really thinks. I believe now, perhaps even more than when I was a councillor, that getting the balance of firstly one's responsibilities to one's ward residents and businesses, secondly the Borough's residents and businesses and lastly the political party imperatives, can be testing, and this has been referred to earlier this evening. At this local level I still believe that the last, the party-political part can sometimes get in the way of serving the best interests of the Borough. At times in the past, I recall situations where the councillors have not acted together as a joined-up Council, in issues where fundamentally the great majority of councillors individually supported that issue. This is perhaps easy to say now from the sidelines, but nevertheless I have always considered joint party working does not come to the fore easily enough, rather there is a tendency to try and get a particular party's policy to seem solely to be theirs. I remember a time when cross party officer supported working parties were convened, and these always led to better agreed outcomes, but perhaps it is not for me to lecture you now, and I will resist and restrict my rant to that one area.

May I now indulge myself to reflect on those 32 years that so many of you have referred to, and especially representing Wokingham Without. I suppose you can say now without Angus. So often that word 'without' was thrown at us by my ward residents over their local feelings. As has been said I was elected in 1990. It was the first of eleven elections, amusingly once unopposed. Did I have the largest or smallest majority, who knows? Actually, eleven is the number of Chief Executives I have seen in this Chamber. I have been privileged to represent the residents of Wokingham Without, and I enjoyed various ways to make and keep contact with the residents, schools, and organisations, including the quarterly Crowthorne Eye Magazine delivered to all homes in what might be termed Greater Crowthorne, the Bracknell and Wokingham parts, on a non-party basis. It was a good way to get and stay locally involved, Crowthorne being more joined by community then split by separate councils.

You heard that I had the privilege of being elected the Chairman in 2006, and just after getting my chain around my neck, I managed to get the Council to bring a Motion and to agree a Motion to petition the Queen for Wokingham to achieve Borough status. The scroll granting this, as has been referred to, is on the wall, and the previous chain is there. A small party from here collected it from the House of Lords Post Room, where we eventually found it unattended in a corner, the Post Room staff being totally unaware what the cardboard scroll containing the tube was. We went with a photographer, one Stewart Turkington, here tonight, still here. I hate to think how many pictures you have taken for me over the years Stewart, but you do a great job. So, there I was the first Borough Mayor, the whole process was at nil cost to the Council as I had worked with the officer team to get contributions from many businesses in the Borough, for the scroll, the new regalia as worn by the Mayor today, the oak tree planted outside this building and the celebration function held at the Oracle PLC as their contribution. The event was attended by the Lord Lieutenant and many dignitaries from the parishes, towns, Borough, and county. The then Leader was a reluctant supporter of this change of status and blocked any expenditure, including on adapting any signs on the Borough's, roads, parks etc from District to Borough. This I see is yet to be fully achieved over the last 16 years. I

can live in hope.

You heard that it has been my fortune to have had various involvements in the Council over the years. The last was to help improve the awareness of our Armed Forces, and our responsibilities to those in the Borough who are serving, their families and the many veterans. We established the appointment of an Armed Forces Champion amongst councillors each year, and I was pleased to take that role. I do urge the Council to continue to work towards best practice and its policies to the Armed Forces Covenant, which was adopted in 2013, and you all refocused in 2022.

As has been said my longest involvement was in planning, an absorbing area, but you will quickly find that you will never satisfy all the people all the time. Charing meetings for a large number of public attending that were very vocally opposed to the item being debated was an interesting challenge. I was the Executive Member for Planning for some years, the then new 2010 Local Plan was bedded in, together with adopting a number of supplementary planning guidance and the revised Borough Design Guide. I believe that all are now under a long-awaited review. I initiated two planning design award schemes in 1993 and 2007, which at that time highlighted good development. Whilst design is sometimes controversial and subjective, I have found that attention to it does lead to much better development, and this in turn can lead to better communities with all the social and environmental benefits that, that brings.

I then had five years as Executive Member for the Environment, and much of that has been referred to. It was a very enjoyable time for me, and I believe a successful period for the Council when we developed plans and financed the now completed leisure centres, established self-funding expansion for facilities, at our great Council country parks, and developed the new ongoing Greenways, rights of way, and tree programmes, and one little programme I still enjoy seeing the benefits of, is the introduction of wildflowers into our verges and ancillary green spaces. With this portfolio I was keen to support Sport and Leisure with work on diversity and inclusion, getting more active and also supporting those recovering from serious medical conditions. Long may the Council's support continue, working with the Sport Council, where I continue involvement. I must add that I do appreciate that in all these areas, much more progress has been made in the intervening 6 years since I have stepped away from that role. I worked on the policies and budgets for each of these areas with many committed and hard-working officers, who then implemented what we can see around the Borough today. I want to place on record my thanks to the many officers I worked with to achieve all that we did in all of these areas over the years. They did the work.

A major involvement was, as referred to, my time on the Fire Authority, where I worked with an incredibly focused and dedicated team of officers, and as you have heard I was involved with Fire Control, the new fire stations including the one in Wokingham, which now gives the town and the area 24/7 cover. Again, with the Armed Forces links. To me our county's Fire Service was an exemplar in joint officer and Member working.

I left the Council last year with few regrets after 32 years as it was high time a

younger person came in with new energy, ideas, and different experience to draw on. Keep it up David, my successor. I am delighted that my family have come here today, and of course Christine no longer has to have mealtimes dictated by Council anymore. Also, may I thank the former councillors supporting me here tonight, ex Councillors David Lee, who gave me opportunities when he was Leader, this was after my time of Mayor, when I genuinely thought that my Council involvement had effectively ended, and also David Sleight, who was a very hard working and dedicated colleague. Of course, my other ward colleague who has been referred to, Pauline Helliard Symons is still with you and has been a councillor even longer than I was. So, may I thank my many Borough councillor colleagues for their support over all these years, and the residents of Wokingham Without for keeping electing me, and for the many opportunities I have been offered in the Council which has led to your unexpected but humbling recognition today. Nowadays I can view the Borough from our home, a full 600 yards from the Borough boundary, with our views from our apartment in Henley, to see the wooded vistas of the independent republic of Remenham, this is how I referred to it to the last leader John Halsall.

In drawing my speech to a close now, I must apologise to everyone for causing a delay in this ceremony as the first agreed date coincided with a close family member's funeral in Scotland. I appreciate the efforts of Democratic Services, Priya, and Madeleine, had to undergo to get this evening to happen. I will of course as Honorary Alderman plan to keep a close link with you the Council, and the community as detailed in the role description of this appointment. Thank you, Madam Mayor, for this occasion which I will always remember as a humbling but rewarding and memorable mark of my association with the Council. Thank you, friends, and councillors, and of course your predecessors, and may the Council continue to be, what I saw as one of the strongest, highly innovative and sound councils in the country. Good fortune to you all.

<b>TITLE</b>	<b>The Tenants Charter – Modernising the Tenant Customer Experience within the Wokingham Borough</b>
<b>FOR CONSIDERATION BY</b>	Council, 21 September 2023
<b>WARD</b>	All Wards
<b>LEAD VOLUNTEER</b>	Steve Bowers – Chairperson of the Tenant and Landlord Improvement Panel (Tenant Volunteer)

## **OUTCOME / BENEFITS TO THE COMMUNITY**

In September 2019, the Tenant Volunteers came to the Full Council to launch and present their first Tenant Charter. The Tenant Charter shared their aspirations and the benefits to the community that working in partnership with the Tenant Volunteers could have.

Over the last few years, the Tenant Volunteers have shared a report with the Council annually on the continued partnership work and to highlight the achievements over that year.

In October 2022, the Tenant Volunteers launched the new Tenant Charter and the new Tenant Charter Video. This updated Tenant Charter was again created by the Tenant Volunteers and outlined their updated aspirations.

Please see the attached draft Action Plan - Tenant Involvement Strategy – TISG updated 25.08.2023. This is the 2023 update from the work the Tenant Volunteers have completed in partnership with Wokingham Borough Council colleagues, Councillors and Tenants, along with some further recommendations for projects throughout the next year.

This action plan shows some of the projects the Tenant Volunteers have been involved with in the last year.

## **RECOMMENDATION**

The Tenant Volunteers would like to ask the Council to note the Tenant Involvement Strategy Draft Action Plan and continue to work in partnership with them to continue to achieve the aspirations of the Tenant Charter.

## **SUMMARY OF REPORT**

**The purpose of the report is to formally update the Council on the progress of the work of the Tenant Volunteers, completed over the last year in partnership with Wokingham Borough Council. This year it is linked specifically to the new Tenant Involvement Strategy.**

**This report was developed by the Tenant Volunteers and has been subject to review by the Tenant and Landlord Improvement Panel, the Assistant Director of Economy and Housing and the Director of Place and Growth.**

*The charter sets out the views of Wokingham Borough Council's Tenants on what is needed to modernise the customer experience and ensure continuous improvement. It is*

*intended as a series of aspirations, rather than demands, and to stimulate a broader discussion within the council as a corporate body.*

*There are ten key priorities of Wokingham Borough Council tenants in the modernisation of housing services which are detailed in the Tenants Charter:*

- 1) *Tackling the Stigma associated with being a Council Tenant*
- 2) *Communications with Tenants and Residents across the Borough*
- 3) *Greater Transparency regarding Health and Safety Inspection Results*
- 4) *Modernising Tenant Engagement Techniques to Increase Active Involvement*
- 5) *Identifying Future Patterns of Tenant Housing Need and Demand*
- 6) *Helping Tenants Manage their Personal Finances*
- 7) *Creating an easy 'friction-free' Customer Experience for Tenants*
- 8) *Maximising the Accessibility of Council Housing Services*
- 9) *Giving Tenants Greater Choice on who does repairs and when?*
- 10) *Developing a Protocol for the Analysis and Protection of Tenant Data*

**The formal update report goes through the Regulatory compliance updates along with the 3 priorities (from the Aspirations above) in detail to outline the completed achievements over the last year.**

**The Tenant Volunteers would like to thank the Wokingham Borough Council colleagues, Councillors and Tenants for help and support to achieve these.**

## **BACKGROUND OF THE TENANT CHARTER**

The Tenant Charter was initially created and published by the Involved Tenants (now Tenant Volunteers) in 2019. In 2022, we (the Tenant Volunteers) reviewed the Charter and have identified several factors that make it timely to reflect on the future of housing services for council tenants and publish an updated version of the Tenant Charter:

- **The Grenfell Tower Disaster**
  - There have been emerging lessons from the Disaster and subsequent Grenfell Tower Enquiry. Notably the need for a greater focus on:
    - Health and Safety through the new Building Regulator,
    - Tenant Involvement working closely with the Regulator for Social Housing and Housing Ombudsman Service and,
    - Transparency over landlord decision-making ensuring that more information is shared with all Tenants.
- **The Social Housing White Paper**
  - The government's document '*The Charter for Social Housing Residents: Social Housing White Paper*' published by the Ministry of Housing Communities Local Government (now called the Department for Levelling Up, Housing and Communities) was published in November 2020 and requests:
    - Enhanced consumer regulation applicable to councils and housing associations.
    - Landlords to raise service standards, levels of resident engagement and customer satisfaction.
- **Digital Transformation**

- There are emerging opportunities for enhanced communications through digital transformation of service delivery and enhanced resident engagement in respect of increased transparency and an improved tenant customer experience especially regarding accessibility.
- **Demographic Trends**
  - Social trends such as an ageing population, increasing demand for disability and social care support, increasing customer expectations and the rapid rise of social media platforms.

We believe that Wokingham Borough Council and the tenants need to respond to these challenges by working together to plan for the modernisation of housing services over the next decade and beyond if:

- current levels of Tenant Satisfaction are to be maintained / enhanced / monitored, and
- opportunities to increase engagement are to be realised.

This charter sets out the views of Wokingham Borough Council (WBC) Tenant Volunteers on what we feel is needed to achieve the above and to improve the customer experience.

It is intended as a series of aspirations, rather than demands, and to stimulate broader discussions within the council as a corporate body.

Some of our proposals can be implemented relatively easily, some will require additional funding and others will require corporate agreement by full council.

Where suppliers are named, this is for illustrative purposes and does not constitute an endorsement.

***We will continue to share an update report on the progress from the 2022 Tenant Charter to Full Council in September / October each year. It is expected that the next review of the Tenant Charter will be in 2025 (unless specifically requested by the Tenant Volunteers in partnership with TLIP)***

#### **List of Background Papers**

Draft Action Plan – Tenant Involvement Strategy V2.

Tenant Charter Full Council PowerPoint presentation 2023.

Tenants Charter update 2022 – Modernising the Tenant Customer Experience within the Wokingham Borough - [The Tenant Charter \(wokingham.gov.uk\)](http://wokingham.gov.uk). This link includes the full Tenant Charter, both versions as well as the two Tenant Charter videos.

<b>Contact</b> Steve Bowers	<b>Service</b>
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## Tenant Involvement Strategy priorities Action Plan – DRAFT

Created and reviewed by the Tenant Involvement Strategy Group in partnership with all Tenant Volunteers.

PRIORITY	ACTION	TARGET DATE
<p><b>Compliance</b>  <b>The Regulator for Social Housing</b> (formerly The Homes England)                      Regulatory Standards – including Tenant Involvement &amp; Empowerment Standard 2017, the Tenant Satisfaction Measures etc.  <b>The Department for Levelling Up, Housing and Communities (DLUHC)</b>, formerly the Ministry for Housing, Communities and Local Government (MHCLG)</p>	<ul style="list-style-type: none"> <li>- Invite the Head of Consumer Standards and the Tenant Engagement Manager from the Regulator for Social Housing to the Tenant and Landlord Improvement Panel. This was <b>completed in 2023</b> and gave an opportunity for the partnership as well as invited guests to ask specific questions. The discussions were about the new Consumer Standards and sharing best practice. They agreed to come back every 6 months to continue the conversation with the partnership.</li> <li>- Invite the Housing Ombudsman – Richard Blakeway to the Tenant and Landlord Improvement Panel. This was <b>completed in July 2023</b> and gave an opportunity to the partnership and invited guests (including the Preferred Registered Providers of Wokingham).</li> <li>- Independent assessment of Wokingham Borough Council Tenant Involvement against the Regulatory Standards to ensure we are compliant.                             <ul style="list-style-type: none"> <li>o Original assessment completed 2021 – a review to be completed annually / bi-annually from 2023.</li> <li>o The above assessment to include the new Consumer Standards announced in July 2023</li> <li>o Service Improvement plans set up for each Service Area</li> </ul> </li> </ul>	<p><b>COMPLETED January 2023</b></p> <p><b>COMPLETED July 2023</b></p> <p><b>April 2024</b></p>
	<ul style="list-style-type: none"> <li>- Independent Assessment by an external consultant of Housing Services against the Consumer Regulatory Standards as well as the Rents Standard, the Tenant Charter and the Corporate Values.                             <ul style="list-style-type: none"> <li>o This is a voluntarily exercise to look at how we perform in line with the new Consumer Standards and any recommendations from these will be added to the Tenant Involvement Strategy Action Plan as well as the Service Improvement Plans for each area of housing.</li> </ul> </li> </ul>	
<p><b>Association of Retained Council Housing (ARCH)</b></p>	<ul style="list-style-type: none"> <li>- Continue to be a member of the ARCH Tenants Group (currently Chair of Tenant and Landlord Improvement Panel (TLIP)).</li> </ul>	

	<ul style="list-style-type: none"> <li>○ Regularly attend Group meetings.</li> <li>○ Attend yearly conference (if appropriate).</li> <li>- Access / receive regular National updates and lobby for national change within social housing.</li> </ul>	
<b>Tenants Charter</b>	<ul style="list-style-type: none"> <li>- Prioritise three of the 10 Aspirations annually and report any outcomes of the actions at the September Council Meeting. The Council have requested an update report annually. <ul style="list-style-type: none"> <li>○ Awayday completed in 2023 – 3 aspirations were prioritised – they are: Tackling Stigma, Communications and Modernising Tenant Engagement Techniques.</li> <li>○ Other priorities have included tackling condensation and mould, fire risk assessments, the building safety regulations update, the new decent homes standard and the new Tenant Satisfaction Measures (new Regulatory Standard launched recently).</li> <li>○ The Housing Ombudsman Complaints Handling Code <ul style="list-style-type: none"> <li>▪ The creation of the Designated Tenant Complaints Panel.</li> <li>▪ Updated the Housing Complaints, Compliments and Compensation Policy to include the new Designated Tenant Complaints Panel and reflect changes in the Complaints Handling Code.</li> <li>▪ Updated self-assessment to be completed and published online.</li> <li>▪ The creation of Complaints surveys in line with the Tenant Satisfaction Measures.</li> </ul> </li> </ul> </li> </ul>	<p>Annually from 2019</p> <p><b>COMPLETED February 2023</b></p> <p><b>COMPLETED April 2022</b></p> <p><b>COMPLETED May 2022</b></p> <p><b>COMPLETED May 2022</b></p>
<b>Tackling The Stigma Associated with being a Social Housing Tenant</b>	<ul style="list-style-type: none"> <li>- New branding for each of the groups will show a professional / updated image – moving away from the Involved Tenant stigma – emphasising volunteering.</li> <li>- Through all digital media / housing matters – what is the role of a Tenant Volunteer – myth buster!</li> <li>- Sheltered Stigma – new advertising for each home is being developed – removing the ‘care home’ visuals.</li> </ul> <p><b>Recommendations</b></p> <ul style="list-style-type: none"> <li>- Inductions for all new Wokingham Borough Council colleagues / Councillor should include guidance on engaging with Tenants, Leaseholders and Licensees (including the Gypsy Roma Traveller Community). This is to ensure that all colleagues / Councillors do not stigmatise social housing tenants, Tenant</li> </ul>	<p><b>COMPLETED</b></p> <p><b>COMPLETED</b></p>

	<p>Volunteers, anyone on lower income and those who are living in sheltered accommodation through the use of specific language.</p> <ul style="list-style-type: none"> <li>- Each new colleague / Councillor should also be given a copy of the Tenant Charter to ensure they are aware of the aspirations of the Tenants agreed by Full Council.</li> <li>- A copy of Tenant Charter is available on request or through the website. <a href="http://wokingham.gov.uk">The Tenant Charter (wokingham.gov.uk)</a></li> </ul>	
<p><b>Communications with Tenants and Residents across the Borough.</b></p>	<ul style="list-style-type: none"> <li>- Please refer to the Modernising Tenant Engagement Techniques to Increase Active Engagement and Digital Engagement for further information and actions.</li> <li>- A simplified version of this action plan is to be shared through Housing Matters / digital media once completed.</li> <li>- Self-Assessment for Housing Ombudsman Complaints Handling Code – to be completed regularly and shared on the Wokingham Borough Council Website.</li> <li>- The STAR Survey is going out in 2023 – outcomes of this survey will formulate the future planning of targeted engagement events to those areas where Tenant Satisfaction is lower.</li> <li>- A digital version of the STAR Survey is also being created via the Engage platform used by the Communications, Engagement and Marketing Team. This is to ensure a digital version is available to those Tenants who request it.</li> <li>- A Jargon Buster has been created by the Tenant Involvement Strategy and Communications Group to be shared with new staff members, Councillors and Tenant Volunteers. This includes all Jargon that might be used across Housing. Although the Tenant Volunteers recommend that everything is written in plain English with no jargon.</li> <li>- Communications between Groups <ul style="list-style-type: none"> <li>o the formal Chairs Panel meet monthly – this is formed from the Chairs / Vice Chairs of each of the formal groups to agree actions and share relevant information with their groups afterwards.</li> </ul> </li> </ul> <p><b>Recommendations</b></p> <ul style="list-style-type: none"> <li>- A set of Service Standards to be created in partnership with the Tenant Volunteers – this is to ensure that tenants are contacted</li> </ul>	<p><b>Estimated completion date of March 2024</b></p> <p><b>Ongoing</b></p>

	<p>within an agreed amount of time via telephone, email, or letter. These service standards should also include guidance on 'out of office' communications such as voicemail messages, email out of office replies etc. to ensure that if someone is off for any reason, a tenant knows another contact to speak to in their absence.</p> <ul style="list-style-type: none"> <li>- A recommendation of a Communications and Engagement Policy / Strategy – created in partnership with the Tenant Volunteers – to ensure everyone is aware of stigmatising language, to ensure we are compliant to the new Consumer Standard on Communications.</li> <li>- A recommendation for the Tenant Volunteers to review the new Wokingham Borough Council website to ensure it is accessible for all Tenants as part of a customer journey.</li> <li>- A recommendation for the Tenant Volunteers to review the content of the Tenant Involvement and Housing pages to ensure the correct and most up to date information is being shared.</li> <li>- The Tenant Volunteers would like to build on the partnerships started after the Tenant and Landlord Improvement Panel invited the Preferred Registered Providers and other colleagues across the Council to the meetings with the Regulator for Social Housing and the Housing Ombudsman – Richard Blakeway.</li> </ul>	
<p><b>Modernising Tenant Engagement Techniques to Increase Active Involvement.</b></p>	<ul style="list-style-type: none"> <li>- New branding for each of the groups created – created by the Apprentice Digital Engagement / Marketing and the ideas to be voted on by each of the Tenant Volunteers.</li> <li>- New Social Media pages created on: Facebook <a href="https://www.facebook.com/WBCHousing">https://www.facebook.com/WBCHousing</a> Instagram <a href="https://www.instagram.com/housingwbc/">https://www.instagram.com/housingwbc/</a></li> <li>- Active recruitment campaign created online using new social media pages / Housing Matters magazine. <ul style="list-style-type: none"> <li>o A new recruitment form has been completed and is now in use – this has been advertised via social media, at events and in Housing Matters Magazine. <a href="https://forms.office.com/e/gdqJWApQ9S">https://forms.office.com/e/gdqJWApQ9S</a></li> <li>o A new recruitment leaflet has been created and has been shared at engagement events, and online.</li> </ul> </li> </ul>	<p><b>COMPLETED April 2023</b></p> <p><b>COMPLETED March 2023</b> <b>In progress.</b></p> <p><b>COMPLETED</b></p> <p><b>COMPLETED</b></p> <p><b>COMPLETED</b></p>

	<ul style="list-style-type: none"> <li>- Raise awareness of new Social Media pages / Tenant Volunteer Social Media pages via Housing Matters Magazine article.</li> <li>- Raise awareness of new Social Media pages / Tenant Volunteer Social Media pages via a new leaflet which has been shared at engagement events and online.</li> <li>- Sheltered Housing Focus Groups to be set up as part of the EROSH Accreditation. We now have 93 Informal Tenant Volunteers who meet with Tenant Involvement quarterly.</li> <li>- Key Performance Indicator set up and monitored in TLIP for numbers of Informal Volunteers.</li> <li>- Engaging with underrepresented communities – through the Resident Equalities Forum (REF) – which members include LGBTQIA+, Young People, Older People, people with disabilities (including mental health), Ethically Diverse Communities, GRT (Gypsy, Roma &amp; Traveller) engagement. 2 Tenant Volunteers have been members since 2021.</li> <li>- The Tenant Involvement Service Manager has been invited to CLASP (CLASP is a self-advocacy group for people with learning disabilities in the Wokingham Borough) to advise the members on how to engage with their Landlords – this was a recommendation from a Tenant Volunteer.</li> </ul> <p><b>Recommendations</b></p> <ul style="list-style-type: none"> <li>- Community Engagement Events / Pop up events / focus groups to be planned for those areas who have lower Tenant Satisfaction through the STAR Survey and higher levels of complaints.</li> <li>- Receive recommendations from the Tenant Volunteer members of the REF to ensure that all communities have a voice and access services.</li> </ul>	<p><b>COMPLETED</b></p> <p><b>COMPLETED July / August 2022</b></p> <p><b>COMPLETED from April 2023</b></p> <p><b>Ongoing</b></p> <p><b>September 2023</b></p>
<p><b>Training</b></p>	<ul style="list-style-type: none"> <li>- Training on scrutinising and challenging performance figures for the Tenant Volunteers was piloted at the awayday in 2023 and further training sessions will be organised for the rest of the Tenant Volunteers. This was completed by the Policy and Performance Officer and the Housing Project and Performance Officer.</li> <li>- The Tenant Volunteers attended a Wokingham Borough Council 3 C's Training (Care, Clarity and Confidence) – this is part of the Customer Experience Training that is being given to</li> </ul>	<p><b>COMPLETED (FURTHER TRAINING TO BE PROVIDED TO THOSE THAT COULD NOT ATTEND THIS EVENT)</b></p> <p><b>COMPLETED</b></p>

	<p>all WBC colleagues and is essential for proof reading and the Designated Complaints Panel for monitoring the quality of complaint responses.</p> <ul style="list-style-type: none"> <li>- The Tenant Volunteers attended the Complaints Focus Groups / Training Sessions alongside the Housing staff to ensure their views are taken into account for the recommendations for improvements.</li> <li>- There was a Digital Engagement Training / Discussion / Ideas Session for the Tenant Volunteers, completed by the Digital Engagement Apprentice and the Tenant Involvement Officer at the Awayday in 2023.</li> </ul> <p><b>Recommendations</b></p> <ul style="list-style-type: none"> <li>- We recommend that the 3 C's Training is compulsory for all colleagues and is part of the Induction for any new starters.</li> <li>- We recommend that there are additional trainers trained, by the current team to ensure consistency and that additional courses can be made available.</li> <li>- We recommend that the Tenant Volunteers are signed up to the My Learning Platform (in line with external organisations) to ensure they are able to complete the mandatory training sessions that colleagues complete.</li> <li>- We recommend that Tenant Volunteers work alongside the Adult Community Learning team to develop bespoke courses to support volunteers in maths, scrutiny and IT.</li> <li>- We recommend that there is training sessions for Tenant Volunteers on the use of SharePoint to ensure the streamlining access to meeting papers etc.</li> </ul>	<p><b>COMPLETED</b></p> <p><b>COMPLETED</b></p>
<p><b>Tenant Volunteer IT Project</b></p>	<ul style="list-style-type: none"> <li>- Support for Tenant Volunteers with IT equipment and training.</li> <li>- Internal Tenant Volunteer SharePoint – <ul style="list-style-type: none"> <li>o new areas set up and training provided to Tenant Volunteers.</li> <li>o creation of areas for each group to save and access their documents.</li> <li>o Access to Microsoft Teams, Calendar, daily news etc. (support when required)</li> <li>o The set up a SharePoint Hub area for the Designated Complaints Panel.</li> </ul> </li> </ul> <p><b>Recommendations</b></p>	<p><b>Ongoing</b></p> <p><b>COMPLETED</b></p> <p><b>COMPLETED July 2023</b></p>

	<ul style="list-style-type: none"> <li>- We recommend further development of the Designated Complaints Panel SharePoint area along with some training for the members of the group.</li> <li>- We recommend the creation of SharePoint Hub areas for each of the groups to save and access their documents.</li> <li>- We recommend training for each of the Tenant Volunteers on the SharePoint Hubs.</li> </ul>	
<p><b>Digital Engagement</b></p>	<ul style="list-style-type: none"> <li>- Develop new digital ideas of engaging with Tenants of all ages. <ul style="list-style-type: none"> <li>o New branding for each of the groups created – created by the Apprentice Digital Engagement / Marketing and the ideas to be voted on by each of the Tenant Volunteers.</li> <li>o New Social Media pages created on: <ul style="list-style-type: none"> <li>▪ Facebook <a href="https://www.facebook.com/WBCHousing">https://www.facebook.com/WBCHousing</a></li> <li>▪ Instagram <a href="https://www.instagram.com/housingwbc/">https://www.instagram.com/housingwbc/</a></li> </ul> </li> <li>o Raise awareness of new Social Media pages / Tenant Volunteer Social Media pages via Housing Matters Magazine article.</li> <li>o Raise awareness of new Social Media pages / Tenant Volunteer Social Media pages via a new leaflet which has been shared at engagement events and online.</li> <li>o Raise awareness of becoming a tenant volunteer through the online form and hard copy form that are being shared via social media and at events.</li> </ul> </li> <li>- STAR (Survey of Tenants and Residents) to be offered in two formats – hard copy and digital through direct letters and an online engagement platform ‘Engage’ (QR Code) – outcomes of this survey will guide further face to face engagement in 2023 / 2024.</li> </ul> <p><b>Recommendations</b></p> <ul style="list-style-type: none"> <li>- We recommend that the new social media platforms are used to raise awareness of anti-stigma campaigns, and scam awareness.</li> <li>- Continue to raise awareness and support the Government’s ‘Make it Right Campaign’ regarding Complaints.</li> <li>- Create a campaign to raise more awareness of the Stigma of being a Social Housing Tenant – for instance the use of Neighbourhood and Communities rather than Estate.</li> </ul>	<p><b>COMPLETED April 2023</b></p> <p><b>COMPLETED March 2023</b> In progress.</p> <p><b>COMPLETED</b></p> <p><b>COMPLETED</b></p> <p><b>COMPLETED</b> In progress.</p> <p><b>In progress – outcomes due back early October 2023</b></p>

	<ul style="list-style-type: none"><li>- Continue with the Pom campaign and his adventures with being a Tenant Volunteer.</li><li>- Continue to develop the SharePoint area (WBCInvolved.com) to ensure it is fully accessible for the current and future Tenant Volunteers.</li><li>- Continue the project to set up Tenant Volunteers on My Learning (the formation of their own separate area in line with other partners) – this is to ensure they can complete essential and compulsory training online. This will also include an area for induction documentation and essential code of conduct signing.</li><li>- We recommend that the project to redevelop the Housing Matters magazine to include a digital version that Tenants can opt into should continue.</li></ul>	
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<b>TITLE</b>	<b>Wokingham Borough Council's Climate Emergency Action Plan Fourth Progress Report September 2023</b>
<b>FOR CONSIDERATION BY</b>	Council on 21 <sup>st</sup> September 2023
<b>WARD</b>	All;
<b>LEAD OFFICER</b>	Giorgio Framaliccio – Director of Place and Growth

## **OUTCOME / BENEFITS TO THE COMMUNITY**

The Climate Emergency Action Plan (CEAP) Fourth Progress Report outlines the progress made up to this point on the actions being taken towards the commitment of playing as full a role as possible in achieving a carbon neutral Wokingham Borough by 2030. The targets within the plan significantly contribute towards addressing the climate emergency, in terms of reducing local emissions, whilst simultaneously improving the quality of life for all residents through a variety of measures including reduced energy costs, better air quality and improved active travel infrastructure.

## **RECOMMENDATION**

That the Council notes:

1. The progress made in the Climate Emergency Action Plan fourth progress report, which covers the period May 2022 to May 2023.
2. The new format of the Climate Emergency Action Plan, including significant design changes to make it a more effective engagement and communication tool.
3. That a more ambitious approach will be required in some areas going forward to enable Wokingham Borough Council to play as full a role as possible in achieving a carbon neutrality by 2030.
4. That this remains a live document and continues to be updated as more details become available to support decision making.

## **SUMMARY OF REPORT**

This Climate Emergency Action Plan (CEAP) fourth progress report summarises the Borough's current carbon emission profile and the Council's progress towards its 2030 carbon neutrality goal for the last 12 month period (May 2022 to May 2023).

The CEAP comprises 10 key priority areas for carbon reduction, and over 100 actions that the Council has committed to deliver to achieve its 2030 goal. The progress report contains full details of the actions and their associated outcomes, milestones and the latest status update, alongside anticipated costs and expected carbon savings.

Wokingham Borough's carbon footprint is currently 505 ktCO<sub>2</sub>e (Department for Energy Security and Net Zero, 2020), with a remaining shortfall in 2030 of 240 ktCO<sub>2</sub>e after all the actions in the Plan are implemented. Therefore, if the Council is to meet its 2030 carbon neutral goal, further actions and resources, as well as strategic embedding of climate emergency considerations across the organisation are needed, alongside discussions on carbon offsetting for residual emissions. Further actions will come at a financial cost which creates significant challenge for the Council at a time when it faces rising inflation, interest rates and demand for statutory services.

The CEAP is a working document and a planning tool that allows us to understand where the Council is heading from a carbon emissions point of view, and to implement new actions accordingly. Hence, the Plan will continue to be updated annually and change over time as many of the actions will develop and new actions will be identified.

The CEAP fourth progress report, as well as a document outlining the carbon accounting methodology and carbon savings calculations are attached to this document.

## **BACKGROUND**

Following the Council's climate emergency declaration made in July 2019 the CEAP was adopted. The CEAP identifies 10 key priority areas for carbon emission reductions, to enable the Council to reach carbon neutrality by 2030. These are: Transport, Renewable Energy Generation, Building Retrofitting, Carbon Sequestration, Schools, Waste & Recycling, New Developments, Procurement, Engagement, and Council specific actions. The CEAP includes over 100 actions that the Council has committed to deliver to reach its carbon neutrality goal.

Each year, a progress report is produced to update the Council on the progress made around the delivery of the actions. To increase the strength and transparency of the Plan, the progress report is externally and independently reviewed by experts at the Council Climate Scorecards and the Carbon Disclosure Project (CDP), an internationally accepted process used by many large cities and companies.

This is the fourth year that the CEAP progress report is brought to Council. It covers progress made by the Council over the period May 2022- May 2023. The report also includes updated projections of the Borough's emissions to 2030.

This year's progress report incorporates the recommendations of the 2022 community deliberative process. As part of this process, in early 2022, 60 representatives from various stakeholder groups from across the Borough came together to identify barriers and propose solutions to the Council's carbon neutrality transition. Alongside this, in late 2022, a residents' survey titled "Let's Talk Climate" was delivered, that provided the Council with further insights into barriers that our community faces when making daily decisions which impact their carbon footprint. The recommendations from the stakeholders' groups and residents' survey were discussed with officers and incorporated into the CEAP actions, and also used to draft a "vision" for a carbon neutral borough that is now included in the CEAP.

To better monitor and evaluate the delivery of the CEAP actions, in March 2023, monitoring groups have been established to cover the 10 strategic priorities of the CEAP. Through these monitoring groups, the Climate Emergency team regularly captures updates on each CEAP action and identifies and addresses delivery barriers. The CEAP remains a living document and a planning tool, with new project ideas being incorporated throughout the year to deliver maximum carbon savings.

The CEAP fourth progress report has also been reviewed and noted by the climate emergency Overview and Scrutiny Committee in July 2023, addressing a number of questions and making changes based on constructive feedback. This included changing the wording towards carbon neutrality, rather than net zero, and improving the accessibility of the document.

The following paragraphs outline the areas for celebration as well as the areas for development that the Council should be aware of when reviewing the Plan.

### **Areas for celebration:**

- Emissions trajectory - As of 2020, the Council's overall emissions went down from 557.8 to 505.7 KtCO<sub>2</sub>e, representing a fall of over 52 KtCO<sub>2</sub>e. This was largely from travel and commercial aspects (Over 20kt each), primarily attributed to the pandemic and lockdowns. While this is a larger than expected decrease in this particular year as a result of these external factors, the overall downward trajectories over the long term are not significantly affected.
- Greatly simplified design: the CEAP has been fully revamped for improved accessibility, engagement and understanding.
- Inclusion of adaptation actions. Whilst the CEAP remains a climate mitigation tool, there is a need for the Council to start adapting to manage and mitigate the impacts of climate change that the Borough is already experiencing. For the first time ever, an action has been included in the CEAP to support the development of an adaptation plan for the Borough.
- On-street charging scheme figures well beyond expectation following initial pilot, so carbon savings have increased.
- Carbon savings associated with reduction in waste not just recycling, which is the main goal of the waste strategy.
- Greater focus on businesses. Targets specific to businesses have been included in the plan, to ensure the Council works with and supports businesses to understand their carbon emissions and decarbonise their operations and infrastructure.
- Two significant energy schemes launched in 2022/23: launch of the Solar Together scheme in partnership with the other Berkshire Local Authorities, that will hopefully reduce emissions from private homes in the Borough. Similarly, the Council successfully applied to the Social Housing Decarbonisation Fund and received £292k to bring around 110 social homes to an Energy Performance Certificate (EPC) C by 2025.
- Development of a climate change communications and engagement plan to maximise stakeholder involvement in the Council's climate work.

#### **Areas for development:**

- The CEAP actions are not sufficient to deliver carbon neutrality by 2030. Further actions and resources, as well as strategic embedding of climate considerations across the organisation are needed in order to reach carbon neutrality. Similarly, discussions around the Council's position on carbon offsetting should take place imminently, in order to prepare for a scenario where offsetting is utilised to offset residual emissions. The affordability of this will need careful consideration given the Council's financial pressures.
- Climate emergency needs to be further embedded throughout the organisation at every level. This will help climate considerations to be automatically prioritised as matter of course.
- There is a need to address conflicting priorities for the Council, such as facing increasing financial pressures. For instance, schools' actions have not been progressed as fast as they ought to due to limited resources and officers' time being allocated to this. We need to deliver the best possible outcome for Climate emergency whilst meeting other demanding priorities. As a result, as of mid-2023 the climate team is working more closely with the Children Services team, with key steps taken that will be captured in more detail in the next progress report. This includes attending Borough Education Partnership meetings from September 2023.
- There is potential to make significant carbon saving through the Council's procurement processes. The Climate Emergency and Procurement team are looking to work more closely for better alignment between the Council's procurement work and climate commitment.
- Review of the carbon savings for some the actions means that the Plan savings fell by over 16kt – mainly due to changes to retrofit actions and some renewable energy projects.

## What happens next?

There is a need for further embedding of climate emergency across the Council. The delivery of the CEAP actions is a responsibility of each department, and it's currently challenged by the unprecedented financial pressure that the Council is facing. In light of this, we need to make sure that climate change considerations are given sufficient weight through strategies and in decision-making, particularly where they bear a financial cost to the departments.

The Climate Emergency team will continue to coordinate the actions listed in the plan, and report on progress. The team will continue to support all departments by delivering expert advice in sustainability, carbon accounting, and project specific advice.

## 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 focused on the vulnerable and on its highest priorities.***

### **Other financial information relevant to the Recommendation/Decision**

The cost of delivering all the CEAP actions is currently estimated to be in excess of £250m. This is a high-level estimate for all actions up to 2030, including those which have already begun. Many of these ongoing projects have already had partial/full funding secured, but the remaining future projects and stages (of projects) will require additional funding, in excess of the current council internal budget, in order to be fully implemented. This includes any additional actions added to the plan.

Suitable funding sources will be identified for these projects as and when schemes are brought forward, with funding confirmed before schemes are progressed. These will need separate decision(s) which will go through feasibility assessments and the forward programme in their own right. Where possible, additional funding will be sought from government grants and schemes, but for some actions such as engagement, there is likely to be a requirement for council funding.

Many of the CEAP actions will save the Council money in the long run, for example from retrofitting assets, utilising EVs and delivering solar farms. The majority of these costs are already incorporated where possible into the CEAP report.

The Climate Emergency team remains a team with no budget for service delivery, and so cannot initiate any new projects, including projects that are part of the CEAP without additional funding being approved

### **Cross-Council Implications** (how does this decision impact on other Council services, including properties and priorities?)

Delivery of the Climate Emergency Action Plan is a council-wide project which ultimately affects all council services, whether directly through the actions for specific teams, or indirectly through embedding and engagement elements which can affect and support all officers. Where this applies is specified within the plan itself, but broadly incorporates officers increasing the priority of climate emergency aspects within their service and reducing carbon dioxide emissions where possible. Any potential impacts are discussed with teams in advance and disruption minimised, with actions indeed designed to help teams in service delivery via reduced costs or other aspects.

### **Public Sector Equality Duty**

Equalities assessment has been completed. Appendix C.

<b>Reasons for considering the report in Part 2</b>
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NA
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<b>List of Background Papers</b>
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Appendix A. WBC CEAP Fourth Progress Report September 2023
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Appendix B. WBC CEAP Carbon Accounting Methodology and Assumptions 2023
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Appendix C. WBC CEAP September Progress Report EqIA 2023
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# WOKINGHAM BOROUGH COUNCIL **CLIMATE EMERGENCY ACTION PLAN**



**FOURTH PROGRESS REPORT | SEPTEMBER 2023**



**WOKINGHAM  
BOROUGH COUNCIL**

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## MESSAGE FROM CLLR SARAH KERR, EXECUTIVE MEMBER FOR CLIMATE EMERGENCY & RESIDENT SERVICES



We are in the middle of a global climate crisis caused by human emissions and activities. We're experiencing the breakdown of climate and ecological systems, resulting in rapidly declining biodiversity and more extreme weather events. The recent report of the Intergovernmental Panel on Climate Change outlined that climate impacts are intensifying and growing more rapidly than originally anticipated.

The impacts of climate change are not confined to some faraway countries. We have already begun to experience them

here in Wokingham Borough. The increase in flooding, the higher number of heatwaves and more unpredictable weather events are the signs that climate change is already happening here, with repercussions on the borough's economy and infrastructure, and on the quality of life of our residents.

Within the last year, Wokingham Borough, as the rest of the UK, has seen dramatic rises in energy prices, which has exacerbated fuel poverty. The cost-of-living crisis has made everyday goods and services more expensive. These crises have affected us all, but particularly the most vulnerable in our society. The climate emergency is deeply intertwined with the cost of living and fuel poverty crisis. Failing to act

on climate change will result in higher energy prices, impacting the cost of living further and affecting our quality of life.

Luckily, there is something we can do now to avoid or at least deflect the worst impacts of climate change. And not only can we do something: we have a responsibility to do so for future generations. To tackle climate emergency, it is key that we decarbonise our economy and infrastructures, and this is where the Climate Emergency Action Plan comes in. It is our collective plan as a Borough which lays out the actions, we have committed to deliver to reach our 2030 goal. It is a living document, regularly updated, to ensure we take into account global and national progress, policy changes, and the latest technological developments. This report has incorporated the recommendations made by the Community Deliberative Process run in 2022 through involvement with our community to identify solutions to address the climate crisis at a local level and design a vision for a carbon neutral Borough.

We recognise that we cannot achieve our carbon neutrality goal by working in isolation. We need more resources and support from Central Government to deliver the bold decarbonisation actions set out in this plan. We also need our society including residents, businesses, schools, voluntary and community organisations to come together and contribute to the delivery of the actions set out in this Plan. By empowering our community to take action locally, we can build momentum for change and drive real progress toward a more sustainable and resilient Borough.

## OUR CLIMATE EMERGENCY RESPONSE

In July 2019, Wokingham Borough Council (WBC) members unanimously declared a climate emergency. The declaration commits WBC to do as much as possible to achieve carbon neutrality by 2030. Subsequently, the council published its first Climate Emergency Action Plan (CEAP).

The CEAP establishes 10 key priority areas and 102 actions to mitigate CO<sub>2</sub> emissions and achieve our 2030 goal.

These are: **Transport, Renewable Energy Generation, Building Retrofitting, Carbon Sequestration, Schools, Waste Recycling, New Developments, Procurement, Engagement, Council specific actions.**

This progress report is the latest iteration and details the progress against each action and associated benefits and carbon savings the council plans to deliver by 2030, based on what is possible in current circumstances. This report covers our progresses in the year 2022 (April to April).

This report includes the recommendations that were shared by our residents, businesses, local organisations, schools and other stakeholders during the Community Deliberative Process “Let’s Talk Climate” that took place in early 2022. Our Community Deliberative Process has helped us understand the views of our community on the council’s response to climate change, while raising the profile of this Climate Emergency Action Plan. Following this, we will continue to engage residents, businesses, local organisations, schools and other stakeholders in discussions around climate emergency and empower them to take action and support our aspiration to become a carbon neutral Borough. We will listen to and learn from our residents, ensuring everyone can take action for a just transition to a more sustainable future.



The climate emergency affects us all, but we are acutely aware that those most at risk from the impacts of climate change include people with respiratory health conditions, children, older adults, people on low income and people from minority backgrounds. WBC is committed to tackling inequality and promoting inclusion in the delivery of this Climate Emergency Action Plan. We conduct Equality Impact Assessments on all significant projects, to identify and act on impacts on different groups of people at all stages of planning and delivery.

For enquires about this report, please email Wokingham Borough Council's Climate Emergency team at:

**[climate.emergency@wokingham.gov.uk](mailto:climate.emergency@wokingham.gov.uk)**

## A Carbon Neutral Borough

**In a carbon neutral Wokingham borough, our community would breathe clean air and enjoy clean and green bio-diverse spaces. People would walk, wheel, scoot or cycle, use accessible public transport and low-emission vehicles. Homes, businesses, places of work and leisure would be low-carbon and energy efficient, powered by renewables and use innovative technologies that pave the way forward for future generations. Wokingham would be an inclusive and diverse community, where everyone plays their part in contributing towards a low-carbon future.**

*A dream for a carbon neutral Borough, developed following the "Dream session" of the 2022 Community Deliberative Process "Let's Talk Climate"*



## OUR CLIMATE EMERGENCY ACTION PLAN PROGRESS



### 1. TRANSPORT

- 230 accessible active Electric Vehicle (EV) sockets available around the Borough
- 94 of these installed as part of the 'on street charging scheme'
- 3 cargo bikes purchased by the Council available for deliveries.



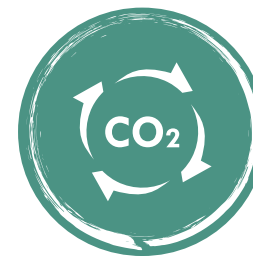
### 2. RENEWABLE ENERGY GENERATION

- generation of 27,113 MWh of renewable electricity in the Borough saving 6,930 tCO<sub>2</sub>e\*.



### 3. RETROFITTING BUILDINGS

- successful bid under the Social Housing Decarbonisation Fund to bring approx. 110 homes to an EPC C rating by 2025
- Over 1600 households getting assistance so far from the 'Help to Heat' scheme.



### 4. CARBON SEQUESTRATION

- 25,910 trees planted to date have contributed towards absorbing an estimated 3,886 tCO<sub>2</sub>e\*.

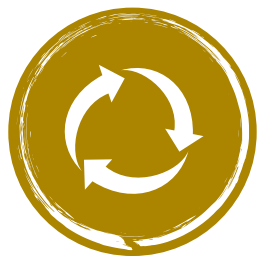


### 5. SCHOOLS AND YOUNG PEOPLE

- Teacher Climate Summit event hosted in July 2022 attended by representatives from 33 schools from around the Borough.

\*tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e)

## OUR CLIMATE EMERGENCY ACTION PLAN PROGRESS



### 6. WASTE & RECYCLING

- Total waste including recycling in 2022 reduced by 5915 tonnes compared to 2021
- Recycling rate of 53%.
- 80,758 tCO<sub>2</sub>e\* savings in total and 1.15 tCO<sub>2</sub>e\* per household.



### 7. NEW DEVELOPMENT

- Adoption of Climate Change Interim Policy Position Statement to ensure Climate Emergency is a key material consideration when assessing planning applications
- Social housing at London Rd and Groveland sites received SAP\*\* A rating status.



### 8. PROCUREMENT

- Carbon reduction plan and emissions reporting now required for substantial contracts.



### 9. ENGAGEMENT AND BEHAVIOUR CHANGE

- 'Let's Talk Climate' process involved 60 community representatives and 140 residents to gather recommendations around our climate work and vision
- The climate emergency newsletter continues to be successful, with now over 6,000 subscribers
- Online Planet Pledge campaign launched to inspire people to reduce their carbon footprint.



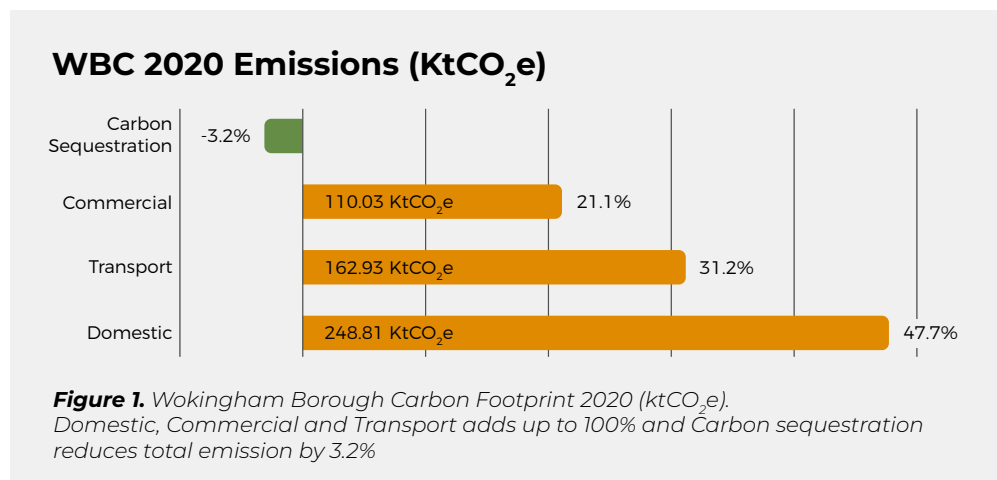
### 10. COUNCIL SPECIFIC ACTIONS

- Dinton Activity Centre and Woodley library are carbon neutral buildings
- Carnival Hub has implemented new measures to improve efficiency
- A Net Zero Heroes team of council staff has been launched to engage with council staff in reducing their carbon footprint.

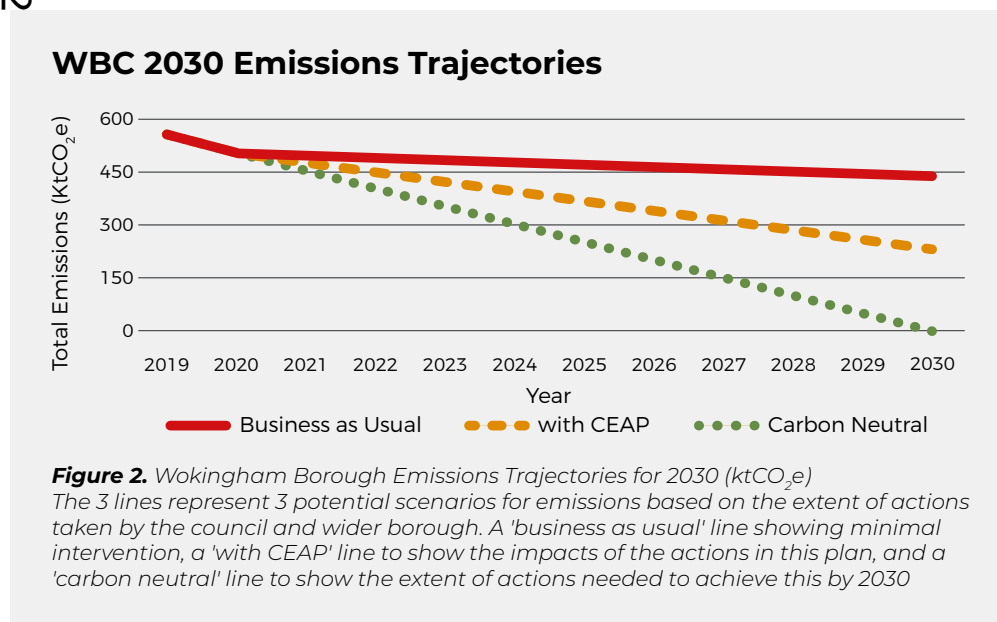
\*tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e)

\*\*The Standard Assessment Procedure (SAP) is the methodology used by the government to assess and compare the energy and environmental performance of dwellings.

## CURRENT AND FUTURE EMISSIONS



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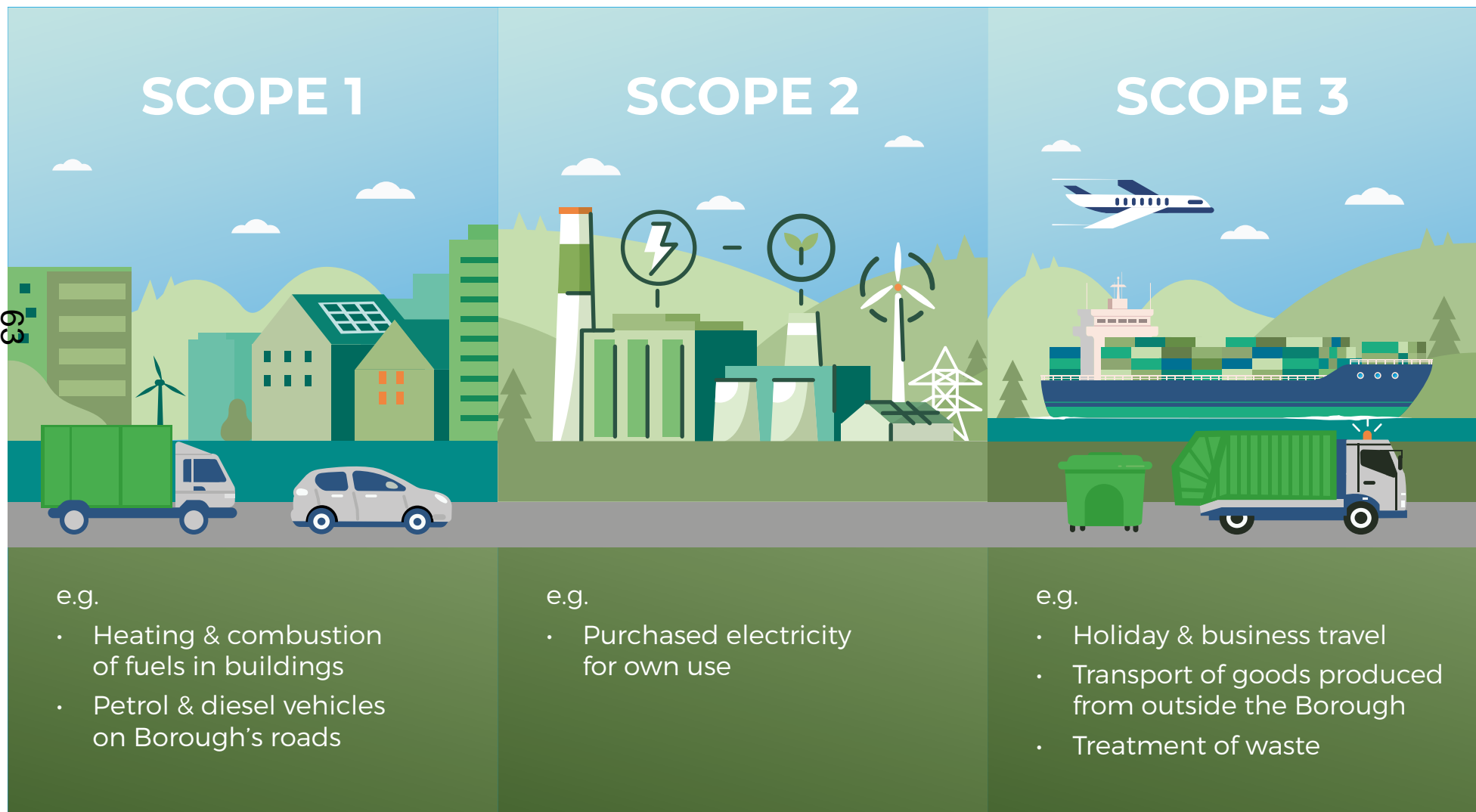
Wokingham Borough’s carbon footprint as of 2020 was 505 ktCO<sub>2</sub>e, with the breakdown of the three main sectors this is attributed to shown in **Figure 1**. This incorporates a negative figure for carbon sequestration (e.g. tree planting) and is based on government data and reported three years in arrears (DESNZ 2020)<sup>6</sup>. The full breakdown is available in Appendix 2.

**Figure 2** shows Wokingham Borough Emissions Trajectories for 2030. Current business as usual (BAU) projections from SCATTER, follow a methodology based on numerous government strategies and incorporated targets, and estimate a 10% fall in emissions from 2020 to 2030 based on the UK doing minimal mitigation actions. This is achieved through contributing factors such as central government targets to increase the renewable energy infrastructure nationally and technological advances leading to greater energy efficiency.

This represents a 66 ktCO<sub>2</sub>e saving by 2030, as shown as the “BAU” line. Actions in the plan are estimated to save 206.7 ktCO<sub>2</sub>e, meaning a shortfall of 232 ktCO<sub>2</sub>e remains, as shown by the “With CEAP” line in figure 2. This clearly demonstrates the scale of the issue and outlines the importance of delivering the CEAP actions, alongside the need for wider government support, as without statutory powers and funding, the major actions required to reach the “Carbon Neutral” line are not currently achievable.

for information on SCATTER please refer to Appendix 2

“Emissions are split into 3 different “scopes”. Examples of emission sources for each scope are shown in **Figure 3** below



### Scope 1:

Emissions associated with combustion of fuels directly by a consumer. Within Wokingham this mainly refers to gas use for heating, cooking and hot water or directly used in industry, and petrol/diesel used by vehicles whilst they are on the Borough's roads, again either for domestic or commercial purposes.

### Scope 2:

Energy which is purchased from elsewhere but used by a consumer. Within Wokingham this means the electricity used in the borough. The emissions are created at power stations located outside of Wokingham, but the electricity is used within the borough supplied via the electricity grid.

### Scope 3:

Emissions resulting from the behaviour and activity of a consumer but occurring from sources outside of their control. Within Wokingham these are generally consumption-based emissions, which, from a carbon accounting perspective, are out of the scope of the Borough's carbon footprint as they occur outside the boroughs boundary. Indeed all other emissions that occur outside the Borough boundary, as a result of activities taking place within the Borough boundary, fall into the category of scope 3 emissions. For example, the production and transport of goods from other countries, residential waste being treated outside of the Borough, as well as with distribution losses and emissions from water supply and treatment. It may also include investments made by stakeholders within the borough in external locations.





## OUR 10 PRIORITY AREAS AND CARBON SAVINGS

The CEAP establishes targets to achieve carbon dioxide reductions in 10 priority areas. These are: **Transport, Renewable Energy Generation, Building Retrofitting, Carbon Sequestration, Schools, Waste & Recycling, New Developments, Procurement, Engagement, Council specific actions.**

The Council has identified actions to reduce the carbon emissions for each priority area. Due to emissions coming from all sources, many of the CEAP actions rely on each other and cannot be done in isolation, meaning the majority of projects are running simultaneously. Within the CEAP, Short term actions would be completed within a few years (2023-2024), Medium term actions take several years to reach fulfilment (2025 to 2027), and Long term actions take many years to come to fruition (2028 to 2030).

The Emission targets within this document are best estimates based on the information we currently have, and the carbon accounting methodology is subject to ongoing refinement. For simplicity, the savings figures are rounded down to the nearest whole number. Where possible, targets are

aligned with government ones in terms of measurements, though stretched to be more ambitious than the 2050 Government goal. Not all carbon savings for all the projects listed in this plan have been calculated, as some of the information needed for this calculation is not yet available. As projects develop, we will be able to give more information on carbon savings per individual actions.

Estimated costs are provided for projects where feasibility studies have been completed and will be updated when possible for remaining work. The council will aim to benefit from low-carbon revenue streams and will be constantly seeking opportunities to work with the Government and private sector on joint projects, crowdfunding, grants and loans.

The council recognises the importance of the United Nations' Sustainable Development Goals (SDGs) and so the CEAP is aligned to the SDG framework. In doing so, the council hopes to ensure that its actions contribute to global level action and lead to a socially just response.



The council is constantly seeking to ensure the accuracy and quality of the information in the CEAP, and that our response to climate change is as robust as it can be. Actions within this plan are continually revisited to adjust or re-evaluate in line with actual progress, new policies, and global events that might affect the climate emergency agenda. To ensure we monitor progress against our 2030 target, a RAG rating system is in place. Each action has been assigned a colour based on the **standard RAG system, where green represents being on track to being achieved, amber indicates currently being slightly delayed, red indicates being significantly delayed.**

This plan is externally and independently reviewed by the council climate scorecards and the Carbon Disclosure Project (CDP), an internationally accepted process used by many large cities and companies. In order to scrutinise the Action Plan, a specific Climate Emergency Overview and Scrutiny Management Committee is in place, which meets every other month. This panel includes representatives from all major council parties

and gives residents the opportunity to submit questions and scrutinise the climate-related work of the Council. The aim of the Committee is to identify opportunities for improvements within the CEAP reporting, to ensure the highest level of transparency, and to provide strategic input on the whole CEAP and the Council's climate projects, ensuring these are supported by SMART targets.

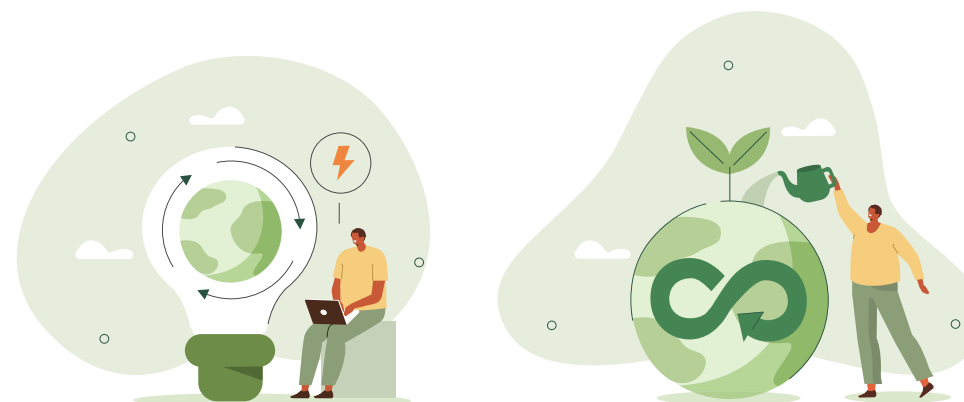
The table in the next page is a summary of our Climate Emergency Action Plan for the 10 priorities. Each priority area is presented in more detail later in this document. The carbon savings outlined by each target represent the cumulative annual savings, towards carbon neutrality, ie they will contribute that amount of savings against the total emissions from the borough in 2030. Some of these targets will not directly represent carbon savings but are essential to the delivery of other targets; these are identified as 'Neutral'.



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Priority area	Carbon Savings (tCO <sub>2</sub> e)
<b>1. TRANSPORT</b>	
1A 50% Reduction in ICE private car mileage	
33% From EVs Registration	<b>44,957</b>
5% From Reduced Travel	<b>6,812</b>
2% From Public Transport Increase	<b>2,725</b>
10% From Active Transport Increase	<b>13,623</b>
1B 22% Reduction in Road Freight	<b>23,241</b>
1C Local Transport Plan 4	<b>Included in total</b>
<b>Subtotal</b>	<b>91,358</b>

Priority area	Carbon Savings (tCO <sub>2</sub> e)
<b>2. RENEWABLE ENERGY GENERATION</b>	
2.1 Increase the generation of renewable energy through investment in solar farms to generate 49,000 MWh	<b>10,342</b>
2.2 Support the generation of renewable energy in the Borough to generate the equivalent of approx. 1550 kWh per household	<b>16,078</b>
<b>Subtotal</b>	<b>26,420</b>



Priority area	Carbon Savings (tCO <sub>2</sub> e)
<b>3. RETROFITTING DOMESTIC AND COMMERCIAL BUILDINGS</b>	
3.1 Implement a PassiveHaus housing scheme for 249 Council homes	<b>914</b>
3.2 Improve energy performance of Council Housing stock	<b>3,229</b>
3.3 All local schools to be retrofitted by 2029	<b>4,400</b>
3.4 75% of homes to be EPC C rated or above	<b>55,490</b>
<b>Subtotal</b>	<b>66,033</b>

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Priority area	Carbon Savings (tCO <sub>2</sub> e)
<b>4. CARBON SEQUESTRATION</b>	
4.1 Cover 170 hectares with new trees in the form of woodlands, hedgerows and orchards	<b>2,329</b>
4.2 Improve carbon sequestration in future land management decisions	<b>2,031</b>
4.3 Implement a programme carbon sequestration opportunities	<b>Included in total</b>
4.4 Implement a climate change adaptation programme for the Council and Borough	<b>Neutral</b>
<b>Subtotal</b>	<b>4,360</b>



Priority area	Carbon Savings (tCO <sub>2</sub> e)
<b>5. SCHOOLS AND YOUNG PEOPLE</b>	
5.1 Encourage and support school children in the Borough to take an active role in reducing carbon emissions	<b>Neutral</b>

<b>6. WASTE &amp; RECYCLING</b>	(Out of Scope)
6.1 Achieve 70% recycling target	<b>23,011</b>
6.2 Achieve 3% of waste going to landfill	<b>7,537</b>
<b>Subtotal</b>	<b>30,548</b>



Priority area	Carbon Savings (tCO <sub>2</sub> e)
<b>7. NEW DEVELOPMENT</b>	
7.1 Major residential development to be designed and built to achieve zero carbon by the end of 2025	<b>Neutral</b>
7.2 Major non-residential development to be designed and built to achieve BREEAM excellent standard by 2025	<b>Neutral</b>
7.3 Establish a spatial strategy and design framework which promotes active and sustainable travel, sustainable design and construction, and enable biodiversity gains.	<b>Neutral</b>
7.4 Support low carbon and renewable energy generation	<b>Neutral</b>
7.5 All new residential and non-residential buildings to be designed and built to be EV ready by 2025	<b>Neutral</b>
7.6 100% of Council new development is built to carbon neutral standards from 2021	<b>Neutral</b>
<b>Subtotal</b>	<b>Neutral</b>

Priority area	Carbon Savings (tCO <sub>2</sub> e)
<b>8. PROCUREMENT</b>	
8.1 Achieve sustainable procurement practices throughout the Council as part of corporate procurement strategy by 2022	<b>Neutral</b>
8.2 The Council will consider social value including carbon neutrality in all its procurement cycles by 2023	<b>Neutral</b>

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<b>9. ENGAGEMENT AND BEHAVIOUR CHANGE</b>	
9.1 Raise awareness in the community about climate emergency agenda	<b>Neutral</b>
<b>Subtotal</b>	<b>Neutral</b>

Priority area	Carbon Savings (tCO <sub>2</sub> e)
<b>10. COUNCIL SPECIFIC ACTIONS</b>	
10.1 Reduce by 70% CO <sub>2</sub> e emissions produced by Council travel by 2030	<b>Included in travel emissions</b>
10.2 Council car fleet to become entirely ultra-low emission by 2028	<b>45.39</b>
10.3 All Council CCS buildings will be retrofitted to carbon neutral standards by 2030	<b>11,765</b>
<b>Subtotal</b>	<b>11,810</b>





# 1. TRANSPORT



# 1. TRANSPORT

## Annual Carbon Savings: 91,358 tCO<sub>2</sub>e

Being one of the key contributors towards our emissions, and with higher-than-average car ownership in the borough, transport saving is a priority area.

Targets here are based around the vital overall goal of reducing ICE (internal combustion engine) mileage, both for private and commercial purposes. They are therefore split under these 2 primary areas, with the sub targets all contributing towards the main goals by a percentage.

Key aims around Transport include encouraging and supporting residents and businesses to transition to sustainable and active methods. Active transport targets are currently ahead of the target estimation. Public transport and travel reductions are currently behind, with negative covid influences still remaining around public transport, meaning the carbon savings have been limited, and more actions or expansion of the current actions will be required in the future, to reduce Transport emissions. More focus is also recognised to be required around train usage, with work underway to include targets on this area in future progress reports.

The scale of Transport projects require significant external funding to implement, with a number of bids submitted this year alone.

Transport targets do not exist in isolation, with many reliant on others to reach their full potential and hence all projects are being progressed simultaneously. For example, active travel increases will require supporting infrastructure. Working with partners will be key to this, such as bus and rail companies or EV infrastructure providers, to maximise the benefits for all parties.

## Key Achievements this year:

- 94 chargers have been installed under the “on street charging scheme”, with an additional 42 to come.
- North Arborfield SDL Bus Strategy Published.
- 2109 children trained across the 3 levels of bikeability.
- Love to Ride Audit completed, with 122 active companies and 2530 participants.
- 2 council owned cargo bikes are being loaned out to businesses and 1 is being used internally.

## Action Changes from last year:

- 1A.4.11 merged into 1A.4.10.
- 1A.4.9 incorporated into 1A.4.5 as part of wider LCWIP related changes to increase walking and cycling.
- New Action 1C for LTP4 which incorporates multiple strategies.





Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<b>T1A. 50% Reduction in ICE private car mileage</b>			<b>68,117 tCO<sub>2</sub>e</b>	<b>TBC</b>	
<b>1A.1 33% From EV Registration</b>			<b>44,957 tCO<sub>2</sub>e</b>	<b>TBC</b>	
<p><b>1A.1.1 To develop an EV strategy for Wokingham Borough.</b></p> <p>Borough wide strategy to specify the infrastructure for EV charging point to encourage the uptake of EVs.</p>	<ol style="list-style-type: none"> <li>1. Carry out an initial mapping assessment of the EV requirements and existing chargers for the Borough.</li> <li>2. Obtain a baseline on current electric vehicle market, current ownership, forecast growth and charging infrastructure technologically.</li> <li>3. Assess the potential for an integrated network of EV charge points. This would include encouraging the installation of EV charging points at motorway service areas and at large fuel retailers.</li> <li>4. Create a business case for funding.</li> <li>5. Develop and agree policy for EV charge point provision, which will maximise uptake of EV. Including policy, processes and protocol for responding to requests for charge points and how they can be operated and maintained.</li> <li>6. Agreeing partnerships, income streams and service providers to ensure best uptake.</li> <li>7. Produce EV strategy report and present to senior leadership teams for approval.</li> </ol>	<p>The consultant has sent over their report. This will be finalised by officers internally regarding targets and projections.</p>	<p>Included in total</p>	<p>Short term (2023/24)</p> <p>£32,000</p>	<b>GREEN</b>

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Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<p><b>1A.1.2 Provide a uniform method of accessing public and private charge points</b></p> <p>To deliver a back office so that EV chargers are accessible and easy to use to encourage more people to use them, along with providing accurate standardised public information on how to locate, use and pay for chargers in the Borough.</p>	<ol style="list-style-type: none"> <li>Investigate the types of back office payment systems used by the industry and assess the best option to be implemented at WBC.</li> <li>Harmonise EV related contracts such as electricity, maintenance, service and back office.</li> <li>Develop software for council to use when designing new projects and need this information.</li> <li>Monitor power usage to ensure reliability.</li> </ol>	<p>Action completed. Documents available which provide this information (EV Charger selection guide and Highways Annex E). Access requires contacting the EV team for permission and a quick guide. This is needed rather than a public standalone document as it is updated regularly. Being standardised to VENDelectric.</p>	<p>Included in total</p>	<p>Short term (2023/24)</p> <p>Nil</p>	<p><b>GREEN</b></p>
<p><b>1A.1.3 Review the residential charge point infrastructure for those who have communal parking facilities such as flatted developments.</b></p> <p>Currently, 27% residential buildings (approximately 12,000 households) do not have off-street parking and therefore direct access to safely charging an EV vehicle. This represents a barrier for these occupants to own an EV and so reduces the uptake of EVs in the Borough.</p>	<ol style="list-style-type: none"> <li>Implement a pilot of EV charging points in selected location, aim at installing 19 new charging points for residents with communal parking facilities.</li> <li>Based on the experience gained during stage 1, the council will seek to extend charging point facilities across the Borough dependent on government funding phases being announced.</li> </ol>	<p>94 chargers have been installed under the on street charging scheme, with an additional 42 to come. These are all part of the same and to be delivered this year (2024).</p>	<p>785 tCO<sub>2</sub>e</p>	<p>Long term (2028/30)</p> <p>£173,500</p>	<p><b>GREEN</b></p>

Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<p><b>1A.1.4 Ensure that all EV charging points installed in the Borough are 'smart ready' to balance the electricity load demands on the grid.</b></p> <p>This will ensure reliability of power supply in the system. Maintaining confidence in the network and increasing the uptake of EVs. Overall carbon savings cannot be achieved without this.</p>	<ol style="list-style-type: none"> <li>1. Identification of dynamic load balancing or local storage systems that could be implemented in WBC.</li> <li>2. Engage with service providers about generic support for WBC EV chargers through standards such as OCCP.</li> <li>3. Analysis on current EV provisions and process in place.</li> <li>4. Assessing the potential implementation of fast charging at a premium rate to assist load balancing.</li> <li>5. Establish the parameters for the management of available energy in an area through methods like dynamic load balancing or local storage systems.</li> <li>6. Ensure that charge points are smart ready by setting requirements prohibiting installation of charge points unless they meet certain load management specifications.</li> </ol>	Action completed for existing chargers. Some sites have limited capacity so load balancing for multiple charging sessions are planned to be implemented in the coming years.	Included in total	Ongoing (2025/28) Nil	<b>GREEN</b>

Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<p><b>1A.1.5 Support local businesses, including commercial property owners, to transition their commercial fleets to EV. Also to encourage employees to switch to EV for private use.</b></p>	<ol style="list-style-type: none"> <li>1. Consult with local businesses to understand needs, including taxi fleets, to develop the required charging infrastructure to support the uptake of EVs.</li> <li>2. Engage local business with Workplace Charging Scheme.</li> <li>3. Provide information on salary sacrifice schemes to support employees to transition to EV.</li> <li>4. Assess opportunities to support the development of plug-in taxi programs within the Borough, considering the requirements for charge points.</li> <li>5. Promote the benefits of EVs and electric transport overall through the climate conversation series and newsletters. This includes providing advice on applying for grants and funding for purchase and installation cost, etc.</li> <li>6. Aiming for the transition of 20% vehicles used for commercial purposes to ultra-low or electric.</li> </ol>	<p>The workplace charging scheme will need to be added to the EV Strategy. One scheme has been done via a commercial tenant request, with the potential for more of these in future.</p> <p>A few businesses have also been contacted specifically following low carbon workspace grants and the benefits and viability of EVs highlighted.</p>	<p>1,834 tCO<sub>2</sub>e</p>	<p>Medium term (2025/27)</p> <p>Nil</p>	<p><b>GREEN</b></p>

Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<p><b>1A.1.6 Promote uptake of EVs with our residents through engagement</b></p> <p>As 60% of residential buildings have parking facilities, we can support and educate our residents about the benefits of transitioning to EVs.</p>	<ol style="list-style-type: none"> <li>1. Deliver a sustained campaign to inspire residents to 'Go Ultra Low' and transition to EVs, making available information that will support this decision, including government schemes that will support residents in the installation of EV charging points.</li> </ol>	<p>Not started</p>	<p>Included in total</p>	<p>Long term (2028/30)</p> <p>Nil</p>	<p><b>AMBER</b></p>
<p><b>1A.1.7 Coordinate the installation of EV charging points into both council buildings and private or commercially owned land, in line with the EV network plan approved in the strategy.</b></p> <p>EV network plan will have standardised EV charging point requirements to make charging easy to access.</p>	<ol style="list-style-type: none"> <li>1. Explore potential locations for charging points, including commercial property such as business parks, shopping centres, etc.</li> <li>2. Align the EVs installation requirements to the building retrofitting programs.</li> <li>3. Potential pilot with flow-bird where they can pay for parking and charging at the same time. Requires integration into ticketing machine infrastructure with single operator rather than different back offices.</li> <li>4. Targets for charger installation will be included in the EV Strategy.</li> <li>5. Ensure all council-owned assets comply with the standard. This includes locations such as libraries, leisure centres, parks, etc.</li> </ol>	<p>EV standards from highways design guide is being used.</p> <p>Ongoing process of exploring new options for charging points.</p> <p>Checklist developed to help project managers identify needs and types of chargers based on needs of users and other restrictions.</p> <p>112 active sockets installed, with a further 77 planned, totalling 1091 tCO<sub>2</sub>e identified.</p>	<p>Included in total</p>	<p>Medium term (2025/27)</p> <p>Costs TBC</p>	<p><b>GREEN</b></p>

Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<b>1A.2 5% From Reduced Travel (Removing Journeys)</b>			<b>6,811 tCO<sub>2</sub>e</b>	<b>TBC</b>	
<p><b>1A.2.1 Engage businesses to promote home and remote working when possible.</b></p> <p>Capitalise on the unintended consequences of the national lockdown by engaging with businesses to understand their working practices and encourage them to consider the new ways of working in their recovery plans.</p>	<ol style="list-style-type: none"> <li>Engage businesses through a survey to assess their working practices during the national lockdown and encourage new ways of working as part of their recovery plans.</li> <li>Deliver a communications campaign to encourage local business to learn from COVID-19 unintended consequences.</li> <li>Reduce the CO2 emissions caused by travel from workers of local businesses by 30%.</li> </ol>	<p>Economic Development are commissioning a homeworking study this summer to understand the needs of homeworking for the Borough's businesses.</p>	4,183 tCO <sub>2</sub> e	<p>Short term (2023/24)</p> <p>Nil</p>	<b>AMBER</b>

Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<p><b>1A.2.2 Promote Liftsharing schemes / opportunities through My Journey to help individuals and businesses develop bespoke travel policies.</b></p> <p>Reduce transport related CO<sub>2</sub>e emissions, reduce congestion, improved road safety and air quality by promoting Liftsharing, which helps companies assess staff travel patterns to promote car sharing.</p>	<ol style="list-style-type: none"> <li>1. Map commuter trips across the Borough and provide access to live data on how many miles/CO<sub>2</sub> can be saved by people lift sharing across the Borough and for each individual business.</li> <li>2. Set up CO<sub>2</sub> emissions targets for local businesses.</li> <li>3. Produce and submit proposal Procurement process.</li> <li>4. Launch Liftshare scheme</li> <li>5. Deliver a communications campaign to promote active and sustainable travel modes through competitions.</li> <li>6. Aiming for a 10% reduction in the number of single occupancy car trips to and from businesses.</li> </ol>	<p>This project is currently on hold as it is incorporated into the upcoming MyJourney business plan, though communications with businesses is continuing.</p>	<p>1,394 tCO<sub>2</sub>e</p>	<p>Short term (2023/24)</p> <p>£30,000</p>	<p><b>AMBER</b></p>

Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<b>1A.3 2% From Public Transport Increase</b>			<b>2,725 tCO<sub>2</sub>e</b>	<b>TBC</b>	
<p><b>1A.3.1 Produce bus service improvement plan.</b></p> <p>Examining bus routes, companies and various opportunities to set a vision, plan, policy framework and targets for bus passenger growth within the borough.</p>	<ol style="list-style-type: none"> <li>1. Gap analysis SWOT analysis, produce policies of what will need to be improved.</li> <li>2. Engagement and consultation local bus operators, internal stakeholders.</li> <li>3. Engagement with consultants to produce reports.</li> <li>4. Converting these reports into combined strategy.</li> <li>5. Setting the policy framework for bus services to recover from Covid and for establishing longer-term growth.</li> <li>6. Publishing the bus service improvement plan.</li> <li>7. The plan aims to boost passenger numbers to 3 million following a recent decline from 2.8 million before the covid-19 outbreak to 1.8 million, or roughly 65 per cent of pre-pandemic levels.</li> </ol>	<p>A revised BSIP 2 was published in February 2023 and will be submitted for future rounds of bidding.</p>	<p>Included in total</p>	<p>Short term (2023/24) £27,500</p>	<b>AMBER</b>



Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<p><b>1A.3.2 Establish an enhanced partnership with contractors to improve usage.</b></p> <p>Working with Bus companies as partners to increase bus usage through more accessible services.</p>	<ol style="list-style-type: none"> <li>1. Make a legally binding document with bus operators - define levels of service and provision of infrastructure in relation to the schemes</li> <li>2. Identifying key corridors and setting frequency of bus service - set up bus priority and how to improve journey times</li> <li>3. Have an Enhanced Partnership in Place</li> </ol>	<p>Following cost changes this will be restarted in 2023 and will include variation clauses for: more frequent and more reliable bus services, better access in rural areas, more attractive fares for young people, better marketing and improving buses themselves.</p>	<p>Included in total</p>	<p>Short term (2023/24)</p> <p>Nil</p>	<p><b>RED</b></p>
<p><b>1A.3.3 Support electrification of local buses under ZEBRA (Zero emission bus regional areas).</b></p> <p>Depending on Reading buses having the required funding for fleet renewal Gov will fund 75% and LA need to fund the rest</p>	<ol style="list-style-type: none"> <li>1. Identification of the route/buses/ specifications</li> <li>2. Applying and achieve funding for Zero emission bus regional areas (ZEBRA)</li> <li>3. This will be included in the BSIP</li> </ol> <p>Tranche 1. 2021 May 2021</p> <p>Tranche 2. September 2021</p>	<p>Route identified as Route 21 - Lower Earley - Reading University - Reading Town Centre</p> <p>2nd bid submitted as part of BSIP, particularly for urban routes including Lower Earley as strong feasibility due to shorter route, but unsuccessful.</p> <p>This will be revisited if suitable funding opportunity arises after DfT delays.</p>	<p>Included in total</p>	<p>Medium term (2025/27)</p> <p>Included in £34m bid.</p>	<p><b>RED</b></p>

Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<p><b>1A.3.4 Improve the bus public transport network for Wokingham Town.</b></p> <p>Identifying the key transport needs for the public travelling between Wokingham and surrounding areas: Wokingham Town, Finchampstead, Winnersh, Twyford, and Woodley.</p>	<ol style="list-style-type: none"> <li>1. Launch public consultation.</li> <li>2. LCTS consultation</li> <li>3. Re-tender the public transport contract to procure an improved contract</li> <li>4. This will be included in the BSIP</li> <li>5. Decrease the number of people arriving in personal vehicles at public transport interchanges (rail stations &amp; P&amp;R sites) by 5% by March 2022.</li> </ol>	<p>Contracts have gone out for retender with bus companies due to the costs involved.</p>	<p>Included in total</p>	<p>Short term (2023/24)</p> <p>Costs TBC</p>	<b>GREEN</b>
<p><b>82 1A.3.5 Bus Stop Infrastructure Works to Support Arborfield Green SDL Bus Strategy.</b></p> <p>Public Transport infrastructure enhancement includes more shelter from poor weather, more seating capacity and real time information displays to encourage more residents to use the bus network.</p>	<ol style="list-style-type: none"> <li>1. Create a bus strategy for Arborfield Green</li> <li>2. Develop and agree an implementation plan</li> <li>3. Start works on site.</li> </ol>	<p>The strategy has been published and an implementation plan agreed.</p> <p>This has been assessed as part of an ongoing Enhanced Partnership agreement process, with new bus stops added and routes amended as part of wider works.</p>	<p>Included in total</p>	<p>Medium term (2025/27)</p> <p>£54,000</p>	<b>GREEN</b>

Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<p><b>1A.3.6 Increase peak-hour bus transport for Lower Earley.</b></p> <p>Increase the capacity of bus transport between Lower Earley and Reading as surveys suggest morning services are at capacity and leaving passengers at stops.</p>	<ol style="list-style-type: none"> <li>1. Review contract with Reading buses</li> <li>2. Identify capacity requirements</li> <li>3. Bid for funding</li> <li>4. Deliver increased capacity in the Short term</li> <li>5. Re-assess requirements post covid and home-working</li> <li>6. 5% decrease in the number of people arriving in single occupancy vehicles at public transport interchanges (rail stations &amp; P&amp;R sites).</li> </ol>	<p>Currently the route is still operating with capacity, so there is not a case for increasing the resource, though it is being monitored regularly.</p>	<p>Included in total</p>	<p>Short term (2023/24)</p> <p>Nil</p>	<p><b>GREEN</b></p>
<p><b>1A.3.7 Implement the South of M4 bus strategy.</b></p> <p>Increasing the frequency of the Leopard Bus services, serving the South of M4 SDL.</p>	<ol style="list-style-type: none"> <li>1. Launch public consultation to understand demand for travel</li> <li>2. Deliver increased frequency of services</li> <li>3. Review capacity requirements under covid changes.</li> <li>4. This will be included in the BSIP.</li> <li>5. Increase the number of residents using this by 5%.</li> </ol>	<p>Completed. This will be reviewed as part of an ongoing Enhanced Partnership agreement process for new pattern of service, dependent on the joint review with Reading Borough - collaborating on this project towards shared goals.</p>	<p>Included in total</p>	<p>Short term (2023/24)</p> <p>£480,000</p>	<p><b>GREEN</b></p>

Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<p><b>1A.3.8 Investigate demand services opportunities and on-demand flexi-routes.</b></p> <p>Improve access to rural areas by implementing an uber style public transport service for people living in remote locations where a full service would be unviable but still help reduce car usage.</p>	<ol style="list-style-type: none"> <li>1. Investigate ARRIVA Click success.</li> <li>2. Assess Twyford under the rural mobility fund bid as a pilot area.</li> <li>3. Submit bid for extra funding in this area</li> <li>4. This will be included in the BSIP as a longer-term aspiration for improvement to rural transport and early morning / late evening transport.</li> <li>5. Leading to a 5% increase in the number of trips from our public transport interchanges by bus and rail by March 2022.</li> </ol>	<p>A bid has been submitted to DfT as part of BSIP but unsuccessful.</p> <p>Under consultation to explore DRT further, with recent changes to focus more on fixed routes.</p>	Included in total	<p>Long term (2028/30)</p> <p>Included in £34m bid.</p>	<b>RED</b>
<p><b>1A.3.9 Home to school transport project.</b></p> <p>Re-optimising the routes and capacity for school buses by re-tendering the contracts, alongside the wider taxi collection scheme, including minibuses and sharing more.</p>	<ol style="list-style-type: none"> <li>1. Calculate the optimal route plans</li> <li>2. Calculate the estimated carbon savings</li> <li>3. Re-tender contracts</li> <li>4. Collate the details on the current taxi scheme</li> <li>5. Identify opportunities for sharing or minibus routes</li> <li>6. Modify plans as needed to ensure 100% coverage</li> <li>7. Monitor progress to identify savings</li> </ol>	Completed - The school bus contracts have been re-tendered with the switch happening on the 06/09/21, with ongoing monitoring.	2.55 tCO <sub>2</sub> e	<p>Short term (2023/24)</p> <p>Nil</p>	<b>GREEN</b>

Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<b>1A.4 10% From Active Transport Increase</b>			<b>13,623 tCO<sub>2</sub>e</b>	<b>TBC</b>	
<p><b>1A.4.1 To provide primary school children with the opportunity to develop practical skills and an understanding of how to cycle safely.</b></p> <p>Offer bikeability training up to level 3 to more primary school children in Wokingham Borough to improve cycling skills amongst children and improve air quality by substituting cycling for car journeys.</p>	<ol style="list-style-type: none"> <li>1. Compile and deliver an annual events programme for Bikeability courses.</li> <li>2. Monitor impact of programme on take up of cycling to school.</li> <li>3. Aiming for a 5% reduction in the number of children being driven to Wokingham Borough schools by March 2023.</li> </ol>	<p>Courses still underway. Project fully funded with a total of 2125 children trained across the 3 levels of bikeability, alongside 15 families as part of a new scheme.</p> <p>This is an ongoing programme of training which we intend to continue subject to future funding.</p>	353 tCO <sub>2</sub> e (Included in total)	Short term (2023/24) £289,176	<b>GREEN</b>

Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<p><b>1A.4.2 Encourage and support local schools to join Modeshift Awards scheme for active and sustainable travel.</b></p> <p>Create a culture of active travel amongst school children, having a direct impact on air quality, carbon savings and helps improve student health and concentration levels.</p>	<ol style="list-style-type: none"> <li>10 schools targeted within the Wokingham Town, Finchampstead and Twyford areas (AQMA), to achieve Modeshift STARs accreditation at bronze, silver, gold or platinum level, as appropriate for the school, supported by active travel officers.</li> <li>Promote the following campaigns in schools in the AQMA area: a car free day, an anti-idling campaign, national clean air day campaign, and Beat the Street.</li> <li>Leading to a 10% reduction in the number of children being driven to school by March 2026.</li> </ol>	<p>Ongoing work with schools via certification and competitions.</p> <p>12 schools actively engaged with, and an additional 10 schools with air quality focus and monitoring equipment. A further 2 schools have both had bronze accreditation confirmed, with 3 more applying for accreditation.</p> <p>26 schools registered for the annual Big Walk and Wheel.</p> <p>Funding has been awarded for Beat the Street in 2024 and we hope to hold a car free day this year.</p>	<p>137 tCO<sub>2</sub>e (Included in total)</p>	<p>Medium term (2025/27) £190,101</p>	<p><b>GREEN</b></p>

Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<p><b>1A.4.3 Roll out the Healthy School Streets programme.</b></p> <p>Trial programme at school streets to tackle congestion, road safety and air quality by restricting motor traffic at the school gates for a short period of time, generally at drop-off and pick-up times. This will make it more difficult to drive to the school for the school run, resulting in a reduction in students being driven to school.</p>	<ol style="list-style-type: none"> <li>Design how the scheme will work.</li> <li>Assess potential schools and create tender opportunity.</li> <li>Select a school to pilot scheme.</li> <li>Review the results of the pilot.</li> <li>Role out scheme more widely.</li> <li>Leading to a 10% reduction in the number of children being driven to school by March 2026.</li> </ol>	<p>A pilot is hoped to be launched at one school this year, dependent on new regulations for camera enforcement.</p> <p>There is potential for surveys or adding to existing to collect data as many schools are already collecting data in this area towards modeshift stars.</p>	Included in total	<p>Long term (2028/30)</p> <p>£50,000</p>	<b>GREEN</b>

Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<p><b>1A.4.4 Increase the uptake of cycling from local business by promoting the Love to Ride programme.</b></p> <p>Encourages people to choose cycling as their main mode for essential travel and as a fun, enjoyable form of daily exercise.</p>	<ol style="list-style-type: none"> <li>Run 4 campaigns per year to promote cycling to work.</li> <li>Work in partnership with local businesses to promote active travel breakfast.</li> <li>Aiming to reduce the CO2 emissions from employees of local businesses travelling to work by 5% by 2025.</li> </ol>	<p>An audit has now been completed after last year, with a number of significant changes made, leading to a strong increase in users, with 122 active companies and 2530 participants.</p>	<p>620 tCO<sub>2</sub>e (Included in total)</p>	<p>Medium term (2025/27) £73,600</p>	<b>GREEN</b>
<p><b>1A.4.5 Develop the Local Cycling and Walking Infrastructure Plan (LCWIP) to be Borough wide and implement 50% LCWIP by 2030.</b></p> <p>Create a comprehensive network of walking/cycling routes across the Borough which are joined up.</p>	<ol style="list-style-type: none"> <li>Completion of LCWIP studies across the borough from 2021 to 2025 to provide evidence and data on existing and proposed usage and measures.</li> <li>Implementation of measures from the reports.</li> <li>Undertake a feasibility study on Carnival Hub crossing with Network Rail, to deliver a new walking and cycling crossing here.</li> <li>Aiming to increase cycling modal share by 4% and walking modal share by 5%.</li> </ol>	<p>LCWIP has now been adopted by the council and is being used for bidding for funds.</p> <p>The Woodley to Reading route is temporarily on hold until further discussion with Active Travel England/ Members.</p> <p>£600k has been awarded by Active Travel England for the design of A329 Reading Road.</p> <p>Network rail are replacing the Carnival Hub bridge, but WBC are working to add ramps for accessibility.</p>	<p>12,447 tCO<sub>2</sub>e (Included in total)</p>	<p>Long term (2028/30) £38m (£5m for report)</p>	<b>AMBER</b>



Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<p><b>1A.4.6 Deliver engagement and cycle training events across the Borough.</b></p> <p>Deliver cycling training events at bike hubs, Dr Bike checks, puncture repair classes, smoothie bike, cycling skills and bike obstacle course, cycle maintenance courses, Breeze rides for beginner ladies, Bike Bonanza and Bikeability training levels 1-3.</p>	<ol style="list-style-type: none"> <li>1. Organise cycling training events in local areas.</li> <li>2. Deliver cycling training events in local areas.</li> <li>3. This increases confidence, road safety awareness and skill level on bikes to achieve a 2% increase in residents regularly cycling for leisure and utility.</li> <li>4. Engage residents with active travel schemes by providing discounts for bikes &amp; accessories.</li> </ol>	<p>Cycling events last year included:</p> <ul style="list-style-type: none"> <li>• Easter Bike Bonanza at Shinfield.</li> <li>• Close Pass operation with Thames Valley Police.</li> <li>• Children’s cycling activities at 7 HAF events (Holiday Activities and Food) around the borough.</li> <li>• Women returning to cycling event.</li> <li>• Helped to organise Wokingham Bikeathon and E-bike event.</li> </ul> <p>This year, we are holding:</p> <ul style="list-style-type: none"> <li>• Easter Bike Bonanza at the FBC centre, Finchampstead.</li> <li>• Wokingham Bikeathon.</li> <li>• E-bike event.</li> </ul>	<p>212 tCO<sub>2</sub>e (Included in total)</p>	<p>Short term (2023/24) £7,000</p>	<p><b>GREEN</b></p>

Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<p><b>1A.4.7 Adult cycle training.</b></p> <p>Encouraging outdoor cycling for people over 55 for travel.</p>	<ul style="list-style-type: none"> <li>Deliver SHINE over 55's rides events as planned in the Events Programme.</li> <li>Leading to a 3% reduction in car use by residents over 55.</li> </ul>	<p>Began end of April 2022 and going out to businesses as well as over 55s.</p> <ul style="list-style-type: none"> <li>Adult cycle training lessons for beginners/ improvers run on Saturdays from April – October (with free loan of bikes if required.)</li> <li>Free bike rides for women organised and promoted through British Cycling's Breeze network (including easy rides for beginners, confidence building rides, steady and challenging rides.)</li> </ul>	<p>1,633 tCO<sub>2</sub>e</p> <p>(Included in total)</p>	<p>Ongoing</p> <p>£1,500</p>	<p><b>GREEN</b></p>

Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<p><b>1A.4.8 Completion of the Cross Berkshire Cycle Route – NCN 422.</b></p> <p>This is included within the Thames Valley Berkshire Local Growth Deal, between Newbury and Windsor (approx. 30 miles), including a section within Reading, Wokingham Borough, West Berkshire, Bracknell Forest and Windsor &amp; Maidenhead.</p>	<ol style="list-style-type: none"> <li>1. Creation of a new national cycle route with a combination of shared use and on-carriageway cycle lanes on the A329.</li> <li>2. This will encourage more residents to cycle by connecting people with key destinations.</li> </ol>	Completed. Note that this route was constructed to previous design standards and in the longer term will need to be upgraded to align with LTN 1/20. This will be done as part of the LCWIP.	Included in total	Short term (2023/24) £1m	<b>GREEN</b>
<p><b>1A.4.9 Promote active and sustainable travel modes amongst new residents at new developments and SDLs.</b></p> <p>Inform new residents of alternatives to single occupancy car use, promoting the wider benefits of active and sustainable travel, while providing a local context.</p>	<ol style="list-style-type: none"> <li>1. Deliver personalised travel planning to new residents in new developments via transport advice about alternative modes of travel, including free taster tickets and tailored travel packages.</li> <li>2. Deliver welcome packs for Deer Leap Park and Orchard Rise in the Spencerswood, Arborfield and Wokingham areas. This includes offers for sustainable travel, like bus taster tickets and cycle shop discounts, as well as localised cycle, bus and walking maps.</li> <li>3. Aiming to achieve 25% of new residents travelling sustainably on a daily basis across the Strategic Development Locations each year by 2026.</li> </ol>	<p>This is ongoing, with a number of locations reached this year, including:</p> <p>Emmbrook Place, Copsewood and Ashridge Grange in Wokingham.</p> <p>Shinfield Meadows, Shinfield Gardens and Long Acre in Shinfield</p> <p>Nightingale Fields, Lakeside Gardens and Watermans Gate, Arborfield. Personal travel planners visiting homes in Shinfield for 3 weeks in October</p>	Included in total	Medium term (2025/27) £3,000 + 50,000	<b>GREEN</b>

Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<b>1B. Reduced Road Freight</b>			<b>23,241 tCO<sub>2</sub>e</b>	<b>TBC</b>	
<p><b>1B.1 Develop a domestic and industrial freight management policy alongside LTP4.</b></p> <p>To develop a borough wide traffic distribution hierarchy to understand traffic capacity, and traffic carrying routes to improve operational logistics and Reduce the number of 'empty runs' and consequently the number of trucks on the road.</p> <p>The framework will support decision making on the traffic distribution, based on air quality, carbon emissions and energy savings.</p>	<ol style="list-style-type: none"> <li>1. Data gathering and assessment.</li> <li>2. Creating an accurate baseline.</li> <li>3. Develop route hierarchy.</li> <li>4. Incorporate the first draft freight management policy into LTP.</li> <li>5. Carry out a study to assess transport movements in Twyford in particular routes. Specifically for lorries and heavy-duty vehicles. This will be delivered through freight management work.</li> <li>6. Deliver a 22% decrease in distance travelled by road freight.</li> </ol>	Not Started	23,241 tCO <sub>2</sub> e	Short term (2023/24) £30,000	<b>RED</b>

Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<p><b>1B.2 Support the transition of business vans to cargo bikes.</b></p> <p>Establishing a short-term business grant fund for businesses to apply for funds to switch their large vans to smaller petrol or EV cargo bikes.</p>	<ol style="list-style-type: none"> <li>1. Feasibility study to understand viability.</li> <li>2. Secure funding from the capability fund.</li> <li>3. Set up the business grant.</li> <li>4. Monitor applications and results.</li> </ol>	<p>A bid for this has been submitted under Innovate UK in early 2023, but was unsuccessful. The Council will actively look for funding to deliver this project in 2023.</p> <p>The council current has 2 bikes that we are loaning out to businesses and 1 to be used by our team.</p>	Included in total	Short term (2023/24) £20,000	<b>GREEN</b>
<p><b>93 1C Local Transport Plan 4</b></p>			<b>Included in total</b>	<b>£200,000</b>	
<p><b>1C.1 Develop a Local Transport Plan to combine and vitally support the above strategies and actions, enabling greater coordination and opportunities for government funding.</b></p> <p>Local Transport Plans (LTPs) provide information on how the council intend to manage transport responsibilities including objectives, policies, and plans for transport improvements. Once adopted the progress of this plan will be measured by the individual strategies it defines and supports.</p>	<ol style="list-style-type: none"> <li>1. Collect data and consult stakeholders for the evidence base.</li> <li>2. Complete draft report including data and options which will support the delivery of other strategies and actions.</li> <li>3. Consult more widely with residents and further stakeholders, ensuring compatibility with other strategies.</li> <li>4. Finalise the draft and go through approval stages.</li> <li>5. Adopt the strategy and apply the measures in the relevant areas.</li> </ol>	<p>The details for the evidence base for the initial stages of this report have been collected and options which will inform the strategies in above sections are being developed for the draft of the full report.</p>	Included in total	Short term (2023/24) £200,000	<b>GREEN</b>



## 2. RENEWABLE ENERGY GENERATION



## 2. RENEWABLE ENERGY GENERATION

### Annual Carbon Savings: 26,420 tCO<sub>2</sub>e

Emissions from fossil fuel burning to supply electricity is a significant contributor to the borough’s emissions, as the majority is provided via the national grid and hence emissions are calculated based on the current composition of energy providers.

By generating our own renewable energy through large schemes such as solar farms we can feed that back into the grid and reduce the overall requirement and composition of fossil fuel provision. This is how the carbon savings are calculated, by identifying how much MWh the renewable generation in our borough will reduce the need for such alternatives in the national grid system.

Smaller schemes installed directly by households, businesses and in some cases, whole communities, can also contribute to these savings more directly, supplying the power used by the property owners and hence reducing the overall demand on power from the fossil fuel dominated grid. Calculations for savings remain similar though, based on replacing electricity generation from burning fossil fuels with a no carbon alternative.

Renewable energy though relates to all forms not just solar, with this included in existing support schemes and further targets in future iterations to address these sections more directly. This includes the continued installation of renewable energy systems in public buildings.

Over the last year, Wokingham Borough Council has established the complex supporting planning and procurement necessary to deliver the significant projects that are intended to increase the generation of renewable energy across the Borough. The Council remains very much committed to the delivery of large scale ground mounted solar farms and will work with stakeholders as far as

practicable and possible to deliver those in a timely manner. Recent correspondence with SSEN and National Grid has brought into doubt the delivery of those projects before 2037, but WBC directors are meeting with those organisations in order to better understand the constraints and identify solutions to accelerate delivery to better align with both national and local targets. Following those meetings the council will need to assess further the implications for project delivery and carbon savings identified within the CEAP.

### Key Achievements this year:

- The generation of 27,113 MWh renewable electricity in the borough in the last recorded year (2021) saved the borough 5,722 tCO<sub>2</sub>e.
- Solar Together scheme launched summer 2023, to support able-to-pay residents to install solar panels on their homes.
- Home Decarbonisation Advice scheme initiated through Parity Projects
- 1500 properties assisted over the last year under ECO3 scheme.

### Action Changes from last year:

- 2.2.2 has been split into 2.2.3 to separate between residents and businesses, with the initial 2.2.3 of smart energy incorporated into these or 3.4.5.



Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<b>2.1 Increase the generation of renewable energy through investment in solar farms to generate 49,000 MWh</b>			<b>10,342 tCO<sub>2</sub>e</b>	<b>£51.8M</b>	
<p><b>2.1.1 Deliver the installation of a solar farm in Barkham with the capacity to generate in excess of 29 MWp of energy.</b></p> <p>Installation of a large-scale solar farm on council owned land will allow the council to offset its carbon emissions from electricity and gas usage and possibly 'retail' any excess.</p> <p>New route for walkers, cyclists and horse-riders are being considered.</p>	<ol style="list-style-type: none"> <li>1. Asset review board to identify potential sites - consultant briefing for review of master planning of specific sites.</li> <li>2. Site feasibility, options appraisal and establishment of business case.</li> <li>3. Public consultation.</li> <li>4. Planning submission/approval.</li> <li>5. Grid connection application/agreement.</li> <li>6. Executive/Council approval of business case.</li> <li>7. Secure vacant possession - Site tenant one year notice</li> <li>8. Procurement of construction contractor, including framework and due diligence process.</li> <li>9. Solar Farm Construction.</li> <li>10. Large scale solar farm installed in Barkham with the potential of generating 29 MWp output achieving 28,563,000 kWh's per annum.</li> <li>11. Circa 10,000 new trees planted on the farmland.</li> </ol>	<p>Project has secured planning permission. Executive/Council has approved the business case and the main contractor has been appointed. Vacant possession of the site has been secured. Consultation processes with local residents is complete.</p> <p>The project had accepted a grid connection offer from SSEN of 2026 and was progressing on that basis for delivery between summer 2024 and 2026. Notwithstanding, in March 2023 the Council were informed that the connection date would now not be until 2037. At the time of writing, a director level meeting has been arranged between WBC, National Grid and SSEN to discuss the change in position and the possible solutions for accelerating delivery. Following that meeting the council will need to assess further the implications for project delivery and carbon savings.</p>	<p>6,121 tCO<sub>2</sub>e</p>	<p>Programme of delivery to be confirmed in due course.</p> <p>£26.8M</p>	<b>AMBER</b>



Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<p><b>2.1.2 Deliver the installation of a solar farm in Site 2 with the capacity to generate in excess of 20 MWh of energy. This will be reviewed case by case depending on surveys and other considerations.</b></p> <p>A large scale solar farm on council owned land will allow the council to offset its carbon emissions from electricity and gas usage and possibly 'retail' any excess.</p>	<ol style="list-style-type: none"> <li>1. Initial site identification</li> <li>2. Site feasibility, options appraisal and establishment of business case.</li> <li>3. Public consultation.</li> <li>4. Planning submission/approval.</li> <li>5. Grid connection application/agreement.</li> <li>6. Executive/Council approval of business case.</li> <li>7. Secure vacant possession - Site tenant one year notice</li> <li>8. Procurement of construction contractor, including framework and due diligence process.</li> <li>9. Solar Farm Construction.</li> <li>10. Installation of solar farm in Site 2 with the potential of generating 20+ MWh generation by 2027.</li> </ol>	<p>Potential site has been identified and initial feasibility/options appraisals are currently underway.</p> <p>In light of the position at Barkham Solar Farm, work on Site 2 is currently on hold until such time as directors have met with SSEN and National Grid to ascertain potential delivery timescales for connection into the grid.</p>	<p>4.221 tCO<sub>2</sub>e</p>	<p>Programme of delivery to be confirmed in due course.</p> <p>Circa £25M</p>	<p><b>AMBER</b></p>

Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<b>2.2 Support the generation of renewable energy in the Borough to generate the equivalent of approx. 1550 kWh per household</b>			<b>16,078 tCO<sub>2</sub>e</b>	<b>TBC</b>	
<p><b>2.2.1 Set up a Community Energy Fund for Wokingham (WEC)</b></p> <p>A Community Energy Fund will help accelerate the uptake of renewable energy generation within the Borough.</p> <p>The WCEF funds renewable energy installations through local shares from the community, enabling individuals and local organisations to support and benefit from the scheme.</p>	<ol style="list-style-type: none"> <li>1. WBC will partner with Wokingham Energy Community (WEC) and will put forward potential buildings that could be considered for the scheme. These will include schools without solar PV, Young and Community Centres, etc.</li> <li>2. Next steps with key stakeholders to set up the shares value and future delivery of the scheme</li> <li>3. Facilitate access to external funding to cover the cost of renewable energy installations across the Borough.</li> <li>4. An annual report will be provided by WEC and Eney4all one year after it has been launched</li> <li>5. The scheme aims to generate an average of 27,000 kWh/year of renewable energy.</li> </ol>	<p>This action is on hold due to staff issues, currently being at the assessment and appointment stage and to planning to follow the reading model, being partnered with Reading and Energy4All to assess viability of a number of potential buildings.</p> <p>Community led initiative being loosely supported by council officers.</p>	5 tCO <sub>2</sub> e	<p>Short term (2023/24)</p> <p>Nil (Marketing only)</p>	<b>RED</b>

Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<p><b>2.2.2 Support residents to reduce their energy usage and carbon emissions and increase the uptake of green energy.</b></p> <p>Deliver a comprehensive service of energy efficiency measures, consultancy, and advice to residents. This also includes the potential to directly provide green energy in the future.</p>	<ol style="list-style-type: none"> <li>1. Provide advice to residents on energy efficiency measures, along with more accurate information about energy consumption and costs, so consumers can easily understand how to save money on their bills.</li> <li>2. Support the delivery of relevant smart grid technologies to residents.</li> <li>3. Feasibility assessment for the council to commence a 'Green label' energy procurement initiative for council properties.</li> <li>4. Development of the scheme, aiming to reach approximately 15,000 properties.</li> <li>5. Initial conversations with potential partners.</li> <li>6. Scheme approval by Executive and launched.</li> <li>7. Provide a scheme which allows for Public and businesses to 'buy' Green electricity / Gas through WBC (referral).</li> </ol>	<p>Solar together scheme to be launched in Summer 2023. The scheme will enable able-to-pay residents to install solar panels on their properties at a competitive market price, through pre-vetted suppliers. Eligible residents will be contacted in summer 2023, and installations aim to be completed by April 2024.</p> <p>Home Decarbonisation Advice scheme initiated through Parity Projects. The scheme will support residents identifying and delivery retrofit and decarbonisation measures in their homes. Most paperwork has been processed to set up access for our area and residents. Soft launch taking place in summer 2023, ready for full delivery in autumn 2023.</p> <p>ECO3 for lower income and more vulnerable households: 1500 properties assisted over the last year.</p>	<p>7,915 tCO<sub>2</sub>e</p>	<p>Long term (2028/30)</p> <p>Costs:</p> <p>£8k Solar Together</p> <p>£5k Home decarbonisation Advice</p>	<p><b>AMBER</b></p>

Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<p><b>2.2.3 Support local businesses and VCS to reduce their energy usage and carbon emissions and increase the uptake of green energy.</b></p> <p>Deliver a comprehensive service of energy efficiency measures, consultancy, and advice to businesses. This also includes the potential to directly provide green energy in the future.</p>	<ol style="list-style-type: none"> <li>1. Provide advice to businesses and Voluntary and Community Sector organisations (VCS) on energy efficiency measures, along with more accurate information about energy consumption and costs, so consumers can easily understand how to save money on their bills.</li> <li>2. Support the delivery of relevant smart grid technologies to businesses.</li> <li>3. Provide a scheme which allows for Public and businesses to 'buy' Green electricity / Gas through WBC (referral).</li> </ol>	<p>Developing an offer for businesses and VCS organisations to understand and reduce their carbon footprint, uptake renewable energy options and work together with the Council on our carbon neutral by 2030 goal.</p>	<p>5,500 tCO<sub>2</sub>e</p>	<p>Long term (2028/30)</p> <p>Costs TBC</p>	<p><b>AMBER</b></p>

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### 3. RETROFITTING DOMESTIC AND COMMERCIAL BUILDINGS



### 3. RETROFITTING DOMESTIC AND COMMERCIAL BUILDINGS

#### Annual Carbon Savings: 66,033 tCO<sub>2</sub>e

While energy supply elements are primarily targeted above, reducing the demand for such, by retrofitting domestic and commercial buildings, is also vital in minimising overall energy emissions. The government also recognise this as a key area to address, so targets are aligned to such where possible, now being measured primarily via the EPC ratings of all properties.

Key measures include encouraging awareness of the potential energy saving measures available to domestic and commercial property owners, looking to support them throughout the process of identifying opportunities and installing them. By doing so, significant savings can be achieved in both energy bills and carbon emissions, particularly for buildings with currently low energy efficiency ratings.

In addition, the council are keen to work with local businesses to also improve commercial properties, to deliver similar benefits. This is again in line with government aspirations. This work will involve working with many partners, such the Energy Company Obligation (ECO) and Green Homes Grant schemes.

Social houses too are included in this section. Offices, leisure centres and libraries, and other Council owned buildings are included in the council section at the end of the CEAP instead, as this relates directly to council energy use.

#### Key Achievements this year:

- Building retrofitting works so far have cumulatively contributed towards savings of 741.89 tCO<sub>2</sub>e.
- Street lighting efficiency has contributed savings of 471 tCO<sub>2</sub>e.
- Over 1600 households getting assistance so far from Help to Heat.
- Gorse Ride PassivHaus site redesigned to be entirely no gas.
- A bid has been successful under the Social Housing Decarbonisation Fund to bring ~110 homes to an EPC C by 2025.
- A successful bid has been completed for the home upgrade grant 2.
- Local Authority Delivery (LAD) 2 scheme completed and LAD 3 upcoming.

#### Action Changes from last year:

- 3.4.4 - Home decarbonisation service part moved to 2.2.3 as it is about advice not delivering building retrofitting.
- Schools retrofitting targets moved into this specific building retrofitting section.



Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<b>3.1 Implement a Passivhaus housing scheme for 249 council homes</b>			<b>914 tCO<sub>2</sub>e</b>	<b>TBC</b>	
<b>3.1.1 Gorse Ride Regeneration Project</b> These 249 new council homes will follow the Passivhaus housing scheme to provide residents with more efficient, warmer homes, with cheaper running costs.	<ol style="list-style-type: none"> <li>1. Assess and identify a suitable site for PassivHaus scheme to be applied, based on optimal savings.</li> <li>2. Contact developers and discuss requirements/design ideas, along with required consultants.</li> <li>3. Apply measures.</li> <li>4. Monitor performance and feedback from users</li> </ol>	The site has houses designed to the first stage of PassivHaus which ensures that all properties are highly insulated, airtight buildings with low energy costs for the residents. The design has been updated so that air source heat pumps are being installed and all properties are gas free. Installation of PV to the apartments is being explored, primarily to support EV chargers which are being provided on site	914 tCO <sub>2</sub> e	Medium term (2025/27) £105m	<b>GREEN</b>

Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<b>3.2 Improve energy performance of council housing stock</b>			<b>3,229 tCO<sub>2</sub>e</b>	<b>TBC</b>	
<p><b>3.2.1 Improve energy performance of council housing stock.</b></p> <p>Improve energy efficiency of around 2,600 council owned housing units to EPC band C.</p>	<ol style="list-style-type: none"> <li>1. Survey the whole stock to develop and energy benchmark.</li> <li>2. Carry out assessment to Public Energy Supplier funding that could be used to improve the energy profile of council housing.</li> <li>3. Carry out an assessment to ECO (Energy Company Obligation) scheme and potential funding.</li> <li>4. Pilot energy improvement work to a property increasing it from SAP D to B.</li> <li>5. Carry out independent EPC ratings for each property.</li> <li>6. Establish and deliver a building retrofitting programme for council housing based on EPC baseline and available budgets.</li> </ol>	<p>Condition surveys have been completed, with the vast majority of council housing stock being C rating due to previous installation work. Initial pilot schemes have been completed and are performing well. Individual work on really low (D or less) properties is also continuing alongside this.</p> <p>A bid has been successful under the Social Housing Decarbonisation Fund to bring approximately 110 social homes from an EPC D to and EPC C by 2025, with work beginning in 2023.</p> <p>Additionally 5 Loddon homes have received a similar improvement and 23 homes at Groves have reached and SAP* rating of A.</p>	3,229 tCO <sub>2</sub> e	<p>Medium term (2025/27)</p> <p>£7m</p>	<b>GREEN</b>

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\*The Standard Assessment Procedure (SAP) is the methodology used by the government to assess and compare the energy and environmental performance of dwellings.



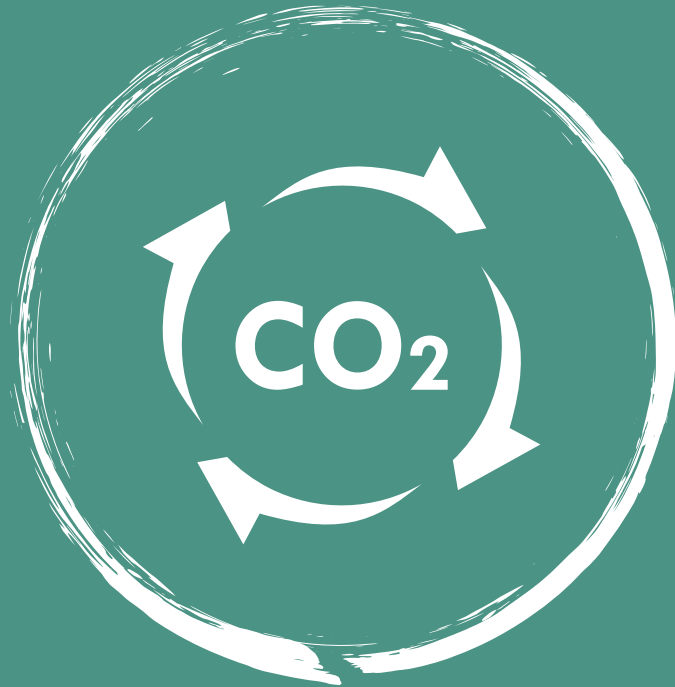
Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<b>3.3 By 2029 all local schools to be retrofitted</b>			<b>4,400 tCO<sub>2</sub>e</b>	<b>TBC</b>	
<p><b>3.3.1 Upgrade various energy measures in the schools to improve their energy performance.</b></p> <p>Improving the energy efficiency of our schools will significantly reduce demand and save money on their bills. Works will typically include: LED lighting, Insulation measures, controls upgrades, heating upgrades / replacements and Renewable Energy Generation technologies.</p>	<ol style="list-style-type: none"> <li>1. Carry out energy audits to all schools to identify possible energy reduction projects.</li> <li>2. Establish and deliver the schools retrofitting programme which will be based on carbon 'paybacks'. Priority given to energy 'payback' calculations of less than five years against energy spend.</li> </ol>	<p>Projects are ongoing in advance of the above, where realistic ROI can be achieved, primarily with solar PV.</p> <p>The assessment mapping exercise has taken place and is regularly monitored and updated, with a rolling programme for identifying unusual energy usage and scheduling retrofit work to address these.</p> <p>Retrofit interventions have been delivered across 18 schools. Over the next couple of years, we aim to deliver 10 additional projects for a total 1,500,000 kWh</p> <p>An initiative where schools buy the energy from council installed panels is being explored.</p>	4,400 tCO <sub>2</sub> e	<p>Medium term (2025/27)</p> <p>TBC</p>	<b>AMBER</b>

Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<b>3.4 75% of Homes to be EPC C rating or above</b>			<b>55,490 tCO<sub>2</sub>e</b>	<b>TBC</b>	
<b>3.4.1 Develop and deliver schemes to support retrofitting of homes - ECO (Energy Company Obligation) offering.</b>  Support residents to reduce their energy usage and carbon emissions and increase the uptake of green energy technologies. This scheme will include energy efficiency measures.	<ol style="list-style-type: none"> <li>Set up the scheme. Identify the type of measures that can be implemented.</li> <li>Identification of suppliers that will help deliver the scheme.</li> <li>Scheme approval by Executive.</li> <li>Launch the scheme - identify and contact the residents that can benefit from the scheme.</li> <li>Continue advertising and implementation.</li> </ol>	<p>The ECO flex scheme is ongoing, with 1600 homes since the start upgrading, mainly from D to C or E-D.</p> <p>The ECO plus new scheme coming out in 2023 may also increase the uptake due to greater scope for customer viability.</p>	25,690 tCO <sub>2</sub> e	Long term (2028/30)  Nil	<b>GREEN</b>
<b>3.4.2 Develop and deliver schemes to support retrofitting of homes.</b>  Support residents to reduce their energy usage and carbon emissions and increase the uptake of green energy technologies. This scheme will include energy efficiency measures.	<ol style="list-style-type: none"> <li>Deliver Green Homes Grant LAD 1</li> <li>Green Homes Grant LAD 2</li> <li>Continue application for the various upcoming grants with different names in this area.</li> </ol>	<p>LAD 2 Completed.</p> <p>LAD 3 starting 17th of March 2023.</p> <p>A successful bid has been completed for the home upgrade grant 2.</p>	Included in total	Medium term (2025/27)  Nil	<b>GREEN</b>

Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<p><b>3.4.3 Engage with House Associations to support retrofitting of homes.</b></p> <p>Demonstrate and discuss the opportunities around retrofitting homes to social housing providers, towards greater energy efficiency, reduced energy usage and associated costs.</p>	<ol style="list-style-type: none"> <li>1. Discuss opportunities for collaboration with housing associations/landlord on social housing improvements.</li> <li>2. Direct towards SHDF scheme.</li> <li>3. Support delivery of measures.</li> <li>4. Monitor and provide advice.</li> </ol>	<p>Commitment added to the Registered Preferred Partnership Agreement stating: 'Each partner to assist with reducing carbon use by using sustainable products to retrofit existing properties'. Actions in place to assist with meeting this commitment.</p> <p>Preferred Partners will have quarterly meetings with the Housing Partnerships and Projects Officer which will include discussions regarding moving the relevant actions forward.</p> <p>Each Registered Provider will have their own Sustainability/Climate strategies which will affect which properties are targeted for any retrofitting of homes.</p>	<p>Included in total</p>	<p>Long term (2028/30)</p> <p>Costs TBC</p>	<p><b>RED</b></p>

Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<p><b>3.4.4 Support residents and local businesses to reduce their energy usage and carbon emissions by retrofitting their properties.</b></p> <p>This will include energy efficiency measures on the fabric of the building and replacing appliances with low carbon versions.</p>	<ol style="list-style-type: none"> <li>1. Identify partners and set up the scheme.</li> <li>2. Provide loans through Green Bank Scheme to assist householders in their carbon neutral ambitions.</li> <li>3. Householders will pay this back against a loan re-payment (plus interest) over a period of time (7, 10 and 15 years).</li> </ol>	The Green Bank Scheme project is on hold due to staff capacity.	Included in total	Long term (2028/30) Costs TBC	RED
<p><b>3.4.5 Smart City Cluster</b></p> <p>This project focus on energy savings from 'small' devices using a 'smart' plug to inform on technologies to reduce energy consumption.</p>	<ol style="list-style-type: none"> <li>1. Contact Measurable Energy regarding pilot under new funding.</li> <li>2. Trial office locations where the impacts across numerous devices can be tested and monitored. They are looking for a minimum energy saving of 5% along with associated cost savings.</li> </ol>	This project was explored but has been significantly delayed due to covid, and it is currently on hold.	Included in total	Long term (2028/30) Nil	RED

Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<p><b>3.4.6 Street lighting project</b></p> <p>Major street lighting LED Upgrade Scheme to significantly reduce energy consumption and equip the streetlights with remote control/monitoring.</p>	<ol style="list-style-type: none"> <li>Part-night lighting: Apply “part-night” timing to highway street lights, where they switch off between 0:30 and 5:30.</li> <li>The council will explore how this scheme could be extended to other roads</li> <li>Dimming: All of the new LED lights are dimmable and in the majority of locations we currently dim them to 80% power at 9pm and 60% power at midnight. The council will explore the possibility to further fine-tune these dimming levels.</li> <li>With the DfT reducing requirements for lighting signs and traffic bollards we will continue to de-illuminate these where possible.</li> <li>The expected new infrastructure and housing projects lighting requirements, along with new traffic signals across the borough will be minimised where possible, but some increase is anticipated from such.</li> </ol>	<p>Further updates following the LED Upgrade Project are currently being made, with the few remaining sites where the street/sign lighting is to be upgraded (e.g. Market Place) to be completed in the next few years.</p> <p>Approximately 2,000 lights currently follow part night timing. The scheme was previously approved by Committee for expansion across the Borough subject to agreed set of criteria including requirement for Police approval and further dimming is being explored, but dependent on police involvement.</p> <p>Ongoing programme of upgrades of traffic signals to LED and more energy efficient control. Fine tuning street lighting dimming to individual locations would require individual design for each road so will be a gradual process.</p> <p>Compared to 2019/20 figures we have at this point achieved savings of 471 tCO<sub>2</sub>e.</p>	<p>Included in total</p>	<p>Long term (2028/30)</p> <p>Costs TBC</p>	<p><b>AMBER</b></p>



## 4. CARBON SEQUESTRATION



## 4. CARBON SEQUESTRATION

### Annual Carbon Savings: 4,360 tCO<sub>2</sub>e

Some emission sources will be nearly impossible to eliminate, hence some carbon sequestration will be required. This though will always be done as a final response, with emission minimisation being prioritised. In addition to minimise emissions, carbon sequestration projects offer considerable benefits to biodiversity and public health.

Key measures here revolve around land management, aiming to increase both the area utilised for sequestration and biodiversity through more trees and allotments, alongside maintaining or improving the quality of these areas, through better soil/grassland management. Through this approach trees are planted towards overall objectives through optimal schemes, be it as part of hedgerows, orchards or full woodlands. As trees take some time to reach their full maturity in terms of carbon sequestration and size, figures used are those for the final number of hectares that will be covered by any trees, hedgerows or orchard once fully grown.

2022 focused on groundwork with regards to the large-scale planting, to ensure the long-term sustainability of carbon sequestration projects, considered the essential maintenance and selection of the trees for each location. This will be supported by a Tree Strategy developed in 2023, which will help meet statutory biodiversity obligations, while maximising the wide range of benefits that trees and woods can deliver. Small scale and resident planting schemes within this wider work have already begun.

The council plans also include projects to manage grassland, rewild land, protect and enhance wetland habitats, promote native planting and target woodland creation, as well as retention and maintenance of existing trees.

Our partnership with the Woodland Trust will ensure we receive the advice and support needed to ensure that we will be able

to maximise the wide range of benefits that trees and woods can deliver. However, agricultural emissions remain a noticeable element of the boroughs overall profile, so alongside these goal, future iterations of the CEAP will incorporate targets to minimise these where possible by working alongside land owners to improve the efficiency of their operations.

### Key Achievements this year:

- Alongside hedgerows and land management, the 40,242 trees planted between Nov 2021 and March 2023 have contributed towards lifetime offsetting of an estimated 6,036 tCO<sub>2</sub>e.
- Total of 4332 trees have been distributed to residents between November 2022 - March 2023 as part of the Garden Forest Scheme.
- Development of the Tree Strategy to help support improved management and maintenance of trees across the Borough.
- Local Nature Recovery Strategy in progress as a partnership as part of a Berkshire wide strategy.
- Trialling management of some sites by our countryside services team to help improve biodiversity net gain.

### Action Changes from last year:

- 4.1.1 and 4.1.2 clarified to be for large and small scale sites respectively.
- Action 4.4 added which covers the upcoming adaptation plan.



Action / Co - Benefits	Description / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<b>4.1 Cover 170 hectares with new trees in the form of woodlands, hedgerows and orchards</b>			<b>2,329 tCO<sub>2</sub>e</b>	<b>£2.215m</b>	
<p><b>4.1.1 Deliver large-scale woodland planting on council estate in existing parks and opens spaces sites to improve carbon capture and biodiversity net gain.</b></p> <p>Large-scale (greater than 5ha) woodland planting on council owned land on high carbon capture potential sites (e.g. arable land, improved grassland). These larger sites are determined by size and the need for further permissions at such scale.</p>	<ol style="list-style-type: none"> <li>1. Initial feasibility study, project plan and business case development.</li> <li>2. Identify council owned land that is suitable for a major tree planting scheme.</li> <li>3. Review our estate portfolio for agricultural land / improved grassland, which has the potential to be converted to woodland.</li> <li>4. Engage forestry specialist contractor to advice on feasibility, constraints, and process. Prepare consultant brief.</li> <li>5. Preparing plans and consulting public.</li> <li>6. EIA Screening / Planning.</li> <li>7. Grant and other scheme applications.</li> <li>8. Ordering and planting trees (with protection).</li> <li>9. Installation of other site infrastructure.</li> <li>10. Produce forest management plan.</li> <li>11. Handover to site manager (phased) - Ongoing management</li> </ol>	<p>Phase 2 of the project is now commencing and using data gathered from the Tree Strategy surveys and working with WBC internal Estate and Land Managers, 4 larger scale planting schemes are being developed. Following approval, Officers are now carrying out the required surveys and design process to implement numerous woodland planting schemes in the 2023/2024 planting season. Work to assess the council estate portfolio to identify additional areas for large scale woodland, hedgerow and orchard planting is ongoing.</p>	<p>Included in total</p>	<p>Medium term (2025/27) £705,500</p>	<b>GREEN</b>

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Action / Co - Benefits	Description / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<p><b>4.1.2 Deliver small-scale woodland planting on council estate in existing parks and opens spaces sites to improve carbon capture and biodiversity net gain.</b></p> <p>Identify potential programme to invest in small-scale woodland planting on council estate in existing parks and opens spaces sites. This small-scale planting can be deployed with shorter time scales than larger afforestation schemes.</p> <p>Potential for the sites to be planted as Community Orchards for local food production and BAP targets.</p>	<ol style="list-style-type: none"> <li>1. Assessment of council estate portfolio to identify areas in existing public open space that has potential to be converted to woodland.</li> <li>2. Carried out an internal review of constraints, costing, and scheduling. Preferably looking to target small low risk areas.</li> <li>3. Preparing plans.</li> <li>4. Implement public consultation on identified sites.</li> <li>5. Grant and other scheme applications.</li> <li>6. Ordering and planting trees (with protection).</li> <li>7. Ongoing management - Produce/review woodland management plan.</li> <li>8. Promote tree planting campaigns to engage with residents, schools and local businesses (e.g. National Tree Week).</li> </ol>	<p>To date, across Phase 1 25,910 trees have been planted on WBC Owned public open space, T&amp;P owned public land and school sites, consisting of hedgerow, orchard and woodland planting, with adoption of semi-natural greenspaces on an ongoing basis.</p> <p>Officers have worked with volunteers, community groups, friends of associations and schools to provide opportunities for participation in planting activities to encourage community engagement.</p>	<p>Included in total</p>	<p>Medium term (2025/27)</p> <p>£618,000</p>	<b>GREEN</b>

Action / Co - Benefits	Description / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<p><b>4.1.3 Support woodland and hedgerow creation on private sites.</b></p> <p>Set up a grant scheme for local private landowners to apply for funding to create new woodland and hedge roads on privately owned sites.</p>	<ol style="list-style-type: none"> <li>1. Produce Wokingham Borough Tree strategy to establish guidance for the delivery of the scheme.</li> <li>2. Set up the scheme. Define the thresholds, suitability assessment and grants or plants.</li> <li>3. Call for sites - Scheme promotion and engagement with local landowners Selection for piloting with a beacon site.</li> <li>4. Tranche 1 - Planting plan design and approval, establishing contract negotiation, payment mechanism, compliance checking and other grant and carbon trading scheme support.</li> <li>5. Review of tranche 1 take-up and feasibility assessment for tranches 2 &amp; 3.</li> </ol>	<p>Officers developed a 'Greening the Borough' application on Wokingham Engage to provide opportunity for private land owners to register their interest in participation of the tree planting scheme. During Phase 1 approximately 10,000 trees have been planted on private sites across the borough in the form of hedgerows and woodlands.</p>	<p>Included in total</p>	<p>Medium term (2025/27) £705,500</p>	<p><b>GREEN</b></p>

Action / Co - Benefits	Description / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<p><b>4.1.4 Make Wokingham a Garden Forest by promoting and encouraging residents to plant new trees.</b></p> <p>Establish general process and guidance that could allow residents and local businesses who want to plant and maintained their own trees either with our permission on our land, or to help them have a successful tree on their own land.</p> <p>A community of garden tree owners - scheme will be required to engage the community and ensure the legacy of the tree planting, securing that trees will be looked after.</p>	<ol style="list-style-type: none"> <li>1. Produce Wokingham Borough Tree strategy to establish guidance for the delivery of the scheme.</li> <li>2. Design the scheme; include considerations on types of trees, maturity.</li> <li>3. Provide the mechanism to select the right tree for the right place.</li> <li>4. Establish the delivery mechanism.</li> <li>5. Launch the scheme and engage with residents and local businesses. Provide guidelines on the types of trees to be planted, the pathway for application of new trees and the benefits from the tree (carbon savings, biodiversity gain, etc.).</li> <li>6. Implementation of the scheme. System to take and register the orders - place tree orders and delivery. Record keeping.</li> <li>7. Legacy - is there ongoing support offered. Long-term recording of benefits Opt-out (local offsetting)</li> <li>8. Annual review and monitoring of the scheme.</li> </ol>	<p>Officers worked to develop a native tree palette that helped guide the species offering for the Garden Forest Scheme.</p> <p>Total of 4332 trees distributed to Wokingham residents over the two Garden Forest rounds.</p> <p>Pre-collection guidance, species information and planting advice developed and sent to all eligible applicants. Cross service and collaborative working with T&amp;P Councils enabled collection points to be available across the Borough fostering an efficient, accessible and convenient collection process.</p>	<p>Included in total</p>	<p>Medium term (2025/27)</p> <p>£160,000</p>	<b>GREEN</b>

Action / Co - Benefits	Description / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<b>4.2 Carbon sequestration by design - improving carbon sequestration rates in future land management decisions.</b>			<b>2,031 tCO<sub>2</sub>e</b>	<b>TBC</b>	
<b>4.2.1 Develop the Wokingham Borough Tree Strategy to support long-term creation and retention of woodland and trees.</b>  This will help define:  Appropriate species and locations, along with improving retention rate of trees and a greater veteran tree population. It will also encourage more planting on private land.	<ol style="list-style-type: none"> <li>1. Identification of requirements for Tree Strategy.</li> <li>2. Development of Feasibility study brief (including land appropriation and/or acquisition).</li> <li>3. Develop and builds upon existing studies.</li> <li>4. Identify land available and type of habitat.</li> <li>5. Verify likely carbon sequestration.</li> <li>6. Confirm more detailed cost estimates.</li> <li>7. Allows milestone point for decision to continue with full funding.</li> </ol>	<p>A canopy cover survey was carried out and a tree report produced to provide carbon sequestration and asset value of Council owned trees.</p> <p>Working with internal and external stakeholders a draft Tree Strategy was developed and following review of the consultation feedback, a revised strategy is being produced and will be put forward in the June 2023 Executive meeting.</p>	660 tCO <sub>2</sub> e	Short term (2023/24)  Included within 5.1 costs	<b>GREEN</b>

Action / Co - Benefits	Description / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<b>4.2.2 Incorporate carbon sequestration, habitats and biodiversity into the new Local Plan Update and associated policies and guidance.</b>	<ol style="list-style-type: none"> <li>1. Require a review of ability to enhance carbon sequestration rates for all new policies and design guides to be published alongside.</li> <li>2. Independent assessment - design policy approach to: <ul style="list-style-type: none"> <li>• Maximise carbon sequestration, including green and blue infrastructure encouraging low intensity (maintenance) habitat and carbon sinks.</li> <li>• Avoid loss of established habitat will help retain carbon stores.</li> <li>• Retain and enhance biodiversity (particularly botanic diversity) will aid carbon sequestration in soils.</li> </ul> </li> </ol>	<p>The approach to this work is informed by the ARUP LPU Climate Change Evidence Base along with provisions 104-108 (Local Nature Recovery Strategies) of the Environment Act 2021.</p> <p>Preparation of the relevant LPU policies and associated guidance is expected to begin in Autumn 2023, however in the interim period, officer input from sustainability, ecology and green infrastructure specialists is being deployed to ensure carbon sequestration, habitats and biodiversity are covered as part of a whole-place approach to securing sustainable development.</p>	42 tCO <sub>2</sub> e	Medium term (2025/27) £10,000	<b>RED</b>

Action / Co - Benefits	Description / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<p><b>4.2.3 Support the development of the Local Nature Recovery Strategy to provide complementary funding source to aid land use change (LULUCF being a carbon sink)</b></p> <p>Developing a Local Nature Recovery Strategy that covers the Borough will provide a 5% uplift on the number of biodiversity net gain units that can be generated in areas identified as part of a local nature recovery network. The ability of soil to sequester carbon correlates positively with biodiversity.</p>	<ol style="list-style-type: none"> <li>1. Develop the Local Nature Recovery Strategy through the Berkshire Local Nature Partnership.</li> <li>2. Initial analysis of 30% target area - mapping exercise.</li> <li>3. Develop Berkshire wide habitat inventory to update LULUCF.</li> <li>4. Consultation exercise with stakeholders.</li> <li>5. Revising the Local Nature Recovery Strategy and taking it through the local authority adoption process.</li> <li>6. Additional biodiversity net gain unit capacity raises the value of land (for making improvements for biodiversity), and will leverage funding for habitat improvement that will lead to soil restoration and carbon sequestration.</li> </ol>	<p>To be delivered under a Berkshire wide strategy, led by Windsor and Maidenhead council as the responsible authority with Wokingham Borough Council as a supporting authority.</p> <p>A project manager has been employed for 2 years to support this, split across all councils funding.</p> <p>A process of consultation and adoption will run for 18months from April 2023.</p>	Included in total	<p>Medium term (2025/27)</p> <p>£40,000</p>	AMBER
<p><b>4.2.4 Develop a Natural Flood Management partnership and scheme.</b></p> <p>Creation of wetland habitat as part of a programme of restoration of natural flood management processes to sequester carbon and reduce soil degradation.</p>	<ol style="list-style-type: none"> <li>1. Initial mapping exercise to identify locations that will provide wetland habitat and could be forward into the scheme.</li> <li>2. Consultation exercise with stakeholders, including the Environment Agency, water companies, and other Loddon Catchment Partnership partners</li> <li>3. Revising the Strategy and taking it through the local authority adoption process.</li> </ol>	<p>Across the borough there has been a significant reduction in flood risk from surface and groundwater.</p> <p>Working closely with environment agency to reduce fluvial flood risk in the borough.</p> <p>All new developments come with drainage responsibility so measures incorporated.</p>	Included in total	<p>Long term (2028/30)</p> <p>Costs TBC</p>	RED

Action / Co - Benefits	Description / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<p><b>4.2.5 Work to transition Grassland Management to less frequent cutting scheme allowing wildflowers to bloom and set seed.</b></p> <p>Considerations to the BLUE heart campaign style management of grassland moving away from improved grassland habitat under an intensive cut cycle and allowing rewilding of highway verge and other areas increasing.</p>	<ol style="list-style-type: none"> <li>Pilot the principle of cut and collect to highways verge to improve biodiversity and soil restoration in selected areas. Run a 5% conversation pilot for highways verge and rural highways verge</li> <li>Target of 12.5ha of wildflower grassland creation across Environmental Localities sites.</li> <li>Working with ecosystem services team to manage land in more sustainable manner.</li> </ol>	<p>Exploring reducing the frequency of verge cutting and grass cutting.</p> <p>Expanding long grass/ meadow areas – extending BLUE heart campaign.</p> <p>Introducing more biennial grass cuts at existing long grass areas.</p>	642 tCO <sub>2</sub> e	<p>Medium term (2025/27)</p> <p>£130,000</p>	<b>GREEN</b>
<p><b>4.2.6 Work to transition Grassland Management to support the Restoring Biological Processes.</b></p> <p>Natural greenspace grassland will perform better at carbon sequestration where:</p> <p>a) soil compaction from machinery is kept to a minimum, and</p> <p>b) structural diversity is encouraged by 'conservation' grazing (instead of uniform cutting).</p>	<ol style="list-style-type: none"> <li>A feasibility study for applying a Legacy Gracing approach will set out the steps towards reducing our reliance on machine cutting and restoring soils.</li> <li>With the additional natural greenspaces being taken on alongside development, the scale required to justify an internally owned and managed conservation-grazing herd may be reached.</li> </ol>	<p>Trialling management of some sites by our countryside services team to help improve biodiversity net gain.</p> <p>Cut and collect trial is still to be agreed due to upfront costs and infrastructure required.</p>	642 tCO <sub>2</sub> e	<p>Medium term (2025/27)</p> <p>Costs TBC</p>	<b>GREEN</b>

Action / Co - Benefits	Description / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<p><b>4.2.7 Implement Citizen Science Engagement for Hedgerow Restoration.</b></p> <p>There is approximately 1534 km of (mapped) hedgerow in Wokingham Borough. Hedgerows are a good target for restoration work to increase the number of standing mature trees storing carbon.</p>	<ol style="list-style-type: none"> <li>1. TVERC product development to take PTES hedgerow survey data and project in an interpreted way to inform hedgerow management for land managers.</li> <li>2. Tool can be used by Trees &amp; Landscape officers for enforcement of the Hedgerow Regulations.</li> <li>3. To inform a planting and restoration plan (as a part of the tree strategy), a citizen science condition assessment programme would greatly enhance the targeted planting of trees in suitable locations.</li> </ol>	<p>On hold due to staffing issues at TVERC, which the product is reliant on. An alternative partner in PTES (peoples trust endangered species) is being explored in case of further delays, while aspects of the above local nature recovery strategy may be incorporated.</p>	45 tCO <sub>2</sub> e	<p>Medium term (2025/27)</p> <p>£15,000</p>	RED
<p><b>4.3 Implement a programme of carbon sequestration opportunities</b></p>			Included in total	Nil	
<p><b>4.3.1 Engage the community with Community Garden Schemes.</b></p> <p>Allow new allotment site due to be opened in 2020 as part of the South Wokingham Strategic Development Location (SDL), contributing to positive behavioural changes.</p>	<ol style="list-style-type: none"> <li>1. Work with UoR in assessing the 'Life Cycle Sustainability Analysis (LCSA) of Urban Food Production - the Case of Allotment Gardens and identify future opportunities for engagement.</li> <li>2. Explore the opportunity to plant hazel trees on sites for future purposes, including the local provision of hazel beanpoles, to reduce consumption emissions.</li> </ol>	<p>Funding bid for UoR research not successful but open lines of communication remain with UoR for future funding for similar research.</p> <p>Not Started hazel coppice creation/restoration</p>	Included in total	<p>Short term (2023/24)</p> <p>Nil</p>	RED

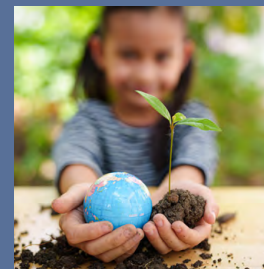


Action / Co - Benefits	Description / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<b>4.4 Implement a climate change adaptation programme for the Council and Borough</b>			<b>Neutral</b>	<b>£40,000</b>	
121 <b>4.4.1 Draft a climate change risk register to support the future design and implementation of an adaptation plan for the Borough</b>	<ol style="list-style-type: none"> <li>1. Assess the climate risk that the Council and Borough are exposed to, looking at past, current and future climate impacts.</li> <li>2. Draft a climate change risk register, involving all relevant services in the draft and maintenance of it</li> <li>3. Use the risk register to support the design and implementation of an adaptation plan for the Council and Borough</li> </ol>	Work has begun in Spring 2023 to draft a climate change risk register. This will support the design and implementation of a plan with adaptation options for the Borough. The design and implementation of the plan will be budget dependant. Provisional quotes for the drafting of a plan is circa £40k.	Neutral	Medium term (2025/27) £40k	<b>AMBER</b>





# 5. SCHOOLS & YOUNG PEOPLE



## 5. SCHOOLS & YOUNG PEOPLE

### Annual Carbon Savings: Accounted for throughout the plan

With climate issues being a big focus globally and still growing, it is vital children learn about them. This will help deliver the skills they require to succeed in the upcoming green economy.

WBC recognises the next generation will be key to ensure the success and continuity of the CEAP due to the extended timescales of the associated impacts and solutions. Therefore, schools, teachers and young people themselves will be key partners for delivery of this Plan. Making the voices of young people heard should

also encourage intergenerational learning meaning sustainable behaviour change is encouraged in their families.

Key measures here focus on engagement, awareness raising and education, passing across the same lessons we are trying to convey to wider residents and businesses, but in a more appropriate format. Doing so from an early age will ensure the environment is an automatic consideration throughout their future lives.

There are various environmentally focused initiatives, award schemes and accreditations which schools can work towards and many schools in the borough have achieved some of these awards. The council's aim is to make it as simple as possible to identify which scheme will work for them and what their pupils want to achieve, as well as supporting schools in their journey to becoming more sustainable or even carbon neutral.

Due to Covid-19 related restrictions in visiting schools over the last two years there has been less physical engagement with schools than planned. Despite this, the council has continued to build up contacts with schools and gain more experience of delivering these targets virtually which will be implemented in the updated action

plan below. Due to limitations with capacity a number of these actions remain on hold, though some continue to be delivered separately by other departments and the schools themselves.

Due to this being future savings and around embedding behaviours beyond the 2030 plan, these actions below are listed as neutral. However, carbon saving associated with the tree planting, building retrofitting and active travel work with schools is accounted for in the relevant sections.

### Key Achievements this year:

- Youth politics event held at the council chambers at Shute end in Feb.
- 12 schools actively engaged with ModeShift STARS.
- Multiple stalls for other sections included at the teachers summit.
- 33 Representatives now on the Youth Council.
- Climate Change specific GCSE Module introduced by government.

### Action Changes from last year:

- Building retrofitting action moved into the specific section 3.3.1.



Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<b>5.1 Encourage and support school children in the Borough to take an active role in reducing carbon emissions</b>			<b>Neutral</b>	<b>TBC</b>	
<b>5.1.1 Deliver annual climate emergency assemblies at local schools.</b>  Introduce discussions about Climate Emergency amongst children and young adults via an annual climate emergency assembly for all secondary school students.	1. Plan and deliver climate emergency assemblies with all secondary schools.	<p>This project is currently on hold due to limited resources.</p> <p>A teachers climate summit was held at Holme Grange schools in July 2022, WBC coordinated the organisation and delivery of the event. Representatives from 31 schools from across the Borough attended the Summit. This will be replicated in 2023.</p> <p>Representatives from WBC attended a mock COP27 event at Holme Grange school in November 2022 and addressed questions from the students.</p>	Neutral	Medium term (2025/27)  Nil	<b>RED</b>

Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<p><b>5.1.2 Create climate committees in schools.</b></p> <p>Increase engagement with climate emergency issues and ownership of actions to reduce carbon dioxide emissions by providing an opportunity for students, teachers, parents and the local community to work together to support the delivery of climate related projects.</p>	<ol style="list-style-type: none"> <li>1. Produce information pack for how to set up a school council.</li> <li>2. Provide contacts within Wokingham Borough Council to help/attend when needed.</li> <li>3. One per school starting with secondary schools initially.</li> </ol>	<p>The Youth Council was set up in the summer of 2021. This is a borough wide initiative made up of 33 representatives from 11 schools, including all types of schools and covering a wide range of council areas.</p> <p>The climate emergency is one of the 10 Youth Council priorities, and 11/13 secondary schools send representatives into this.</p>	Neutral	<p>Medium term (2025/27)</p> <p>Nil</p>	<b>AMBER</b>
<p><b>5.1.3 Deliver the Youth Climate Conference.</b></p> <p>Increased awareness, engagement and understanding of climate emergency issues amongst children and young adults attending. Youth Climate Conference is aimed at sixth form (16+) students from across the Borough.</p>	<ol style="list-style-type: none"> <li>1. Deliver an annual Youth Climate Conference for secondary school students of the borough's schools to keep the conversation going with young people.</li> <li>2. Aim to repeat this event virtually one a platform which allows for improved engagement.</li> <li>3. Additional events will continue to be explored and run in this area.</li> <li>4. Creation of a youth charter to include climate change within.</li> <li>5. A litter pick will be organised.</li> </ol>	<p>Youth politics event held at the council chambers at Shute end in Feb 2023 which included questions put to council on Climate Emergency - <a href="#">link</a></p> <p>Additional events continue to be explored to promote climate emergency in this or similar formats.</p>	Neutral	<p>Short term (2023/24)</p> <p>£2,000</p>	<b>AMBER</b>

Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<p><b>5.1.4 Encourage schools to include climate emergency issues in lesson time.</b></p> <p>Encourage a commitment from schools to include climate change in lesson time, for all children in at least one subject i.e. science, geography, philosophy, PSHE.</p>	<ol style="list-style-type: none"> <li>1. Create a series of climate emergency lesson plans for Key Stages 1-3 initially.</li> <li>2. An initial climate emergency lesson plan has been drafted for testing in secondary schools.</li> <li>3. Create a pledge with criteria for all schools to sign; to be presented at the Secondary Federation.</li> <li>4. Create campaign to engage across schools and the public to lobby for commitment from all schools. Use different communication channels (e.g. local news, social media, etc.)</li> <li>5. Gain commitment from all schools and follow up to see how they are fulfilling the promise, with positive press coverage.</li> </ol>	<p>This action is now being covered by the new national agenda. The Department for education will now include this within the curriculum throughout primary and secondary schools from Sept 2023 and have also introduced climate change as a selectable GCSE (Key Stage 4) module.</p> <p><a href="#">link</a></p> <p>WBC Climate Emergency Team are looking to establish a collaboration with the University of Reading to deliver this action in future.</p>	Neutral	<p>Medium term (2025/27)</p> <p>Nil</p>	<b>GREEN</b>

Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<p><b>5.1.5 Encourage schools to adopt sustainable property and operational management practices that reduce carbon emissions and support the environment.</b></p> <p>Develop a sustained campaign to encourage schools to focus on environmental issues to promote behavioural change.</p>	<ol style="list-style-type: none"> <li>1. Work with schools to encourage building retrofitting and raise awareness about energy ratings, usage and consumption.</li> <li>2. Work with schools to identify the school's carbon footprint including consumption emissions where possible, such as from food choices.</li> </ol>	<p>Gas AMR installation has been completed in the majority of schools in the borough. This produces an accurate consumption information. Feedback is then given to schools to address unusual energy spikes.</p> <p>This service has yet to be promoted formally but will be part of an offer launch via the new climate emergency webpage.</p> <p>This topic was included as a stall within the teachers summit in July 2022.</p>	Neutral	<p>Medium term (2025/27)</p> <p>Nil</p>	<b>AMBER</b>

Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<p><b>5.1.6 Encourage Wokingham Borough schools to become carbon neutral and embrace sustainability.</b></p> <p>Create positive partnerships with schools to make the best use of already existing schemes such as the Eco Schools Scheme, UN Climate Accreditation for school staff, etc.</p>	<ol style="list-style-type: none"> <li>1. Assessment of sustainability initiatives implemented at schools to identify what they already do, their carbon emissions and how we can support them to become carbon neutral.</li> <li>2. Set up an incentive for all local schools to become green flag level by December 2025.</li> <li>3. Produce an online resource including advice and a step-by-step toolkit for schools to exemplify best practice in the borough, including financial cost.</li> <li>4. Learn from best practices amongst local schools.</li> <li>5. Create an active network of support within and among schools.</li> </ol>	<p>This project is currently on hold due to limited resources.</p>	<p>Neutral</p>	<p>Ongoing Nil</p>	<p><b>RED</b></p>

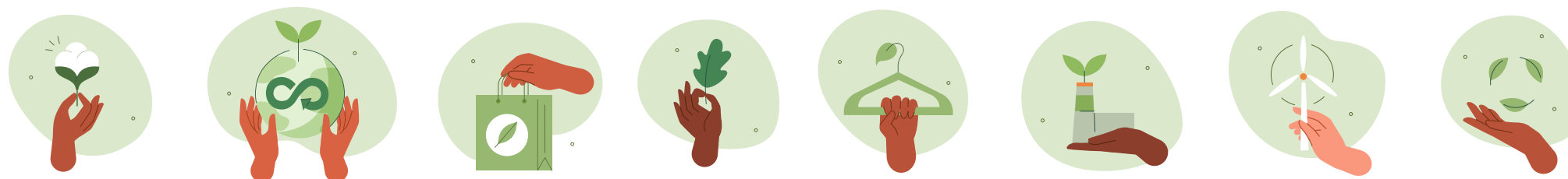


Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<p><b>5.1.7 Support schools to implement carbon sequestration projects.</b></p> <p>Connect schools to voluntary sector and the community in projects such as planting in care homes, working with local allotments and farms.</p>	<ol style="list-style-type: none"> <li>Planting trees and plants to create a small-scale young forest in school grounds or council owned land.</li> <li>Promote tree planting campaigns in schools grounds as part of education in climate change issues.</li> <li>Make more allotment plots available to people on council owned ground to encourage young people to grow their own food.</li> </ol>	<p>Direct Officer engagement with schools across the Borough has resulted in 24 schools over Phase 1 (November 2021-March 2023) participating in the tree planting project. These consisted of hedgerows, small woodland and fruit tree planting.</p> <p>Work with Freely Fruity has continued over Phase 1 to connect schools with the charity organisation and support fruit tree planting. As the Tree Planting Project moves into Phase 2, focus will be on the larger scale planting schemes as detailed in the Greening The Borough Carbon Sequestration target.</p> <p>Officers attended the Teachers Climate Summit held in July 2022 to help promote the Tree Planting project and carbon sequestration initiatives.</p>	Neutral	<p>Medium term (2025/27)</p> <p>Nil</p>	AMBER

Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<p><b>5.1.8 Waste reduction.</b></p> <p>Run competition between schools to promote recycling, reduce waste and increase children's awareness about the impact of waste and reduce recycling contamination.</p>	<ol style="list-style-type: none"> <li>Set up the competition guidelines and trial competition in a specific school.</li> <li>Investigate Freecycle and Food Waste Hero for food schemes, to reduce food from schools go to waste and gets used, either for food banks or homeless shelters</li> </ol>	This project is currently on hold due to limited resources.	51.93 tCO <sub>2</sub> e (Out of scope)	Short term (2023/24) Costs TBC	RED
<p><b>5.2 Celebrate schools achievements in climate emergency initiatives and inspire the future generations.</b></p>			Neutral	TBC	
<p><b>5.2.1 Launch sustainability awards for schools.</b></p> <p>Create an awards scheme to recognise and celebrate the efforts and achievements of local schools and their engagement with climate emergency.</p>	<ol style="list-style-type: none"> <li>Establish the criteria for all schools to participate.</li> <li>Promote the school awards.</li> <li>Engage children with climate emergency initiatives.</li> </ol>	This project is on hold, however the achievements of schools around issues of sustainability are celebrated where possible through council communications.	Included in total	Short term (2023/24) Costs TBC	RED

Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<p><b>5.2.2 Nurture creativity and resourcefulness amongst children and young adults.</b></p> <p>Create a culture of innovation and enterprise thinking on climate emergency solutions</p>	<ol style="list-style-type: none"> <li>1. Roll out the Dragons Den climate competition across all schools.</li> <li>2. Help develop resourcefulness and creativity that is connected to climate change.</li> </ol>	<p>This project is currently on hold due to limited resources.</p>	<p>Neutral</p>	<p>Short term (2023/24)</p> <p>Costs TBC</p>	<p><b>RED</b></p>
<p><b>5.2.3 Implement a behavioural change programme within schools that would support the adoption of new behaviours, particularly within sustainability and climate change.</b></p>	<ol style="list-style-type: none"> <li>1. Identify and propose 3 pilot schools.</li> <li>2. Set up focus groups with children to drive the platform design. Potential to use eco committees within schools.</li> <li>3. Write a Business Case that includes timelines, activities and carbon savings to obtain funding.</li> <li>4. Engage 200 children through pilot who are encouraged and rewarded for taking daily sustainable actions.</li> <li>5. Deliver engagement campaigns to inspire children and school staff to adopt new, more sustainable behaviours.</li> </ol>	<p>This project is currently on hold due to limited resources.</p>	<p>Neutral</p>	<p>Short term (2023/24)</p> <p>Costs TBC</p>	<p><b>RED</b></p>

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## 6. WASTE AND RECYCLING



## 6. WASTE AND RECYCLING

### Annual Carbon Savings: 30,548 tCO<sub>2</sub>e as of 2023 (Out of scope)

To reach carbon neutrality it is vital to minimise the amount of waste produced, following the waste hierarchy. As such a reduction in overall waste is the primary goal of the Waste Strategy, followed by an increase in the percentage of total waste being recycled, to minimise the amount going to landfill or incineration. This means the potential savings by 2030 are reduced as they are instead saved by lowering the total waste produced, as reflected in the key achievements.

Key measures here include engaging with residents to encourage behaviour changes around waste minimisation and increase in recycling rate, along with providing the supporting infrastructure to do so.

The 70% recycling target is the overall goal of this section and so, similar to the transport section, this is how the overall saving is calculated and the other individual actions all contribute towards this.

The majority of waste which is not recycled is currently incinerated, to generate energy as this is a marginally more sustainable alternative to landfill. However, it is certainly not the aim and is used as a last resort. It is also recognised that some outlying/unusual materials such as asbestos will never be fully recyclable or used for incineration, so 0% of waste going to landfill cannot be realistically achieved, however we can get very close and have moved this target forward to reflect our ambition here.

Waste generation & recycling related carbon emissions are not included in the BEIS datasets and are out of scopes 1 and 2. Hence, the savings are not included in the overall totals, but demonstrate the potential savings from such measures and their continued importance overall.

### Key Achievements this year:

- Overall, this year's total waste decreased massively to 65,709 tonnes from 71,624, with a recycling rate of 53%. This meant a total of 80,758 tonnes of CO<sub>2</sub> savings in total and 1.15 tCO<sub>2</sub>e per household, a huge achievement. This is thanks to the below actions.
- Waste Strategy Proposal is progressing with support, having identified significant cost and carbon savings.
- One round of identification and targeted improvements for food waste completed.
- Talks are now being delivered at schools and with community groups about the importance of recycling, reducing and reusing waste.

### Action Changes from last year:

- Methodology and carbon savings updated to capture the latest and most accurate figures.



Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<b>6.1 Achieve 70% recycling target</b>			<b>23,011 tCO<sub>2</sub>e</b>	<b>TBC</b>	
<p><b>6.1.1 Implement a new waste and recycling collection system with improved facilities.</b></p> <p>Following consultation, a full Waste Strategy will be devised and implemented which will focus on waste minimisation, a high recycling rate, improved quality of recycling and reduced collection/disposal costs and reduced carbon emissions. It will deliver an improved system in general, facilitating this across all materials.</p>	<ol style="list-style-type: none"> <li>1. Prepare consultants briefing, Options appraisal in early 2021, Market research and Decision making by end of 2021.</li> <li>2. Devise and adopt the communications plan by 2022</li> <li>3. Development of the Waste Strategy throughout 2022.</li> <li>4. Communication with residents pre-delivery.</li> <li>5. Delivery of new waste collection methods by March 2026 (three month).</li> <li>6. Ongoing communication with residents post delivery.</li> <li>7. Assess impact of the new initiative on the property stock.</li> <li>8. The council operations are included in this target.</li> </ol>	<p>As part of the overall waste strategy and changes to the collection process as part of this, the recent proposal regarding a switch to alternate weekly collections, in line with the government's stated objective of consistency, went to the Executive in March 2023 having been through scrutiny and public consultation. The improvements to the collection of waste are estimated to save £1m per year from the council's revenue budget as well as save CO<sub>2</sub>e through the increase in recycling that this brings as best practice demonstrates. The full waste strategy will be informed by the full upcoming government environment bill.</p> <p>Separation of contamination is ongoing.</p> <p>Council office wise cardboard and cans are being recycled, along with separate food waste bins provided.</p>	2,415 tCO <sub>2</sub> e (Included in total)	Medium term (2025/27) £1.9m	<b>AMBER</b>

Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<p><b>6.1.2 Improve residents' engagement with waste and recycling initiatives via partner Green Redeem.</b></p> <p>Weekly customer email to subscribers and monthly targeted campaigns to coincide with council's services and initiatives to increase the level of participation in recycling and improve the accuracy of recycling materials.</p> <p>Alongside greater awareness amongst residents about environmental issues.</p>	<ol style="list-style-type: none"> <li>Weekly email to prompt residents on presenting their waste / recycling.</li> <li>Waste reduction campaign by GreenRedeem.</li> <li>Climate Change Emergency campaigns.</li> <li>Promote and prompt residents to renew Garden Waste.</li> <li>Promote online bulky waste collection service.</li> </ol>	<p>This action has now ended, with numerous successful campaigns and communications having been run in this area including those on zero waste, community gardens, food waste, littering, repair cafes and soft plastics.</p> <p>As a part of wider engagement, the best methods for such will now be further investigated to identify the next steps for optimal effectiveness.</p>	<p>6,559 tCO<sub>2</sub>e</p> <p>(Included in total)</p>	<p>Short term (2023/24)</p> <p>£126,240</p> <p>(£31,560 per annum)</p>	<p><b>AMBER</b></p>

Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<p><b>6.1.3 Target low participation areas to increase food waste tonnage to increase participation above 70%.</b></p> <p>Improve uptake in food waste recycling to increase food waste tonnage, hence reducing loss of recyclable material.</p>	<ol style="list-style-type: none"> <li>1. Veolia to identify areas where FW recycling requires improvement (completed).</li> <li>2. Veolia to give tonnage reports from vehicles rounds to help identify progress and localities requiring improvements. Subject to having the capacity and RBs sign off to this request.</li> <li>3. JA to take straw poll of FW food waste participation to ensure meets 50% figure being used.</li> <li>4. Ticker system use to be investigated to identify in more detail areas requiring support with FW.</li> <li>5. Letters to be sent out to low participation areas.</li> <li>6. Build up and maintain a network of recycling champions made up of residents, primarily from those raising concerns about the service as they have demonstrated a concern and care about recycling issues.</li> <li>7. Increase FW &amp; Recycling signage in communal bin stores - Create Signage to promote food waste recycling as well as general recycling. Assess 10/15 sites per quarter through site visits and contact with champions and increase signage accordingly.</li> <li>8. Food waste directed from blue bags to food caddys to save funds against financial plan.</li> </ol>	<p>One round of identification and targeted improvements completed, with further rounds under feasibility to identify potential next areas.</p> <p>20 champions in total, to identify and respond to issues quickly. Some reports from these already which have been investigated and addressed.</p>	<p>1,329 tCO<sub>2</sub>e (Included in total)</p>	<p>Short term (2023/24) Costs TBC</p>	<p><b>GREEN</b></p>



Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<p><b>6.1.4 Increase &amp; improve facilities for glass recycling.</b></p> <p>Increase capture rate of glass from general waste through new collection methods, making it more convenient for residents and reducing loss of recyclable material.</p>	<ol style="list-style-type: none"> <li>1. Identify potential new specific and sheltered sites by communicating with parishes &amp; town councils and other private businesses &amp; partners such as FCC.</li> <li>2. Install bottle banks once approved and communicate this with site management and residents.</li> </ol>	<p>Re3 are reviewing glass collection in conjunction with likely outcomes of environment bill as a way to collect glass from kerbside or other. Work is ongoing with 3 councils in Berkshire to review options.</p>	<p>1,279 tCO<sub>2</sub>e (Included in total)</p>	<p>Medium term (2025/27) Costs TBC</p>	<p><b>AMBER</b></p>
<p><b>6.1.5 Proactive approach to partner with housing developers to deliver waste management facilities in new developments.</b></p> <p>Provide good waste and recycling facilities and communicate the system to new residents in new developments. Leading to greater recycling rates and quality.</p>	<ol style="list-style-type: none"> <li>1. Contact Developers to ensure they have access to the guidance document for providing waste &amp; recycling facilities for single and communal dwellings.</li> <li>2. Establish relationships with sales offices as well as site managers &amp; directors of communal dwellings to further establish that the proper W&amp;R materials are in place and appropriate for new residents moving in.</li> </ol>	<p>All developers in WBC database have been sent the 'W&amp;R Guidance for Developers' document.</p> <p>Communications and progress in this area has improved with planning, meaning impacts can be made earlier in the process, leading to greater adoption rates from developers.</p>	<p>Neutral</p>	<p>Long term (2028/30) Nil</p>	<p><b>GREEN</b></p>

Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<b>6.2 Achieve 3% of waste going to landfill</b>			<b>7,537 tCO<sub>2</sub>e</b>	<b>TBC</b>	
<p><b>6.2.1 Identify, establish &amp; deliver necessary measures to achieve zero waste to landfill from domestic properties.</b></p> <p>Reuse, recycle and recover 100% of WBC waste from domestic properties by moving waste up the waste hierarchy and increasing potential savings from landfill diversion.</p>	<ol style="list-style-type: none"> <li>1. Comprehensive communications campaign on "Reuse" and "Appropriate Recycling" including website, social media, GreenRedeem and target campaigns to divert as much recycles from waste as possible.</li> <li>2. Identify contaminated recycling and leave uncollected.</li> <li>3. Identify alternate markets for hard to recycle items.</li> </ol>	<p>Ongoing campaigns and actions are significantly contributing towards a reduction in waste to landfill. Consultation regarding enforcement is ongoing.</p> <p>Combustion has been identified as one potential avenue of energy generation to minimise existing fossil fuel use. 26,480 tonnes of waste going to EFW (so only 6% landfill) with a saving of £1,070,765 and providing 14.75 gWh this year.</p>	7,537 tCO <sub>2</sub> e	<p>Long term (2028/30)</p> <p>Costs TBC</p>	<b>GREEN</b>

Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<p><b>6.2.2 Engage school children in recycling via Green Team &amp; Youth Council. Improve awareness of recycling and its benefits in school children.</b></p> <p>Deliver events and material to support schools in increasing awareness and knowledge of waste and recycling, as part of a wider climate emergency programme towards this demographic.</p>	<ol style="list-style-type: none"> <li>1. Speak about the circular economy at the Youth Council climate change themed event &amp; link it to the borough's waste &amp; recycling practices, introducing the circular economy. Include an activity for participants (September).</li> <li>2. Develop activities for primary school aged children. A Wokingham waste &amp; recycling themed board game designed as an activity for teachers to use in-between curriculum topics with the aim activity to gamify waste and recycling (for primary school aged children).</li> <li>3. Deliver benches to the town centre area using plastic from recycled bottles as a major part of the material, with support from one of our waste collection companies and material supplied by schools.</li> </ol>	<ol style="list-style-type: none"> <li>1. Completed. Talks are now being delivered at schools, with this now also being applied to lesson plans at some schools.</li> <li>2. Not Started.</li> <li>3. Plan under development and relevant stakeholders for this initial stage have been contacted.</li> </ol>	Included in total	<p>Medium term (2025/27)</p> <p>Nil</p>	<b>AMBER</b>

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# 7. NEW DEVELOPMENT



## 7. NEW DEVELOPMENT

### Annual Carbon Savings: Neutral as applies to future development.

With the need for new homes, including the level of need calculated through government planning policy, it is essential new homes are provided in a sustainable manner, which minimises the overall long-term cost of reaching carbon neutrality (with retrofit much more expensive). By using this information, combined with industry knowledge, and government policy, planning requirements are being established within actions in this section. These are preventative targets, with neutral savings against the 2030 goal.

The majority of the actions in this section are currently included within, or revolve around, the Local Plan Update process. This will review all existing planning policy and provide an opportunity to establish a new strategy to manage development locally as well as performance standards for all types of new development.

In 2022 the council responded to a consultation on the Future Home Standards to ensure the ability for Local Plans to set higher energy performance standards for all new homes and commercial properties. Through the Standards, the government has set out plans to improve the minimum energy performance of new homes, including low carbon heating and being zero carbon ready by 2025. These homes are expected to produce 75-80% lower carbon emissions compared to previous levels. Existing homes will also be encouraged to achieve higher standards, making homes warmer and reducing bills.

Building homes to carbon neutral standards will result in massive savings compared to building standard homes. So while these actions are defined as neutral for the purposes of this plan, they demonstrate the significant scale of the benefits that can be achieved through their implementation.

Key challenges in this area will be convincing the government appointed Planning Inspector, who will examine any new planning policies, of the need for ambitious standards. Subsequently, the challenge will be to ensure developers achieve these standards due to the lack of government policy and regulation in this area. Therefore, engagement and cooperation with numerous parties is vital, including the council's Development Management and Delivery teams, Building Control assessors, developers, housing associations and the highways authority, as well as consulting with the local community and stakeholders.

### Key Achievements this year:

- Adoption of Climate Change Interim Policy Position Statement, December 2022.
- Production of evidence base to support the preparation of the Local Plan Update with consultant ARUP.
- London Road social housing has achieved SAP A, as has Groveland.

### Action Changes from last year:

- There are no new actions or change in this section.



Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<b>7.1 Towards the end of 2025, major residential development to be designed and built to achieve zero carbon.</b>			<b>Neutral</b>	<b>TBC</b>	
<p><b>7.1.1 Require major residential development to achieve zero carbon.</b></p> <p>Policy within the emerging Local Plan Update proposes to require residential developments of 10 or more dwellings to achieve zero carbon performance. A definition of what zero carbon means in this context will be provided.</p> <p>Where there is robust evidence that this cannot be achieved on site, as a last resort the Council proposes to accept appropriate financial contributions to provide carbon offsetting.</p>	<ol style="list-style-type: none"> <li>1. Prepare climate change evidence base to support of the Local Plan Update. This will be a key part of evidencing the requirements set out in the draft plan and will contribute towards the goals relating to new development in the CEAP.</li> <li>2. Consult on draft policy as part of the Draft Local Plan.</li> <li>3. Publish draft policy as part of the Pre-Submission Local Plan.</li> <li>4. Promote draft policy through the Local Plan Examination.</li> <li>5. Policy included within adopted Local Plan.</li> </ol>	<p>This ambition is being incorporated into the Local Plan Update. The climate change evidence has been completed and will inform improvements to the draft policy set out in the Draft Plan consultation. Draft Local Plan and the later Revised Growth strategy Consultation was completed, with analysis of main issues raised published.</p> <p>The LPU to date has sought to elevate the visibility of the Climate Emergency declared in the borough. Individual policies, and the spatial strategy have been developed in a way that fully embeds climate action and the targets of the CEAP. Further, the development CEAP and LPU has, and continues to be, a two-way process.</p>	Neutral	<p>Medium term (2025/27)</p> <p>Circa £75,000</p>	<b>AMBER</b>

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Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<p><b>7.1.2 Provide guidance to support major residential and non-residential development to achieve carbon neutrality.</b></p> <p>A Supplementary Planning Document (SPD) will support the new Local Plan Update by providing additional detail on how development proposals of all types are expected to demonstrate the achievement of the policy requirements, including zero carbon. The SPD will itself be subject to consultation and formally adopted, following the Local Plan Update.</p>	<ol style="list-style-type: none"> <li>1. Prepare draft Supplementary Planning Document.</li> <li>2. Consult on draft Supplementary Planning Document.</li> <li>3. Adopt Supplementary Planning Document.</li> </ol>	<p>This is to follow on from, and provide additional detail to, the Local Plan Update.</p>	<p>Neutral</p>	<p>Medium term (2025/27)</p> <p>Circa £25,000</p>	<p><b>AMBER</b></p>

Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<b>7.2 From 2025, major non-residential development to be designed and built to achieve the BREEAM* excellent standard.</b>			Neutral	Nil	
<p><b>7.2.1 Require major non-residential development to achieve BREEAM excellent standard.</b></p> <p>BREEAM is an internationally recognised certification scheme. It provides a holistic set of criteria to support the delivery of energy efficient developments, which are resilient to the impacts, and mitigate the effects, of climate change.</p>	<ol style="list-style-type: none"> <li>1. Prepare climate change evidence base to support of the Local Plan Update. This will be a key part of evidencing the requirements set out in the draft plan and will contribute towards the goals relating to new development in the CEAP.</li> <li>2. Consult on draft policy as part of the Draft Local Plan.</li> <li>3. Publish draft policy as part of the Pre-Submission Local Plan.</li> <li>4. Promote draft policy through the Local Plan Examination.</li> <li>5. Policy included within adopted Local Plan.</li> </ol> <p>Planning policy in the emerging Local Plan Update proposed to require development proposals to demonstrate how they have met this standard (or future equivalent) as a minimum.</p>	<p>This is being incorporated into the Local Plan Update as in 7.1.1.</p>	<p>Neutral</p>	<p>Medium term (2025/27)</p> <p>Nil</p>	<b>AMBER</b>

\*Full definition: BREEAM (Building Research Establishment Environmental Assessment Methodology) is a way to measure the sustainability performance of buildings. A BREEAM assessment uses recognised measures of performance, which are set against established benchmarks, to evaluate a building's specification, design, construction and use. The measures used represent a broad range of categories and criteria from energy to ecology. Each category focuses on the most influential factors, including reduced carbon emissions, low impact design, adaptation to climate change, ecological value and biodiversity protection."



Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<b>7.3 Establish a spatial strategy and design framework which promotes active and sustainable travel, sustainable design and construction and enables biodiversity gain.</b>			Neutral	Nil	
<p><b>7.3.1 Minimise unnecessary travel from new development, better house design for working from home and better integrated IT capability.</b></p> <p>The Local Plan Update will establish a spatial strategy which secures a pattern of development which allows for more people to live and work where journeys can be undertaken by walking, cycling and public transport.</p>	<ol style="list-style-type: none"> <li>1. Consult on draft policy as part of the Draft Local Plan and Revised Growth Strategy.</li> <li>2. Publish draft policy as part of the Pre-Submission Local Plan.</li> <li>3. Promote draft policy through the Local Plan Examination.</li> <li>4. Policy included within adopted Local Plan.</li> </ol> <p>Buildings, services and infrastructure need to be able to respond to new working patterns and needs.</p>	<p>This is being incorporated into the Local Plan Update as in 7.1.1.</p>	Neutral	<p>Medium term (2025/27)</p> <p>Nil</p>	<b>AMBER</b>

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Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<p><b>7.3.2 Require development, including the public realm, to be accessible to all and prioritise walking, cycling and other sustainable modes of transport.</b></p> <p>The emerging Local Plan Update will establish a spatial strategy which secures a pattern of development which allows for more people to live and work where journeys can be undertaken by walking, cycling and public transport.</p>	<ol style="list-style-type: none"> <li>1. Consult on draft policy as part of the Draft Local Plan.</li> <li>2. Publish draft policy as part of the Pre-Submission Local Plan.</li> <li>3. Promote draft policy through the Local Plan Examination.</li> </ol> <p>Policy included within adopted Local Plan Update.</p> <p>Developments will be expected to include measures to make walking and cycling the mode of choice for shorter journeys, both within and through the site, including links to facilities, services, bus stops and train stations. They will be designed so that they are easily navigable for people of all ages and physical ability.</p>	<p>This is being incorporated into the Local Plan Update as in 7.1.1.</p>	<p>Neutral</p>	<p>Medium term (2025/27)</p> <p>Nil</p>	<b>AMBER</b>

Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<p><b>7.3.3 Require allocations for major development to secure smart and sustainable approaches that champion climate change resilience and adaptation.</b></p> <p>Buildings and spaces, services and infrastructure need to be able to respond to the impacts of climate change. Part of this ability relates to ensuring that new development is designed to adapt to more intense rainfall and the possibility of flooding, plus heat waves and droughts.</p>	<ol style="list-style-type: none"> <li>1. Consult on draft policy as part of the Draft Local Plan.</li> <li>2. Publish draft policy as part of the Pre-Submission Local Plan.</li> <li>3. Promote draft policy through the Local Plan Examination.</li> </ol> <p>Policy included within adopted Local Plan Update.</p> <p>The design of developments, including the use of materials, must consider matters such as shading, insulation and ventilation, surface water runoff and storage and the use of appropriate tree and other planting.</p>	<p>This is being incorporated into the Local Plan Update as in 7.1.1. The Strategic Flood Risk Assessment (SFRA), part of the evidence base supporting the local plan process, includes modelling that incorporates climate change impacts as advised by Environment Agency guidance. An updated SFRA is currently being prepared to support future LPU consultation.</p>	<p>Neutral</p>	<p>Medium term (2025/27)</p> <p>Nil</p>	<p><b>AMBER</b></p>
<p><b>7.3.4 Provide positive policy framework for retrofitting existing buildings.</b></p> <p>There are limitations in the role of planning policy and decision making to influence existing buildings, but highlighting a permissive approach will assist in raising the profile of retrofit and provide a positive policy framework for when planning permission is required.</p>	<ol style="list-style-type: none"> <li>1. Consult on draft policy as part of the Draft Local Plan.</li> <li>2. Publish draft policy as part of the Pre-Submission Local Plan.</li> <li>3. Promote draft policy through the Local Plan Examination.</li> <li>4. Policy included within adopted Local Plan.</li> </ol> <p>Apply a permissive policy approach to retrofitting the existing building stock with measures that enhance sustainability and energy efficiency will assist in reducing emissions.</p>	<p>This is being incorporated into the Local Plan Update as in 7.1.1.</p>	<p>Neutral</p>	<p>Medium term (2025/27)</p> <p>Nil</p>	<p><b>AMBER</b></p>

Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<b>7.4 Support low carbon and renewable energy generation.</b>			<b>Neutral</b>	<b>Nil</b>	
<p><b>7.4.1 Provide positive policy supporting low carbon and renewable energy generation.</b></p> <p>Due to the benefits which low carbon and renewable energy generation bring to tackling climate change, the emerging Local Plan Update proposes a positive framework which supports such proposals unless there are unacceptable impacts that outweigh the benefits.</p>	<ol style="list-style-type: none"> <li>1. Consult on draft policy as part of the Draft Local Plan.</li> <li>2. Publish draft policy as part of the Pre-Submission Local Plan.</li> <li>3. Promote draft policy through the Local Plan Examination.</li> <li>4. Policy included within adopted Local Plan.</li> </ol> <p>Provide greater clarity and assurance to local groups and businesses wishing to support renewable energy schemes in their areas. Leading to an increase of renewable energy generation projects being developed across the Borough by local businesses and community energy groups.</p>	<p>This is being incorporated into the Local Plan Update as in 7.1.1.</p>	<p>Neutral</p>	<p>Medium term (2025/27)</p> <p>Nil</p>	<b>AMBER</b>

Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<b>7.5 From 2025, all new residential and non-residential buildings to be designed and built to be EV ready.</b>			Neutral	Nil	
<p><b>7.5.1 Ensure new developments make adequate provision for EV. Make all new houses electric vehicle ready by establishing requirements for EV charging points in new dwellings as described in the EV strategy.</b></p> <p>Electric and hybrid vehicle ownership is increasing, and likely to become more prevalent. Lack of charging infrastructure is a principal barrier to increased use of low-emissions vehicles. Therefore, all new developments will be expected to design in electric vehicle charging facilities.</p>	<ol style="list-style-type: none"> <li>1. Consult on draft policy as part of the Draft Local Plan.</li> <li>2. Publish draft policy as part of the Pre-Submission Local Plan.</li> <li>3. Promote draft policy through the Local Plan Examination .</li> <li>4. Policy included within adopted Local Plan.</li> <li>5. Developers to be informed of policy and requirements shall be listed in planning application.</li> <li>6. New developers to ensure that there is sufficient power serving new developments.</li> <li>7. Establish the requirement for EV charging point infrastructure for new dwellings in the Borough where appropriate.</li> <li>8. Make sure that new homes planning applications submitted from 2023 and where appropriate, have a charge point available. This will ensure there is no barrier for new homeowners or occupants of new dwellings to own or leased an electric vehicle.</li> <li>9. 100% new buildings are EV ready from 2025.</li> </ol>	<p>This is being incorporated into the Local Plan Update as in 7.1.1.</p>	<p>Neutral</p>	<p>Medium term (2025/27)</p> <p>Nil</p>	<b>AMBER</b>

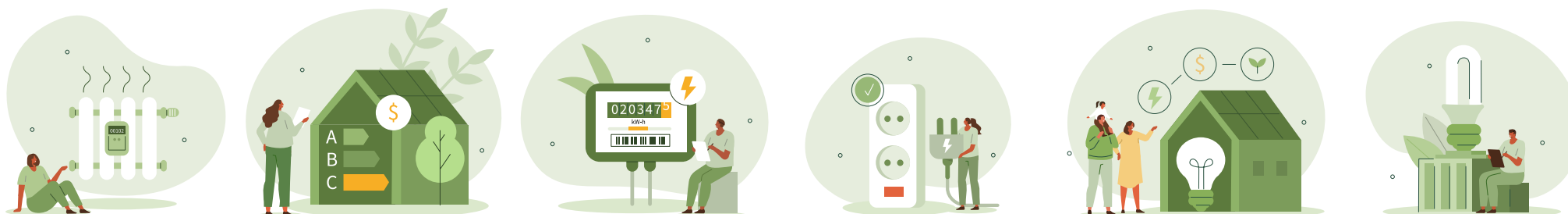
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Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<b>7.6 From 2021 100% of council new development is built to carbon neutral standards</b>			<b>Neutral</b>	<b>TBC</b>	
<p><b>7.6.1 All new council properties non-residential will be built to the highest efficiency standards from 2021.</b></p> <p>Consult on all future council builds and developments and engaged with developers to ensure that carbon neutrality is considered from the design stage and associated cost is identified.</p>	<ol style="list-style-type: none"> <li>1. Initial assessment to all new council development to assess stage of development and possible interventions to committed buildings.</li> <li>2. Assessment of possible interventions to Dinton Activity Centre, Arborfield School, carnival hub leisure centre and Toutley care home, among others.</li> <li>3. Move away from 'gas provision' to cleaner technology for new build properties when possible.</li> <li>4. Contact providers.</li> <li>5. Agree program of works.</li> <li>6. Implement viable measures.</li> <li>7. Monitor performance to inform future, further and wider work.</li> </ol>	<p>Dinton Activity Centre construction complete to become boroughs first carbon neutral building.</p> <p>Carnival Leisure Centre is one of the UK's most energy-efficient leisure centres. Air source heat pumps, solar panels (circa 1,800 sqm), careful building fabric detailing, and sustainable drainage systems all contribute to the scheme's overall performance, which has surpassed government targets.</p>	Neutral	<p>Medium term (2025/27)</p> <p>Nil</p>	<b>RED</b>

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Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<p><b>7.6.2 All new council homes will be built to the highest efficiency standards by 2024.</b></p> <p>Consult on all future council builds and developments and engaged with developers to ensure that carbon neutrality is considered from the design stage and associated cost is identified.</p>	<ol style="list-style-type: none"> <li>1. Initial assessment to all new council development to assess stage of development and possible interventions to committed buildings.</li> <li>2. Assessment of possible interventions to Carnival Hub apartments and London Road among others.</li> <li>3. Contact providers.</li> <li>4. Agree program of works.</li> <li>5. Implement viable measures.</li> <li>6. Monitor performance to inform future, further and wider work.</li> </ol>	<p>The rebuilding of London Road and the first phase of Grovelands development that will total 23 new units has achieved SAP A. Extensive design work has been undertaken to ensure that the Carnival Residential development will achieve operational carbon neutrality.</p>	<p>Neutral</p>	<p>Medium term (2025/27)</p> <p>Nil</p>	<p><b>RED</b></p>

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## 8. PROCUREMENT





## 8. PROCUREMENT

### Annual Carbon Savings: Neutral as applies to future procurement.

The Council recognises its ability to reduce its carbon emissions through its own procurement processes, utilising its scale, power and presence to establish requirements for a low-carbon economy.

This will be achieved by encouraging our chosen suppliers to improve their own sustainability measures, prioritising those who have done so where possible, through implementing policies which incorporate this as a requirement/criteria in overall decision making processes. Doing so will also set an example for others, demonstrating the viability of such actions and outlining our commitment to enacting them ourselves.

Engaging with and educating our large range of suppliers will be key to this goal, with many required due to the scale of our essential operations, whether through contracts to provide external services, supporting operations or supplying goods/services directly to council sites.

With a number of significant contracts and strategies set to expire or be reviewed before the 2030 goal, these opportunities will be utilised to review and improve the sustainability elements of these services.

Goals under this section also covers training staff on climate change and other methods through which climate change considerations can be embedded into the governance and decision making within the council. This is also done through a Climate Change Impact Assessment Tool which assists staff in identifying the potential impacts of projects and how they can potentially mitigate these.

Carbon savings here are neutral as they apply to future procurement or are captured in other existing actions. Also, with global aspects increasingly impacting worldwide supply chains, WBC recognises the significance of social value and will be prioritising it within these procurement targets.

### Key Achievements this year:

- Carbon reduction plan and emissions reporting required for substantial contracts.
- Assessment of suppliers complete to inform a future full scope 3 emissions review.
- Actions aligned with existing procurement changes to improve deliverability

### Action Changes from last year:

- There are no new actions or change in this section.

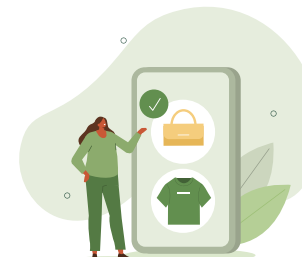
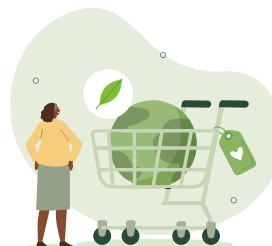


Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<b>8.1 By the end of 2024, achieve sustainable procurement practice throughout the council as part of Corporate Procurement Strategy</b>			<b>Neutral</b>	<b>Nil</b>	
154	<b>8.1.1 Include a drafted approach to sustainable procurement within review of Procurement Strategy.</b>	<ol style="list-style-type: none"> <li>Produce and update to procurement strategy including the below points:                             <ul style="list-style-type: none"> <li>Goods contracts will consider whole-life costing including disposal.</li> <li>Service and works contracts will include carbon neutrality or reduction measures either directly or indirectly by their design.</li> <li>Procuring in line with business needs and climate emergency targets.</li> </ul> </li> <li>Seek consultation of strategy with SLT.</li> <li>Achieve sign off of strategy.</li> <li>Implementation and communication of strategy with CEM.</li> </ol>	Initial strategy approved July 2021.  Procurement board now in place.	Short term (2023/24)  Nil	<b>AMBER</b>
	<b>8.1.2 Develop a sustainable procurement culture and associated skills for green procurement.</b>	<ol style="list-style-type: none"> <li>Design of an e-learning module training people in green procurement techniques.</li> <li>Complete E-learning design.</li> <li>All staff in council who procure to complete training on CE.</li> </ol>	Climate Emergency E-learning module to be uploaded to site. Coaching feasibility study underway.	Neutral  Nil	<b>AMBER</b>

Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<p><b>8.1.3 Assess suppliers on sustainable procurement standards.</b></p>	<ol style="list-style-type: none"> <li>1. Evaluation of all suppliers to promote sustainability proportionate to contract and financial constraints.</li> <li>2. Use of the Standard SQ / inclusion of a pass/fail phase in all contract evaluations.</li> <li>3. All buyers/ commissioners taking embedded carbon into account when purchasing goods and services.</li> <li>4. Performance Team to name the top 20 carbon producers from our suppliers, encouraging competition between suppliers, which may generate other benefits in terms of efficiency and cost savings.</li> </ol>	<p>Not Started</p>	<p>Neutral</p>	<p>Medium term (2025/27) Nil</p>	<p><b>RED</b></p>

Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<p><b>8.1.4 Implementation of sustainable procurement KPIs amongst suppliers.</b></p>	<ol style="list-style-type: none"> <li>1. Consult with stakeholders, including local and national business during the development of council's sustainable procurement policy through a consultation event.</li> <li>2. All buyers/commissioners embed carbon KPI targets into all suitable council contracts.</li> <li>3. Provide clear and detailed instructions to suppliers on the council's sustainability requirements.</li> <li>4. Investigate opportunities from big businesses to train SME and VCSE in bid writing, social value etc.</li> <li>5. Contracts have sustainability KPIs included where suitable to contracts scope and will be performing within the 'green' threshold (or equivalent) for these KPIs.</li> </ol>	<p>Corporate Strategy to support greater KPI implementation around sustainability to begin development in summer 2023, following the new Government Procurement Bill.</p>	<p>Neutral</p>	<p>Medium term (2025/27) Nil</p>	<p style="text-align: center; color: white; font-weight: bold;">RED</p>

Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<b>8.2 By the end of 2024, the council will consider social value, including carbon neutrality, in all its procurement cycles</b>			<b>Neutral</b>	<b>Nil</b>	
<b>8.2.1 Adopt a WBC Social Value Policy</b>  Generation of a WBC Social Value policy, linking to corporate procurement strategy	1. Draft the WBC Social Value policy. 2. Consult with businesses and SLT. 3. Implement communication of policy via CEM.	Not Started	Neutral	Medium term (2025/27)  Nil	<b>RED</b>
157 <b>8.2.2 Promote local skills and employment</b>  Where appropriate, locally-based suppliers will be used for all direct award and quotation processes, leading to reduce carbon impact from logistics and travel where compliant.	1. All buyers / commissioners to impose SME/local supply targets on suppliers including reporting back of SME/local supplier subcontracting and carbon reduction. 2. Improve Skills for low carbon transition, including supporting those in traditional 'high carbon industries to retrain. 3. Performance Team name the top 20 suppliers supporting scheme.	Not Started	Neutral	Medium term (2025/27)  Nil	<b>RED</b>





## 9. ENGAGEMENT AND BEHAVIOUR CHANGE



## 9. ENGAGEMENT AND BEHAVIOUR CHANGE

### Annual Carbon Savings: Neutral as per below

WBC recognises it cannot reach the ambitious 2030 goal alone, with many of the actions throughout the plan requiring support from external and internal stakeholders including Council staff, residents, businesses, schools, Town and Parish Councils community organisations in shifting to more sustainable behaviours and uptake low-carbon technologies.

This section outlines some of these specific measures which will support this process, focusing on promoting and accelerating the shift by raising awareness of the existing climate impacts that the Council and Borough are experiencing, along with providing examples and opportunities for change.

The carbon savings here will feed into carbon savings achieved elsewhere in the CEAP. The majority of the actions are therefore listed as 'Neutral' for their carbon savings against the 2030 target.

This section also covers business engagement. The government's Build Back Better strategy will enable more policy and mean more opportunities will become available for businesses at a local level, particularly in promoting the green sector. Both of these opportunities will be incorporated into the upcoming Climate Emergency Communication and Engagement Plan. The intention is to develop and implement an engagement plan that is specifically targeted towards tackling the climate emergency and will dictate the actions within this section of the plan going forward.

### Key Achievements this year:

- Let's Talk Climate deliberative process involved 60 community representatives in peer group sessions and surveyed 140 residents to gather recommendations around our climate work and vision.
- Online Planet Pledge campaign launched in Feb 2023 to inspire and encourage people to make a solemn promise to make a small change over the year to help address the climate emergency. 55 pledges have been received so far.
- The climate emergency newsletter continues to be successful, with over 6,000 subscribers.
- A Net Zero Heroes team of volunteer staff within the council has been formed. The aim of which is to meet regularly to discuss, communicate and engage with all staff in the organisation on how to reduce their carbon footprint.
- Active travel, LTP, cost of living and other major projects have all been incorporated into comms plan already and will continue to expand this, including a campaign around the upcoming COP28.

### Action changes from last year:

- There are no new actions in this section.



Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<b>9.1 Raise awareness in the community about the climate emergency agenda</b>			<b>Neutral</b>	<b>TBC</b>	
<p><b>9.1.1. Implement a Wokingham Borough Council Climate Emergency Communication and Engagement Plan.</b></p> <p>Ensure there is a long-term plan for the delivery of sustained communication with all stakeholders in the borough needed to tackle the climate emergency, including residents, businesses, young people, council staff and the Town and Parish Councils.</p>	<ol style="list-style-type: none"> <li>1. Options appraisal to inform on different engagement methods.</li> <li>2. Complete a visioning project (Let's Talk Climate) to allow for residents, businesses, community organisations and young people to envisage how a carbon neutral borough will look in 2030.</li> <li>3. Investigate behaviour change barriers.</li> <li>4. Develop a programme available for residents to shift to more sustainable choices and be rewarded for forming these new habits.</li> <li>5. Draft the Climate Emergency Engagement Plan. This includes completion of an Equality Impact Assessment to measure the potential impacts on all members of the community.</li> <li>6. Support Town and Parish councils and other key stakeholders to share best practice and lessons learned to set out a path to carbon neutrality in their own operations, where possible.</li> </ol>	<p>Deliberative process titled "Let's Talk Climate" completed in 2022. This included a number of peer group sessions with a range of stakeholders from across the Borough and an e-survey for residents. Results and recommendations from these are now incorporated in this CEAP progress report.</p> <p>The results from Let's Talk Climate will feed into the upcoming Climate Emergency Communication and Engagement Plan, that will be developed in 2023/24.</p>	Neutral	<p>Short term (2023/24)</p> <p>£33,000</p>	<b>GREEN</b>



Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<p><b>9.1.2. Actively communicate the progress of the climate emergency initiatives delivered borough-wide.</b></p> <p><b>Provide and share information with residents on how to reduce their carbon emissions.</b></p> <p>Develop a sustained campaign to provide information, advice, and signposting to promote behavioural change amongst residents to drive engagement with council initiatives.</p>	<ol style="list-style-type: none"> <li>Set up a resident climate emergency newsletter to promote the actions the council are taking and focus on how individual actions can make a big difference.</li> <li>Deliver a campaign to businesses on COP26.</li> <li>Ensure climate emergency messaging is intertwined with comms plans for projects sat within the climate emergency action plan across the council, such as transport, waste and development projects.</li> <li>Encourage residents with opportunities to improve energy performance of homes and buildings, reduce carbon emissions from transport, adopt new behaviours.</li> </ol>	<p>The CE newsletter now has over 6,000 subscribers and continues to deliver advice, support and motivation to residents, with recent positive responses on the new steer of articles.</p> <p>Articles are published regularly on the council website: <a href="#">link</a></p> <p>Active travel, LTP, cost of living and other major projects have all been incorporated into an independent comms plan already and the council will continue to expand this, including communications around upcoming climate-related events such as Earth Hour and COP28.</p> <p>A regular section in borough news (double page spread) continues.</p> <p>Online Planet Pledge campaign launched in Feb 2023 to inspire and encourage people to make a solemn promise to make a small change over the year to help address the climate emergency. 55 pledges have been received so far.</p>	<p>Neutral</p>	<p>Short term (2023/24)</p> <p>Nil</p>	<p><b>GREEN</b></p>

Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<p><b>9.1.3. Support changes in work practices and behavioural change amongst council staff.</b></p> <p>WBC staff to be better informed of their impact as an organisation and how to drive this impact down through projects and communications, providing information, advice &amp; signposting to promote behavioural change.</p>	<ol style="list-style-type: none"> <li>1. Deliver a sustained communications campaign through the council's Green Team to inspire staff to reduce their personal carbon footprints by making sustainable shifts in their daily routines.</li> <li>2. Investigate and promote the carbon footprint of Wokingham Borough Council as an organisation and workplace and how individual actions of staff contribute towards this.</li> <li>3. Communicate environmental benefits and carbon savings of the Workplace Reimagined project to ensure staff are fully informed.</li> <li>4. Investigate a behaviour change platform for business use.</li> </ol>	<p>Internal comms articles continue on key issues, to encourage colleagues to maintain 'greener' habits.</p> <p>A Net Zero Heroes team has also been formed within the council of staff motivated around this topic, to create and implement ideas both internally and externally towards reducing emissions and other environmental benefits.</p> <p>This includes a potential intranet page with links to articles. This will also be included in staff newsletters.</p> <p>A full coaching proposal has been submitted, alongside one for an assessment tool.</p>	<p>Neutral</p>	<p>Short term (2023/24)</p> <p>Nil</p>	<p><b>GREEN</b></p>

Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<p><b>9.1.4. Support changes in work practices and behavioural change amongst local businesses.</b></p> <p>Provide information, advice, signposting to promote sustainable behaviours amongst local businesses (e.g. remote working, retrofitting buildings, solar PV installation).</p> <p>Promote working from home practices to reduce the proportion of staff at corporate sites for more efficient use of the space.</p>	<ol style="list-style-type: none"> <li>1. Host events to stimulate the conversation around sustainability in business between the council and the business community.</li> <li>2. Ensure the conversation is kept going through regular climate emergency articles in the Business Matters newsletter.</li> <li>3. Engage with providers to gather information on what more can be done with businesses.</li> <li>4. Assessment of unintended consequences from the national lockdown (COVID-19) and the effects to energy consumption and site occupancy of corporate sites.</li> <li>5. Incorporate into the Climate Emergency Engagement &amp; Behaviour Change Strategy.</li> <li>6. Provide monthly spotlights for businesses to demonstrate real actions they can take from people in a similar position.</li> <li>7. Ensure the climate emergency action plan is fully aligned with the Wokingham Borough Council's Economic Recovery Strategy and the government's plan for a Green Recovery, which focuses on enabling local business to Build Back Better.</li> </ol>	<p>The Climate Emergency and Economic Development teams are developing an offer for businesses and VCS organisations to understand and reduce their carbon footprint, uptake renewable energy options and work together with the Council on our carbon neutral goal by 2030.</p> <p>The Climate Emergency newsletter now has over 6,000 subscribers and continues to deliver advice, support and motivation to residents, with recent positive responses on the new steer of articles.</p> <p>Articles relating to climate emergency and the actions from the rest of the plan continue to be included in the Business Matters newsletter which has over 8,000 subscribers. This is being amended to make it more applicable to the relevant audience(s) and its changing to a monthly release from April.</p> <p>Local libraries signed up to the National green libraries manifesto.</p>	<p>Neutral</p>	<p>Short term (2023/24)</p> <p>Nil</p>	<p><b>GREEN</b></p>



# 10. COUNCIL SPECIFIC ACTIONS



## 10. COUNCIL SPECIFIC ACTIONS

### Annual Carbon Savings: 11,810 tCO<sub>2</sub>e

The council aims to lead the way on carbon neutrality, by improving its own operations, to become a carbon neutral organisation by 2030. To do so a number of key areas have been identified to target high emission activities.

Currently the council emits approximately 7.6 ktCO<sub>2</sub>e, which represents only 1.69% of the boroughs total. From the below summary the 3 main areas of council emissions are Energy, Transport and Waste, though the latter remains out of scope for the CEAP emission reporting itself. As such these are the key areas the actions in this section focus on, with the carbon savings for 10.1 accounted for in the above travel table and figures. The exceptions are actions 10.2 and 10.3, which is regarding the council fleet and buildings specifically in addition to above metrics and so is noted separately here.

The council also has an internal team of officers from all across the council, who are interested in driving sustainable shifts in the council, through behaviour change and workplace practice change. This group – Net Zero Heroes – is volunteering their time to gather regularly and assessing progress in this area, providing new ideas on potential improvements in sustainability for internal practices. These projects and ideas, which often also help staff minimise their impact at home too, are included in regular internal communication.

### Key Achievements this year:

- Feasibility study underway with Energy Savings Trust (EST) to assess and deliver cost and carbon savings around council fleet vehicles and grey mileage.
- Assessment of salary sacrifice schemes underway as part of wider council transition to EV plan.
- Feasibility study underway for a Liftshare scheme to analyse employee commuting patterns and car-share or active/sustainable travel opportunities.

### Action changes from last year:

- There are no new actions in this section.



Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<b>10.1 Leading by example - Reduce by 70% CO<sub>2</sub>e emissions produced by council related travel by 2030</b>			<b>892 tCO<sub>2</sub>e</b>	<b>TBC</b>	
<p><b>10.1.1 Deliver a strategy to reduce miles produced by council staff work related travel.</b></p> <p>To investigate the possibility to introduce EV Car clubs for council staff between Monday to Friday and with the option to open to the public during the weekends.</p>	<ol style="list-style-type: none"> <li>1. Carry out assessment for car clubs and produce a strategy</li> <li>2. Analyse saving from Mileage paid to staff vs cost paid to provider</li> <li>3. Aiming to reduce grey fleet miles by 30% from transport related trips.</li> </ol>	<p>Feasibility study underway with Energy Savings Trust (EST) to assess council fleet vehicles and grey miles.</p>	<p>78.31 tCO<sub>2</sub>e (Included in total)</p>	<p>Medium term (2025/27)  Costs TBC  Nil from strategy itself</p>	<b>GREEN</b>
<p><b>10.1.2 Promote homeworking and remote working practices amongst council staff.</b></p> <p>In addition to home working, expand remote working practices in other locations to reduce unnecessary travel and the need for central office accommodation.</p>	<ol style="list-style-type: none"> <li>1. Capitalise on the unintended consequences of the national lockdown by reviewing working from home practices in the council and consider new ways of working in the recovery plan for the council.</li> <li>2. Deliver a staff survey to assess working from home preferences amongst council staff.</li> <li>3. Aiming to reduce the CO<sub>2</sub> emissions travelled from council staff to work by 40% by 2022.</li> </ol>	<p>Managers have discussed the need for and preferences of home or flexible working patterns with staff, completing the staff surveys.</p> <p>Only those staff required will be coming into the office at this stage.</p> <p>The workplace reimaged survey is complete and will likely support this further.</p>	<p>405.42 tCO<sub>2</sub>e (Included in total)</p>	<p>Short term (2023/24)  Nil</p>	<b>GREEN</b>

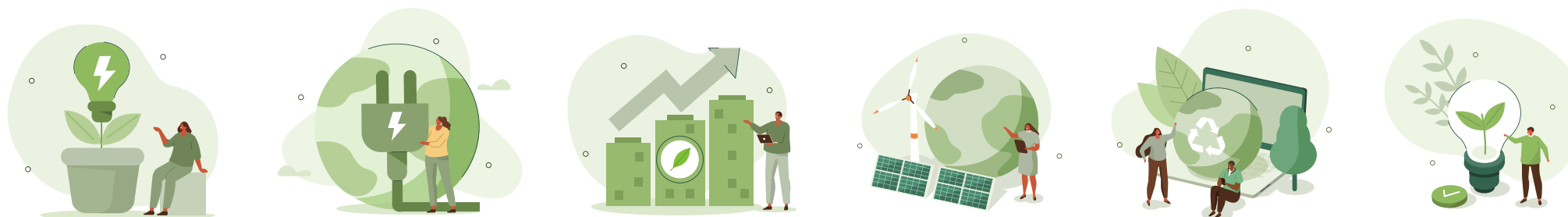
Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<p><b>10.1.3 Incentivise council staff to mode shift to active and sustainable transport or EVs.</b></p> <p>Investigate incentives that can be given to council staff to support their commute to work being more sustainable by implementing schemes that make such methods more accessible.</p>	<ol style="list-style-type: none"> <li>Carry out an assessment of viability of salary sacrifice schemes that could be offered to council employees for sustainable transport or Evs.</li> <li>Assess alternative transport options for council staff.</li> <li>Communicate these options and advice to relevant staff on how to reduce their commuting emissions.</li> <li>Aiming to reduce the CO2 emissions from staff travelling to work by 10% by 2025.</li> </ol>	<p>Assessment of salary sacrifice schemes underway as part of wider council transition to EV plan.</p> <p>Feasibility study underway for a Liftshare scheme to analyse employee commuting patterns and car-share or active/sustainable travel opportunities.</p>	<p>304.06 tCO<sub>2</sub>e (Included in total)</p>	<p>Medium term (2025/27) £10,000</p>	<b>AMBER</b>
<b>10.2 Council's car fleet becomes entirely ultra-low emission by 2028</b>			<b>11,810 tCO<sub>2</sub>e</b>	<b>TBC</b>	
<p><b>10.2.1 Ensuring 100% of the car fleet operated by the council is ultra-low emission by 2028</b></p> <p>Leading the way by transitioning the 16 WBC owned and leased vehicles to EV or low carbon vehicles at the end of their leasing contract/ life. Vehicles range from minibuses, cars and a tractor in Dinton Pastures.</p>	<ol style="list-style-type: none"> <li>Deliver the programme to transition WBC owned vehicles to be ultra-low vehicles by 2028.</li> <li>Review lease contracts and establish a programme for transitioning leased vehicles to EV when engaging in new contracts.</li> <li>Embed requirements for EV's or Low Emission vehicles in WBC Fleet Guidelines Policy and WBC Vehicle Procurement Guidelines.</li> <li>Update the Vehicle Procurement Application form to include the consideration of EV's or Low Emission vehicles as a standard with no sign off from the Board for any vehicle that does not meeting this requirement.</li> </ol>	<p>Feasibility study underway with Energy Savings Trust (EST) to assess council fleet vehicles and grey miles, and options to transition 100% of our car fleet to ultra-low emission vehicles by 2028.</p>	<p>45.39 tCO<sub>2</sub>e</p>	<p>Medium term (2025/27) Costs TBC</p>	<b>GREEN</b>

Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<p><b>10.2.2 All council run operations, including through partners, to utilise EV or ultra-low emissions vehicles.</b></p> <p>Ensuring all our contractors use ultra-low or EV when possible will reduce emissions from contractors and suppliers vehicles working for and in partnership with the council. This includes Education and Social Care transport providers to encourage/specify transition to ultra-low vehicles for use on HTST transport.</p>	<ol style="list-style-type: none"> <li>1. Include in procurement policies considerations for EV/ultra-low emission vehicles as a standard.</li> <li>2. All buyers/commissioners to apply contractual policies when subcontracting services</li> <li>3. Review the contracts with our transport providers and establish requirements to transition to ultra-low emissions vehicles</li> <li>4. Optimise HTST routes to reduce mileage</li> <li>5. 50% (which exceeds the statutory minimum of 35%) contract transport fleet will be hybrid or fully electric by 2028.</li> </ol>	<p>To be incorporated into EV strategy such that consideration must be made for climate issues, including EV, as part of the procurement process for projects.</p>	<p>Included in total</p>	<p>Long term (2028/30) Costs TBC</p>	<p style="text-align: center; color: white; background-color: red;">RED</p>



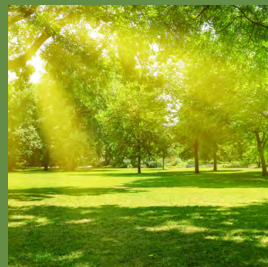
Action / Description	Milestones / Outcome	Current Status	Carbon Savings	Timescale / Total Cost	RAG
<b>10.3 By 2030 All council owned buildings will be retrofitted to carbon neutral standards.</b>			<b>11,765 tCO<sub>2</sub>e</b>	<b>TBC</b>	
<p><b>10.3.1 Improve energy performance of council owned buildings to carbon neutral standards, excluding schools as this is a separate action.</b></p> <p>Implement a wide range of energy efficiency projects at existing properties to improve energy efficiency. These include, installing LED lighting, Cavity Wall, loft insulation etc., all to make the property 'consume' less energy.</p> <p>Programme for retrofitting corporate assets based on energy performance baseline and energy improvement requirements.</p>	<ol style="list-style-type: none"> <li>1. Establish baseline energy performance for each council-owned asset.</li> <li>2. Three year assessment, average kilowatt value (FY from 2017-20).</li> <li>3. Develop Energy Management Plan.</li> <li>4. Identify energy performance improvement requirements to all corporate sites and recorded in the Corporate Assets Carbon Reduction Database.</li> <li>5. Programme for asset retrofit set up</li> <li>6. Feasibility assessment on Woodley Library as a pilot project.</li> <li>7. Establish guidelines of energy improvements that can be used for all corporate assets.</li> <li>8. Deliver the building retrofitting programme.</li> </ol>	<p>Baseline and carbon reduction plan under development, while we continue to deliver improvements, with an average of 30 properties undergoing development each year to improve energy efficiency and renewables generation.</p>	11,765 tCO <sub>2</sub> e	<p>Medium term (2025/27)</p> <p>£13.5M (£4.5M per year)</p>	<b>GREEN</b>

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# COUNCIL EMISSIONS 2022/2023

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## COUNCIL ACTIONS AND EMISSIONS 2022/2023

In addition to these specific actions, the council monitors its gross emissions within the borough total to measure progress to become carbon neutral. This is done through the Local Authority GHG Accounting Tool, which applies standard emissions factors to usage figures and is designed specifically for local authorities.

This currently applies to scope 1+2 emissions where the council has direct accountability and can have the most impact through solutions, though scope 3 elements are also taken into account where it is possible for the council to utilise its influence. Going forward, as an organisation we will begin measuring and targeting a reduction in scope 3 emissions. Within this tool the following scopes for emissions are defined for businesses/councils.

### Scope 1 and 2:

Direct emissions produced by sources which are owned or controlled by the council and include electricity use, burning oil or gas for heating, and fuel consumption from business travel or distribution. This therefore includes streetlighting for the council, though this is not a direct result of operations.

### Scope 3:

Indirect emissions produced by external factors but as a result of council operations and consumption. This includes elements such as staff commuting, contractors, waste production and working from home. Outsourced scope 3 emissions are not currently measured due to the large number of contractors that the Council works with.

Due to some irregularities in figures available with the time lag in reporting, some of the months have been estimated based on previous years, to find the best annual estimate for this period.

Scope	Emissions Type	Emission (tCO <sub>2</sub> e)	Percentage
<b>Scope 1</b>	Heating	5,668.51	45.3%
	Fugitive Emissions	0.00	0.0%
	Authority's Fleet	46.57	0.4%
<b>Scope 2</b>	Electricity	5,997.43	47.9%
<b>Scope 3</b>	Staff Business Travel	198.20	1.6%
	Outsourced Fleet	2.56	0.0%
	Transmission & Distribution Losses	530.59	4.2%
	Water	12.75	0.1%
	Material Use	0.00	0.0%
	Waste generated from own operations	66.31	0.5%
	Outsourced Scope 3	Not currently measured	Not currently measured
<b>Total Emissions Green Tariff Electricity Final Emissions</b>		12,522.93 (-) 4498.07 <b>8,024.86</b>	<b>100%</b>

## Emissions Summary:

A brief explanation on the sources of the emissions contributing to each of these areas is provided in the below analysis, along with the actions which have already been outlined regarding council operations specifically.

### Transport:

The vast majority of council staff are continuing to work from home where possible, and will continue to do so for the foreseeable future, thanks to the continued positive results achieved and the results from the internal “Workplace Reimagined” survey confirming optimal working patterns. This means this aspect is well ahead of target, leading to a drastic drop in transport emissions for the council. However, elements remain, primarily from the use of council owned or private vehicles for council work, representing a total of 244.78 tCO<sub>2</sub>e across all scopes. Staff commuting figures fall under outsourced scope 3.

This area is being targeted by the actions in the council emissions section.

## Waste:

In 2022/23 the council produced approximately 175 tonnes of waste, of which just over 35 tonnes was recycled, as shown in the below waste and recycling table. This waste is collected separately to domestic waste and includes those from council run public facilities such as libraries, leisure centres and community centres, but not schools. Therefore, initiatives here not only focus on council staff, but improving responses from the public through making recycling more accessible and clear.

### **Waste and recycling figures from council properties.**

Type	Amount	tCO <sub>2</sub> e
Glass	0.48	0.01
Commercial Waste	140.47	65.61
DMR (Dry Recyclables)	31.34	0.67
Food	3.324	0.03

Council targets for waste are aligned with the CEAP and therefore aims for a 70% recycling rate by 2030. This includes new practices already in place, such as the implementation of a zero single use plastics policy in staff areas, along with increased separation of food waste and dry recyclables.

## Buildings and Energy:

As the scope in this report now includes all council run sites, not just offices, this now represents by far the largest area of emissions, directly contributing 97.4% and 11,665.94tCO<sub>2</sub>e across all scopes. By excluding streetlighting, which the council has lower direct influence over, this figure would fall to 10,949.19 tCO<sub>2</sub>e.

In response, as explained fully in the plan, the council is currently implementing a wide range of energy efficiency improvements and renewable energy generation where possible at all current and future properties.

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Meanwhile, the council is also working towards sourcing as much electricity as possible from green tariffs, with 75% of the current electricity purchased coming from these sources across the period. This means 4,498.07tCO<sub>2</sub>e of these emissions would be negated in this respect. Therefore, the remaining total council emissions would be 8,024.86 tCO<sub>2</sub>e, as shown above.



# APPENDIX



## APPENDIX 1. THE POLICY LANDSCAPE

WBC has established a strong track record for delivery of actions to address climate change, but the Council's influence is varied and complex across the different activities that occur within their own operations and the Borough.

This means partnership and collaboration – and the Council's role as an influencer and convenor – will be vital to achieving success, given that the majority of the emissions cuts needed rely on individual people and businesses taking up low-carbon solutions. With many of these decisions depending on having supporting infrastructure and systems in place, this is another key area the council are aiming to support change. However, the last year has been volatile and the below key summits and government strategies will continue to impact the outcomes of our actions.

**The COP27 Summit** in Nov 2022 restated the importance of a global commitment to tackling climate change due to the current estimations that the world temperature is on track to well exceed 2°C and cause intensive damage across the globe as a result. As such emphasis on meeting this goal and actions to do so in the face of challenges such as the energy crisis and covid were the primary focus, alongside nature based solutions.

**The IPCC Synthesis Report 2023** again highlights the importance of keeping the global temperature rise to below 1.5oC before 2040, and challenge this now presents, outlining the devastating impacts missing this target would have on global ecosystems, markets, and human settlements. Previous iterations of the IPCC report focused on what can be done now, to avoid this disaster, including: slashing coal usage and subsidies, removing CO2 from the atmosphere directly through carbon capture and storage, curbing demand from transport, accommodation and diets. This version expands on the above by examining and explaining the opportunities and importance of adaptation in response to the inevitable changes and climate impacts as a result of warming up to this threshold and beyond.

**The UK Climate Risk Assessment 2022** report assesses the future risks of climate change to the UK and emphasises the importance of incorporating adaptation into existing long-term plans and mitigation efforts. These include impacts on health and productivity, businesses and public services, deterioration in soil health and agricultural productivity, water availability and thereby our alternative energy supply. However, it also demonstrates that there are a range of options for improving resilience which represent good value for money.

**The Environment Act 2021** defines a number of new measures to protect biodiversity and the environment more widely as part of the 25-year Environment Plan. This includes centrally prescribed lists of materials that local authorities must collect for recycling, extended producer responsibility for packaging and a deposit return scheme for drinks containers. It also includes key measures on air quality, with local authorities receiving new powers, including the ability to declare an Air Quality Management Area (AQMA) and establish plans to reduce public exposure to air pollution which exceeds air quality targets.

**The Transport Decarbonisation Strategy 2021** targets more sustainable options such as electricity and hydrogen, outlining that the future approach is about doing the same things but in a more efficient way by the target date of net zero by 2050. It prioritises moving away from transport planning based on predicting future demand to provide capacity, towards planning that sets an outcome communities want to achieve and provides the transport solutions to deliver those outcomes.

**The Hydrogen Strategy 2021** examines the potential to provide energy, not just for vehicles, but as a renewable energy source. This will require a drastic change, encouraged by supporting new technology and opportunities in this sector by 2030. It also acknowledges the beneficial role hydrogen can play as a storage mechanism for excess renewable energy, helping to cover the traditional shortcomings in reliability from other renewable methods.

**The Net Zero Strategy 2021** encompasses all of the above strategies and carbon budgets, outlining the next steps to cut our emissions, seize green economic opportunities, and leverage further private investment into net zero by 2050. It targets doing so in a sustainable way that still supports growth by improving the effectiveness and therefore viability of low carbon options. Delivery plans and roadmaps of the specific investment under this strategy have since been released, including for carbon capture, hydrogen and heat pumps. These, alongside the carbon budget plan provide more specific detail to support authorities in planning and understanding potential funding sources.

**The Heat and Buildings Strategy 2021** sets out the actions that central government will be taking to reduce emissions from buildings in the near term (2035) and provides a long-term framework to enable industry to invest and deliver the transition to low-carbon heating, but focuses primarily on hydrogen. Unfortunately, despite the ambition, there remains no statutory powers or funding for local councils as part of this.

**The EV Infrastructure Strategy 2022** outlines the governments approach towards delivering the essential infrastructure to support the EV transition, along with the anticipated barriers and engagement elements, all supported by models for understanding the anticipated demand. The aim is to remove all these perceived and real barriers by developing the supporting network and encouraging chargepoint operators to expand their provision early, in order to deliver ahead of demand and so inspire future confidence in EV adoption, towards the goal of all new vehicles sold from 2035 being zero emission. This now includes an EV Smart charging action plan.



**The Department for Education's (DfE) Sustainability and Climate Change Strategy 2022** acknowledges the vital role education plays in helping to tackle climate change and creating a better, greener world for future generations, aiming for net zero by 2050. The strategy also sets out how local authorities will need to consider environmental sustainability, carbon reduction and energy efficiency to develop solutions for projects.

**The Green Finance Strategy 2023** sets out how the UK Government is working with a range of public financing bodies to commercialise and finance the green technologies needed for the transition, complementing steps taken through Powering Up Britain and the UK emissions trading scheme, to deliver cheap, clean British energy sources to heat our homes and power our industries. It includes how the UK will use our leadership and the expertise of our financial sector to accelerate the shift, alongside how nature and adaptation will play a part in delivering net zero by 2050.

**The Powering up Britain 2023** paper sets out how the government will enhance our country's energy security, seize the economic opportunities of the transition, and deliver on our net zero commitments by 2050.

**The Environmental Improvement Plan 2023** set out a comprehensive plan for halting and then reversing centuries of decline in nature in the next 25 years. It aims to deliver cleaner air and water in our cities and rural landscapes, protect threatened species and provide richer wildlife habitats This includes the introduction of 'Nature Markets', which enable private investment in nature, through creating units or credits that can be bought and sold. It also covers the growing problems of waste and soil degradation, alongside adaptation and the importance of sustainable development.

**The CCS (Crown Commercial Service) Carbon Reduction Policy 2022** affects local authorities across the country as this is the primary source of procurement for many. This policy sets out clear targets for reducing net Greenhouse Gas (GHG) emissions to zero by 2050.

## APPENDIX 2. WBC CARBON FOOTPRINT DATA

**Table 5: SCATTER Summary GHG inventory table of Borough Emissions**

Summary Greenhouse Gas emissions by Sub Sector	Total (KtCO <sub>2</sub> e)
<b>Residential buildings</b>	302.40
Commercial buildings & facilities	55.67
Institutional buildings & facilities	19.28
Industrial buildings & facilities	88.11
178 Agriculture	3.31
Fugitive emissions	23.85
On-road	426.37
Rail	13.35
Waterborne navigation	0.00
Aviation	93.21
Off-road	2.93
Solid waste disposal	4.99
Biological treatment	0.00

Summary Greenhouse Gas emissions by Sub Sector	Total (KtCO <sub>2</sub> e)
Incineration and open burning	0.62
Wastewater treatment and discharge	3.06
Industrial process	44.25
Industrial product use	0.00
Livestock	9.36
Land use	-17.38
Other AFOLU	0.00
Electricity-only generation	0.00
CHP generation	0.16
Heat/cold generation	0.00
Local renewable generation	0.00
<b>Total</b>	<b>1073.55</b>

**Table 6: DESNZ Summary GHG inventory table of Borough Emissions**

Wokingham Carbon footprint	KtCO <sub>2</sub> e
Industry and Commercial Electricity	57.97
Industry and Commercial Gas	35.81
Large Industrial Installations	0.04
Industrial and Commercial Other Fuels	16.18
Agriculture	4.84
Domestic Electricity	57.08
Domestic Gas	180.28
Domestic 'Other Fuels'	11.44
Road Transport (A roads)	61.25
Road Transport (Minor roads)	94.15
Transport Other	7.55
LULUCF Net Emissions	-16.02
<b>Total</b>	<b>505.74</b>

DESNZ data (table 5 and table 6) and SCATTER data (Left-side table) are compiled using different methodologies, but again follow the standard Greenhouse Gas Protocol. The SCATTER model (Setting City Area Targets and Trajectories for Emissions Reductions) operates on 2019 data. DESNZ data is from 2020, as these are the most recent available, with this being the data used for our comparisons as it is from a government source, more consistent and more directly applicable in terms of scopes we are able to capture.

The DESNZ data therefore shows us that the boroughs emissions are comprised of emissions from: transport 32%, the industrial and commercial sector 22%, and the domestic sector 49%, with a contribution of -3% from carbon sequestration efforts.

### What do the different emissions categories (or scopes) mean?

Direct = GHG emissions from sources located within the Local Authority Boundary (also referred to as Scope 1). For example petrol, diesel or natural gas.

Indirect = GHG emissions occurring as a consequence of the use of grid-supplied electricity, heat, steam and/or cooling within the city boundary (also referred to as Scope 2).

Other = All other GHG emissions that occur outside the city boundary as a result of activities taking place within the city boundary (also referred to as Scope 3).

## What do the different sectors and subsectors represent within the SCATTER Inventory?

The Direct Emissions Summary and Subsector categories are aligned to the World Resource Institute’s Global Protocol for Community-Scale Greenhouse Gas Emission Inventories (“GPC”), as accepted by CDP and the Global Covenant of Mayors.

- The DESNZ Local Emissions Summary represents Local Authority level data published annually by the Department for Energy and Net Zero.
- Stationary energy includes emissions associated with industrial buildings and facilities (e.g. gas & electricity).
- IPPU specifically relates to emissions that arise from production of products within the following industries: Iron and steel, Non-ferrous metals, Mineral products, Chemicals. These are derived from DUKES data (1.1-1.3 & 5.1).
- Waterborne Navigation and Aviation relate to trips that occur within the region. The figures are derived based on national data (Civil Aviation Authority & Department for Transport) and scaled to the City of Oxford region.

## Why does the DESNZ summary differ from the SCATTER summary?

- The DESNZ summary represents CO2 only; SCATTER also includes emissions factors for other greenhouse gases such as Nitrous Oxide (N2O) and Methane (CH4). These are reported as a CO2 ‘equivalents (e)’. The DESNZ summary does not provide scope split; SCATTER reports include scope 3 emissions (i.e. direct, indirect and other categories).
- SCATTER data includes further out of scope emissions even within scope 2, those being motorways and railways, which are not considered within the boroughs scope of influence and so are removed from DESNZ data.
- The DESNZ summary categories are not directly consistent or mapped to the DESNZ LA fuel data which is available as a separate data set. SCATTER uses published fuel data and applies current-year emissions factors, whereas the DESNZ data calculations scale down national emissions in each transport area. Specifically with regard to road transport, DESNZ data splits total emissions across road type; SCATTER uses fuel consumption for on-road transport per LA.
- Different treatment of ‘rural’ emissions i.e. Agriculture, Forestry and Other Land Use (AFOLU) and Land Use, Land Use Change & Forestry (LULUCF) categories are derived from different underlying data sets and have been explored further within section 3 of this report.

## APPENDIX 3. SUSTAINABLE DEVELOPMENT GOALS

The 2030 United Nations Agenda for Sustainable Development, provides a shared blueprint for peace and prosperity for people and the planet, now and into the future. At its heart are 17 Sustainable Development Goals (SDGs), which act as an urgent call for action to all countries - developed and developing - to work as a global partnership. They recognize that ending poverty and deprivation must go hand-in-hand with strategies that improve health and education, reduce inequality, and spur economic growth - at the same time as tackling climate change and working to preserve our oceans and forests.

### Wokingham Borough Council and the Sustainable Development Goals

In the table below each goal has been assigned an SDG number. For example, Good Health and Wellbeing is SDG3 and links back to the appropriate action in the Climate Emergency Action Plan demonstrating how Wokingham Borough are supporting the UN's 17 Sustainable Development Goals.

Wokingham Borough Council recognises that, as a local authority, we are in the best position to raise awareness and to influence the delivery of the Sustainable Development Goals.

<p><b>1</b> NO POVERTY</p> 	<p><b>1 NO POVERTY</b></p> <p>Although Wokingham is an affluent borough, we will work hard to ensure the Climate Emergency action plan creates a sustainable, carbon neutral economy that will achieve economic justice as well as economic growth.</p>
<p><b>2</b> ZERO HUNGER</p> 	<p><b>2 ZERO HUNGER</b></p> <p>As a rural borough, sustainable agricultural practice is of high importance as well as promoting sustainable eating in the borough through the action plan which focuses on cutting down on meat consumption.</p>
<p><b>3</b> GOOD HEALTH AND WELL-BEING</p> 	<p><b>3 GOOD HEALTH AND WELL-BEING</b></p> <p>We will be encouraging sustainable transport such as cycling and converting to electric vehicles through our action plan to ensure we maintain our high level of well-being across the borough</p>
<p><b>4</b> QUALITY EDUCATION</p> 	<p><b>4 QUALITY EDUCATION</b></p> <p>The youthful population are a large part of our action plan to meet our 2030 carbon neutral goal and we aim to promote sustainable lifestyles throughout our schools and ensure we hear the voices of our children.</p>
<p><b>5</b> GENDER EQUALITY</p> 	<p><b>5 GENDER EQUALITY</b></p> <p>We hope the women and girls in the borough will take part to make the action plan the most effective in everyday situations like reducing waste and single use plastics.</p>
<p><b>6</b> CLEAN WATER AND SANITATION</p> 	<p><b>6 CLEAN WATER AND SANITATION</b></p> <p>There is a strong focus on reducing water waste in the Borough which will comply with the sustainable management of water targets sat beneath this SDG.</p>

<p><b>7</b> AFFORDABLE AND CLEAN ENERGY</p> 	<p><b>7 AFFORDABLE AND CLEAN ENERGY</b></p> <p>We are determined to roll out sustainable energy generating methods through the implementation of solar panels, particularly in our SDLs, which are both clean and affordable in the long term.</p>
<p><b>8</b> DECENT WORK AND ECONOMIC GROWTH</p> 	<p><b>8 DECENT WORK AND ECONOMIC GROWTH</b></p> <p>Wokingham Borough benefits from a below average unemployment rate and bringing more sustainable enterprises to the borough will only enhance our working population further.</p>
<p><b>9</b> INDUSTRY, INNOVATION AND INFRASTRUCTURE</p> 	<p><b>9 INDUSTRY, INNOVATION AND INFRASTRUCTURE</b></p> <p>A large section of our action plan is dedicated to ensuring our new developments are carbon neutral through sustainable infrastructure and that we promote sustainable leaving within these new communities.</p>
<p><b>10</b> REDUCED INEQUALITIES</p> 	<p><b>10 REDUCED INEQUALITIES</b></p> <p>The UK suffers from vast disparities in wealth but this can also be seen on a local scale within the Borough. We aim to work the Climate Emergency action plan with economic development in mind to ensure we achieve economic equality throughout the borough.</p>
<p><b>11</b> SUSTAINABLE CITIES AND COMMUNITIES</p> 	<p><b>11 SUSTAINABLE CITIES AND COMMUNITIES</b></p> <p>Wokingham Borough is lucky to have an existent community that is resilient, inclusive and safe. We aim to build on this and strengthen this through the action plan to promote the same characteristics for the communities created in the new developments.</p>
<p><b>12</b> RESPONSIBLE CONSUMPTION AND PRODUCTION</p> 	<p><b>12 RESPONSIBLE CONSUMPTION AND PRODUCTION</b></p> <p>The themes of this goal are woven throughout the action plan to promote and encourage a change in lifestyle of the residents in the borough starting with the council staff through the work of the Green Team.</p>

<p><b>13</b> CLIMATE ACTION</p> 	<p><b>13 CLIMATE ACTION</b></p> <p>By working towards our 2030 carbon neutral borough target we have been able to put in place Officer groups and projects that reflect the targets under our action plan and enforce action to combat climate change.</p>
<p><b>14</b> LIFE BELOW WATER</p> 	<p><b>14 LIFE BELOW WATER</b></p> <p>Protecting bodies of water is essential as they are facilities for residents to enjoy in green space for non-polluting recreational activities</p>
<p><b>15</b> LIFE ON LAND</p> 	<p><b>15 LIFE ON LAND</b></p> <p>Protecting our greenspace as a rural borough is of huge significance and is reflected in the action plan, as we aim to preserve the land as a carbon sink or sustainably develop on land in a way that allows the whole borough to reap the sustainable rewards.</p>
<p><b>16</b> PEACE, JUSTICE AND STRONG INSTITUTIONS</p> 	<p><b>16 PEACE, JUSTICE AND STRONG INSTITUTIONS</b></p> <p>As an influential institution in the borough, we take our role in combating climate change very seriously and will show our respect of our communities through public consultation and incorporating resident's ideas throughout.</p>
<p><b>17</b> PARTNERSHIPS FOR THE GOALS</p> 	<p><b>17 PARTNERSHIPS FOR THE GOALS</b></p> <p>Creating partnerships are an essential aspect of our action plan, especially one which is tackling such a global problem. Partnerships, especially with the businesses in the borough, will allow us to achieve more.</p>

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## APPENDIX 4. GLOSSARY

Term	Definition
<b>Carbon Baseline</b>	The year against which target decreases in emissions are measured.
<b>Carbon dioxide (CO<sub>2</sub>)</b>	Carbon dioxide is a gas in the Earth's atmosphere. It occurs naturally and is also a by-product of human activities such as burning fossil fuels. It is the principal greenhouse gas produced by human activity.
<b>Carbon Budget</b>	A tolerable quantity of greenhouse gas emissions that can be emitted in total over a specified time. The budget needs to be in line with what is scientifically required to keep global warming and thus climate change "tolerable."
<b>Carbon dioxide equivalent (CO<sub>2</sub>e)</b>	<p>Six greenhouse gases are limited by the Kyoto Protocol and each has a different global warming potential. The overall warming effect of this cocktail of gases is often expressed in terms of carbon dioxide equivalent - the amount of CO<sub>2</sub> that would cause the same amount of warming.</p> <p>For consistency in this climate emergency action plan, the figures on carbon dioxide emissions have been presented in tonnes tCO<sub>2</sub>e</p>
<b>Carbon footprint</b>	The amount of carbon emitted by an individual, organisation, geographical area or during the manufacture of a product in a given period of time.

Term	Definition
<b>Carbon offsetting</b>	A way of compensating for emissions of CO <sub>2</sub> by participating in, or funding, efforts to take CO <sub>2</sub> out of the atmosphere. Offsetting often involves paying another party, somewhere else, to save emissions equivalent to those produced by your activity.
<b>Carbon Sequestration</b>	The process of storing carbon dioxide. This can happen naturally, as growing trees and plants turn CO <sub>2</sub> into biomass (wood, leaves, and so on). It can also refer to the capture and storage of CO <sub>2</sub> produced by industry.
<b>Climate Change</b>	A pattern of change affecting global or regional climate, as measured by yardsticks such as average temperature and rainfall, or an alteration in frequency of extreme weather conditions. This variation may be caused by both natural processes and human activity. Global warming is one aspect of climate change.
<b>Climate Change Act (2008)</b>	At the core of the Act is the 2050 target to reduce UK greenhouse gas emissions by at least 80% relative to 1990, and the system of carbon budgets that provide five-year stepping stones to the 2050 target. In 2019 this target was altered to achieve net zero emissions by 2050.
<b>Climate Emergency</b>	A situation in which urgent action is required to reduce or halt climate change and avoid potentially irreversible environmental damage resulting from it.

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Term	Definition
<b>Climate Emergency Declaration</b>	The recognition of the urgency of the Climate Emergency by organisations, businesses or government at any level, often resulting in setting a target date to become carbon neutral.
<b>The Committee on Climate Change (CCC)</b>	An independent, statutory body established under the Climate Change Act 2008 whose purpose is to advise the UK and devolved governments on emissions targets and to report to Parliament on progress made in reducing greenhouse gas emissions and preparing for and adapting to the impacts of climate change.
<b>Fossil fuels</b>	Natural resources, such as coal, oil and natural gas, containing hydrocarbons. These fuels are formed in the Earth over millions of years and produce carbon dioxide when burnt.
<b>Global warming</b>	The steady rise in global average temperature in recent decades, which experts believe is largely caused by man-made greenhouse gas emissions. The long-term trend continues upwards, even though the warmest year on record, according to the UK's Met Office, is 1998.
<b>Greenhouse gases (GHGs)</b>	Natural and industrial gases that trap heat from the Earth and warm the surface. The Paris Agreement, following The Kyoto Protocol restricts emissions of six greenhouse gases: natural (carbon dioxide, nitrous oxide, and methane) and industrial (perfluorocarbons, hydrofluorocarbons, and sulphur hexafluoride).

Term	Definition
<b>The Inter-governmental Panel on Climate Change (IPCC)</b>	A scientific body established by the United Nations Environment Programme and the World Meteorological Organization. It reviews and assesses the most recent scientific, technical, and socio-economic work relevant to climate change, but does not carry out its own research. The IPCC was honoured with the 2007 Nobel Peace Prize.
<b>Land Use, Land-Use Change, and Forestry (LULUCF)</b>	Activities here provide a method of offsetting emissions, either by increasing the removal of greenhouse gases from the atmosphere (i.e. by planting trees or managing forests), or by reducing emissions (i.e. by curbing deforestation and the associated burning of wood).
<b>Mitigation</b>	Action that will reduce man-made climate change. This includes action to reduce greenhouse gas emissions or absorb greenhouse gases from the atmosphere.
<b>Net zero carbon / Carbon Neutral</b>	Net zero: A scenario in which GHG emissions arising from human activity are eliminated by minimising energy demands and meeting remaining energy demand with energy from renewable sources. In exceptional circumstances where elimination of GHG emissions from the activity is not possible, GHG emissions are minimised and offsetting local to the origin of the activity is used to equal any remaining emissions resulting in net zero.



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Term	Definition
<b>Paris Agreement (2015)</b>	The Agreement's central aim is to strengthen the global response to the threat of climate change by 21 countries agreeing to keep the global temperature rise this century well below 2 degrees Celsius above pre-industrial levels and to pursue efforts to limit the temperature increase even further to 1.5 degrees Celsius.
<b>Per-capita emissions</b>	The total amount of greenhouse gas emitted by a country per unit of population.
<b>Renewable energy</b>	Energy created from sources that can be replenished in a short period of time. The five renewable sources used most often are: biomass (such as wood and biogas), the movement of water, geothermal, wind, and solar.
<b>SAP Rating</b>	Definition of "The Standard Assessment Procedure (SAP) is the methodology used by the government to assess and compare the energy and environmental performance of dwellings.

Term	Definition
<b>SCATTER</b>	Standing for Setting City Area Targets and Trajectories for Emissions Reductions, SCATTER is a local authority focussed emissions tool, built to help create low-carbon local authorities. SCATTER provides local authorities and city regions with the opportunity to standardise their greenhouse gas reporting and align to international frameworks, including the setting of targets in line with the Paris Climate Agreement.
<b>The United Nations Framework Convention on Climate Change (UNFCCC)</b>	One of a series of international agreements on global environmental issues adopted at the 1992 Earth Summit in Rio de Janeiro. The UNFCCC aims to prevent "dangerous" human interference with the climate system. It entered into force on 21 March 1994 and has been ratified by 192 countries.

## REFERENCES

<sup>1</sup> <http://www.unep.org/facts-about-climate-emergency>

<sup>2</sup> State of the Planet speech, United Nations Secretary General Antonio Guterres. December 2020

<sup>3</sup> [2020 closes a decade of exceptional heat | World Meteorological Organization \(wmo.int\)](https://www.wmo.int)

<sup>4</sup> <https://www.theccc.org.uk/publication/2022-progress-report-to-parliament/>

<sup>5</sup> [Plans, policies and strategies - Wokingham Borough Council](#)

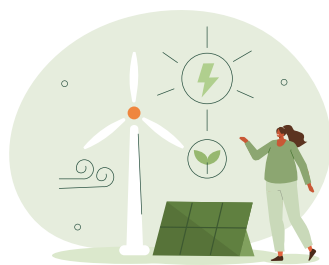
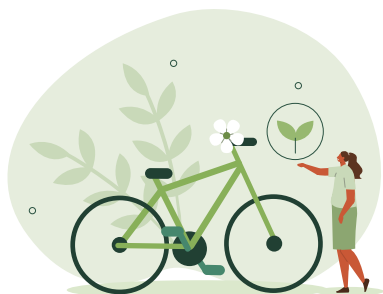
<sup>6</sup> <https://www.gov.uk/government/statistics/uk-local-authority-and-regional-greenhouse-gas-emissions-national-statistics-2005-to-2020>

<sup>7</sup> [Council Climate Plan Scorecards | Climate Emergency UK \(councilclimatescorecards.uk\)](https://www.councilclimatescorecards.uk)

<sup>8</sup> <https://www.cdp.net/en>

<sup>9</sup> <https://localpartnerships.org.uk/greenhouse-gas-accounting-tool/>

<sup>10</sup> [Resolution adopted by the UN General Assembly on 25 September 2015.](#)





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### Appendix 3. Climate Emergency Action Plan – Carbon Assessment Methodology and Assumptions

Where possible all data is gathered from official government figures, to the most local possible level. Unfortunately, with the limited availability of data in some areas or the complex, untethered nature of some of the actions, with how they interact and interlink with other actions, it is not possible to allocate specific savings to each one separately. These targets are therefore noted in the main plan as “Included in total” as they contribute towards the overall goal of that section. However, where possible to specifically identify savings underneath each major action, these are also defined below. Total savings from each overall action, reflecting those used in the summary tables in the main document, are highlighted in bold.

The most up to date data is used for every action where available, however this can cause differences in some cases where some government figures are more up to date than others. This is accounted for as much as possible within the calculations to demonstrate the savings which are generated from the additional benefit derived from these actions.

The most recent DESNZ data for the borough of 2020 is used as the baseline total for this report.

#### Carbon Emissions Trajectory

Carbon emissions trajectories are used to identify the expected outcomes from the combined actions of the council and all residents. These are best estimates as it is impossible to make exact predictions.

Current business as usual (BAU) projections from SCATTER, following a methodology based on numerous government strategies and incorporated targets and using 2019 BEIS data, estimate a 10% reduction by 2030. This has changed from previous iterations as it is now based on a more bottom-up approach, in order to minimise double counting by ensuring savings from government strategy do not overlap with those from council actions. It also enables the council to focus more on the direct actions and impacts we can have as a council beyond national policy impacts. There are numerous approaches possible for this process as all are based on estimations, with both the current and previous approaches utilised by other councils successfully.

The government is continually reviewing policies and is likely to make additional changes, which will also be incorporated into our carbon accounting methodology and projections once they are realised. The carbon emissions BAU trajectory is expected to change year by year, as it will be impacted by new government policies, and national and global events (e.g. COVID-19 pandemic), therefore this should be used as a reference rather than an absolute figure.

For example, the proven effectiveness of working from for many companies during the pandemic in 2020 is expected to continue and provide a large decrease in emissions from commuting. However, this remains a live document which we review and will update as required, alongside BEIS updates which are released annually but backdated 2 years.

#### Transport

Targets here are based around the vital overall goal of reducing ICE (internal combustion engine) mileage, both for private and commercial purposes, along with a separate section for the overarching strategy. They are therefore split under these 3 primary areas (1A,B and C), with the sub targets all contributing towards the main goals by a percentage (eg contributing 10% of the 50% total reduction).

Targets here are all inevitably slightly interlinked, but this methodology has been chosen to minimise double counting where possible. These are stretched targets which are aimed for in order to minimise emissions

where possible, though there remains a deficit in some areas, such as reducing travel and train usage actions, where we recognise more action is needed to meet these figures. Travel assumptions for cars in this case for simplicity are that car journeys are completed alone.

Currently the total mileage covered by private ICE vehicles (excluding freight) is 475,240,000 miles. Therefore, a 50% reduction in this total mileage represents a saving of 237,620,000 miles, which is broken down against the total number of petrol/diesel cars and motorbikes in the borough, as each has a different level of emissions per mile travelled and average annual distance covered. By using these figures, the total savings for each vehicle type has been calculated and added together to get the total savings possible. In this way the estimate is more accurate than using an average savings per mile covered across each type.

This is outlined more clearly in the below table:

Project	Current amount (per year)	Average usage (per year)	Current total figure	Target total figure	Total Reduction	Carbon Saving Units	Carbon Saving per unit	Total Carbon Saving (tCO <sub>2</sub> e)
50% Reduction in petrol private car mileage	66100	4741	31,338,0100	156,690,050	156,690,050	kg/Miles	0.29103	45,601.50
50% Reduction in diesel private car mileage	33900	4741	160,719,900	803,59,950	80,359,950	kg/Miles	0.27901	22,421.22
50% Reduction in private motorbike mileage	38000	30	1,140,000	570,000	570,000	kg/Miles	0.16559	94.3863
50% Reduction in ICE vehicle mileage	138000		475,240,000	237,620,000	237,620,000	kg/Miles		68,117.12

Within this total saving of 68,117.12 tCO<sub>2</sub>e, this total target is then split into a number of actions which will each contribute towards a percentage reduction of the initial total mileage.

#### Action 1A.1: 33% Reduction From EV Registration

- 33% of total ICE mileage will be reduced by switching to electric vehicles instead.
- 33% of the total (therefore 66% of the 50% target figure of 68,117.12) is **44,957.29 tCO<sub>2</sub>e**
- Importantly, the initial total mileage figure excludes current EV mileage as this does not apply to ICE miles.

- This target has been arrived at following consultant analysis and expected EV registration numbers by 2030.

**Action 1A.1.3** - Review the residential charge point infrastructure for those who have communal parking facilities such as flatted developments.

- This is currently anticipated to deliver at least 136 new charge points.
- Each socket is estimated to save 5775kg of CO<sub>2</sub>e per year
- This therefore represents potential savings of **785 tCO<sub>2</sub>e per year** (5775/1000\*136)

**Action 1A.1.5** - Support local businesses, including commercial property owners, to transition their commercial fleets to EV and encourage their employees to switch to EV for private use to achieve a 20% transition to EVs.

- In 2017 it was found that 40% of all vehicles in the UK can be considered as grey fleet. In Wokingham Borough that would mean that 40,000 cars are used predominantly for commuting and business travel (100,000 x 0.4).
- The target aims to support the transition of 20% of this fleet 8,000 cars to EV (40,000 x 0.2).
- Average commuting miles in the UK is 788 miles annually. Therefore this 20% travels 6,304,000 miles every year (8000 x 788).
- Assuming the majority of these cars are petrol the emissions produced from this travel is **1,834.6 tCO<sub>2</sub>e per annum** ((6,304,000 x 0.29103)/1000). This is the amount that could be saved by transitioning 20% of commuting vehicles to EVs.
- More information will be available at a later stage as we identify the number of taxis businesses operating in in the borough and the feasibility of these transitioning to EV.

**Action 1A.1.7** - Coordinate the installation of EV charging points into both council buildings and private or commercially owned land, in line with the EV network plan approved in the strategy.

- While the overall savings are included in the total, the total currently identified savings as of this report are based on the number of active sockets currently installed.
- There are currently 112 active sockets
- There are currently an additional 77 sockets planned.
- Each socket is estimated to save 5775kg of CO<sub>2</sub> per year
- $189 * 5775/1000 = 1091 \text{ tCO}_2 \text{ per year}$

#### **Action 1A.2: 5% Reduction From Reduced Travel**

- 5% of total ICE milage will be reduced by removing journeys from the road.
- For these targets this means removing entire car journeys as the user utilises car share opportunities instead.
- 5% of the total (therefore 10% of the 50% target figure of 68,117.12) is **6,811.71tCO<sub>2</sub>e**
- However, current actions currently reach 5,577.34, as detailed below, meaning there is a deficit of 1,234.36 to be addressed in upcoming iterations.

**Action 1A.2.1:** Engage businesses to promote homeworking and remote working when possible to achieve 30% reductions of CO<sub>2</sub> emissions travelled from employees of local businesses by 2022

- There are a total of 60,800 Wokingham Borough residents employed in the following roles which are office based and therefore could sustain remote working behaviours which have been enforced through the COVID-19 lockdown measures in 2020.

	<b>Wokingham (Numbers)</b>
Managers, Directors And Senior Officials	12,600
Professional Occupations	27,100
Associate Professional & Technical	14,100
Administrative & Secretarial	7,000
<b>Total</b>	<b>60,800</b>

- Assuming 30% (18,240 people) of the office-based workforce can maintain remote working or active travel to and from work this could lead to huge annual reductions in local car travel and associated emissions.
- In England in 2018, the average person travelled 788 miles per year for commuting purposes by driving a car or van. 14.4 million miles are therefore travelled each year by 30% of this sector of the workforce (788 x 18,240).
- Multiplying this mileage by 0.29103KgCO<sub>2</sub> of emissions per mile by an average petrol car ((0.29103 x 14,400,000)/1,000) means that 4,183 tCO<sub>2</sub>e could be saved per annum if sustained.

**Action 1A.2.2** - Promote the Liftshare scheme through My Journey to help individuals and businesses develop bespoke travel policies

- The target is to achieve a 10% reduction in the number of car/bike trips to and from businesses within the borough by March 2025 by implementing a lift share scheme.
- Using the above data in 3.1, but based on a 10% figure instead, total savings for this target are **1,394 tCO<sub>2</sub>e per annum**

### **Action 1A.3: 2% Reduction from Increased Public Transport Use**

- 2% of total ICE mileage will be reduced by switching to use buses or trains instead.
- 2% of the total (therefore 4% of the 50% target figure of 68,117.12) is **2,724.68 tCO<sub>2</sub>e per annum**
- This figure is based on doubling bus and train usage numbers, as detailed below.
- However, as there are no actions around trains at this time, these savings have been temporarily removed, meaning actions currently reach 173.73 as detailed below, meaning there is a deficit of 2,550.95 to be addressed in upcoming iterations, primarily from trains.

#### **Action 1A.3.1: Produce bus service improvement plan.**

- The plan aims to boost passenger numbers to 3 million, from a baseline 1.8 million.
- This means a potential 1.2million car journeys were replaced by buses.
- As this is additional and targeted at specifically replacing car journeys, this would reduce the risk of journeys where walking/cycling has been replaced being incorporated.
- The average journey length in 2021 was 6 miles<sup>1</sup>
- Therefore replacing these 1.2 million journeys has replaced a potential 7,200,000 miles of ICE travel.
- Multiplying this mileage by 0.29103 KgCO<sub>2</sub> of emissions per mile by an average petrol car ((0.29103 x 7,200,000)/1,000) means that 2,095 tCO<sub>2</sub>e could be reduced from cars per annum.

<sup>1</sup> <https://www.gov.uk/government/statistical-data-sets/nts01-average-number-of-trips-made-and-distance-travelled>



- However the bus itself still produces emissions of approximately 0.27492 KgCO<sub>2</sub> per mile.
- Therefore this would be a total of 1,979 tCO<sub>2</sub>e (0.27492 x 7,200,000)/1,000)
- However if there are 5 people on a bus, or on average 5x more people than in the same journey in a car, this would only mean equivalent emissions of 395 tCO<sub>2</sub>e as only 1/5 of the journeys are needed to be completed by the buses.
- Even if recording against completed journeys, this same rhetoric and measure still applies as 5x more journeys would be required by single car journeys either way.
- Therefore a total reduction of **1,800 tCO<sub>2</sub>e** is possible from switching travel for these journeys from cars to buses (2,095-395)

**Action 1A.3.9** - Re-optimising the routes and capacity for school buses by re-tendering the contracts.

- Initial 14 routes covered 93,750.49km per year
- Multiplied by the kg per km for euro6 buses (0.04) or 0.265 for one diesel route covering 6,054.33
- This equates to 5,114.22 kgCO<sub>2</sub>e
- New 8 routes cover 52,042.83km per year
- Multiplied by the same emissions factors (including identical diesel route)
- This equates to 2,562.83 kgCO<sub>2</sub>e
- Therefore the change has resulted in 2,551.38 kgCO<sub>2</sub>e of savings, or **2.55 tCO<sub>2</sub>e per annum**

#### **Action 1A.4: 10% Reduction From Increased Active Transport use**

- 10% of total ICE milage will be reduced by switching journeys for active transport methods such as walking and cycling.
- 10% of the total (therefore 20% of the 50% target figure of 68,117.12) is **13,623.42 tCO<sub>2</sub>e per annum**
- However, current actions currently reach 16,163.4, as detailed below, meaning there is a surplus here of 2,539.97 which could cover some of the previous sections' deficits (in terms of carbon accounting towards the overall savings estimates by 2030).

**Action 1A.4.1** - To provide more primary school children with the opportunity to develop practical skills and an understanding of how to cycle safely, leading to greater chance of adoption, both now and in the future.

- Currently there are approximately 2000 children trained across all levels of bikeability at the boroughs primary schools each year.
- On average, children travel 1.6 miles to primary school<sup>2</sup>. Multiplying these figures together means 6,400 miles are travelled per day to and from school by these children ((1.6 x 2000) x 2).
- There are 190 days in an academic year meaning this small group of children will be travelling 1,216,000 miles per year (6,400 x 190). If assuming these children will all transition from being driven to and from school to cycling to and from school:
- Multiply this figure by the carbon emissions produced per mile driven in an average sized petrol car ((1,216,000 x 0.29103KgCO<sub>2</sub>e)/1000) to find that **353.89 tCO<sub>2</sub>e** emissions could be saved per academic year

**Action 1A.4.2** - Encourage and support local schools to join Modeshift Awards scheme for active and sustainable travel to achieve a 10% reduction in the number of children being driven to school by March 2026.

<sup>2</sup>[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/476635/travel-to-school.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/476635/travel-to-school.pdf)

- There are 21,757 children in the borough who attend a state primary or secondary school in the borough. 35.79% are driven to school equating to 7,786.8 pupils.
- A 10% reduction of those being driven is therefore 778.7 less pupils being driven to school.
- Children travel on average 3.2 miles a day to and from primary school in England. Multiplying this figure by the 10% reduction aimed for is 2491.8 miles travelled per day (778.7 x 3.2).
- This is then multiplied by 190 (school days) to calculate annual mileage by this cohort 473439.3 miles per academic year (2491.8 x 190).
- Finally this figure is then multiplied by the emissions per mile produced from an average sized petrol car shows potential savings of **137.7tCO<sub>2</sub>e per annum** ((473439.3 x 0.29103)/1000).
- Private school figures are not currently included within this figure and will be updated in the next iteration, so this saving figure is anticipated to rise.

**Action 1A.4.3** - Role out the Healthy School Streets programme to help achieve a further 10% reduction in the number of children being driven to school by March 2026.

- See the calculations for Action 1.4.2 as this follows an identical calculation.

**Action 1A.4.4** - Increase the uptake of cycling from local business by promoting the Love to Ride programme to reduce the CO<sub>2</sub> emissions from a driven commute by 5%.

- There are 85,900 economically active residents in Wokingham Borough. We are assuming they all currently commute to work in this calculation.
- 63% of residents in Wokingham Borough usually drive to work, equating to 54,117 residents.
- A 5% reduction and shift to active transport for work would be 2,705 people who usually drive to work.
- The average annual mileage for commuting is 788 miles. Multiply these figures together equates to 2,131,540 miles a year (2705 x 788).
- Multiplying this figure by the emissions per mile of an average petrol car shows that **620 tCO<sub>2</sub>e per annum** can be saved a year from this amount of people shifting their annual commute to zero emission modes ((2,131,540 x 0.29103)/1,000).

**Action 1A.4.5** - Develop the Local Cycling and Walking Infrastructure Plan (LCWIP) to be borough wide and implement 50% LCWIP by 2030 to increase cycle modal share by 4% and increase walking modal share by 5%.

- The total annual mileage in the borough by all modes is 475,240,000.

### Cycling

- National Modal Share by distance travelled for cycling is 1%. This equates to 4,752,400 miles in Wokingham Borough (475,240,000\*0.01).
- The target increase to 5% share would mean a rise to 23,762,000 miles being cycled rather than driven (475,240,000\*0.05)
- This is a difference of 19,009,600 miles (23,762,000-4,752,400)
- Multiplying this figure by the emissions per mile of an average sized petrol car means saving up to 5,532.36 tCO<sub>2</sub>e per annum ((19,009,600 x 0.29103)/1,000)

### Walking

- National modal share by distance travelled for walking is 3%. This equates to 14,257,200 miles a year in Wokingham Borough.
- An increase to 8% of modal share would be a further 23,762,000 miles a year walked instead of driven (4,752,400\*5)
- This would mean 6,915.45 tCO<sub>2</sub>e could be saved annually ((23,762,000 \*0.29103)/1000)
- Therefore the total savings from this action would be 12,447.81 tCO<sub>2</sub>e per annum

**Action 1A.4.6** - Deliver engagement and cycle training events across the Borough to achieve a 2% increase in the number of Wokingham Borough residents regularly walking and cycling for leisure and utility by March 2022 (excluding over 60s).

### Cycle

- In 2019 it is thought that 38% of Wokingham Borough residents cycle at least once a week. We have clarified this target by using only the working age population of the borough 103,000 as children and over 60s are covered in other targets. 38% of this figure is 39,140 residents cycling at least once a week (103000 x 0.38).
- A 2% increase will be 2,060 more residents cycling regularly.
- The average length of a cycle ride in the UK is 3.3 miles. Therefore, weekly mileage from this 2,060 residents is 6,798 miles a week cycled (3.3 x 2060), assuming this is instead of driving.
- Multiplying this figure by the emissions per mile of an average petrol car and further multiplying this by 52 weeks in a year equates to annual emissions of these journeys if driven to be 102.88 tCO<sub>2</sub>e per annum (((6798 x 0.29103)x 52)/1000).

### Walking

- 92% of Wokingham Borough residents walk at least once a week which is 94,760 people.
- A 2% increase is 2,060 residents.
- Annually, the average walking miles for people living in 'rural towns and fringe' regions is 183 miles or 3.5 miles per week.
- Therefore this 2% increase in residents walking will save 376,980 miles (183 x 2060) which would have otherwise been driven (assumption).
- These miles, if driven, would emit a total of 109.71 tCO<sub>2</sub>e per annum ((376,980 x 0.29103)/1000).
- Therefore the total savings from this action would be **212.59 tCO<sub>2</sub>e per annum**

**Action 1A.4.7** - More residents over 60 riding bikes for travel to achieve a 3% reduction in car use by residents over 60.

- 39,468 residents who are 60 or over according to the mid-2019 population estimates.
- Assuming an average annual mileage driven is 4741 miles. Total miles for this group is 187,117,788 a year (39,468 x 4741)
- A 3% reduction on this would represent a fall of 5,613,533.64 miles (187,117,788\*0.03)
- Emissions for this amount of mileage is 1,633.71 tCO<sub>2</sub>e per annum ((5,613,533.64 x 0.29103)/1000).

### Action 1B: 22% decrease in road freight

- An Industrial Freight Management policy designed to reach this 22% reduction target would reduce Van and Lorry total mileage.
- This would save a total of **23,240.92 tCO<sub>2</sub>e**, as detailed in the table below.
- There is also a new target around cargo bikes, though savings for this have yet to be attributed.

Project	Current amount (per year)	Average usage (per year)	Current total figure	Target total figure	Total Reduction	Carbon Saving Units	Carbon Saving per unit	Total Carbon Saving (tCO <sub>2</sub> e)
22% reduction in Van mileage	8,400	13,000	109,200,000	85,176,000	24,024,000	kg/Miles	0.41028	9,856.56
22% reduction in Lorry mileage	700	62,751	43,925,700	34,262,046	9,663,654	kg/Miles	1.38502	13,384.35

## Renewable Energy Generation

Emissions from fossil fuel burning to supply electricity remains a significant contributor to the borough's emissions, as the majority is provided via the national grid and hence emissions are calculated based on the current composition of energy providers which feed in to this. Therefore, by generating our own renewable energy through large schemes such as solar farms, this can be fed back into the grid and reduce the overall requirement and composition of fossil fuel provision. Hence, this is the method used for calculating the savings possible, identifying how many tCO<sub>2</sub>e the renewable generation in our borough will reduce the need for such alternatives.

### Action 2.1 Increase the generation of renewable energy through investment in solar farms to generate 49,000 MWh per year

- The current trajectory for the solar farm estimates that 2 farms will generate approximately 49,000,000 KWh per annum of electricity by 2030.
- Using the UK Government GHG Conversion Factors<sup>3</sup>, 0.19338 kg CO<sub>2</sub>e is emitted for every KWh generated by the current grids composition (including fossil fuels).
- In addition transmission and distribution losses add an additional 0.01769 kg CO<sub>2</sub>e emitted for every KWh, making a total of 0.21107 kg CO<sub>2</sub>e.
- Hence, replacing these fossil fuel related emissions with 49,000,000 KWh generated from purely renewable sources, with 0 emissions, will save **10,342 tCO<sub>2</sub>e** (0.21107 x 49,000,000 / 1000).
- Emissions here are associated with the generation of electricity at a power station and do not include transmission and distribution for simplicity, though this figure would be marginal.

#### Action 2.1.1 – Solar Farm 1 at Barkham

- This is estimated to deliver 29,000 MWh of the 49,000.
- Using the same above calculations this represents savings of 6,121 tCO<sub>2</sub>e.

#### Action 2.1.2 – Solar Farm 2

- This is estimated to deliver 20,000 MWh of the 49,000.
- Using the same above calculations this represents savings of 4,221 tCO<sub>2</sub>e.

<sup>3</sup> <https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2022>

## Action 2.2 Increased renewable energy generation to generate equivalent to 1550 kWh per household

- The projected pathway data provided by SCATTER, refers to the anticipated generation calculated in 2030. Total small-scale solar PV is calculated in TWh generated, based on defined rates of total installed capacity (GW). The TWh/GW capacity generation efficiencies from 2017 - 2030 are taken from the National Grid's Two Degrees scenario (2019) for large scale solar PV, but the year on year rates of change are applied to the domestic / small scale solar PV recorded.
- The estimated annual generation for the borough by 2030 from the above via SCATTER is 106,938.43 mWh per annum.
- As of 2020 the borough generated 30,763 mWh of renewable electricity.
- This means a difference of 76,165 mWh.
- This will therefore account for **16,078 tCO<sub>2</sub>e per annum** ( $0.21107/1000 \times 76,165$ )

**Action 2.2.1** Set up a Community Energy Fund for Wokingham, and through this generate an average of 27,000 kWh/year of renewable energy from the installation of small-scale PV systems funded through this scheme.

- This energy generation relates to an estimated carbon saving of **5.69 tCO<sub>2</sub>e per annum** ( $0.21107 \times 27,000 / 1000$ )

**Action 2.2.2** Support residents to reduce their energy usage and carbon emissions and increase the uptake of renewable energy installations

- It is estimated that 15,000 households apply for funding for the installation of PV by 2030.
- Typical small-scale UK installations are around 15 to 25 square metres. A 3kWp system could comprise 15 panels taking up an area of 20 square meters and will generate roughly 2,500kWh per annum<sup>4</sup>
- Therefore 15000 would generate 37,500,000 kWh.
- This equates to estimate carbon savings of **7,915 tCO<sub>2</sub>e per annum** ( $0.21107 \times 37,500,000/1000$ ).

**Action 2.2.3** Support local businesses to reduce their energy usage and carbon emissions and increase the uptake of renewable energy installations

- Through a combination of measures, a 5% reduction in emissions from industry and commercial buildings emissions would lead to a saving of 5.5kt, or **5,500 tCO<sub>2</sub>e per annum**.
- This is as the current emissions are 110kt, so this is multiplied by 0.05 to find the above.
- This is on top of some of the additional and separate actions on retrofitting.

### Savings this year:

- With the generation of 27,113 MWh renewable electricity in the last recorded year (2021)<sup>5</sup>, the borough saved 5,722 tCO<sub>2</sub>e against fossil fuel sources ( $27,113 \times 0.21107$ ).

## Retrofitting Domestic and Commercial

### Action 3.1 Gorse Ride Regeneration Project

<sup>4</sup> Renewable Energy Sources, Carbon Trust 2018

<sup>5</sup>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1115981/Renewable\\_electricity\\_by\\_local\\_authority\\_2014-2021\\_Nov22update.xlsx](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1115981/Renewable_electricity_by_local_authority_2014-2021_Nov22update.xlsx)

- The Gorse Ride development consists of the state regeneration of 249 houses which will be design to net-zero carbon standards with no supply of domestic gas.
- There were approximately 70,000 households registered in the borough in 2019.
- It is assumed that the carbon footprint per house is 3.67 tCO<sub>2</sub>e (256.7/70,000\*1000).
- The 249 houses in this regeneration project will therefore provide savings of **913.83 tCO<sub>2</sub>e per annum** once completed (249 x 3.67).

### Action 3.2 Improve energy performance of council housing stock

- A bid for retrofitting 1,100 of council owned homes from EPC D to C has been successful.
- This represents a saving of 2.936 tCO<sub>2</sub>e per house (detailed in 4.4 below).
- 1,100 \* 2.936 = **3,229 tCO<sub>2</sub>e per annum**

### Target 3.3 By 2029 all local schools will be retrofitted

Council Baseline (2018)	Electricity kWh	Electricity tCO <sub>2</sub> e	Gas kWh	Gas tCO <sub>2</sub> e
Schools	9,284,409.41	1795.42	13,026,155	2605.23
<b>Total CO2 emissions schools</b>				<b>4,400.65</b>

- Energy figures for schools for electricity are 9,284,409.4 kWh per annum and gas 13,026,155 kWh per annum as per 2018 baseline.
- Considerations for transmission and distribution factors have already been accounted for in the council estates and corporate portfolio carbon footprint.
- Therefore, electricity related emissions for schools are 2,373.10 tCO<sub>2</sub>e and gas related emissions are 2,660.98 tCO<sub>2</sub>e per annum.
- Therefore, total potential savings are **4,400.65 tCO<sub>2</sub>e per annum**.

### Target 3.4. 75% of Homes to be EPC C rating or above

- Government EPC figures show that there are currently 57,383 EPC certificates for the borough (2022)
- 27,485 of these are currently rated C or above, which is 47.89%
- Aligning this to the 70,000 homes figure from previous calculations, to account for homes missing certificates, this would relate to 33,600 homes.
- Reaching 75% of 70,000 would mean 52,500 homes at C rating or above.
- This is therefore an increase of 18,900 homes.
- As the majority of ratings below C are in the D category, this has been used to find the average savings from improvement.
- It is suggested that going from EPC rating D to C can reduce emissions by up to 80%.
- This would be savings of 2.936 tCO<sub>2</sub>e per house, (out of the total 3.67 from, above).
- 2.936\*18,900 is **55,490.4 tCO<sub>2</sub>e per annum**.

## Carbon Sequestration

### Action 4.1 Cover 170 hectares with new trees in the form of woodlands, hedgerows and orchards

- This has a carbon sequestration potential of 7.83 tonnes of CO<sub>2</sub>e equivalent per hectare in first year of planting, 13.7 tonnes thereafter within the research average.

- Therefore  $170 \times 13.7 = 2,329 \text{ tCO}_2\text{e per annum}$

This is the estimated yearly saving, 2 years after project completion. Trees planted for the project will be UK and Ireland Sourced and grown. This will help with reducing the risk of pests and disease as well as reducing the carbon emissions related to transporting trees from overseas.

#### **Action 4.2 Carbon sequestration by design - improving carbon sequestration rates in future land management decisions**

##### **Action 4.2.1 Develop the Wokingham Borough Tree Strategy to support long-term creation and retention of woodland and trees.**

- Allocated sites within current iteration of the LPU sum to 460ha. On the basis that approximately a quarter of this is nudged towards being green infrastructure with a high carbon sequestration rate (mix of woodland and species rich grassland with roughly 8 tCO<sub>2</sub>e per ha sequestration rate) and half the green infrastructure is delivered by 2030, the policy and strategy focus will cause 460 tCO<sub>2</sub>e benefit by 2030.
- Alongside this, if the Local Nature Recover Strategy and Natural Flood Management approach can tilt the balance that an additional 20ha of land use change (at a similar sequestration rate to green infrastructure above) is supplied to the BNG and environmental services markets by 2030 then this will lead to another 160 tCO<sub>2</sub>e per year.
- Total estimated carbon sequestration **660 tCO<sub>2</sub>e per year**.
- Improving the retention rate of trees and encouraging planting of woodland on private land - The longer trees are standing the longer carbon is locked up.

##### **Action 4.2.2 Include in the Local Plan Update policy for carbon sequestration potential.**

- Assuming roughly 70ha of green infrastructure created in the LPU cycle. A nudge of 10% cover from high intensity maintenance grassland to low intensity species rich, brought about by good design guiding, could sequester a further **42 tCO<sub>2</sub>e per year**.

##### **Action 4.2.3 Develop the Local Nature Recovery Strategy to provide complementary funding source to aid land use change (LULUCF being a carbon sink)**

- On assumption that an average of 2.5 units per ha (not including current woodland area) can be generated @ £15,000 per unit, the 5% uplift on a LNRS (over and above the national strategy area) would generate value on the biodiversity potential of £5,276,250

##### **Action 4.2.4 Develop a Natural Flood Management partnership and scheme**

- Within Natural England's Research Report 43, the change of use from arable land to wetland has examples of carbon sequestration rates of circa 8 to 17 tCO<sub>2</sub>e per hectare per year.
- Working from figures in the report, on the basis that soil carbon loss under agriculture might be at a rate of 0.6% per year and carbon stocks for this habitat average 43 tCO<sub>2</sub>e per hectare, natural flood management measures that prevent degradation might prevent 0.25 tCO<sub>2</sub>e per hectare being released into the atmosphere.

##### **Action 4.2.5 Work to transition Grassland Management to less frequent cutting scheme allowing wildflowers to bloom and set seed**

- A goal of **642 tCO<sub>2</sub>e per annum** would be targeted to be met in the period 2025 to 2030, similar to the below calculations.

#### Action 4.2.6 Work to transition Grassland Management to support the Restoring Biological Processes

- Converting 1/3 of the approx. 125ha of improved grassland within Environmental Localities portfolio to species rich grassland on a once a year cut could sequester an additional 242 tCO<sub>2</sub>e per year (33% of 125 x 5.87, for conversion rate of improved to pollen and nectar mix from NERR043).
- Converting rural highways verge to cut and collect, estimate of 4 tonnes per hectare would equate to 400 tonnes CO<sub>2</sub>e per year for 100% conversion. 5% pilot is estimated to have the potential to sequester 20 tonnes of CO<sub>2</sub>e per year.
- Therefore, a total of **642 tCO<sub>2</sub>e per annum** would be sequestered.

#### Action 4.2.7 Implement Citizen Science Engagement for Hedgerow Restoration

- One mature oak tree is estimated to be 10.5 tCO<sub>2</sub>e. If hedgerow restoration can be encouraged through use of a streamlined assessment and interpretation tool and this nudges to increase the % of hedgerow with oak standards up by just 1% in the borough, this will equate to (approximately) an additional 3,200 tCO<sub>2</sub>e captured over the next 70 years.
- 300 extra open growing oak trees (or equivalent are planted by 2025 with a pro rata tCO<sub>2</sub>e sequestration rate of **45 tCO<sub>2</sub>e per annum**.

#### Savings this year:

- Alongside hedgerows and grassland management, the 40,242 trees planted since October have contributed towards offsetting at least an estimated 6,036 tCO<sub>2</sub>e (40,242\*0.15)
- This figure per tree is an estimation as it is impossible to exactly calculate and there are no figures available for this exact situation and an estimate must be made for the figure over time. The closest to our current case (in terms of young trees annually) is that over the first 10 years the young tree would sequester approximately 0.058 tonnes of carbon overall<sup>6</sup>. At the 10 year stage this becomes an average of 0.02kg per year and so over 5 years cumulates to 0.1 tonne sequestered. Therefore over 15 years this would exceed the 0.15 tonnes. However this will vary and is an average across many different species, conditions, tree lifespan etc, as individuals could live longer or shorter depending on the situation.

## Waste & Recycling

The figures used here are calculated based on the premise that preventing the loss of recyclable material means less goes to landfill sites and less is produced, removing the emissions from these processes.

While there are still some emissions from the process of recycling the material itself, these are considerably lower and have been accounted for in the calculations as shown below. All figures are reduced to 2 decimal places for simplicity within this document, although more precise numbers were used to calculate totals, which is why there are some marginal discrepancies.

<sup>6</sup> <https://2ea.co.uk/planting-trees-understanding-its-role-in-carbon-offsetting/#:~:text=Young%20trees%20can%20absorb%20around,around%2021.7kg%20of%20CO2>



All figures are based on government figures on GHG reporting where available<sup>7</sup>, or from strong online secondary data where required, with the references outlined in the appendix. These are generally in line with the WRAP Conversion Factors too, with these being referenced in the government data tables. While the recycling processes themselves may occur outside the borough, it is the decisions and actions of residents within the borough which allow such actions to happen, therefore meaning they fall into our scope. These savings are calculated to show the potential annual savings per year, therefore acting against the overall emissions and eventually contributing towards the net zero goal. Each of these has been done for the current year due to the considerable changes in actions and results from covid meaning these are the most accurate available, along with these not being within the scope anyway so not affecting the 2019 vs 2030 comparisons directly.

### Action 6.1 - Achieve 70% recycling target.

- The current rate of recycling is 53% so a 17% increase will be required across all areas.
- Currently the total waste is 65,709, so 70% of this would be 45,996.
- The current recycling tonnage is 34,757.
- So a 17% increase to reach 70% represents an increase of 11,239 tonnes of waste going to recycling rather than landfill.
- 446.20 kgCO<sub>2</sub>e is emitted from mixed residual waste going to landfill.
- The average emissions from the waste within this being recycled within a closed loop is 21.28 kgCO<sub>2</sub>e
- 1,622.57 KGCO<sub>2</sub>e is emitted per tonne of raw material produced (average of others as no official figures available).
- $446.20 + 1,622.57 - 21.28 = 2047.49$  kgCO<sub>2</sub>e
- $11,239 \times 2047.49 = \mathbf{23,011.74}$  tco<sub>2</sub>e saving per year

#### Action 6.1.1 Implement a new waste and recycling collection system with improved facilities.

- Within this wider strategy, one element is to switch waste collections to bi-weekly to reduce costs and emissions.
- This will result in carbon savings of 2,415 tco<sub>2</sub>e per year, as calculated by the consultant eunomia. This is based on the same WRAP<sup>8</sup> figures used by the government figures we use for the rest of the calculations, so remains a strong estimate.
- This figure is based on the following breakdown, comparing goods being in a closed loop or equivalent compared to going to landfill:

Item	CO <sub>2</sub> e Saving	Saving per tonne	Tonnage Saving
Dry Recycling	1,750	1.146	1527.05
Residual Waste	888	0.446	1991.03
Organic Recycling	193	0.587	328.79
Contamination	-91		
Transport	-325		
<b>Total</b>	<b>2,415</b>		<b>3846.87</b>

#### Action 6.1.2 Improve residents' engagement with waste and recycling initiatives via partner Green Redeem

<sup>7</sup> <https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2022>

<sup>8</sup> [Carbon Waste and Resources Metric | WRAP](#)

- By renewing garden waste we therefore expect a similar amount of green waste to be collected and recycled.
- Current amount is 11,748.67 tonnes
- 578.94 KgCO<sub>2</sub>e is emitted per tonne of garden waste going to landfill.
- 21.28 KgCO<sub>2</sub>e is emitted per tonne of garden waste being composted.
- As this is garden waste there is no raw material to substitute for.
- $11,748.67 * (578.94 - 21.28) / 1000 = 6,551.76$  tCO<sub>2</sub>e saving per year
- An average of 825 people engaged per post on social media in the baseline year, which is 330 households (825/2.5 average people per household)
- If this many people were to follow the advice and subsequently increase their recycling amount and quality by 10% it would lead to:
  - $(0.22) * 0.1 * 330 = 7.31$  tCO<sub>2</sub>e saving per year
  - $7.31 + 6,551.76 =$  A total of **6,559.07 tCO<sub>2</sub>e savings per annum.**

### **Action 6.1.3 Target low participation areas to increase food waste tonnage to increase participation above 70%**

- Current amount is 6082.18 tonnes
- Based on the % change figures in 7.1 above, if this were to increase by 17% in line with all other recycling, this would increase to 7,116.15 tonnes (6082.18\*1.17)
- This is an increase of 1033.97 tonnes
- 626.85 KgCO<sub>2</sub>e is emitted per tonne of food waste going to landfill.
- 21.28 KgCO<sub>2</sub>e is emitted per tonne of food waste being recycled.
- 680 KGCO<sub>2</sub>e is emitted per tonne of raw material produced on average in Europe.
- $(680 + 626.85 - 21.28) * (1033.97 / 1000) =$  **1,329.24 tCO<sub>2</sub>e savings per annum.**

### **Action 6.1.4 Increase & improve facilities for glass recycling**

- Current amount is 3591.17 tonnes of glass recycled.
- The average UK household uses 500 glass bottles and jars every year<sup>9</sup>, which equates to 113kg of glass (8oz per glass bottle)
- Again aiming for 70% of households to recycle all of this (or 70% in total for all households) would mean 5,537 tonnes of glass (113\*70,000\*0.7)/1000
- 8.93 KgCO<sub>2</sub>e is emitted per tonne of glass going to landfill.
- 21.32 KgCO<sub>2</sub>e is emitted per tonne of glass being recycled.
- 670 KGCO<sub>2</sub>e is emitted per tonne of raw material produced.
- $(670 + 8.96 - 21.32) * (5,537 - 3591.17) / 1000 =$  **1,279.65 tCO<sub>2</sub>e savings per annum.**

### **Action 6.2.1 – 3% of total waste going to landfill by 2030**

Assuming 27% of the remaining waste (after 70% goes to recycling) is used for combustion to produce energy rather than recycling then savings here arise from the prevention of landfill and related emissions and not having to burn fossil fuels.

- The remaining 27% would all be used for combustion
- Remaining amount is  $0.27 * 65709 = 17,741.43$  tonnes

<sup>9</sup> <https://www.recyclingbins.co.uk/recycling-facts/>

- 21.32 KgCO<sub>2</sub>e is emitted per tonne from combustion
- 446.2 emitted if going to landfill as residual waste
- Nothing saved from production here.
- $17,741.43 * (446.2 - 21.32) = 7,537.97 \text{ tCO}_2\text{e savings per annum.}$
- The current tonnage going to EfW is much higher as less is being recycled, as the recycled figure increases less will need to go to the energy.

#### **Savings this year:**

- The total tonnage last year was 71,624 and this has fallen to 65,709
- This is a reduction of 5,915 tonnes which has not been produced
- 1,622.57 KGCO<sub>2</sub>e is emitted per tonne of raw material produced (average of others as no official figures available).
- $1,622.57 * 5,915 / 1000 = 9,594.13 \text{ tCO}_2\text{e saving}$
- In addition there has been 34,757 tonnes of recycling
- 446.20 kgCO<sub>2</sub>e is emitted from mixed residual waste going to landfill.
- The average emissions from the waste within this being recycled within a closed loop is 21.28 kgCO<sub>2</sub>e
- 1,622.57 KGCO<sub>2</sub>e is emitted per tonne of raw material produced (average of others as no official figures available).
- $(1,622.57 + 446.2 - 21.28) * 34,757 / 1,000 = 71,164.61 \text{ tCO}_2\text{e saving}$
- $9,594.13 + 71,164.61 = 80,758.74 \text{ tCO}_2\text{e saving}$
- For the 70,000 households this is 1.15 tCO<sub>2</sub>e each

#### **Energy from waste:**

- 26480 tonnes of waste going to EfW
- National average of 557kWh/t generated per tonne of waste input in 2020<sup>1</sup>
- This generates 14.75 gWh this year.

## **New Development**

### **Action 7.6 From 2021, 100% council new development is built to carbon neutral standards**

#### **Action 7.6.1 All new council properties will be built to the highest efficiency standards from 2021**

It is imperative that both new homes and non-residential in the council must be built to be low-carbon, energy and water efficient and climate resilient. Getting the design of the new homes right from the outset is vastly cheaper than forcing retrofit later. Government projections suggest that from 2025 at the latest, no new homes should be connected to the gas grid. They should instead be heated through low carbon sources, have ultra-high levels of energy efficiency alongside appropriate ventilation and, where possible, be timber-framed. Building new homes to net-zero carbon standards would not generate carbon savings, however, it will prevent any additional emissions.

## **Engagement and Behavioural Change**

This section of the action plan focuses on promoting and accelerating the shift to more sustainable behaviours amongst our residents, businesses, schools and community organisations and will feed into the

carbon savings achieved elsewhere on this action plan, such as increased use of public transport, as well as reducing out of scope emissions from purchases of goods and services. The majority of the actions are therefore listed as 'Neutral' for their carbon savings.

## Council Emissions

### Action 10.1. Reduce by 70% CO<sub>2</sub> emissions produced by council related travel by 2030

- A staff travel survey carried out in 2020 to WBC staff in 2020 showed that approximately 3,482,615 miles are driven to WBC workplaces annually (pre-covid).
- In addition, Council staff travelled an estimated 896,957 miles for council work this year.
- Therefore, total staff mileage is 4,379,572 per year.
- A 70% reduction in this total would be 3,065,700.4 less miles ( $4,379,572 \times 0.7$ )
- This would therefore save **892.21 tCO<sub>2</sub>e per annum** ( $3,065,700.4 \times 0.29103/1000$ ).

#### Action 10.1.1 - Deliver a strategy to reduce grey fleet miles from work related trips by 30%

- Grey Fleet is a term used to describe the business miles travelled by an employee in their own vehicle. This 'fleet' of employee-owned cars is deemed 'grey' as the vehicles in use are in somewhat of a grey area of responsibility for the employer.
- Council staff travelled 896,957 miles for council work this year.
- 30% of this is 269,087.1 miles ( $896,957 \times 0.3$ )
- Therefore this reduction would save **78.31 tCO<sub>2</sub>e per annum** ( $269,087.1 \times 0.29103/1000$ ).

#### Action 10.1.2 - Promote homeworking and remote working practices amongst council staff to reduce by 40% the CO<sub>2</sub> emissions travelled from council staff to work by 2022.

- A staff travel survey carried out in 2020 to WBC staff in 2020 showed that approximately 3,482,615 miles are driven to WBC workplaces annually (pre-covid)
- These journeys cause the emission of approximately 1,013.54 tCO<sub>2</sub>e each year ( $(3,482,615 \times 0.29103)/1000$ ).
- A 40% reduction of this would therefore represent **405.42 tCO<sub>2</sub>e per annum** of savings ( $1,013.54 \times 0.4$ )

#### Action 10.1.3 - Incentivise council staff to mode shift to active and sustainable transport to reduce by 30% the CO<sub>2</sub> emissions from staff travelling to work by 2025.

- A 30% reduction would be as above but **304.06 tCO<sub>2</sub>e per annum** of savings ( $1,013.54 \times 0.3$ ).

### Action 10.2.1 Council's car fleet becomes entirely ultra-low emission by 2028.

- The council has currently 19 vehicles, of which 16 are owned and 3 are leased, as shown below:

#### Owned

Hyundai 1800 2.5 CRDi 5 dr MPV	5000
Ford Connect 210 LWB 1.6 95ps Van	12000
Ford Ranger Pick-Up (54 reg.)	7000
Rodeo Denver Max D/C Pick-Up (2009)	7000
Ranger XL 4x4 TDCI	10000

Landini Agricultural Tractor	7675
Peugeot Expert Professional	7675
EV Van	7675
Ford Tourneo Connect 8-Seat Minibus	2400
Ford Transit Connect Van	7675
Vauxhall Vivaro 9 seat Minibus (2012)	7675
Ford Transit Tourneo 9-Seat Minibus (2009)	7675
Ford Transit 17-Seat Minibus	7675
Ford Tourneo Connect Trend 8-Seat Van	7675
Ford Transit 17-Seat Minibus	7675
Nissan E-NV200 Panel Van (Electric)	7675

#### Leased

Vauxhall Vivaro Combi	7675
Ford Transit Connect 1.8	7675
Citroen Berlingo Van 1.6	7675

- For vehicles with currently unknown mileage and average of known mileage was used = 7675. Please note the true value may be significantly lower.
- Total annual emissions are therefore **45.39 tCO<sub>2</sub>e per annum**, following the GHG Accounting tool emission factors where this is used (this includes energy for the EV's).

#### Action 10.3 By 2030 All council CCS buildings to be retrofitted to carbon neutral standards

- The council estates / corporate property portfolio (CCS contract) energy usage figures are for electricity 24,862,000 kWh per annum and for gas 30,880,993 kWh per annum as per 2022/23. This data does not include energy figures for schools, as these have been addressed in target 15.
- Using the UK Government GHG Conversion Factors<sup>10</sup>, 0.19338 kg CO<sub>2</sub>e is emitted for every kWh generated by the current grids composition (including fossil fuels).
- In addition transmission and distribution losses add an additional 0.01769 kg CO<sub>2</sub>e emitted for every kWh, making a total of 0.21107 kg CO<sub>2</sub>e.
- The figure for gas is almost identical considering the transmission emissions, so this factor is used for both.
- Therefore, based on the below resulting emissions outlined in the table, the total carbon dioxide emissions council estates / corporate property portfolio excluding schools are **11,765.67 tCO<sub>2</sub>e per annum** (24,862,000+30,880,993)\*(0.21107/1000).

<sup>10</sup> <https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2022>

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### **Equality Impact Assessment (EqIA) form: Progress Report**

If an officer is undertaking a project, policy change or service change, then an initial impact assessment must be completed and attached alongside the Project initiation document.

#### **EqIA Titular information:**

Date:	05/05/2023
Service:	Economy and Housing
Project, policy or service EQIA relates to:	The Climate Emergency Action Plan (CEAP) Fourth Progress Report
Completed by:	Andrew Collins
Has the EQIA been discussed at services team meeting:	No
Signed off by:	Rhian Hayes
Sign off date:	20/06/2023

#### **1. Policy, Project or service information:**

This section should be used to identify the main purpose of the project, policy or service change, the method of delivery, including who key stakeholders are, main beneficiaries and any associated aims.

<b>What is the purpose of the project, policy change or service change , its expected outcomes and how does it relate to your services corporate plan:</b>
<p>This Climate Emergency Action Plan Progress Report outlines progress made on the actions that were approved in July 2020 towards the target to become a net-zero carbon borough by 2030, including updated estimated costs and carbon saving against individual targets, supported by a thorough methodology. The report summarises the Borough’s carbon footprint, the plans for the years ahead and identifies the benefits of becoming net-zero carbon, towards delivering as much carbon savings as possible within the borough by 2030.</p> <p>This is being presented by officers on behalf of members and officers will continue to support these key projects, and offer impartial professional advice throughout, regarding the best opportunities and what is achievable, towards the overall goals outlined.</p> <p>A more ambitious approach would be required to enable WBC to play as full a role as possible in achieving the net-zero carbon borough by 2030, as per the declaration and commitment laid out in 2019. This remains a live document and will continue to updated over the coming year as more details become available to support decision making and methodologies for figures.</p>

The Climate Emergency Action Plan Progress Report comprises:

- Summarises the Borough’s current carbon profile and the councils performance for the last year.
- Demonstrates the current situation around reaching net zero and how more support is needed.
- Details the benefits of becoming net zero and WBC’s scope of influence towards such.
- Outlines related policies released this year which may impact the actions/trajectories.
- Presents updated summaries for each section explaining the purpose and format of the sections targets, along with outlining key achievements, upcoming actions, challenges, and overall carbon savings.
- Contains full details of actions and their associated outcomes, milestones and the latest status update for each, alongside updated anticipated costs and expected carbon savings wherever possible.
- Includes definitions and inventories as appendices to explain the information more clearly for all.
- Involves a separate methodology document to outline carbon savings calculations.

**Outline how you are delivering your project, policy change or service change. What governance arrangements are in place, which internal stakeholders (Service managers, Assistant Directors, Members ect) have/will be consulted and informed about the project or changes:**

The Wokingham Borough Council Climate Team lead on the implementation and update of the CEAP, with cooperation from multiple departments across the council in delivering the actions. This is coordinated within **monitoring groups** for each team and then a shared **Lead Officer Group** to share progress and best practice. By consulting with these officers, the current progress toward each goal was identified, alongside any new projects within the targets or barriers/delays to existing plans, while the monitoring groups have been set up to work on key priorities to support delivery.

Additional elements have also been added with extra information to provide a greater level of detail, such as the carbon savings and co benefits as suggested by the scrutiny committee, while through thorough research and using official government statistics, the related methodology has been updated to be more accurate and again in greater detail. This **Task and Finish Group** is made up of members to scrutinise the Council’s Climate Emergency Action Plan, emerging targets and key performance indicators underpinning the Action Plan. On an ongoing basis they are assessing the level of carbon reduction to be delivered by the Action Plan in light of the Council’s 2030 target and produce a report to the Overview and Scrutiny Management Committee and the Executive each year, with guidance for improvement relating to the Action Plan.

This specific **Overview and Scrutiny Management Committee** is set up to meet approximately every 3 months to receive major updates on the CEAP and its key actions, to analyse them from a neutral external perspective and provides recommendations for potential improvements, which the council will consider and implement where viable and supportive of the objective.



To support the project there is also a **Climate Emergency Advisory Group**, made up of representatives from industry, academia and charities who meet quarterly to explore what new ideas and cutting edge technology can bring to reducing carbon dioxide emissions in the borough. The board acts as a 'critical friend', to provide a level of scrutiny and understanding that balances the needs of the response against the cost, effort and regulatory processes.

Finally, a **Climate Emergency Investment Board** has been established to assess each action in the CEAP in terms of carbon saved, income generated and costs to decide which actions will be invested in by the council. This annual Climate Emergency Progress report will be public and includes updated estimated costs and carbon saving against individual targets where possible, to demonstrate to all stakeholders the benefits of reaching net zero.

#### **Outline who are the main beneficiaries of the Project, policy change or service change?**

The main beneficiaries of the project are all of the residents and businesses of Wokingham Borough. By delivering this progress report it demonstrates to residents our commitment to follow up on declaring a climate emergency and achieve the included targets, while improving our transparency in detailing how we realistically plan to do so. Moreover, the analysis process within this progress report identifies any potential areas of weakness which need to be addressed, meaning they can be acted upon and increase the likelihood of achieving the net zero target which will result in positive environmental changes that will improve the quality of life of all our residents and help to avoid the impacts of climate change. Within this there are opportunities for specific positive impacts to stakeholders in a number of areas, for example building retrofitting will reduce energy costs for residents, businesses and the council, in particular socio-economically disadvantaged homeowners.

#### **Outline any associated aims attached to the project, policy change or service change:**

The progress report is designed to communicate the current progress toward each target, alongside any new projects within the targets or barriers/delays to existing plans, demonstrating to residents our commitment to follow up on declaring a climate emergency and achieving the included targets, while improving our transparency in detailing how we realistically plan to do so.

The overall aims of the project remain the same though:

#### **The Council's Key Priorities for Reducing Carbon Dioxide Emissions to Net Zero by 2030**

The analysis above has helped the council to identify ten key priority areas (below) to focus on for reducing carbon dioxide emissions. The action plan, which has been populated with ideas from local residents, Town and Parish councils, council officers, and local businesses, is not exclusively limited to these areas.

#### 1. Reduce Carbon Dioxide Emissions from Transport

The council will seek to reduce carbon dioxide emissions from transport by using technology to help improve traffic flows, reducing congestion by optimising the use of the existing road network and increasing the number of EV charging points across the borough. The council aims to encourage residents to take up more sustainable transport options such as walking, cycling, and bus and train travel.

#### 2. Generate more Renewable Energy

The council plans to develop five largescale solar PV farms throughout the Borough over the next five years. This will not only increase the production of renewable energy, but has the potential to generate an income, which will then be reinvested into delivering other carbon reduction projects.

#### 3. Reduce Carbon Dioxide Emissions from Domestic and Commercial Property

There are around 70,000 dwellings in the Borough, of which an estimated 85% use fossil-fuel based natural gas. The council aims to convert these towards low-carbon forms of energy and retrofit homes to be more efficient and sustainable. The council will implement the necessary measures to improve the current energy usage of its own corporate properties and aims to become net zero carbon by 2030.

#### 4. Increase the Levels of Carbon Sequestration the Borough Through Greening the Environment

The council will plant 250,000 new trees over the next five years. As well as increasing the capacity for carbon offsetting, afforestation will allow for a biodiversity net gain, an approach to development that increases levels of biodiversity at a greater rate.

#### 5. Engage with Young People and Support Sustainable Schools

The council will launch a sustainable schools programme. The programme aims to promote behavioural change amongst young people by engaging with schools to work with children to encourage the adoption of new 'climate-friendly' behaviours that will influence their families and communities.

#### 6. Reduce Waste and Increase Recycling

The council aims to achieve zero waste to landfill and 70% recycling by 2030. This will be achieved through encouraging people in the borough to change their behaviour, such as the introduction of food waste collection which has been a great success borough-wide. There remains great scope for future improvement with opportunities available regarding glass recycling and increasing the range of plastics that can be recycled.

#### 7. Create a Local Plan that Specifies Net Zero Construction and Infrastructure

All major residential and commercial developments will be expected to deliver high sustainable construction standards. Policies to enable this will be embedded in the upcoming Local Plan Update (LPU). Major developments will embrace innovative sustainable design solutions for energy efficiency and low carbon energy generation and use.

#### 8. Achieve sustainable procurement practices

Within these external targets, the council recognises its ability to influence certain elements through its own procurement processes, utilising its scale, power and presence to establish requirements for a low-carbon economy.

**9. Encouraging Behaviour Change**

As a community leader, the council will set an example and set high standards in becoming net zero carbon. This includes its own estate but also its policies, service delivery and investment decisions. The Council will communicate and engage with all of its residents, businesses, schools, Town and Parish Councils, charities, the University of Reading, Thames Valley Berkshire Local Enterprise Partnership, the Greater South East Energy Hub and other local authorities to work together to initiate education programmes and encourage behaviour change

**10. Lead by example and Reducing Council Emissions specifically**

Within the wider borough target the council aims to lead the way on helping deliver neutrality, by improving its own operations, to become a net zero carbon organisation by carbon 2030.

**2. Protected characteristics:**

There are 9 protected characteristics as defined by the legislation:

- Race
- Gender
- Disability
- Gender re-assignment
- Age
- Religious belief
- Sexual orientation
- Pregnancy/Maternity
- Marriage and civil partnership:

*To find out more about the protected groups, please consult the EQIA guidance.*

**3. Initial Impact review:**

In the table below, please indicate whether your project, Policy change or service change will have a positive or negative impact on one of the protected characteristics. To assess the level of impact, please assign each group a Positive, No, Low or High impact score:

*For information on how to define No, low or high impact, please consult the EQIA guidance document.*

If your project is to have a positive impact on one of the protected groups, please outline this in the table below.

*For details on what constitutes a positive impact, please consult the EQIA guidance.*

<b>Protected characteristics</b>	<b>Impact score</b>	<b>Please detail what impact will be felt by the protected group:</b>
Race:	No/Neutral	All of the residents and businesses of Wokingham Borough will be equally and positively impacted by delivering this progress report as it demonstrates to residents our commitment to follow up on declaring a climate emergency and achieve the included targets, while improving our transparency in detailing how we realistically plan to do so. Moreover, the analysis process within this progress report identifies any potential areas of weakness which need to be addressed, meaning they can be acted upon and increase the likelihood of achieving the net zero target which will result in positive environmental changes that will improve the quality of life of all our residents and help to avoid the impacts of climate change.
Gender:	No/Neutral	All of the residents and businesses of Wokingham Borough will be equally and positively impacted by delivering this progress report as it demonstrates to residents our commitment to follow up on declaring a climate emergency and achieve the included targets, while improving our transparency in detailing how we realistically plan to do so. Moreover, the analysis process within this progress report identifies any potential areas of weakness which need to be addressed, meaning they can be acted upon and increase the likelihood of achieving the net zero target which will result in positive environmental changes that will improve the quality of life of all our residents and help to avoid the impacts of climate change.
Disabilities:	No/Neutral	All of the residents and businesses of Wokingham Borough will be equally and positively impacted by delivering this progress report as it demonstrates to residents our commitment to follow up on declaring a climate emergency and achieve the included targets, while improving our transparency in detailing how we realistically plan to do so. Moreover, the analysis process within this progress report identifies any potential areas of weakness which need to be addressed, meaning they can be acted upon and increase the likelihood of achieving the net zero target which will result in positive environmental changes that will improve the quality of life of all our residents and help to avoid the impacts of climate change.
Age:	No/Neutral	All of the residents and businesses of Wokingham Borough will be equally and positively impacted by delivering this progress report as it demonstrates to residents our commitment to follow up on declaring a climate emergency and achieve the included targets, while improving our transparency in detailing how we realistically plan to do so. Moreover, the analysis process within this progress report identifies any potential areas of weakness which need to be addressed, meaning they can be acted upon and increase the likelihood of achieving the net zero target which will result in positive environmental changes that will improve the quality of life of all our residents and help to avoid the impacts of climate change.
Sexual orientation:	No/Neutral	All of the residents and businesses of Wokingham Borough will be equally and positively impacted by delivering this progress report as it demonstrates to residents our commitment to follow up on declaring a climate emergency and achieve the

		included targets, while improving our transparency in detailing how we realistically plan to do so. Moreover, the analysis process within this progress report identifies any potential areas of weakness which need to be addressed, meaning they can be acted upon and increase the likelihood of achieving the net zero target which will result in positive environmental changes that will improve the quality of life of all our residents and help to avoid the impacts of climate change.
Religion/belief:	No/Neutral	All of the residents and businesses of Wokingham Borough will be equally and positively impacted by delivering this progress report as it demonstrates to residents our commitment to follow up on declaring a climate emergency and achieve the included targets, while improving our transparency in detailing how we realistically plan to do so. Moreover, the analysis process within this progress report identifies any potential areas of weakness which need to be addressed, meaning they can be acted upon and increase the likelihood of achieving the net zero target which will result in positive environmental changes that will improve the quality of life of all our residents and help to avoid the impacts of climate change.
Gender re-assignment:	No/Neutral	All of the residents and businesses of Wokingham Borough will be equally and positively impacted by delivering this progress report as it demonstrates to residents our commitment to follow up on declaring a climate emergency and achieve the included targets, while improving our transparency in detailing how we realistically plan to do so. Moreover, the analysis process within this progress report identifies any potential areas of weakness which need to be addressed, meaning they can be acted upon and increase the likelihood of achieving the net zero target which will result in positive environmental changes that will improve the quality of life of all our residents and help to avoid the impacts of climate change.
Pregnancy and Maternity:	No/Neutral	All of the residents and businesses of Wokingham Borough will be equally and positively impacted by delivering this progress report as it demonstrates to residents our commitment to follow up on declaring a climate emergency and achieve the included targets, while improving our transparency in detailing how we realistically plan to do so. Moreover, the analysis process within this progress report identifies any potential areas of weakness which need to be addressed, meaning they can be acted upon and increase the likelihood of achieving the net zero target which will result in positive environmental changes that will improve the quality of life of all our residents and help to avoid the impacts of climate change.
Marriage and civil partnership:	No/Neutral	All of the residents and businesses of Wokingham Borough will be equally and positively impacted by delivering this progress report as it demonstrates to residents our commitment to follow up on declaring a climate emergency and achieve the included targets, while improving our transparency in detailing how we realistically plan to do so. Moreover, the analysis process within this progress report identifies any potential areas of weakness which need to be addressed, meaning they can be acted upon and increase the likelihood of achieving the net zero target which will result in positive environmental changes that will improve the quality of life of all our residents and help to avoid the impacts of climate change.

Based on your findings from your initial impact assessment, you must complete a full impact assessment for any groups you have identified as having a low or high negative impact. If No impact, or a positive impact has been identified, you do not need to complete a full assessment. However, you must report on this initial assessment and it must receive formal approval from the Assistant Director responsible for the project, policy or service change.

Initial impact assessment approved by: Rhian Hayes    Date: 20/06/2023

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**TITLE** Pay Policy Statement

**FOR CONSIDERATION BY** Council on 21<sup>st</sup> September 2023

**WARD** None Specific

**REPORT BY** Sally Halliwell – Head of HR & OD

**LEAD OFFICER** Louise Livingston – AD HR & OD

<b>OUTCOME / BENEFITS TO THE COMMUNITY</b>
<b>RECOMMENDATION</b>
Council is recommended to approve the Pay Policy statement.
<b>SUMMARY OF REPORT</b>
The pay policy statement is an annual statement that the Council has to make, for the previous financial year, to ensure that it meets its statutory duty under sections 38 to 43 of the Localism Act 2011. We have to ensure information on remuneration arrangements for staff, directly employed by the Council, is published on the Council’s website after approval by full council, as a part 1 item.

**Background**

The Localism Act (2011) brings together strands of increasing accountability, transparency and fairness in the setting of local pay and requires authorities to produce a pay policy statement for each financial year.

The statement includes the:

- policy on the level and elements of remuneration for each chief officer
- policy on the remuneration of its lowest paid
- policy on the relationship between the remuneration of its chief officers and other officers
- policy on other specific aspects of chief officers’ remuneration: remuneration on recruitment, increases and additions to remuneration, use of performance-related pay and bonuses, termination payments and transparency

**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 focused on the vulnerable and on 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)	N/A	N/A	N/A
Following Financial Year (Year 3)	N/A	N/A	N/A

<b>Other financial information relevant to the Recommendation/Decision</b>
None

<b>Cross-Council Implications</b>
None

<b>Public Sector Equality Duty</b>
Not required as this is a statutory report on current data

<b>Climate Emergency – <i>This 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</i></b>
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<b>List of Background Papers</b>
Attachment 1 – Pay Policy Statement 2023-24

<b>Contact</b> Louise Livingston	<b>Service</b> HR & OD
<b>Telephone No</b>	<b>Email</b> louise.livingston@wokingham.gov.uk





# Pay Policy Statement 2023

## Purpose

This document covers the requirements to publish a pay policy statement under s38 of the Localism Act 2011.

Version	Date	Description
1	01/04/12	Annual Review
2	01/09/15	Updated to comply with regulations.
3	01/07/16	Updated to comply with regulations.
4	01/07/17	Updated to comply with regulations.
5	01/06/18	Updated to comply with regulations
6	01/05/19	Updated to comply with regulations
7	04/05/20	Updated to comply with regulations
8	04/05/21	Updated to comply with regulations
9	01/03/22	Updated to comply with regulations & pay award
10	01/07/23	Updated to comply with regulations

Document Approvals	
Author:	Louise Livingston – Assistant Director, HR & OD
Approval:	Corporate Leadership Team Personnel Board Full Council

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## 1. Purpose

- 1.1 This pay policy statement for the financial year 2022/23 meets the statutory duty under sections 38 to 43 of the Localism Act 2011, to provide information on remuneration arrangements for staff directly employed by the Council, for approval by full Council (as a Part 1 item) and to publish on the Council's website.
- 1.2 We may amend this statement during the financial year in which it is effective; however any change must be approved by full Council. Any amended statement will be published on our website as soon as is reasonably practicable following the meeting.
- 1.3 In drawing up this statement, we have taken into consideration the guidance issued by the Department of Communities and Local Government and the advice supplied jointly by the Local Government Association and the Association of Local Authority Chief Executives (ALACE).
- 1.4 This statement does not include staff based in our schools as this is outside the scope of the legislation.
- 1.5 Wokingham Borough Council fully endorses and supports the requirement to be open and transparent about the pay of our employees.
- 1.6 This updated statement was approved by Full Council on (insert date)

## 2. Definitions used in this document

This statement sets out the Council's policy with regard to:

- The remuneration of "chief officers"
- The remuneration of the lowest paid employees
- The relationship between chief officers' remuneration and that of other officers

- 2.1 Under the current structure of the Council, the following posts are included in the definition of 'Chief Officer':

- a) Chief Executive (Head of Authority's Paid Service)
- b) Deputy Chief Executive and Director, Resources & Assets (S151 Officer)
- c) Director, Adult Social Care & Health
- d) Director, Children's Services
- e) Director, Place & Growth
- f) Chief Operating Officer
- g) Persons who, as respects all or most of their duties, report directly to or are directly accountable to the Head of the Council's Paid Service
- h) Persons who, as respects all or most of their duties, report directly to or are directly accountable to the posts listed in (b), (c), (d), (e) and (f) above (other than staff whose duties are of a clerical or support nature).

The senior management structure of the organisation can be found on the Council's website [Senior council staff - Wokingham Borough Council](#)

- 2.2 This policy does not cover the remuneration of other 'workers' engaged by the Council, as employees of agencies or as self-employed consultants.

- 2.3 The highest paid employee is the Chief Executive (head of paid service) with a basic salary of £158,362 per annum (full-time).
- 2.4 The Council defines its lowest paid employee as an employee who is paid on the lowest level of pay for staff on non-casual or apprenticeship contracts of employment. The salary is £20,812 per annum full-time (37 hours per week) or £10.79 per hour.
- 2.5 Median salary is £35,411 (full-time equivalent). This is a measure of the 'average' salary for employees in the Council. It is defined as the 'midpoint' salary, such that there is an equal probability of falling above or below it.
- 2.6 Mean salary; £38,109.18 (full-time equivalent). This is an alternative measure of the 'average' salary for employees in the Council. The arithmetic mean is defined as the sum of all the salaries divided by the number of salaries.

### 3. Pay Policy from April 2022

#### 3.1 Policy on level and elements of remuneration for Chief Officers

3.1.1 The Council benchmarks its pay rates against relevant comparator groups. For Chief Officers the Council pays "spot salaries" (i.e. no incremental range) and seeks to position itself appropriately in the market in terms of pay.

3.1.2 The spot salaries are: Deputy Chief Executive £142,535, Directors £131,402 and Chief Operating Officer £117,000

Their salary is increased by nationally negotiated increases agreed by the:

- Joint Negotiating Committee (JNC) for Chief Executives and;
- Joint Negotiating Committee (JNC) for Chief Officers

Similarly, terms and conditions agreed nationally by these bodies are also applied, with local variations as appropriate

3.1.3 Chief Officers receive the same level of employer's pension as all other employees.

3.1.4 Salary upon appointment will be made in line with 3.1.1

3.1.5 In accordance with the Accounts and Audit (England) Regulations 2011 and the Code of Recommended Practice for Local Authorities on Data Transparency, we publish annually the remuneration of our senior staff on our [website](#).

#### 3.2 Policy on level and elements of remuneration for Senior Managers

3.2.1 Assistant Directors report to either a Director or the Chief Operating Officer and the salary bands are in a range £75,035 to £88,936

3.2.2 The Returning Officer is an officer of the Borough Council who is appointed under the Representation of the People Act 1983. The Assistant Director Governance performs the role of the Council's Returning Officer. Whilst appointed by the Borough Council, the role of the Returning Officer is one which involves and incurs personal responsibility and accountability and is statutorily separate from their duties as an employee of the Borough Council. As Returning Officer, they are paid a separate allowance for each election linked to duties

undertaken for running national, or local elections/referenda. Payment arrangements for the local returning officer are in line with a formula operated by the Government for determining fees to all Returning Officers across the country.

3.2.3 All other terms and conditions are in line with all other employees and described in 3.4 onwards.

### 3.3 All other employees

3.3.1 The Council applies the national pay agreements reached by the:

- National Joint Council (NJC) for Local Government Services
- National Joint Council (NJC) for Youth & Community Services
- Soulbury Committee

3.3.2 Local variations are applied as appropriate.

3.3.3 All jobs below Assistant Director (excluding those covered by national Youth & Community and national teaching-related Soulbury grades) are subject to job evaluation to determine the appropriate grade.

### 3.4 Salary on appointment

3.4.1 Appointments will normally be made to the minimum point of the grade. Managers may consider the previous experience and skills of the employee to offer appointment above the salary minimum for the post.

### 3.5 Incremental progression

3.5.1 Each of the Grades has a series of incremental steps, progression within which is subject to satisfactory performance. Increments can be withheld in the event of unsatisfactory performance.

3.5.2 Progression by more than one increment, up to the maximum of the grade, can be made in acknowledgement of exceptional performance.

### 3.6 Additional payments – all employees

3.6.1 The Council will consider the use of market supplements to be applied to specific posts in the event of recruitment and /or retention difficulties. Where such supplements are introduced they will be applied, reviewed and withdrawn in accordance with the Council's policy.

3.6.2 Additional payment may be made for additional hours, overtime, undertaking higher responsibilities, and for non-standard working arrangements such as stand-by, evening or weekend work, or for exceptional working conditions.

3.6.3 All employees can claim for qualifying payments under our travel & expense policy.

## 4. Policies on redundancy and pension enhancement

4.1 Our Policies and Procedures for Organisational Change, Retirement and Employer Discretions outline how we will approach redundancy including redundancy pay

- 4.2 We calculate redundancy pay using the individual's actual weekly salary.
- 4.3 We do not enhance the number of statutory week's redundancy pay an individual is entitled to under the Employment Rights Act 1996.
- 4.4 The Local Government Pension Scheme contains provision for employers to enhance pension payments. Employers are required to determine how they will use these discretionary provisions. We have determined generally not to use our discretion to enhance pension payments by either additional years or additional pension.
- 4.5 In certain circumstances, eligible employees may request early retirement or flexible retirement. (Flexible retirement gives access to accrued pension, whilst allowing the scheme member to continue working). In both these cases, there must be sufficient financial or other benefit to the Council for such retirements to be approved and if there is a cost associated with the request, approval sought from the Personnel Board.

## 5. Pay ratios in the Council

- 5.1 The pay ratio, or pay multiple, is used to express the relationship between the remuneration of the chief officer/highest paid employee and that of other employees. It is the policy of the Council to ensure that the ratio of the salary of the highest paid officer and the lowest paid officer is well below the 20:1 ratio recommended as a maximum in the terms of reference for the 2011 Hutton Review of Fair Pay in the Public Sector.
- 5.2 As at 1st April 2023, pay ratios within the Council stand as follows;
- Highest: lowest = 7.6:1
  - Highest: median = 4.5:1
- 5.3 This is based on the following salary packages:
- Highest paid (Chief Executive) = £158,362
  - Lowest paid (Grade 2 SCP 3) = £20,812
  - Median (average) = £35,411

## 6. Review

- 6.1 This policy will be reviewed at least annually and more frequently if necessary to respond to any changes.
- 6.2 The Personnel Board is responsible for recommending the policy statement for approval

## 7. Other relevant Council documents

### **Policies & Procedures relating to:**

- Travel Expenses
- Retirement
- Honoraria
- Market Supplements
- Overtime
- Pension's discretions

- Organisational Change

**Pay Scales relating to:**

- National Joint Council (NJC) for Local Government Services
- National Joint Council (NJC) for Youth & Community Services
- Soulbury Committee

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<b>TITLE</b>	<b>Prevention &amp; Youth Justice Service: Youth Justice Plan</b>
<b>FOR CONSIDERATION BY</b>	Council on 21 September 2023
<b>WARD</b>	Non-Specific;
<b>LEAD OFFICER</b>	Director, Children's Services - Helen Watson

## **OUTCOMES/BENEFITS TO THE COMMUNITY**

The Wokingham Prevention and Youth Justice Service (PYJS) is responsible for the delivery of statutory criminal youth justice services for children who live in the Wokingham Borough.

- **Legal parameters:** YJS (Youth Justice Services) were mandated through the Crime and Disorder Act 1998 and are governed and shaped by a range of legislation and guidance specific to the youth justice sector.
- **Function:** To provide statutory supervision of Court orders (including custodial sentences) and out of court disposals, to reduce the likelihood of re-offending of children aged 10-17 years old. This role has evolved to include the provision of diversionary and preventative interventions, to reduce the risk of children entering the criminal justice system.
- **Statutory partnership:** YJS are required to have dedicated staff from Local Authority Social Care and Education partners, the Police, the National Probation Service and local health services.
- **Governance:** Is held by the PYJS Partnership and Management Board, which is chaired by the Assistant Director for Children's Services (Social Care and Early Help). Statutory Board members include the CAMHS Service Manager, Police, Probation, the Education Welfare Service and the NEET Reduction Team. Other Board members are representatives from the Court and the Community Safety Partnership (CSP).
- **Governing body:** The Youth Justice Board for England and Wales (YJB) monitors YJS performance and issues guidance to them about how things should be done, including quarterly returns on 13 Key Performance Indicators (KPIs).
- **Funding:** YJS are predominantly funded by their Local Authority. They also receive grants from the YJB, in kind contributions from partners (Health, Police, Probation) and ad-hoc grants from Ministry of Justice, Police and Crime Commissioner or other bodies for agreed projects.

### **The Annual Youth Justice Plan**

After consultation with partner agencies, Local Authorities have a statutory duty to submit an annual youth justice plan relating to their provision of youth justice services (Crime and Disorder Act 1998, section 40).

Plans should be submitted to the Youth Justice Board (YJB) in a timely manner and are a pre-requisite of the YJB Grant payment. The Wokingham PJYS Youth Justice Plan was submitted to the YJB on 30<sup>th</sup> June 2023, in line with their requirements.

**During 2022-2023, the Wokingham PYJS has delivered the following outcomes/benefits to our community:**

- **Crime reduction and prevention:** We have delivered statutory services to 35 children and have increased the delivery of prevention interventions to 55 children (45 the previous year). We delivered diversionary work to 81 children. Through our Exclusion Prevention Programme, we have supported 16 children to remain in education.
- **Serious Violence:** The rates of children convicted for a serious violent offence remains low. In the year ending March 2023, there were two serious violent offences committed by children from Wokingham (there were five the previous year).
- **Early (universal) Interventions:** Over the last year we have delivered Weapons Awareness sessions in schools, reaching over 1500 children. We have also supported Operation Sceptre weeks, through informative pop ups in the community (Arborfield and Wokingham Town Centre).
- **Partnerships:** With the Health Justice team (CAMHS, Speech and Language therapist and Physical Nurse), we have established Complex Case discussions to provide holistic support to our most vulnerable children. With Cranstoun, we designed Tier 1 workshops for children with low substance misuse needs, including children who vape. With the NEET Prevention team (Elevate), we have recently agreed dedicated support for our children, through weekly clinics at our office. We have worked very closely with the Education Welfare Service to identify early support for those children at risk of exclusion from school due to criminal behaviours. This has led to re-establishing the Vulnerable Children Panel.
- **Ongoing support:** We have identified the children who are most vulnerable to crime and have provided ongoing mentoring support to them.

**RECOMMENDATION**

That Council accept the Youth Justice Plan.

**SUMMARY OF REPORT**

The PYJS Youth Justice Annual Plan includes a summary of the work delivered by the Prevention and Youth Justice Service (PYJS) during 2022-2023, outlining the key achievements, risks and challenges for the service. The plan also presents the Service Development plan for the current year.

## Summary of Key Achievements

- **Establishing the Turnaround Programme:** Utilising the grant from the Ministry of Justice to develop additional prevention pathways.
- **Implementing the Exclusion Prevention Programme (EPP):** A programme to support children at risk of exclusion or multiple suspensions from school due to offending-type behaviours.
- **Focusing our support for children with Special Education Needs and Disability (SEND):** In May 2023, we achieved the Youth Justice SEND Quality Mark, recognising the quality of our services for children with special education needs.
- **Strengthening the prevention offer:** Expanding our Early Prevention (outreach work) and developing further prevention pathways.
- **Implementing a structured exit strategy,** with ongoing support for the most vulnerable (to crime) children through mentoring programmes.
- **Continuing to have low custody/remands into custody levels:** No children sentenced to custody or remanded during 2022-2023 period.

## Summary of Service Development Plan

- Roll out the Exclusion Prevention Programme (EPP) to all Wokingham secondary schools in October 2023.
- Continue to support the development and delivery of the Serious Violence Strategy in partnership with the Community Safety Partnership (CSP), through our participation in the Serious Violence and Exploitation Board.
- The PYJS will work jointly with Police to identify and implement an early prevention pathway, specifically designed for children arrested (or voluntarily interviewed) for weapon related offences.
- The PYJS will develop a structured programme of activities to offer as universal prevention in schools and in the community.
- Continue to invest in staff through training opportunities, career progression pathways and effective line management support.

## Background

Youth justice plans in England must be signed off by the full council in accordance with Regulation 4 of the 'Local Authorities (Functions and Responsibilities) (England) Regulations 2000'.

There is a requirement on youth justice services to publish their youth justice plan (Crime and Disorder Act 1998).

Although it has always been a requirement for the plan to be signed off by Council, this has not previously been mandated by the YJB.

**Analysis of Issues**

The plan presents the key achievements of the PYJS and proposes the areas for service development across the coming year. The plan also identifies risks, challenges and strengths to the delivery of youth justice services in Wokingham.

**FINANCIAL IMPLICATIONS OF THE RECOMMENDATION**

***The Council faces unprecedented financial pressures as a result of; the longer-term impact of the COVID-19 crisis, Brexit, the war in Ukraine and the general economic climate of rising prices and the increasing cost of debt. It is therefore imperative that Council resources are optimised and are focused on the vulnerable and on 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)			
Following Financial Year (Year 3)			

<b>Other financial information relevant to the Recommendation/Decision</b>
N/A

<b>Cross-Council Implications</b> (how does this decision impact on other Council services, including properties and priorities?)
N/A

<b>Public Sector Equality Duty</b>
Please confirm that due regard to the Public Sector Equality Duty has been taken and if an equalities assessment has been completed or explain why an equalities assessment is not required.
N/A

<b>Climate Emergency – This 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</b>
--

Please state clearly what the impact of the decision being made would be on the Council's carbon neutral objective.

N/A

**Reasons for considering the report in Part 2**

N/A

**List of Background Papers**  
Wokingham PYJS Youth Justice Plan 2023-2024

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# Youth Justice Plan

<b>Service</b>	Wokingham Prevention and Youth Justice Service (PYJS)
<b>Service Manager/ Lead</b>	Bea Nigolian, PYJS Manager Kelli Scott, Service Manager, CWD, Early Help and PYJS
<b>Chair of PYJS Board</b>	Adam Davis, Assistant Director, Social Care and Early Help

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## 1. Introduction, vision, and strategy

### Foreword by Adam Davis, Assistant Director for Social Care and Early Help, Wokingham Borough Council:

As Chair of the Prevention and Youth Justice Service (PYJS) Management Board, I am pleased to present Wokingham's Youth Justice Plan for 2023-2024, as mandated by the Crime & Disorder Act 1988. It reflects the key achievements of the Wokingham PYJS across 2022-2023 and sets out the priorities for the year ahead.

### **Key Achievements for 2022-2023**

Looking back at the past year, some of the notable achievements include:

- *Establishing the Turnaround Programme:* Utilising the grant from the Ministry of Justice to develop additional prevention pathways and expand the support available to Wokingham children on the cusp of offending.
- *The development of the PYJS Management Board:* Supported by a number of activities over the past 12 months, culminating with the Board development day in February 2023.
- *Making staff satisfaction a priority* through an extensive training offer; identifying new career pathway opportunities; ensuring workloads remain manageable and supporting hybrid ways of working, which enable a good work/life balance.
- *Strengthening partnership arrangements* by setting up the six-monthly Partnership Evaluation Mornings.
- *A review of the Referral Order process*, including the development of new templates for all the reports and contracts; and recruitment of new panel members.
- *Prioritising education*, with focus on the implementation of the Exclusion Prevention Programme; and enhancing communication with schools, the Education Welfare Service, the Education Psychology Service and the NEET prevention team (Elevate).
- *Evaluating and then enhancing our intervention offer*, including an induction pack, and identity focused interventions.
- *Bringing children to the forefront* by developing a structured approach to capturing their voice (and the voice of their parents) and ensuring this informed our practice.

In addition to the above, the Wokingham PYJS have continued to perform well against government indicators, with low rates of First Time Entrants (FTE) into the criminal justice system, coupled with low re-offending and custody rates.

### **Key Priorities for 2023-2024**

Across the next year, the Wokingham PYJS will focus on further enhancing the prevention offer, children's participation and the professional development of the staff team. Several key operational and strategic objectives have been identified to support these activities, which include:





- *Enhancing the Exclusion Prevention Programme:* We commenced the pilot of this programme in September 2022. This year we need to evaluate the impact, develop a process to monitor our work, and cement our relationships with local schools so that we can continue to grow the programme.
- *Enhancing our support for children with Special Education Needs and Disability (SEND):* In May 2023 we earned the Youth Justice SEND Quality Mark. We aim to streamline our partnership with the SEND Team and work towards the Youth Justice Quality Lead award.
- *Enhancing the prevention offer:* Expanding our Early Prevention (outreach work) and developing of our pre-charge bail offer.
- *Embedding an anti-discriminatory stance in our practice:* During the past year we have evaluated our practice with peer-on-peer reviews and have undergone substantive training in this area. This year we want to further embed this learning, to ensure that we achieve better outcomes for children from ethnic minority groups.
- *Enhancing our Participation Strategy:* We have started collecting feedback from children and families. This year we need to build on our participation activity to ensure we consistently use the voice of the child for practice development.
- *Establishing a QA Framework:* Developing a written framework to underpin the quality assurance mechanisms implemented in previous years.
- *Strengthening Restorative Practice:* Developing victim focused practice, both in terms of victim safety and increasing the number of victims supported.

Adam Davis  
Assistant Director,  
Social Care and Early Help & Chair of the PYJS Management Board  
Wokingham Borough Council

## 2. Local context

Wokingham is an attractive market town in Berkshire, with excellent road and rail links, good schools, and low levels of crime. We are a lean organisation: we have low funding and the smallest number of staff per resident of any unitary authority.

The Borough's vision for 2020 to 2024 is to be *'a great place to live, learn, work and grow and a great place to do business.'* Having safe and strong communities is one of the six priorities of Wokingham Borough Council's strategic plan, and to which the Prevention and Youth Justice Service contributes greatly.

The Wokingham Borough Council Community Profile 2022/2023<sup>1</sup> provides an analysis of the local population using data from the 2021 Census available on the ONS website (Census - Office for National Statistics (ons.gov.uk)). This includes comparisons between England and the South-East region. The report indicates the following:

### Population composition

Wokingham Borough has a total population of 117,502 people. The Borough's population has increased by 59% in the last 50 years. This compares to a 25% increase for England, showing that Wokingham Borough is growing at a faster rate than the country as a whole. We have a high proportion of children and young people, with 20% of residents aged between 0 and 14 years (17.4% across England). The Borough has a fairly evenly split population between males (51%) and females (49%)<sup>2</sup>.

### Population ethnicity

The majority of the Wokingham Borough population are White English, Welsh, Scottish, Northern Irish or British (72.7%). Asian Indian is the second most commonplace at 7%, closely followed by Other White at 6.1% (white European, White Gypsy Roma Traveller). Since 2011, Wokingham Borough has become more ethnically diverse, with a particular increase in the number of people identifying as Indian, Pakistani, African, or Other White<sup>3</sup>.

### Poverty and Deprivation of children

The percentage of Wokingham children (under 16 years of age) living in low-income families is 6.3%, significantly lower than in England (15.1%) and the South-East region (11.6%)<sup>4</sup>.

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<sup>1</sup><https://app.powerbi.com/groups/me/reports/15068f06-bef8-4611-9e52-a929f2d933a6/ReportSection5216a890feec517c7480?ctid=996ee15c-0b3e-4a6f-8e65-120a9a51821a&experience=power-bi>

<sup>2</sup><https://app.powerbi.com/groups/me/reports/15068f06-bef8-4611-9e52-a929f2d933a6/ReportSection5216a890feec517c7480?ctid=996ee15c-0b3e-4a6f-8e65-120a9a51821a&experience=power-bi>

<sup>3</sup><https://app.powerbi.com/groups/me/reports/15068f06-bef8-4611-9e52-a929f2d933a6/ReportSection5216a890feec517c7480?ctid=996ee15c-0b3e-4a6f-8e65-120a9a51821a&experience=power-bi>

<sup>4</sup> <https://wokingham.berkshireobservatory.co.uk/>

When compared to England, the percentage of secondary pupils eligible for and claiming free school meals is significantly lower: 5.4% versus 15.3%. However, it is higher when looking at children from special schools -18.3% versus 5.2%<sup>5</sup>.

## Education and Special Education Needs

The percentage of Wokingham population that are students is 21.4%, slightly above the English percentage of 20.4%<sup>6</sup>.

Wokingham has fewer secondary school children with Special Education Needs (SEN), 7.2%, when compared to both England, 11.9%, and the Southeast region, 11.7%.

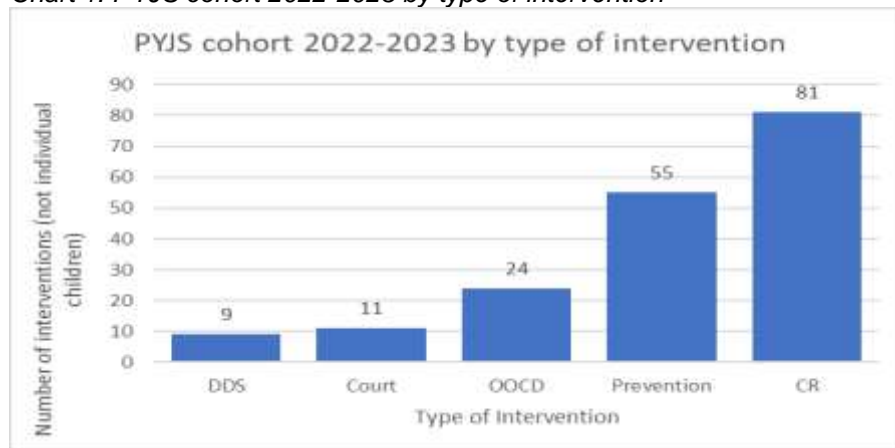
The percentage of 16- and 17-year-old children not in education, employment or training is also lower than the national percentage, 3.9% versus 5.9%<sup>7</sup>.

## The Prevention and Youth Justice Service cohort

### Strands of work

Our 2022-23 throughput has reduced by 13% when compared to the previous year, with a total of 180 cases, down from 207 (Chart 1). Our main strand of work continues to be diversion, which encompasses Community Resolutions (CR) and Drug Diversion Schemes (DDS), followed by prevention. Out of Court Disposals (OOC) and Court cases represent the minority of our work.

Chart 1: PYJS cohort 2022-2023 by type of intervention



### Offences

In order to analyse trends regarding the offences of the PYJS cohort, we have produced two charts. Chart 2 is a representation of the offences resulting in a PYJS intervention during 2022-2023. Chart 3 is a comparison of offences in 2021-2022 and 2022-2023. The comparison with the previous year shows a decline in Drug, Weapon, Robbery and

<sup>5</sup> <https://wokingham.berkshireobservatory.co.uk/>

<sup>6</sup> <https://wokingham.berkshireobservatory.co.uk/>

<sup>7</sup> <https://wokingham.berkshireobservatory.co.uk/>

Sexual offences and an increase in Motoring offences. Violence against the person remains the most prevalent type of offence within our cohort.

Chart 2: Offences for PYJS 2022-2023 cohort

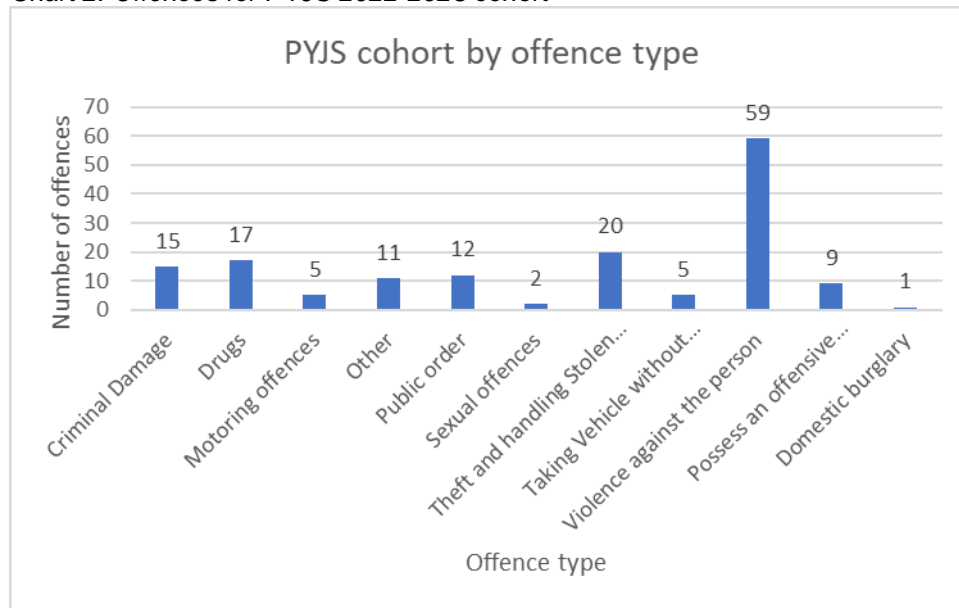
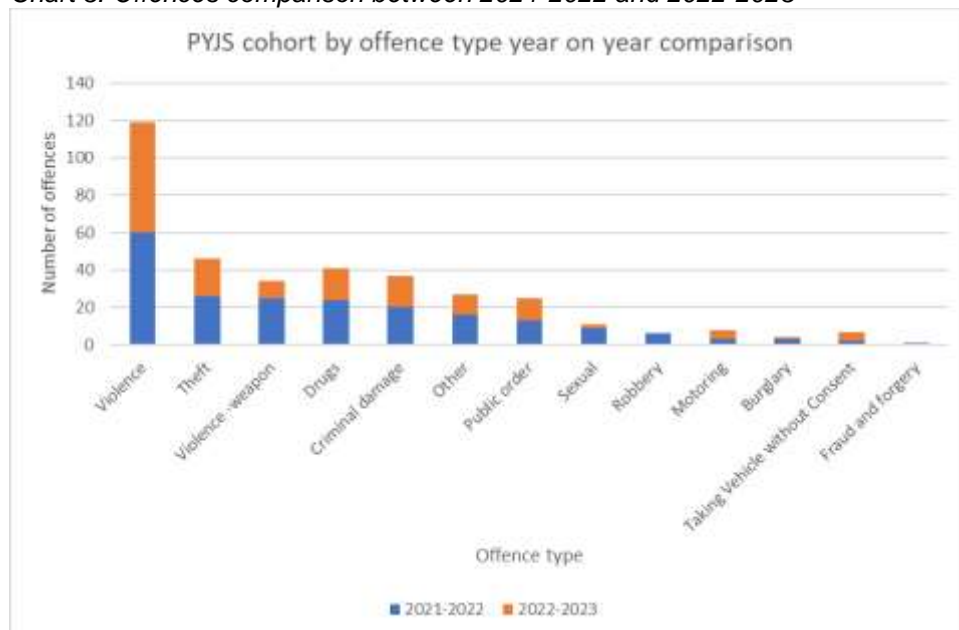


Chart 3: Offences comparison between 2021-2022 and 2022-2023



### 3. Child First

We continue to deliver our work with children at the forefront of everything we do, with some specific examples being:

- Using the “4W’s” to structure the assessment: this refers to how we capture the child’s views during the assessment process - “why me, why now, why does it continue and what can I rely on”. This is how we undertake case formulation from the child’s perspective.

- Children's views incorporated in the assessment period.
- Co-produced plans.
- Safe spaces and opportunities to talk.
- Creating "My Wokingham": this is a wall in our office where children hang pictures of "their Wokingham," spaces that are important to them, which elicit good memories and where they feel safe.
- Children's views on furniture placement: this refers to a survey we carried out with children, where they reported that our office decor was "too white." Our response to it was to redecorate the interview rooms with colourful furniture.
- Variation in interventions: this refers to listening to what children enjoy and like during their sessions and adapting our interventions to meet their needs and interests. For example, using an interview of the singer Billie Eilish (a favourite artist of the child), to help them reflect on challenges, barriers and identity issues.

#### 4. Voice of the child

This year we have captured the voice of our children more robustly and consistently than at any time previously. Their voice has also influenced our practice and the design of our office space.

We also capture the voice of children and families during our exist interviews at the end of each intervention. It is an opportunity to understand the quality of our work and the impact it has had on children. One parent suggested that we include a question about whether they would recommend our service to other parents in a similar situation; this question is now included in the survey.

Most parents reported noting positive changes in their children after the PYJS intervention.

#### 5. Governance, leadership, and partnership arrangements

The Prevention and Youth Justice Service (PYJS) is led by the Team Manager and has an independent structure within the Children Services (Social Care and Early Help) Directorate. The PYJS is responsible for the delivery of prevention (one to one and community outreach), formal and informal diversion and statutory work. The service is also responsible for providing Appropriate Adult services to Loddon Valley Police Station and for Return Home Interviews for Wokingham children who are reported missing within the Borough.

The Team Manager has thirteen years of youth justice experience and is supervised by the Service Manager of the Children with Disabilities, Early Help and Prevention and Youth Justice Services at Wokingham Borough Council.

##### **Local Governance Arrangements: the PYJS Partnership & Management Board**

The governance arrangements for the Wokingham PYJS are held by the PYJS Partnership and Management Board. The Chair of the Board is the Assistant Director for Children's Services (Social Care and Early Help), Adam Davis. The vice-chair of the

Board is Kim Jones, the CAMHS Service Manager. Other Board members include representatives from the Police, Probation, the Education Welfare Service, the NEET Reduction Team, the Court and the Community Safety Partnership (CSP).

Representatives from the Youth Justice Board and the Office of the Police and Crime Commissioner – Thames Valley, have also attended some of the Board meetings as critical friends.

### **Partnership Arrangements**

All our partners attend our monthly Team Meetings to provide regular updates about their services. In addition, twice a year we hold Partnership Evaluation Mornings, where the PYJS and partners get together to discuss, evaluate and enhance our partnership arrangements.

### **Health Justice Team**

Any young person who is in contact with Wokingham PYJS is eligible for a consultation from the Health and Justice practitioners (CAMHS, Speech and Language Therapist, Nurse). The Health Justice Team has been fundamental to improving outcomes for our children. All children allocated to the PYJS will be screened by them. If required, Youth Justice Workers will have specific case consultations with the health workers. Following consultation, some children will receive direct assessments of their health needs. These may be standard physical health or mental health assessments. Some direct CAMHS and other health interventions are also offered to children.

### **Substance Misuse**

Substance misuse services in Wokingham are delivered by Cranstoun. All our children are screened for substance misuse needs as part of their assessment. Where substance misuse needs have been identified, we have embedded in our case management guidance that the child must be referred to our partners, Cranstoun, for tailored interventions.

In addition, Cranstoun deliver the Drug Diversion Scheme for children arrested with small amounts of cannabis. They also deliver a bespoke intervention for children affected by “County Lines”; and offer substance misuse support and family support for children affected by parental substance misuse.

During 2022-2023, we have expanded our partnership with Cranstoun and have now implemented bi-monthly workshops for children who require Tier 1 support (some level of substance misuse or experimentation, not including Class A). These workshops are also targeting children who are vaping, as we recognise the health risks associated with this practice.

### **Education**

We have robust partnership arrangements with the Education Welfare Service (EWS) and the NEET Prevention (Elevate Team). Both also have representatives at our Partnership & Management Board. The EWS provides a screening of all children

allocated to our service. This allows us to have up to date information about children's school attendance and any areas of concern from the onset. By receiving prompt information about the setting the child attends, we are able to make immediate contact with them to discuss the child further.

The NEET Prevention team supports our 16 plus children who are not in education, training, and employment. We also make referrals to this team when a child is in Year 11 and want to explore their further education options.

In 2022-2023, we developed our partnership with the Education Psychology team. They have been instrumental in upskilling the team around Education, Health and Care Plans (EHCPs) and supporting an evaluation of the PYJS cohort regarding special education needs.

The PYJS attends the School Behaviour Leads meeting every term, which helps to maintain close links with the education community.

We deliver Early Prevention work at secondary schools by way of Weapon Awareness presentations during morning assemblies.

## **Police**

We work closely with Thames Valley Police (TVP), including both the Local Police Area (LPA) and the Youth Justice Unit (YJU). The LPA supports us with information sharing and safeguarding by attending the Exploited and Missing Risk Assessment Conference (EMRAC). The YJU and PYJS are jointly involved in the decision-making process for Out of Court Disposals (OOC). The YJU is also responsible for seconding a Police Constable (PC) to our Service to support the team by delivering OOC, specific interventions or pieces of work.

## **Probation**

Probation secondment arrangements continue to be limited. The National Probation Service has found it difficult to fill the secondment role across all Thames Valley Youth Justice Services, leaving individual teams to plan for this provision.

When children transfer from the PYJS to Probation, we ensure there is a collaborative three-way exchange, where they are involved with both the PYJS Probation Link worker and the Probation Officer throughout the process.

The Probation Service is also represented at our Partnership & Management Board.

## **6. Resources and Services**

The service is funded by the Local Authority and grants from the Youth Justice Board. In addition, we receive in kind contributions from the Health Justice Team and Police. The National Probation Service funds the Probation Link worker.

The service has also received additional funding through the Turnaround Programme from the Ministry of Justice, which is being used to fund staffing costs associated with implementing and delivering the programme, as well as tailored spending for the allocated children.

The YJB Grant mainly funds (part of) our staffing costs. We rely on the Local Authority contributions for the remainder of the staffing costs and overheads, particularly to fund activities and constructive programmes for our children. Using Police and Crime Commissioner funds, our Community Safety Partnership has confirmed that the PYJS will receive part funding for an additional Youth Justice Worker to support the delivery of the Exclusion Prevention Programme.

## 7. National Key Performance Indicators

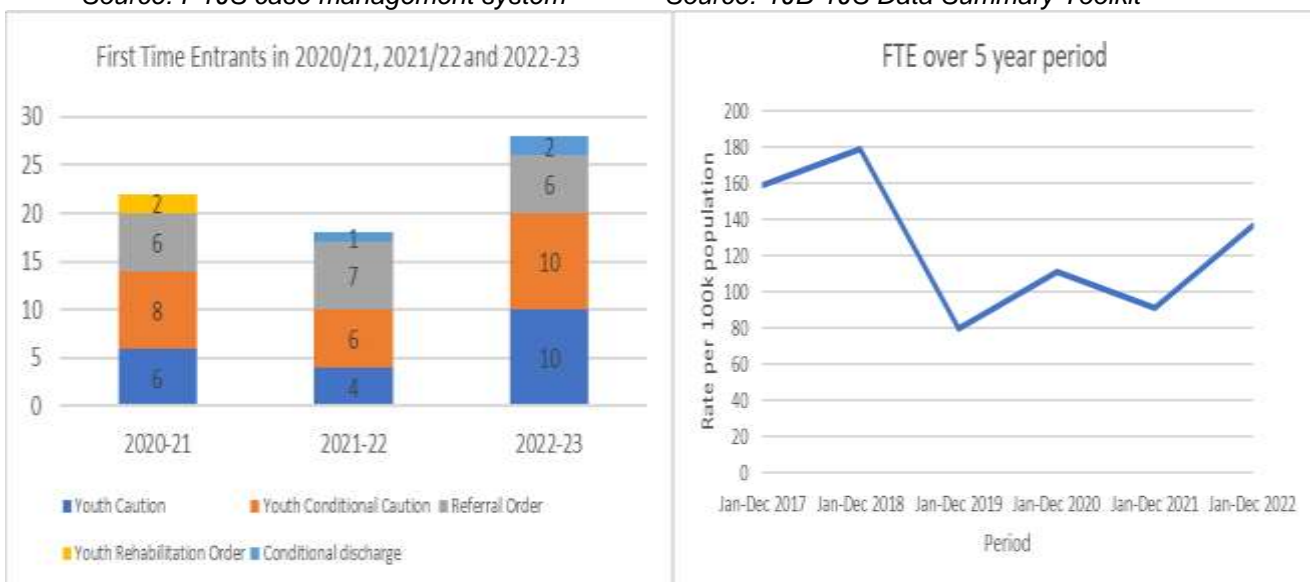
Performance against the nationally measured targets, supporting data and a narrative of what the service is doing to reduce current rates for each KPI, is reported below:

### KPI: First Time Entrants

Data from our case management system indicates that there has been an increase in our First Time Entrants (FTE) (Chart 4). When exploring these figures, it is important to note that 2020-21 and 2021-22 were impacted by the Covid-19 pandemic, when all crime rates reduced nationally. Therefore, when looking at the FTE data across a five-year period (Chart 5), whilst current figures show an upward trend, they remain below pre-covid levels.

*Chart 4: FTE compared across three years  
Source: PYJS case management system*

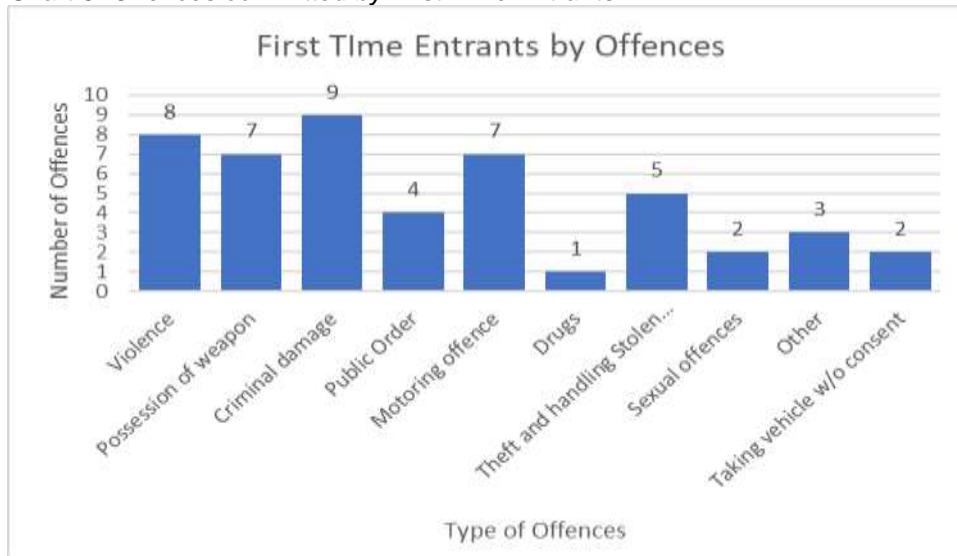
*Chart 5: FTE rate across five-year period  
Source: YJB YJS Data Summary Toolkit*



In analysing the types of offences committed by First Time Entrants, violence, criminal damage and weapon-related offending have been the most prevalent (Chart 6 below). Although all weapon related matters are of concern, a more detailed analysis evidenced varied levels of severity within the weapon related offences of our FTE. None of these children have to our knowledge re-offended.



Chart 6: Offences committed by First Time Entrants



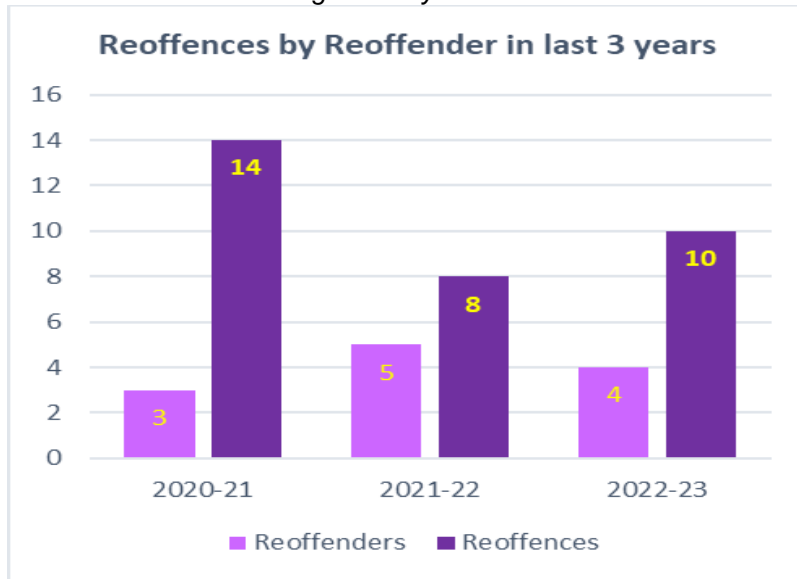
### What is PYJS doing to reduce First Time Entrants?

We are focusing on developing our prevention pathway; the number of prevention interventions has increased by 22% over the past year. This is due to an enhancement of our offer through the Exclusion Prevention Programme and the pre-charge bail pathway, supported by the Turnaround Programme.

### KPI: Re-offending

The local re-offending data obtained from our case management system across the past three years is shown in the Chart 7 below. When compared to last year, the number of re-offenders has reduced, although the number of re-offences per re-offender has increased. When looking at the increase in re-offences, we are aware that two children had six re-offences between them due to motoring incidents (one motoring incident will in itself result in several different charges). If we consider the percentage of our caseload, in 2021-2022, five re-offenders represented 24.15% of the caseload, whilst in 2022-2023, four reoffenders represented 22.22% of the caseload. This is confirmed by the data provided by the YJB YJS Data Summary toolkit, which shows that re-offending, re-offences and binary rates (percentage of offenders that have reoffended), all appear to be on a downward trajectory.

Chart 7: number of reoffenders and reoffences by re-offenders  
Source: PYJS case management system



### What is the PYJS doing to reduce re-offending rates?

We have focused on trauma informed approaches to help us improve the way we work with children. We use line supervision sessions to actively discuss how case workers can respond to and work with children who have experienced Adverse Childhood Experiences (ACEs).

### KPI: Use of Custody

During 2022-2023, no Wokingham child was remanded in custody.

### Additional key performance indicators (KPI) (from April 2023)

It is a requirement of the service to report on the following new key performance indicators from April 2023, with the first submission due in August 2023. The YJB has acknowledged that this information may not be obtainable at the time of submitting our plan and has requested that where possible, we provide a narrative on each of the new indicators explaining: the current position; any foreseen risks and challenges; and what actions are planned to address performance.

**KPI 1: Accommodation:** *The percentage of children in the community and being released from custody with suitable accommodation arrangements.*

Looking at our cohort (accepted interventions opened between 01.04.2022 to 31.03.23), we have not had any instances of homelessness or other unsuitable accommodation. Most of our children either live with their parents/carers or in supported accommodation provided by Children's Social Care.

**KPI 2: Education, training, and employment (ETE):** *The percentage of children in the community and being released from custody attending a suitable ETE arrangement.*

## Under 16 years old

Chart 8 below shows that most of our children are in education, although there are some who are attending school irregularly or refusing to attend.

Chart 8: Education status of under 16-year-old children in PYJS cohort

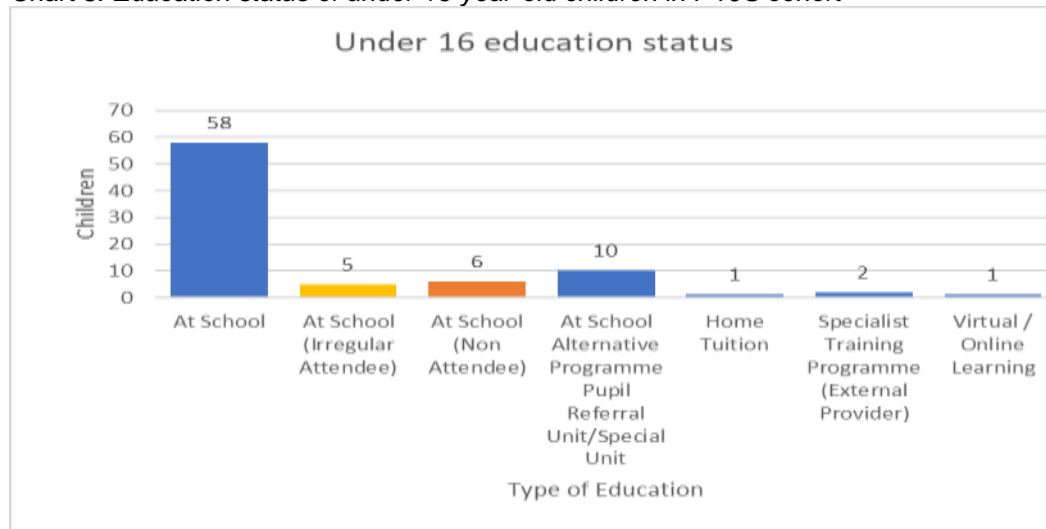
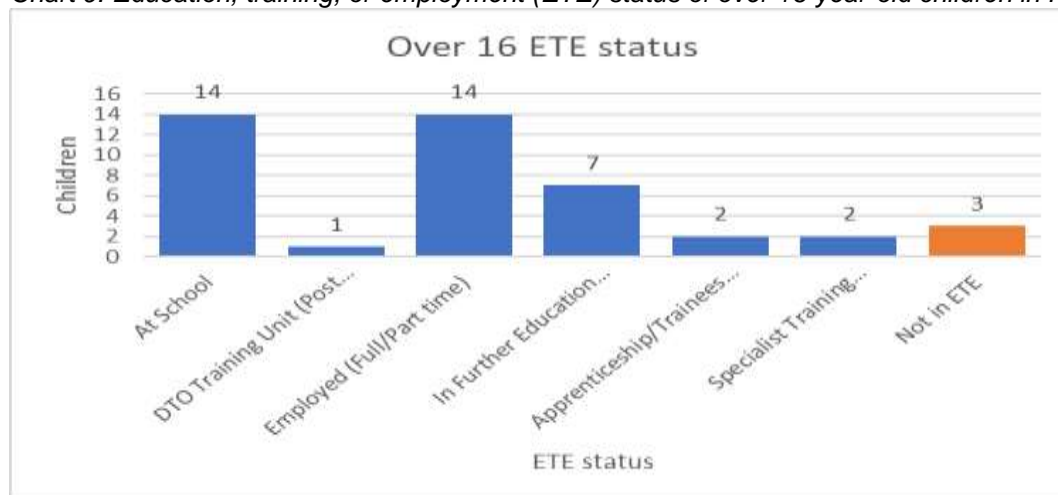


Chart 9 below shows that most children over 16 years of age are in some form of education, training or employment (ETE).

Chart 9: Education, training, or employment (ETE) status of over 16-year-old children in PYJS cohort



In **Section 11** below, we explain what work is being done to improve education outcomes for PYJS children.

**KPI 3 - Special educational needs or disability (SEND):** The percentage of children who have an identified SEND need, are in suitable ETE and have a formal learning plan in place for the current academic year.

Our current case management system does currently not have the functionality to provide us with granular data. We have made some necessary adjustments, but they do not go back far enough for us to provide consistent data for our 2022-2023 cohort.

However, we did evaluate our provision in this area during Quarter 3 2022-2023, looking at our live caseload in December 2022. The evaluation of the special education and / disability needs of our cohort, which was possible with the support of an Educational Psychologist from the Educational Psychology team, was presented to our Board in March 2023 and noted the following: from the 43 children, 21 (49%) were reported as having identified Special Educational Needs or Disabilities (SEND) or had a screening that indicated the potential of additional needs being present.

### **What is the PYJS doing to support children with special education needs?**

At point of allocation, all our children are screened by the speech and language (SAL) worker, who identifies any current or previous recorded needs in this area. Where specific needs or concerns have been identified by the youth justice worker, the SAL worker has a consultation with the child, which will in turn result in ongoing support and guidance for the child and/or the practitioner, as required.

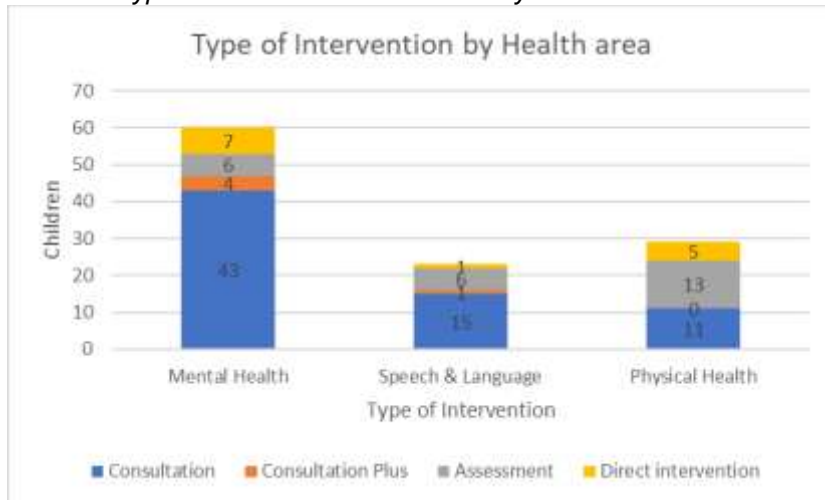
In May 2023, the Wokingham Partnership was awarded the Youth Justice SEND Quality Mark. This award was in recognition of the work that the PYJS, the Wokingham SEND team, the Health Justice Team and Children Social Care are doing to improve outcomes for children with special educational needs. In this respect, there has been extensive training for PYJS staff, who are now able to initiate discussions, support and offer appropriate challenge during EHCP processes. PYJS staff are also aware of the importance of the partnership with the SEND team and ensure they are involved in our work.

***KPI 4 - Mental healthcare and emotional wellbeing:*** *The percentage of children in the community and being released from custody with a screened or identified need for an intervention to improve mental health or emotional wellbeing; and of that the percentage of planned/offered interventions; of that percentage of children attending interventions.*

Our case management system does not yet allow us to report on this KPI in the manner required (i.e., the percentage of the cohort that have received mental health support).

The information shown on Chart 10 below is a compilation of the quarterly data provided by the Health Justice Team, with the caveat that any one child may have been involved in different levels of support and may have received support across a number of quarters.

Chart 10: types of interventions delivered by each health area



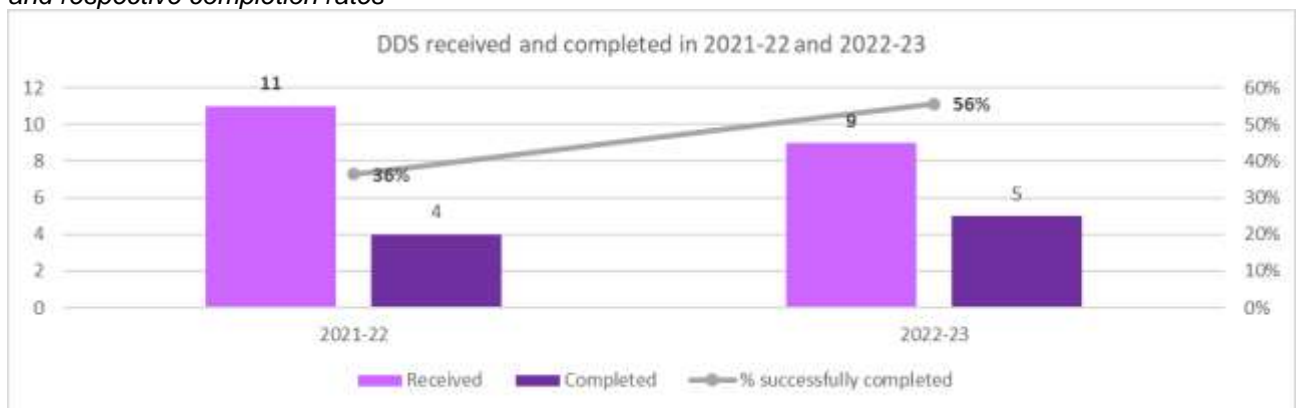
We have previously explained in **Section 5** the support available to our children from the Health Justice Team.

**KPI 5 - Substance misuse:** *The percentage of children with a screened or identified need for specialist treatment intervention to address substance misuse; and of that the percentage of children with planned or offered intervention/treatment; and of that the percentage number of children attending intervention/treatment.*

Our current case management system does not yet have the functionality to provide the granular data required to report on this KPI. We do however have information compiled by our Substance Misuse partners and ourselves in respect of Drug Diversion Schemes (DDS), which is a diversionary intervention for children arrested with small amounts of cannabis.

Chart 11 below demonstrates that the number of Drug Diversion Schemes (DDS) has remained relatively stable, with nine referrals during 2022-2023 versus 11 the year before. Completion rates have however increased from 35% to 56%.

Chart 11: Comparison in number of Drug Diversion Schemes (DDS) received in 2021-2022 and 2022-2023 and respective completion rates



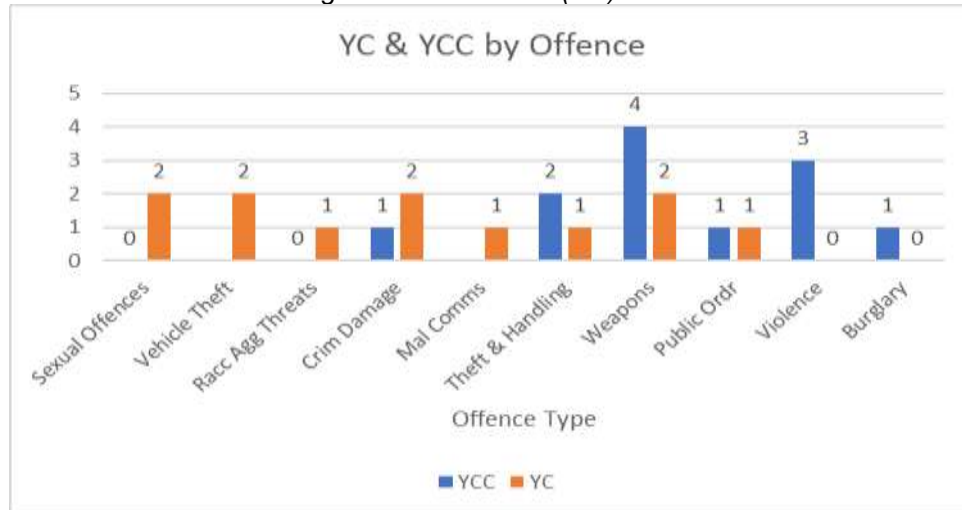
We have previously explained in **Section 5** what we are doing to improve substance misuse support for PYJS children with an identified need in this area.

**KPI 6 – Out-of-court disposals (OOC):** *The percentage of out-of-court disposal interventions that are completed/not completed.*

During 2022-2023, the number of both Youth Cautions (YC) and Youth Conditional Cautions (YCC) have increased. From 12 YCC started during 2022-23, 11 were successfully completed and one was still in progress at the time of writing this plan. From 12 YC started in this period, five were completed, two were still in progress and five had been declined. Youth Cautions are voluntary interventions however, during 2022-2023 we have seen a reduction in the percentage of Youth Cautions being declined, moving from 40% in 2021-2022 to 33% in 2022-2023.

In analysing the offences that have resulted in Youth Cautions (YC) and Youth Conditional Cautions (YCC) (Chart 12), we note that violence and weapon related offences are the most prevalent matters dealt with by way of Out of Court Disposals (OOC).

Chart 12: offences resulting in Youth Cautions (YC) and Youth Conditional Cautions (YCC)



**KPI 7 - Management Board attendance:** *Monitoring senior partner representation at management boards and monitoring if partners contribute data from their individual services that identify areas of racial and ethnic disproportionality.*

Partnership & Management Board attendance for the year 2022-2023 is recorded at each meeting and evidenced in the relevant minutes, as reported in Table 1.

Highlighted area – WBC members

N/a – not invited/applicable; A – sent apologies; DNA – did not attend



Table 1: Attendance to the Partnership & Management Board by partner agency.

Agency	Attendance 20.06.22	Attendance 23.09.22	Attendance 12.12.22	Attendance 27.03.23
WBC – Assistant Director & Board Chair – Social Care & Early Help	√	√	√	√
WBC – Service Manager, CWD, Early Help and PYJS	√	A	√	A
WBC – PYJS Team Manager	√	√	√	√
WBC – PYJS Assistant Team Manager	√	√	√	A
WBC – PYJS Acting Assistant Team Manager	N/a	N/a	N/a	√
WBC – Community Safety Partnership-Service Manager	√	A	√	A
WBC – Senior Performance Analyst	√	√	√	N/a
WBC – Performance Assistant	N/a	N/a	√	A
WBC – Performance Lead Children's Services	N/a	N/a	√	A
WBC - Principal EWO	A	N/a	N/a	N/a
WBC – Acting Principal EWO	N/a	A	√	A
WBC – NEET Prevention Team Leader	A	A	DNA	√
Service Manager for CAHMS - Berkshire Health Foundation Trust	√	A	√	DNA
TVP-Sergeant	√	A	N/a	N/a
Superintendent, LPA Commander, TVP	N/a	N/a	N/a	√

Deputy TV Police LPA Commander & Vice-Chair	DNA	DNA	DNA	DNA
TVP-Detective Inspector	N/a	DNA	DNA	A
Youth Court Panel	A	N/a	N/a	N/a
Chair Magistrates Youth Bench	N/a	√	A	√
PCC	N/a	N/a	√	N/a
Practice & Innovation Manager, YJB	N/a	√	N/a	√

**KPI 8 - Wider services:** *The percentage children who are currently on either an Early Help (EH) plan; on a child protection (CP) plan or classified as Child in need (CiN) or have looked-after status.*

The total number of children open to both the PYJS and Children’s Social Care as Children in Care (CiC), Children in Need (CiN) or children subject to a Child Protection Plan (CPP) services was 27, or 16.66% of the PYJS cohort. Seven of these children were referred to our service by a Social Worker in a prevention capacity, which reflects the strength of the partnership’s response to addressing the over-representation of Children in Care in the criminal justice system.

It is however of concern that 54% (six children) of our Court caseload are open to Children Social Care. This figure appears to correlate with data shared in a 2020 report by the Children’s Commissioner, who noted that 56% of children sentenced were or had been assessed as Children in Need or needing some additional support from the state<sup>8</sup>.

### **What is the PYJS doing to support children who are open to Children Social Care?**

In respect of children who have Early Help and /Social Care involvement, we have developed a specific Prevention Pathway that allows for targeted intervention referrals from Family Workers and Social Workers. By offering this Targeted Prevention, we expect to reduce the likelihood of these children entering the criminal justice system.

**KPI 9 - Serious violence:** *The rates of children convicted for Serious Youth Violence on the Youth Justice Service caseload.*

The rates of children convicted for a serious violent offence on the PYJS caseload is low. In the year ending March 2023, there were two serious violence offences committed by children from Wokingham (there were five the previous year).

<sup>8</sup> <https://www.childrenscommissioner.gov.uk/resource/injustice-or-in-justice/#:~:text=When%20compared%20to%20their%20peers%2C%20children%20in%20residential,best%20interests%20at%20the%20heart%20of%20the%20response.>



## What is the PYJS doing to keep serious violence rates low?

We continue to deliver early prevention through Weapons Awareness presentations in secondary schools and pop-up events in the community during May and November Operation Sceptre weeks.

By expanding our prevention pathway with the Exclusion Prevention Programme, we are also expecting to deliver targeted prevention to children who are on the cusp of offending.

**KPI 10 – Victims:** *The percentage of victims who consent to be contacted by the Youth Justice Service, and of those, the percentage of victims who are engaged with about restorative justice opportunities, asked their view prior to out-of-court disposal decision-making and planning for statutory court orders, provided information about the progress of the child's case (when requested) and provided with information on appropriate services that support victims (when requested).*

There has been an increase in the percentage of victims who have agreed at the Police station to be contacted by the PYJS, from 34% in 2022-2022 to 38% in 2022-2023. There has also been a marked increase in the number of victims who having consented to be contacted by the PYJS, then went on to engage with some form of restorative work, from 22% in 2021-2022 to 44% in 2022-2023.

## 8. Children from groups who are over-represented

We have looked at the ethnicity of Wokingham's child population (YJB Ethnic Disparity Tool based on the 2021 Census) and compared it with the ethnicity of children working with PYJS. In comparing both cohorts, we can observe that there is an under representation of ethnic minority groups in the prevention and diversion strands; and an over representation of those children in the OOC and Court cohort. Asian children are under-represented across all strands of work.

Notably, children from Gypsy, Roma Traveller (GRT) background are significantly over-represented in the Court cohort.

## What is the PYJS doing to address ethnic disparity?

Throughout October-November 2022, the team completed a peer-on-peer thematic audit to critically evaluate the team's understanding and exploration of diversity and disproportionality when working with children. Coupled with the results of the Cultural Competence survey completed by the team, it helped us consider how we best engage and work with children from Black and other ethnic minorities.

As a result of this activity, we have explored and incorporated specific interventions that help us explore cultural identity as part of our work. The activity also helped us identify the need for training that would build confidence when discussing ethnic disparities and experiences of discrimination with our children. Throughout May - July 2023, the PYJS team will be engaging in a comprehensive anti-racist training. The training has been extended to partners and members of the Partnership and Management Board and will

help us better understand the challenges that children from ethnic minority groups experience.

## 9. Prevention

Wokingham PYJS is responsible for the delivery of prevention services. This includes both Early Prevention and Targeted Interventions, as defined by the YJB<sup>9</sup>:

### Early Prevention

The PYJS delivers early prevention both in schools and the community. The focus of these pieces of work is Knife and Weapons Awareness. Over the last year we have delivered the following Weapons Awareness sessions in schools, reaching over 1500 children:

- Maiden Erlegh - Years 10 and 11 (15<sup>th</sup> and 17<sup>th</sup> November 2022).
- Oakbank - Years 7-11 (7<sup>th</sup>, 14<sup>th</sup> and 20<sup>th</sup> March 2023).
- St Crispins - Years 10-11 (23<sup>rd</sup> and 24<sup>th</sup> March 2023).

Twice a year, we also deliver joint prevention work with Thames Valley Police during Operation Sceptre weeks.

### Targeted Prevention

We have four main prevention pathways:

**Early Help Hub (EHH):** This is a weekly multi-agency meeting led by the Wokingham Early Help service. Where referrals involve children on the cusp of offending behaviour, the child is allocated to the PYJS for the delivery of a prevention intervention.

**Targeted Intervention:** Upon request, we also deliver a targeted crime prevention intervention to children who are working with Social Care or Early Help, and who are evidencing early signs of involvement in criminal behaviour.

**Exclusion Prevention Programme:** This is our flagship programme that aims to reduce school exclusions linked to criminal behaviours. Referrals are accepted from the schools involved in the current pilot.

**Turnaround Programme:** With the support of this programme, we are extending our prevention offer to children on pre-charge bail. We are also utilising the Turnaround funding to offer “additionality” to our Diversion and qualifying Out Of Court Disposal (OCCD) interventions, for children supported under Turnaround.

**What do our prevention programmes offer?** Every child who engages with a prevention programme will be assessed by a youth justice worker. We use a whole family/holistic assessment which identifies both strengths and needs. Our assessments also consider the three risk domains (although we have adapted the names of these

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<sup>9</sup> [https://yjresourcehub.uk/images/YJB/Definitions for Prevention and Diversion YJB 2021.pdf](https://yjresourcehub.uk/images/YJB/Definitions%20for%20Prevention%20and%20Diversion%20YJB%202021.pdf)

domains to acknowledge the absence of a charged offence), risk management and contingency planning. Every child will co-produce a plan with their worker. The interventions will be delivered over a 12-week period, where upon children and parents take part in an exit interview. When we identify the need for additional ongoing support, children are referred to one of our three structured exit programmes (Berkshire Youth Mentoring, Reading Football Club Mentoring or the Boxing Programme).

## 10. Diversion

At the PYJS, we offer a programme of support to all children who have received a street delivered Community Resolution by the Police. Our offer is universal in that children are not screened prior to receiving the offer of support.

We acknowledge the challenges of engaging children in voluntary programmes of support. We assert that introducing an initial home visit to explain the programme to children/parents, has helped us to increase completion rates (23% this year versus 19% the previous year).

We do however acknowledge that more can be done to try and engage children in these support programmes. In 2023-2024, we are hoping to complete a first of its kind piece of research, in partnership with Brunel University, London.

**What do our diversion programmes offer?** As with prevention programmes, children are assessed, a plan is co-produced with the child, and we deliver interventions over a 12-week period. Structured exit programmes are also available for children who require additional ongoing support.

## 11. Education

Wokingham Borough Council is a small Local Authority and the PYJS is a small service. As with any small Local Authority, practitioners in every team take on multiple roles and responsibilities. It has been previously noted that the PYJS has no “Education Officer” within the team. Whilst we acknowledge this, we consider that our current arrangements have allowed us to support children effectively.

### **Exclusion Prevention Programme (EPP)**

This programme was developed by the PYJS leadership team to offer a dedicated prevention pathway for schools. The focus is on children at risk of suspension or exclusion due to offending behaviour at school, which does not necessarily result in police involvement (i.e., fights at school; low level weapon related incidents; aggressive and threatening behaviour towards children or staff; bullying). The programme was launched in September 2022 as a pilot with four Wokingham Secondary schools, with a fifth added in December 2022.

After the programme launch, we realised that its success required that we strengthened communication with schools to ensure consistent and ongoing referrals, regular input and feedback regarding children’s progress. We also had to develop a communication

strategy for parents, so that when schools discussed referrals with them, the EPP could be clearly explained to them. To this end, we developed a video presentation explaining EPP to parents. In addition, we had to establish effective ways of monitoring outcomes. These aspects of the programme required dedicated leadership, so we expanded our management team with an additional Assistant Team Manager.

From the 12 children referred to the programme to date, 41% (5 children) have a diagnosis of ASD or ADHD. In terms of ethnicity 58% (7 children) of those referred are from a White background; and 42% (6 children) are from ethnic minority groups.

Three children have already successfully completed the programme, and all of them are no longer at risk of exclusion, with a reported improvement in their behaviour. Two of these children have had ongoing support implemented (mentoring/CAMHS) via the PYJS.

## **12. Workforce Development**

During 2022-2023, we continued with our ambitious staff development plan, which included numerous workshops and training opportunities for the team.

An anonymous team survey was completed during a team meeting in April 2023 recorded job satisfaction at 8.3/10. In the team's words, "this is the best we have ever been."

## **13. Service Development Plan**

### **Service Development**

The PYJS plan is shaped by the needs identified through the review of our service activity across the past year, staff perspectives and the recommendations from our Partnership & Management Board. Service development is also underpinned by the YJB child first guiding principle.

Serious Youth Violence in Wokingham remains low and the number of children who reach Court has decreased. This reduction is driving us to continue to expand and enhance our prevention work, which will be our most significant measure of success.

## PYJS SERVICE DEVELOPMENT PLAN 2023-2024

ACTIONS	MEASURES OF SUCCESS	WHO	BY WHEN
Strategic Priority: Education			
Complete an evaluation of the <i>Exclusion Prevention Programme (EPP)</i> to identify good practice and areas for development.	<ul style="list-style-type: none"> <li>• Report for CDLT and PYJS Partnership &amp; Management Board</li> <li>• Evaluation report shared with participating schools and CSP</li> <li>• EPP is recognised as a successful and desirable programme by partners-increased numbers of referrals</li> </ul>	PYJS Management team	August 23
Roll out the <i>Exclusion Prevention Programme (EPP)</i> to all Wokingham secondary schools.	<ul style="list-style-type: none"> <li>• Launch event is delivered</li> <li>• All Wokingham schools are aware of EPP and the referral pathway</li> </ul>	PYJS Management Team	October 23
<p><i>Exclusion Prevention Programme:</i> Monthly meetings with participating schools to promote the programme, identify barriers to referrals, feedback on programme.</p> <p><i>Exclusion Prevention Programme:</i> Weekly query of the school's exclusion list to identify children who could benefit from the programme.</p> <p><i>Exclusion Prevention Programme:</i> PYJS presents the programme to the wider education community (staff meetings, parents).</p>	<ul style="list-style-type: none"> <li>• Increase number of referrals to EPP (at least 30 children)</li> <li>• Reduction in Community Resolutions for children from participating schools</li> <li>• Reduction in multiple school suspensions linked to offending behaviour in participating schools</li> </ul>	PYJS Management Team	March 24

<p><i>Exclusion Prevention Programme:</i> ATM to provide quarterly reports to the PYJS Partnership &amp; Management Board on programme development.</p>	<ul style="list-style-type: none"> <li>• Board members are knowledgeable of EPP and promote it within their agencies</li> <li>• Increased number of referrals</li> <li>• Partners consider increasing resourcing of their agencies for EPP</li> </ul>	<p>PYJS ATM &amp; Impact and Intelligence Board members</p>	<p>Quarterly</p>
<p>Team Manager to identify and nominate an education lead from within PYJS team.</p>	<ul style="list-style-type: none"> <li>• Education lead recognised within the team</li> <li>• Education lead becomes SPOC for SEND Team</li> <li>• Bi-monthly meetings with SEND, EWS and Elevate to discuss PYJS children</li> </ul>	<p>PYJS Team Manager Education Lead</p>	<p>March 23</p>
<p>Strategic Priority: Contextual Safeguarding and Serious Youth Violence</p>			
<p>254 PYJS Manager to continue to participate in the Exploitation Task &amp; Finish group.  PYJS Service Manager to continue to lead the Multi-agency Responses Working Group.  PYJS management to chair/participate in EMRAC.</p>	<ul style="list-style-type: none"> <li>• PYJS influences contextual safeguarding approaches in Wokingham</li> <li>• PYJS views are valued and considered at EMRAC</li> </ul>	<p>PYJS Service and Team Manager</p>	<p>March 24</p>

<p>PYJS to attend both the CSP and Serious Violence and Exploitation Boards meetings. PYJS and CSP meet at least quarterly.</p>	<ul style="list-style-type: none"> <li>• PYJS co-produce the Serious Violence strategy</li> <li>• Child first and trauma informed approaches influence the Serious Violence strategy and action plan</li> <li>• PYJS Management Board is knowledgeable of Serious Violence Strategy and Action Plan</li> </ul>	<p>PYJS Service and Team Manager</p>	<p>March 24</p>
<p>Strategic Priority: Disproportionality in Youth Justice</p>			
<p style="text-align: center; font-size: 2em;">255</p> <p>Review of Disproportionality Plan to capture and incorporate new learnings, views, and ideas from the whole team.</p>	<ul style="list-style-type: none"> <li>• Self-report from staff about increased ownership of the plan</li> <li>• Self-report from staff about increased confidence discussing diversity with children</li> <li>• Increase in available resources to address diversity and disproportionality with children</li> <li>• Partners contributions are acknowledged in the plan</li> </ul>	<p>PYJS Team Manager Disproportionality Lead PYJS Team</p>	<p>March 24</p>

<p>PYJS staff champion disproportionality at meetings, forums, events to increase partners awareness.</p>	<ul style="list-style-type: none"> <li>• PYJS staff asks for lived experiences of ethnic minority children to be considered in every case discussion</li> <li>• PYJS staff become curious about impact of ethnicity in partner's decision making (for example, school exclusions)</li> <li>• Increase in the number of children from ethnic minorities who access targeted prevention support</li> </ul>	<p>Disproportionality Lead Partner agencies</p>	<p>March 24</p>
<p>Strategic Priority: Children's Participation</p>			
<p>256 Produce a written document that captures all the activity regarding participation from children and families and how it will influence service change and delivery.</p>	<ul style="list-style-type: none"> <li>• Participation framework to be shared with the team and the Board</li> <li>• All children/families have an exit meeting and provide feedback</li> <li>• Children provide feedback on different aspects of service including resources, reparation projects, office space</li> </ul>	<p>PYJS Team Manager</p>	<p>March 24</p>



<p>Collate feedback data in a quarterly report for the Board.</p>	<ul style="list-style-type: none"> <li>• Board members are clear on the voice and feedback of PYJS cohort and their families and what the service is doing in response to this</li> <li>• Board makes recommendations on service delivery based on children’s feedback</li> <li>• PYJS priorities and service changes reflect the collective feedback</li> <li>• Feedback is readily available and can be analysed for the purpose of relevant reports</li> </ul>	<p>PYJS Team Manager PYJS Team</p>	<p>March 24</p>
<p>257 Children/families meet the Board to provide direct feedback of their experience.</p>	<ul style="list-style-type: none"> <li>• Board members listen to service users and take their experiences into account to drive changes in service delivery and implementation</li> </ul>	<p>Board members</p>	<p>March 24</p>
<p>Strategic Priority: Quality Assurance</p>			
<p>Produce a Quality Assurance Framework document that captures the Quality Assurance process in place.</p>	<ul style="list-style-type: none"> <li>• Improved quality of work</li> <li>• Evidence of management oversight and audits on case files</li> <li>• Staff able to identify the PYJS QA process and to have easy access to it</li> <li>• Exit interviews and feedback forms completed with all children</li> </ul>	<p>PYJS Team Manager to write guidance. PYJS staff/managers to ensure all children have an exit interview</p>	<p>March 24</p>

<p>Complete self-assessment against Court standard as directed by YJB</p>	<ul style="list-style-type: none"> <li>• Self-assessment timely completed by the service</li> <li>• Action plan from findings of self-assessment</li> </ul>	<p>PYJS Team Manager</p>	<p>November 23</p>
<p>PYJS Board and its members to provide strategic direction in terms of process and practice - scrutiny of data; trends; practice; sign off key process and procedures</p>	<ul style="list-style-type: none"> <li>• Board is up to date with the outcome of self-assessment; audits; evaluations and peer-on-peer reviews</li> <li>• Board is able and confident to propose specific topics for evaluation/review</li> </ul>	<p>PYJS Board</p>	<p>March 24</p>
<p>258</p> <p>Complete at least two Peer-on-Peer reviews</p>	<ul style="list-style-type: none"> <li>• Two peers on peer reviews completed during the year</li> <li>• Staff self-report increased confidence in areas of the review</li> <li>• Staff able to confidently contribute to any required improvement plan</li> <li>• Staff self-report increase confidence in critically reviewing colleague's work</li> </ul>	<p>PYJS management PYJS staff</p>	<p>March 24</p>

Strategic Priority: Restorative Justice

<p>259</p> <p>Team Manager to provide effective line management, oversight, and support of restorative justice work.</p> <p>Team Manager and Restorative Justice workers to develop action plan for enhancing victim work.</p>	<ul style="list-style-type: none"> <li>• Increased number of victims supported by PYJS</li> <li>• Increased referrals to victim support services</li> <li>• Increase number of victims who agree to engage with PYJS</li> <li>• Increase number of victims who agree to engage with Referral Order Panels, where relevant</li> <li>• Restorative Justice workers to receive line supervision for each victim's case</li> </ul>	<p>PYJS Team manager</p> <p>PYJS Restorative Justice workers</p>	<p>March 24</p>
<p>Enhance PYJS staff understanding and awareness of importance of victim safety.</p>	<ul style="list-style-type: none"> <li>• Victim safety discussions are embedded and normalised as part of case discussions</li> <li>• Victim safety is recorded on all relevant line supervision records</li> <li>• Victim safety is recorded on assessments, reports, and plans</li> <li>• Victim awareness and reparation feature in all relevant intervention plans</li> <li>• All Referral Orders have their reparation hours completed by the end of their term</li> </ul>	<p>PYJS Team Manager and Assistant Team Manager to record these discussions within line supervision</p>	<p>March 24</p>

<p>Increase the diversity of reparation projects.</p>	<ul style="list-style-type: none"> <li>• Set up a new reparation project</li> <li>• Reparation projects are spread out across the Borough, allowing for children to make up for their behaviour within their actual communities</li> <li>• Children have more reparation projects to choose from</li> <li>• More opportunities to effectively match a child with a reparation project</li> </ul>	<p>PYJS staff</p>	<p>March 24</p>
<p>Strategic Priority: Workforce development</p>			
<p style="text-align: center; font-size: 2em;">260</p> <p>Ensure all staff have access to internal and external training opportunities.</p> <p>Publicise and encourage staff to access training opportunities.</p> <p>Training and development discussed monthly in line supervision.</p>	<ul style="list-style-type: none"> <li>• All staff access at least 3 training sessions/workshop</li> <li>• PYJS staff is confident in their practice and produces effective and quality assessments, reports, plans</li> <li>• Staff self-reported increase in youth justice knowledge</li> <li>• Staff take personal responsibility for own development</li> </ul>	<p>PYJS managers and staff</p>	<p>March 24</p>


<p>Develop a career progression pathway for PYJS staff based on skills, knowledge, and excellence of practice.</p>	<ul style="list-style-type: none"> <li>• Senior Practitioner role is agreed by HR and CDLT</li> <li>• PYJS staff are aware of progression pathway</li> <li>• Line supervision is used to support career development</li> </ul>	<p>PYJS Management team</p>	<p>March 24</p>
<p>Strategic Priority: Interventions</p>			
<p>261 Develop a Weapons Awareness and Neurodiversity Awareness intervention packs.</p>	<ul style="list-style-type: none"> <li>• Children's feedback is considered when developing packs</li> <li>• Weapons Awareness and Neurodiversity packs are available for use by PYJS staff</li> <li>• Evidence in case files that case managers are using both resources</li> <li>• Audits/file reviews find evidence of tailored interventions being delivered</li> </ul>	<p>PYJS Staff</p>	<p>March 24</p>
<p>Further enhance exit strategies.</p>	<ul style="list-style-type: none"> <li>• A new structured exit programme is identified and implemented</li> <li>• Increase in the number of children accessing exit programmes, services, or activities</li> </ul>	<p>PYJS Managers</p>	<p>March 24</p>

Strategic Priority: Early Prevention and Prevention			
<p>Structure the Early Intervention activity.</p>	<ul style="list-style-type: none"> <li>• Calendar of outreach activity scheduled for the entire year</li> <li>• Increase number of activities during Operation Sceptre Week</li> <li>• Increase number of Weapons Awareness presentations in schools</li> </ul>	<p>PYJS Managers &amp; Staff</p>	<p>March 24</p>
<p>Enhance the pre-charge bail prevention pathway, developing a streamlined referral process.</p>	<ul style="list-style-type: none"> <li>• Increased number of children are offered pre-charge bail intervention</li> </ul>	<p>PYJS Managers</p>	<p>March 24</p>
<p>262 Research to understand factors contributing to child and family engagement with voluntary interventions.</p>	<ul style="list-style-type: none"> <li>• Children and families engage with research (Research is expected to last 12 months, so outcomes will be embedded in next year's plan)</li> </ul>	<p>PYJS Managers and Staff</p>	<p>March 24</p>

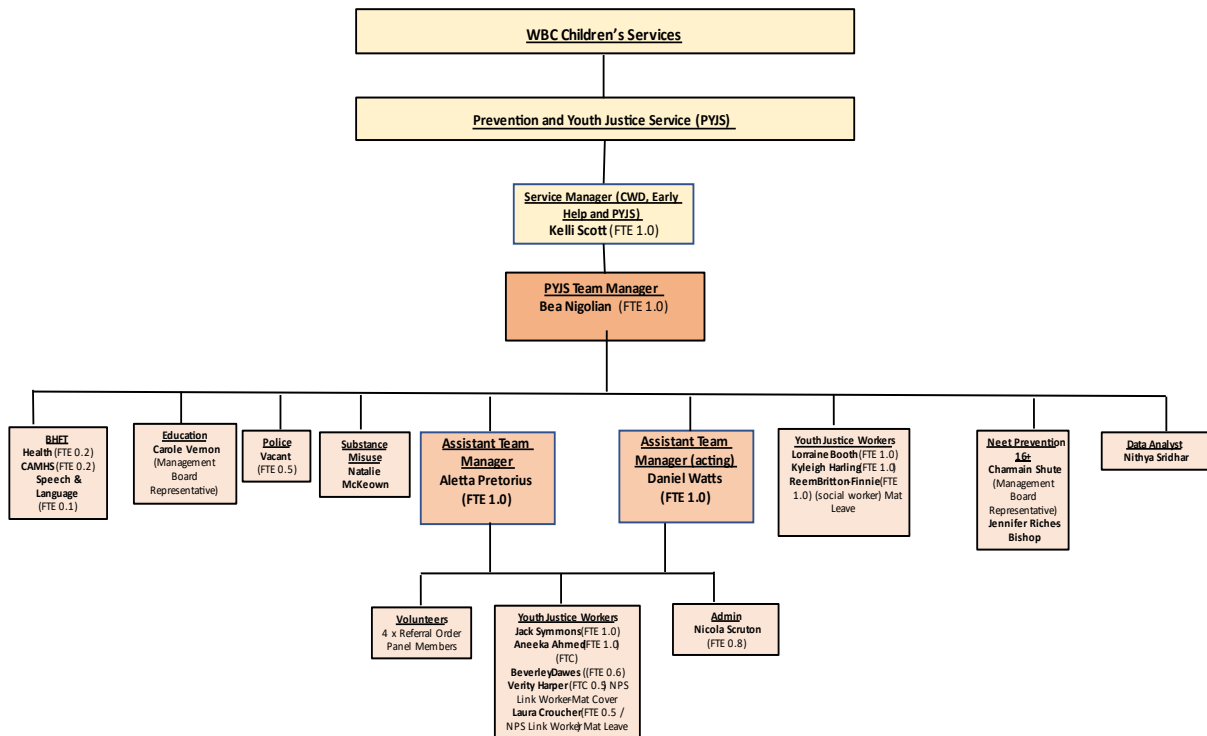
#### 14. Sign Off, submission and approval

The Chair of the Board is responsible for the sign off of this plan, which is an indication that the wider Partnership & Management Board have approved the submitted plan and all sections outlined in the Youth Justice Plan Structure have been covered.

Sign off from the Wokingham Borough full council is pending, and dependant on the next full council meeting, at which point, a new submission will be made with full sign-off.

Chair of YJS Board - name	Adam Davis	
Signature		
Date	30/06/2023	

**15. APPENDIX 1 -Staffing Structure**





<b>TITLE</b>	<b>Finchampstead Neighbourhood Plan</b>
<b>FOR CONSIDERATION BY</b>	The Council on Thursday, 21 September 2023
<b>WARD</b>	Finchampstead North; Finchampstead South; Wokingham Without
<b>LEAD OFFICER</b>	Director of Place and Growth - Giorgio Framaliccio
<b>LEAD MEMBER</b>	Executive Member for Planning and Local Plan - Lindsay Ferris

## **PURPOSE OF REPORT (INC STRATEGIC OUTCOMES)**

The approval of Council is sought to make (adopt) the Finchampstead Neighbourhood Plan in accordance with the outcome of the referendum held on 7 September 2023.

Adoption is required by the regulations following the successful result of the referendum where more than 50% of those who voted, supported the use of the plan.

## **RECOMMENDATION**

That Council:

- 1) Make (adopt) the Finchampstead Neighbourhood Plan so that it forms part of the statutory Development Plan, pursuant to Section 38A(4) of The Planning and Compulsory Purchase Act 2004; and
- 2) Publish a Decision Statement (the form and content of which is set out at Enclosure 1) pursuant to Regulation 19 of The Neighbourhood Planning (General) Regulations 2012 (as amended) (“the Regulations”) in order to give effect to the above recommendation.
- 3) Delegates to the Director of Place & Growth, in consultation with the Executive Member for Planning and Local Plan and in agreement with the Qualifying Body, to make any spelling, grammatical, typographical or factual corrections to the plan and supporting documents.

## **EXECUTIVE SUMMARY**

The Qualifying Body, which in this case is Finchampstead Parish Council (“the Parish Council”), has produced the Finchampstead Neighbourhood Plan (“the Plan”) to help shape how development is managed in its area. The preparation of the Plan has been informed by consultations and independent examination.

Following examination, a referendum on whether the Plan should be used to determine planning applications was held on Thursday 7 September 2023. Of those who voted, 89.6% voted yes to the question of whether they wished for the plan to be used to help determine planning applications within the Finchampstead Parish.

Under the regulations governing neighbourhood plans, the Council is required to 'make' (adopt) the Plan and bring it into legal force where more than 50% of people voting in the referendum support the use of the Plan. This is required to be done within 8 weeks of the referendum. In accordance with the Executive decision of 29 June 2023, a resolution of Council is needed to formally 'make' (adopt) the Plan. Once made, the Plan will form part of the statutory development plan so forming the starting point for the determination of planning applications and appeals in or affecting Finchampstead parish alongside local plans.

Making the Plan will result in the Parish Council receiving 25% of the revenues from the Community Infrastructure Levy arising from the development in its area. This is a significant uplift on the 15% available to parish councils where there is no neighbourhood plan in place.

## **BACKGROUND**

### Neighbourhood Planning

Neighbourhood Planning was introduced through the Localism Act 2011 and is a means for local communities to take the lead on preparing local planning policy that will sit alongside planning policies in local plans, to shape how new development is managed.

The key stages in producing a neighbourhood plan are as follows:

- 1) Designating a neighbourhood area.
- 2) Preparing a draft neighbourhood plan.
- 3) Pre-submission publicity & consultation.
- 4) Submission of a neighbourhood plan to the local planning authority.
- 5) Submission draft plan consultation.
- 6) Independent examination.
- 7) Referendum.
- 8) Bringing the neighbourhood plan into force.

The Parish Council took the decision to produce a neighbourhood plan – the Finchampstead Neighbourhood Plan (the Plan) – in 2019. Since then, stages 1-7 have been completed. This report seeks approval to bring the neighbourhood plan into force (Stage 8).

### Finchampstead Neighbourhood Plan Referendum

An Independent Examination was completed in May 2023 and the Council's Executive agreed on 29 June 2023 that the Examiner's recommended modifications be made to the plan. In accordance with paragraph 14(2) of Schedule 4B of the Town and Country Planning Act 1990, the Council made arrangements to hold a referendum on the making of the Plan on Thursday 7 September 2023.

A person was entitled to vote in The Finchampstead Neighbourhood Plan referendum if, on the 7 September 2023:

- a) he or she was entitled to vote in a local government election in the referendum area; and
- b) his or her qualifying address for the election was in the referendum area.

The referendum area was the designated Finchampstead Neighbourhood Area.

### Referendum results

The following question was asked to those entitled to vote:

"Do you want Wokingham Borough Council to use the Neighbourhood Plan for Finchampstead parish to help it decide planning applications in the neighbourhood area?"

At the referendum a total of 2,604 ballots were cast. Of these:

- The number of votes in favour of a 'yes' was 2,333.
- The number of votes in favour of a 'no' was 263.

- 8 ballots were rejected.
- The turnout was 25.95% of the registered electors.

89.6% of those who voted, therefore voted in favour of the Plan being used to determine planning applications. A copy of the Declaration of the Result of Poll is set out in Enclosure 2 of this report.

### Next steps

Where more than half of those voting in the referendum do so in favour of using the Plan to determine planning applications, the Council must 'make' (adopt) the Plan. The recommendation of this report is to achieve this.

Procedurally, the Council is required to publish a statement setting out the decision, the reasons for making that decision, and details of where and when the decision statement may be inspected. The recommended Decision Statement is appended to this report in Enclosure 1. The Decision Statement also confirms that the Council does not consider that the making of the Plan would breach, or would otherwise be incompatible with, any EU obligation or any of the Convention rights.

Once the Plan has been made the Council is required to publish the Plan and details of where it may be inspected. This must be made publicly available and advertised so that it is brought to the attention of people who live, work or carry on business in the Finchampstead neighbourhood area.

Copies of the Plan and supporting documents will be made available on the Council's website and at the Council's offices at Shute End. Further details regarding how the Plan can be inspected is set out in the Decision Statement.

## **BUSINESS CASE**

### Need for the decision

As a result of the referendum outcome, the Council has a legal obligation to 'make' (adopt) the Plan. This needs to be acted upon by 3 November 2023<sup>1</sup>. The recommendation of this report facilitates the Council in carrying out its legal duties.

### Alternative options

There are no alternative options to be considered given the Regulatory requirements and the result of the referendum.

The Council can only choose to not make the Plan where it believes the Plan would breach, or otherwise be incompatible with, any EU obligation or any of the Convention rights. No such breach or incompatibility exists.

### Risks

As with the adoption of a local plan, there exists the opportunity for third parties to seek to legally challenge the decision to make (adopt) a neighbourhood plan. This is

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<sup>1</sup> Being the last day of the period of 8 weeks beginning with the day immediately following that on which the applicable referendum was held in accordance with section 18A of the Neighbourhood Plan (General) Regulations (as amended)

considered to be low risk, with the Plan having been independently examined and found to meet necessary requirements.

Expected outcome

If Council agrees to make (adopt) the Plan, it will become part of the development plan and form the starting point for determining planning applications, alongside local plans.

**FINANCIAL IMPLICATIONS OF THE RECOMMENDATION**

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (2023/24)	Estimated less than £1,000. Costs of making the plan relate to officer time and printing.	Yes. The full costs of examination, referendum and adoption are covered by a claim for government grant.	Revenue.
Next Financial Year (2024/25)	Nil.	Not applicable.	Not applicable.
Following Financial Year (2024/25)	Nil.	Not applicable.	Not applicable.

**Other Financial Information**

Upon arranging the referendum for the Plan, the Council was eligible to apply and subsequently submitted a claim for grant funding from government of £20,000 for the costs of the examination and referendum stages. The grant will cover the full costs incurred.

Making the Plan will result in the Parish Council receiving 25% of the revenues from the Community Infrastructure Levy arising from the development in its area. This is a significant uplift on the 15% available to parish councils where there is no neighbourhood plan in place.

The 10% gain in future CIL funds for the parish is a 10% loss of future CIL funds for the Council. The exact amount is unknown. CIL spend is generally undertaken in conjunction with the Parish Council meaning the financial impact on the authority is forecast to be small.

**Stakeholder Considerations and Consultation**

The recommendation of this report is guided by the outcome of the referendum held on 7 September 2023.

**Public Sector Equality Duty**

A Stage 1 Equalities Impact Assessment has been undertaken to support the Plan. The assessment concluded the recommendation would have a neutral or no impact.

**Climate Emergency – This 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 Plan includes policies which provide additional detail to complement policies in the Core Strategy (2010) and Managing Development Delivery (MDD) (2014) local plans. Specific policies include maximising opportunities for walking and cycling, protecting and enhancing existing green infrastructure assets and sustainable design and construction.

**Reasons for considering the report in Part 2**

Not applicable.

**List of Background Papers**

[National Planning Policy Framework](#)

[Planning Practice Guidance: Neighbourhood Planning](#)

[Finchampstead Neighbourhood Plan: Referendum Version](#)

Enclosure 1: Decision Statement

Enclosure 2: Declaration of Result of Poll

<b>Contact</b> James McCabe	<b>Service</b> Delivery and Infrastructure
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# **WOKINGHAM BOROUGH COUNCIL**

## **Finchampstead Neighbourhood Plan Decision Statement**

This statement has been prepared to meet Section 38A(9) of the Planning and Compulsory Purchase Act 2004 (as amended) and Regulation 19(a) of the Neighbourhood Planning (General) Regulations 2012 (as amended)

**Wokingham Borough Council**

**Finchampstead Neighbourhood Plan 2022-2038**

# DECISION STATEMENT BRINGING THE FINCHAMPSTEAD NEIGHBOURHOOD PLAN INTO LEGAL FORCE

This document is the Decision Statement required to be prepared under Section 38A(9) of the Planning and Compulsory Purchase Act 2004 (as amended) (“the 2004 Act”) and Regulation 19(a) of the Neighbourhood Planning (General) Regulations 2012 (as amended) (“the Regulations”)<sup>1</sup>. It sets out Wokingham Borough Council’s (“the Council”) considerations and formal decision to make the Finchampstead Neighbourhood Plan (“the Plan”) following a successful local referendum held on 6 July 2023.

## 1 Summary

- 1.1 In accordance with the above regulations, and following a successful local referendum held on 7 September 2023, the Finchampstead Neighbourhood Plan attained the same legal status as a local plan (and other documents that form part of the statutory development plan for Wokingham Borough).
- 1.2 On 21 September 2023, the Council decided to formally ‘make’ (adopt) the Plan under Section 38A(4) of the 2004 Act. The Finchampstead Neighbourhood Plan therefore forms part of the statutory development plan.

## 2 Decision

- 2.1 Wokingham Borough Council decided at the Council meeting on 21 September 2023 to:
  1. Make (adopt) the Finchampstead Neighbourhood Plan so that it forms part of the statutory development plan, pursuant to Section 38A(4) of the 2004 Act.
  2. Publish a Decision Statement pursuant to Regulation 19 of the Regulations.
  3. Delegate to the Director of Place & Growth, in consultation with the Executive Member for Planning and Local Plan, and in agreement with the Qualifying Body, to make any spelling, grammatical, typographical or factual corrections to the plan and supporting documents.

## 3 Background

- 3.1 On 12 March 2019, the Council designated the Finchampstead Neighbourhood Area for the purpose of preparing a Neighbourhood Plan. The plan area covers the parish of Finchampstead and lies solely within Wokingham Borough. Finchampstead Parish Council (the qualifying body) submitted the draft Neighbourhood Plan and supporting documents to the Council in August 2022.

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<sup>1</sup> <http://www.legislation.gov.uk/ukxi/2012/637/regulation/19/made>  
September 2023



- 3.2 Following submission of the Finchampstead Neighbourhood Plan to the Council, the Plan and supporting documents were publicised and representations invited from the public and stakeholders. The consultation ran for six weeks from 12 October to 23 November 2022. The Council, with the consent of the qualifying body, appointed an independent examiner, Mr Andrew Ashcroft, to review whether the Plan met the basic conditions required by legislation and whether it should proceed to referendum.
- 3.3 The Examination Report was received on 2 May 2023 and concluded that, subject to the modifications proposed, the Plan meets the basic conditions. The examiner also recommended that the referendum area was based on the neighbourhood area that was designated by the Council on 12 March 2019.
- 3.4 The Council's Executive determined on 29 June 2023 that the Plan, as modified by the Examiner's recommended modifications, should proceed to referendum.
- 3.5 A referendum on the Finchampstead Neighbourhood Plan was held on Thursday 7 September 2023, where 89.6% of those who voted were in favour of the Plan being used to help to decide planning applications in the neighbourhood area. The Plan attained the same legal status as a local plan (and other documents that form part of the statutory development plan for Wokingham Borough) at that point. The turnout for the referendum was 25.95% of the registered electors.
- 3.6 On 21 September 2023, the Council resolved that the Finchampstead Neighbourhood Plan (incorporating modifications), be formally 'made' (adopted) so that it forms part of the statutory Development Plan for Wokingham Borough. It will sit alongside the other adopted local plans that together form the development plan.

#### **4 Reasons for the Decision**

- 4.1 Section 38A(4)(a) of the 2004 Act requires a local authority to 'make' (adopt) a neighbourhood plan if more than half of those voting in the referendum voted in favour of the plan being used to help to decide planning applications in the neighbourhood area.
- 4.2 Section 38A(6) of the 2004 Act states that the local planning authority is not subject to the duty if it considers that the making of the Plan would breach, or would otherwise be incompatible with, any EU obligation or any of the Convention rights (within the meaning of the Humans Rights Act 1998 (as amended)).
- 4.3 The Council's Executive determined on 29 June 2023 that the Plan, as modified by the Examiner's recommendations, meets the basic conditions set out in paragraph 8(2) of Schedule 4B of the Town and Country Planning Act 1990, is compatible with EU obligations and the Convention rights and complies with relevant provisions made by or under Section 38A and B of the 2004 Act.

- 4.4 The Council is satisfied that the preparation of the Plan had regard to the fundamental rights and freedoms guaranteed under the European ECHR and that it complies with the Human Rights Act. The Council is satisfied that there has been full and adequate opportunity for all interested parties to take part in the preparation of the Plan and to make their comments known. The Examiner also concluded in his report that the Plan is compatible with the Convention rights (within the meaning of the Human Rights Act 1998 (as amended) and EU obligations.
- 4.5 The Plan has been supported by a Strategic Environmental Assessment (SEA) Environmental Report and Habitats Regulations Assessment (HRA), which both confirmed that the Plan would have no significant effects, including no adverse effects on the integrity of the Thames Basin Heaths Special Protection Area. The Council's Decision Statement issued in June 2023 under Regulation 18(2) of The Neighbourhood Planning (General) Regulations 2012 confirmed that the modifications accepted by the Council, both separately and combined, produce no likely significant environmental effects and are unlikely to have any significant effects on European Designated Sites.
- 4.6 The Council is therefore satisfied that the making of the Finchampstead Neighbourhood Plan, incorporating the modifications recommended by the examiner and accepted by the Council, would not breach, or would otherwise be incompatible with, any EU obligations or any of the Convention rights.
- 4.7 As the plan was successful at the referendum and the Council is satisfied that it would not breach and be otherwise incompatible with EU obligations or Human Rights legislation, the Council is required to make the Finchampstead Neighbourhood Plan so that it forms part of the Council's development plan.
- 4.8 As such, the Council decided at the meeting on 21 September 2023 to accept the recommendations set out at paragraph 2.1 above of this Decision Statement.

## **5 Other Information**

- 5.1 In accordance with Regulation 20 of the Regulations, this decision statement will be made available to view and access on the Council website at:  
[www.wokingham.gov.uk/neighbourhoodplanning](http://www.wokingham.gov.uk/neighbourhoodplanning)
- 5.2 In accordance with Regulation 20 of the Regulations, hard copies of the Finchampstead Neighbourhood Plan and supporting documents are available for inspection at:
- Wokingham Borough Council Civic Offices, Shute End, Wokingham, RG40 1WP between 9:00 AM and 5:00 PM (Monday to Friday).
  - Finchampstead Library, FBC Centre, Gorse Ride North, Finchampstead, RG40 4ES

- the Council's website: <https://www.wokingham.gov.uk/planning-policy/planning-policy-information/neighbourhood-planning/>.

3.2 Further information can be obtained from the Growth and Delivery Team by email to: [PolicyandPlans@wokingham.gov.uk](mailto:PolicyandPlans@wokingham.gov.uk)

Giorgio Framallicco – Director of Place & Growth

21 September 2023

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# DECLARATION OF RESULT OF POLL

Wokingham Borough Council

## Referendum on the Neighbourhood Plan for Finchampstead

I, Andrew Moulton, being the Counting Officer for Wokingham Borough Council at the above referendum held on Thursday 7<sup>th</sup> September 2023, do hereby give notice that the result of the votes cast is as follows:

Question		
<b>“Do you want Wokingham Borough Council to use the Neighbourhood Plan for Finchampstead parish to help it decide planning applications in the neighbourhood area?”</b>		
	Votes Recorded	Percentage
Number cast in favour of a <b>YES</b>	2333	89.6%
Number cast in favour of a <b>NO</b>	263	10.1%

The number of ballot papers rejected was as follows:	Number of ballot papers
(a) Want of an official mark	
(b) Voting for more answers than required	1
(c) Writing or mark by which the voter could be identified	
(d) Being unmarked or wholly void for uncertainty	7
Total Rejected	8

Electorate: 10,037

Ballot Papers Issued: 2604

Turnout: 25.95%

And I do hereby declare that more than half of those voting have voted:

**YES** – in response to the question: “Do you want Wokingham Borough Council to use the Neighbourhood Plan for Finchampstead parish to help it decide planning applications in the neighbourhood area?”

Dated: 7<sup>th</sup> September 2023

Andrew Moulton  
Counting Officer

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# Agenda Item 47.

<b>TITLE</b>	<b>Appointment of a Parish Council Representative to the Standards Committee</b>
<b>FOR CONSIDERATION BY</b>	Council on 21 September 2023
<b>WARD</b>	None specific;
<b>LEAD OFFICER</b>	Monitoring Officer - Andrew Moulton

## **PURPOSE OF REPORT**

To confirm the appointment of a Parish Council representative on the Standards Committee. The Standards Committee's role is to ensure that elected Members of Borough, Town and Parish Councils achieve the highest standards of behaviour in carrying out their roles.

## **RECOMMENDATION**

That Councillor Jackie Jagger (Twyford Parish Council) be appointed as a Parish Council representative on the Standards Committee.

## **EXECUTIVE SUMMARY**

The Standards Committee includes seven Borough Council Members and three co-opted (non-voting) Town/Parish Members. Of the three Town/Parish Members at least one should be a Town Council representative and at least one should be a Parish Council representative.

Current Town/Parish representatives on the Standards Committee are Sally Gurney (Wokingham Town Council) and Sheena Matthews (Earley Town Council). Following the decision of Councillor Roy Mantel (Twyford Parish Council) to stand down a vacancy arose for a Parish Council representative on the Committee.

The process for appointing the Town/Parish representatives is overseen by the Monitoring Officer and one of the Council's Independent Persons. Any recommended appointment is agreed by full Council.

The report sets out the process followed in filling a vacancy for a Parish representative on the Standards Committee and asks Council to approve the recommended appointment.

## BACKGROUND

1. The WBC Standards Committee includes seven Borough Council Members and three co-opted (non-voting) Town/Parish Members. Of the three Town/Parish Members, at least one should be a Town Council representative and at least one should be a Parish Council representative.
2. Current Town/Parish representatives on the Standards Committee are Sally Gurney (Wokingham Town Council) and Sheena Matthews (Earley Town Council).
3. The Council's Constitution states that a Town/Parish Member should be present when matters relating to Town/Parish Councils or their Members are being considered by the Standards Committee. A Town/Parish representative is also part of any Hearings Panel convened to consider an alleged breach of the Code of Conduct by a Town or Parish Member.
4. The process for appointing the Town/Parish representatives is overseen by the Monitoring Officer and one of the Council's Independent Persons. Any recommended appointment is agreed by full Council.
5. The report sets out the process followed in filling a vacancy for a Parish Council representative following the decision to stand down from the Committee made by Councillor Roy Mantel (Twyford Parish Council). The Borough's Parish Councils were asked to nominate potential candidates to fill the vacancy.
6. The Monitoring Officer and Independent Person subsequently interviewed five candidates for the vacancy on the Standards Committee. Following this process it was agreed that Councillor Jackie Jagger (Twyford Parish Council) was the most suitable candidate. Councillor Jagger has accepted the appointment, subject to ratification by full Council.
7. Council is requested to confirm the appointment of Councillor Jackie Jagger as a Parish Council representative on the WBC Standards Committee.

## FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

***The Council faces unprecedented financial pressures, particularly in the face of the longer term impact of the COVID-19 crisis, Brexit, the war in Ukraine and the general economic climate of rising prices and the increasing cost of debt. It is, therefore, imperative that Council resources are focused on the vulnerable and on 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)	£0	Yes	Revenue
Next Financial Year (Year 2)	£0	Yes	Revenue
Following Financial Year (Year 3)	£0	Yes	Revenue



<b>Other financial information relevant to the Recommendation/Decision</b>
None

<b>Cross-Council Implications</b>
The role of the Standards Committee is to ensure the highest standards of behaviour by elected Members in the Borough, Town and Parish Councils.

<b>Public Sector Equality Duty</b>
Under the Equality Act 2010, Section 149, a public authority must, in the exercise of its functions, have due regard to the need to: <ul style="list-style-type: none"> <li>• eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;</li> <li>• advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;</li> <li>• foster good relations between persons who share a relevant protected characteristic and persons who do not share it.</li> </ul> <p>These principles have been considered in the drafting of this report.</p>

<b>List of Background Papers</b>
None

<b>Contact</b> Andrew Moulton	<b>Service</b> Governance – Resources and Assets
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<b>TITLE</b>	<b>Authorisation of Procurement Strategy of the Agency Worker Contract</b>
<b>FOR CONSIDERATION BY</b>	Council on 21 September 2023
<b>WARD</b>	None Specific;
<b>LEAD OFFICER</b>	Deputy Chief Executive - Graham Ebers

## **OUTCOME / BENEFITS TO THE COMMUNITY**

**The temporary resources contract provides the best value for money and supports the community by providing:**

- **The ability to source high quality resource across a wide range of council services** –to ensure high quality provision across all Council services.
- **Flexibility to fill project/specialist/senior roles** –to build on the benefits derived from an integrated approach to resourcing executive and project roles and be able to respond to changing needs.
- **Greater transparency** – a robust contract management model based on accurate and timely data that ensures accountability of supply chain and benchmarks against the wider market.
- **Provides Value for Money and supports control over spend** – to ensure controls are in place to manage spend and decision making.

## **RECOMMENDATION**

That the Council agree the procurement strategy for the Temporary Agency Staffing Solutions contract. This is to procure a new managed service contract for supply of agency workers through a national framework agreement (Managed Services for Temporary Agency Resources (“MSTAR”) via the Eastern Shires Purchasing Organisation (ESPO) in the same service model as we have currently, for an initial period of one year from 1<sup>st</sup> February 2024 with options to extend by one year for each of the following 3 years.

This is the best option to support the strategy proposed by Procurement and supported by Human Resources.

## **SUMMARY OF REPORT**

Whilst the council actively manages and wherever possible minimises the use of temporary agency resources, they are an important part of the Council’s workforce. This report considers and recommends an approach to the re-tendering of the current arrangements for the provision of agency staff. The managed service provider arrangement allows the Council to ensure where it does need temporary agency resources it achieves consistent employment terms and conditions and the best value for money arrangements.

The scope of this report is to detail options and recommend the best approach to re-procuring these key services, and does not cover the internal processes and governance

for recruiting and retaining agency staff, which is managed internally and reported through the Personnel Committee.

In order to develop the best approach for the re-procurement the Council has recently been through a period of improvement with regards to how it resources and manages temporary agency staff. We have established robust corporate control by mandating the current corporate contract which the Council has already seen cost benefits from.

The most cost-effective solution is now recommended to be to continue with the current model of service, which is available at a competitive price by the framework owner - ESPO. The call off pricing for the next generation of the MSTAR Framework, is similar to what we are currently spending and is competitive.

The decision is subject to finalisation of the finer contract arrangements. The report is brought to Council due to the annual value of spend through the contract being above £5m.

## **Background**

The Council's current agency contract with Matrix SCM was originally procured in 2015-16 by way of calling off the Managed Services for Temporary Agency Resources (MSTAR) Framework led by the Eastern Shires Purchasing Organisation (ESPO) and went live on 1<sup>st</sup> February 2016. Prior to this agreement there was no managed service provider in place and the Council operated a preferred supplier list of agencies. The contract then went through a procurement exercise in 2018, again directly awarding to the same supplier, calling off the next generation of MSTAR Framework via ESPO and went live on 1<sup>st</sup> February 2019. The expiry date for the current contract is 31<sup>st</sup> January 2024 and has no further options to extend.

Matrix SCM place corporate, professional and social care agency workers across much of the Council. The Council continues to make efforts to reduce the requirement for Agency staff through permanent recruitment and ensuring they are only commissioned when needed, through the single supplier managed service (which provides the economies of scale, best value rates and consistent employment terms). On 3<sup>rd</sup> April 2023 a mandate to use the contract with Matrix was introduced to harness further corporate control and ensure the best possible value for money in hiring agency workers.

## **Analysis of Issues**

The Temporary Agency Staffing Solutions (TASS) contract is needed to secure a source of contingent workforce and provide value-for-money skills throughout the organisation. The TASS contract harnesses corporate governance to hire temporary agency resources at a value-for-money rate through a procured supply chain of agencies by the Provider.

Temporary agency workers are an important part of the Council's workforce. The use of temporary staff enables the Council to operate without interruption to service levels,

ensuring resilience and service continuity. There always will be a corporate requirement to engage temporary agency workers for a number of reasons:

- to cover for vacancies pending recruitment (particularly in some industries where it is difficult to employ to such as social work, building control, project/programme management and some commissioning roles)
- to cover for planned or unplanned absence (e.g. sickness or maternity)
- to cover for filling a post pending a restructure/reorganisation
- to ensure statutory requirements are met in certain social care roles
- to cover for peaks in demand where capacity might be stretched in the established permanent workforce
- to deliver time-limited projects where capacity and/or skills base does not exist internally, such as transformation or improvement work.

A number of internal controls are in place within the organisation to ensure agency workers are only employed when there is a clear business need and it is the best option in terms of value for money, skills and experience required and the length of time the resource is needed. These include;

1. All recruitment business cases signed off at Director level,
2. All agency recruitment will be placed through the corporate contract initially – with exceptions only where the provider can not source the appropriate skills/experience or where the specialist level of role is not provided.
3. Details of agency staff recruitment and provider performance are reported to CLT monthly
4. The council has employed a dedicated management role to oversee and support the use of the contract. This ensures the right information to the provider to source the right applications and holds the provider to account with regard to the quality and quantity of applicants and to the pricing and value from the contract.

### **Key Considerations of proposed approach**

1. The only way to ensure a consistency in employment terms, to manage agency margins and to drive better overall rates through economies of scale is by purchasing through a **single provider**. A single provider also reduces the administration costs for the council and allows the authority to utilise a single corporate market expertise across all its engagement.
2. The **'MStar' framework** has been identified as the most effective approach to procuring the best provider because it is the longest standing and best known (has the most affiliates) framework. It is most proven and used in the Local authority market, and is the most responsive to market needs and particularly to the technical requirements of Local authorities (It has been running since 2011 and is in its 4<sup>th</sup> generation).
3. **Value for money and effectiveness of service provider** is critical for this service to properly support services across the council. The framework provides a transparent and competitive rate, continual benchmarking of rates and a number of key service performance indicators and service level agreements for

which regular performance information is provided. These include data in respect of all workforce and equalities requirements. These allow the Council to actively monitor and manage the level of service, and to work with the provider to ensure the service provides value for money and meets current market demands. This is managed both in the daily management of specific recruitments and monthly formal performance management arrangements.

## **FINANCIAL IMPLICATIONS OF THE RECOMMENDATION**

***The Council faces unprecedented financial pressures as a result of; the longer term impact of the COVID-19 crisis, Brexit, the war in Ukraine and the general economic climate of rising prices and the increasing cost of debt. It is therefore imperative that Council resources are optimised and are focused on the vulnerable and on 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)	Spend will be dependent on requirements through the contract however there is no guaranteed level of spend	Yes, to be met within existing resources	Both
Next Financial Year (Year 2)	Spend will be dependent on requirements through the contract however there is no guaranteed level of spend	Yes, to be met within existing resources	Both
Following Financial Year (Year 3)	Spend will be dependent on requirements through the contract however there is no guaranteed level of spend	Yes, to be met within existing resources	Both

### **Other financial information relevant to the Recommendation/Decision**

The purpose of the contract is to get value for money and better market prices for agency resources where they are key to service or project delivery. Without this contract in place, recruitment will be made through independent agencies result in prices increasing and inconsistencies in employment terms & conditions. Whilst the internal management of Agency recruitment and retention is critical, this contract then allows the Council to ensure prices are managed down and competitive.

### **Cross-Council Implications (how does this decision impact on other Council services, including properties and priorities?)**

The temporary labour contract supports the delivery of the entire Corporate Plan as well supporting the majority of Council services, both internal and external, by ensuring there is a suitable workforce and helps to ensure resilient and flexible service delivery. This contract enables the Council to ensure resources are in place, where required, to cover short term, statutory or specialist requirements and continue to deliver high quality

services thereby meeting internal departmental needs and ultimately those of the Council's customers and residents.

**Public Sector Equality Duty**  
The contract is about a workforce provision, however, it is essential to enable statutory services through contingent workforce. Equality Impact Assessment has not been carried out on this basis.

**Climate Emergency – *This 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***  
N/A

**Reasons for considering the report in Part 2**  
The appendix contains commercially sensitive information, which could prejudice the Council's commercial interest if communicated widely at this stage.

**List of Background Papers**  
TASS Procurement Strategy 2023 Part 1 Final

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<b>Telephone No</b>	<b>Email</b> Polly.Colville@wokingham.gov.uk

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**1. Project Information**

<b>Officer completing this form – name, position and department / Service area</b>	Temporary Agency Staffing Solutions (“TASS”)
<b>Project / Contract Title</b>	Supply of temporary agency workers
<b>Project / Contract Description</b>	Temporary Agency Staffing Solutions
<b>Expected Start Date &amp; Duration</b>	Start date: 1 <sup>st</sup> February 2024; initial term of the contract: 1 year. The full term of contract is 4 years.
<b>Any Extension/s Allowed</b>	Three extensions by 1 year (12 months) each, e.g. 1x12m + 1x12m + 1x12m. Total duration of the contract, including extensions: 4 years (48 months).
<b>Total Annual Value</b>	The estimated annual value of this contract is in the range of £8-9m. This figure is largely (85-90%) the value of the salaries paid out with a much smaller proportion being the agency fees and contract service fees.
<b>Total Ascertainable Value</b>	The total ascertainable value of the contracts, 1 being a direct call off with the preferred provider, then one a total term of 4 years, is a maximum of £40m (to provide cover as required).
<b>Procurement Advice</b>	<p>The recommendation of procuring a new contract via call off contract from the MSTAR framework (under EPSO), is a compliant and well-established procurement route under the Procurement Contract Regulations (2015) for the award of a contract for Temporary Agency Staff. The rates charged under this framework are industry standard and has the buying power of a national framework.</p> <p>Since implementing the robust contract management processes within the Council, the current model has proved to deliver a good service and has met all the Council’s requirements as well as providing better value for money.</p> <p>The contract is likely to represent good value for money under the current contract management approach that the Council has adopted and under the framework.</p> <p>However, the greatest savings will be achieved through the overall reduction in the use of temporary agency staff across the Council which is being managed through internal management arrangements.</p>

<b>If procurement is for software, specify outcome of your consultation with IMT and/or Business Change</b>	N/A
<b>Previous Contract Duration</b>	4 years in total (1+1+1+1)
<b>Previous Contract Value</b>	Total estimated value over 4 years was £12m (mostly being salaries to interims with a much smaller % being agency fees and contract service fees)
<b>Procurement Sign off</b>	Sally Brown
<b>Date</b>	01/08/2023

<b>Finance Advice</b>	Budget for spend will need to be identified and agreed through a Human Resources business case within each service prior to engaging and searching for agency staff support. This will depend on individual circumstances in services, projects and staffing vacancies.
<b>Source of Funding</b>	Can be both revenue or capital depending on need - Individual Services/Budget Managers are responsible to ensure that budget is available prior to each recruitment.
<b>Sign off</b>	Stu Taylor
<b>Date</b>	02/08/2023

## 2. Project Justification

### Link to Service or Corporate Objectives

The Council's current agency contract with Matrix SCM was originally procured in 2015-16 by way of calling off the Managed Services for Temporary Agency Resources ("MSTAR") Framework led by the Eastern Shires Purchasing Organisation ("ESPO") and went live on 1<sup>st</sup> February 2016. Prior to this agreement, there was no managed service provider in place and the Council operated a preferred supplier list of agencies. The contract then went through a procurement exercise in 2018, again directly awarding to the same supplier, calling off the next generation of MSTAR Framework via ESPO and went live on 1<sup>st</sup> February 2019. The expiry date for the current contract is 31<sup>st</sup> January 2024 and has no further options to extend.

Temporary agency workers are an important part of the Council's workforce. The use of temporary staff enables the Council to operate without interruption to service levels, ensuring resilience and service continuity. There always will be a corporate requirement to engage temporary agency workers for a number of reasons:

- to cover for vacancies pending recruitment (particularly in some industries where it is difficult to employ to such as social work, building control, project/programme management and some commissioning roles)
- to cover for planned or unplanned absence (e.g. sickness or maternity)

- to cover for filling a post pending a restructure/reorganisation
- to ensure statutory requirements are met in certain social care roles
- to cover for peaks in demand where capacity might be stretched in the established permanent workforce
- to deliver time-limited projects where capacity and/or skills base does not exist internally, such as transformation or improvement work.

Matrix SCM place corporate, professional and social care agency workers. The Council continues to make efforts to reduce the requirement for Agency staff through permanent recruitment and ensuring they are only commissioned when needed. On 3<sup>rd</sup> April 2023 a mandate to use the Matrix contract was introduced to harness further corporate control and ensure the best possible value for money in hiring agency workers. This mandate was communicated widely throughout the organisation by way of an email from the Chief Executive to all WBC managers. It also had a new page on the intranet, a section at Manager's Briefing and was communicated at DLTs. Training sessions were also held by the current provider (Matrix SCM) in order to equip managers to use the service effectively.

Further governance was created around this mandate, in that all agency worker requests must have an authorised business case, signed off by the relevant director. This corporate policy was approved and agreed at CLT. Any request to go off contract would need to have proof of exhausting the corporate arrangements by way of a separate business case that would need to be authorised by the relevant Director.

So far this has proven to be a successful approach, as off contract spend have reduced dramatically.

Managed Service Provider contracts, such as the contract with Matrix SCM, are and have been common practice for Local Authorities in managing their contingent workforce since the early 2000's. This type of arrangement is based on a contract with a single organisation (managed service provider), who then manages a supply chain of agencies on behalf of the client, significantly reducing the administration burden, providing for a consistent recruitment practices and process, while ensuring compliance with the relevant legal requirements.

Not using a managed service provider, would likely mean services across the council would use a number of different agencies each of which would have a higher fees than that is negotiated in the MSTAR Framework, already procured fees.

Inevitably, when hiring against such a wide range of skillsets a Local Authority requires, there are multiple risks in terms of various legislative requirements not being adhered to, or unattractive terms that could be agreed to by individual managers. Managed Service Provider contracts mitigate these risks by standardising terms that benefit and 'keep safe' the Local Authority.

### **Project Specific Objectives, Appraisal of Options and Project Timetable**

This report sets out the proposal for the re-procurement of the agency worker contract and seeks approval to procure a new contract ready for the end of the current contract delivered by Matrix SCM, which expires on 31<sup>st</sup> January 2024.

### **Recommended option – Call-Off MSTAR Framework**

A new managed service contract for supply of agency workers, through ESPO's MSTAR framework agreement, for a minimum of 1 year term with three options to extend by one year each. The Council will have the opportunity to assess the value delivered by this type of arrangement over the first year and then review its options.

The Framework owner – ESPO have set compliance standards for all suppliers awarded to the Framework in terms of detailed management information breaking down all elements of costs, hiring patterns, market information, workforce data including local demographics, equalities data and audit compliance allowing its customers to closely monitor its performance. The prices available through MSTAR have already been set by a competitive procurement exercise, assuring us of value for money in the market place.

The framework arrangement ensures consistent terms and conditions for all agency staff, including compliance with standards and regulations such as for equalities and modern slavery. As well as the safeguards the framework provides, all agencies have their own complaints process and the council will address any issues raised by staff or management and take appropriate actions with the agencies where required.

Another benefit of calling off the MSTAR Framework is that it has been created with a standard Service Level Agreement and set of Key Performance Indicators that each Authority can either utilise which are industry standard and best practise (including standardised management information including all aspects of workforce and equalities data).

The dedicated contract manager will manage both individual recruitments, as well as monthly and quarterly cost and performance information – ensuring this is used to manage the position internally as well as holding the contractor to the key standards and competitive pricing.

An annual review will take place prior to the potential application of the 1 year contract extension options and this will include measurement against performance indicators and the service level agreement, including particularly in respect of the price and supply of agency workers and market rates through other suppliers.

**The following alternative options were considered:**

- a. Re-tendering the service to look for an alternative model, e.g. Master Vendor  
This option was rejected considering that adopting a new model could disrupt what has been an increasingly successful service over the past year. Wokingham managers now are familiar and comfortable with the processes and service and disrupting it could send managers off contract. The current service also offers excellent value-for-money at rates the market can sustain, therefore changing the model could risk the commercial balance.
- b. Bring the service in-house  
This option was rejected for similar reasons to the previous option, in that it would disrupt a service that has become increasingly successful.
- c. Opting to use another Local Authority's arrangement  
This option was rejected due to a very limited set of agreements available from other local authorities. The only established option available is a partnership arrangement which would take time and resource to engage with.
- d. No Action  
No action and allowing the contract to expire was rejected due to the financial and legal risks involved, which created the need of a corporate contract in a first instance.

This approach offers a compliant method whilst we continue improve on how we recruit agency workers through a managed service contract. By harnessing recent successes and continuing with that approach, the Agency Contract Manager role was created to embed the mandate into the organisation for continued resilience and closely monitor the managed service provider to ensure continued value-for-money through the service. The use of framework agreement will ensure access to qualified providers under pre-agreed rates, terms and conditions. Any change to this would need a contract variation and agreement by both parties.

The new contract will need to be in place by December 2023 to allow for sufficient mobilisation period, if any substantial changes to the existing arrangement are agreed and therefore the decision to start the process must start now. Adequate time needs to be available to engage a provider through the MSTAR Framework, therefore requires full council approval in September 2023. If the procurement is delayed, there may not be a contract in place by the expiry of the current contract on 31<sup>st</sup> January 2024. Alternative arrangement will need to be sought which may cause significant operation disruption.

**Procurement timetable:**

- Engagement with users: May 2023 - COMPLETED
- Options appraisal paper to be finalised and signed off by Finance and Procurement: Early August 2023 - COMPLETED
- Strategic Procurement Board review: August 2023 COMPLETED
- Full Council approval: 21/09/2023
- Procurement / call-off from ESPO framework: Sept - November 2023
- Contract award: Nov 2023
- Mobilisation: December 2023 & January 2024
- Commencement of service provision: 1 February 2024

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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