



**WOKINGHAM
BOROUGH COUNCIL**

**MINUTES OF COMMITTEE MEETINGS
FOR THE PERIOD**

1 February 2018 to 8 March 2018

A handwritten signature in black ink, appearing to read 'Manjeet Gill', is written over a light grey rectangular background.

Manjeet Gill
Interim Chief Executive
Published on 14 March 2018



WOKINGHAM BOROUGH COUNCIL

Our Vision

A great place to live, an even better place to do business

Our Priorities

Improve educational attainment and focus on every child achieving their potential

Invest in regenerating towns and villages, support social and economic prosperity, whilst encouraging business growth

Ensure strong sustainable communities that are vibrant and supported by well designed development

Tackle traffic congestion in specific areas of the Borough

Improve the customer experience when accessing Council services

The Underpinning Principles

Offer excellent value for your Council Tax

Provide affordable homes

Look after the vulnerable

Improve health, wellbeing and quality of life

Maintain and improve the waste collection, recycling and fuel efficiency

Deliver quality in all that we do

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Decision made in the presence of:
Luciane Bowker, Democratic and Electoral Services Specialist
David Wilby, Principal Planner

INDIVIDUAL EXECUTIVE MEMBER DECISION RECORD SHEET IMD 2018/04
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Title of the report	South West Railway December 2018 Time Table consultation response
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DECISION MADE BY Executive - Individual Member Decisions

ACTION BY Executive Member for Highways and Transport - Keith Baker
Interim Director of Environment - Josie Wragg
DECISION MADE ON 02 February 2018

Recommendation contained in the report

That the Executive Member for Highways and Transport Support request for additional trains to stop at Winnersh Triangle to support economic growth and sustainable travel options to and from the business park, in line with the Thames Valley Berkshire LEPs Local Growth Fund allocation.

Decision

That the Executive Member for Highways and Transport supports request for additional trains to stop at Winnersh Triangle to support economic growth and sustainable travel options to and from the business park, in line with the Thames Valley Berkshire LEPs Local Growth allocation.

Reasons for Decision if different to recommendation

N/A

Alternative options considered and rejected at time of the decision

N/A

Summary of consultations undertaken

SUMMARY OF CONSULTATION RESPONSES	
Director – Corporate Services	None
Monitoring Officer	None
Leader of the Council	None

Reasons why the report was deemed to have contained confidential or Exempt information (if applicable)

N/A

Any Conflict of interest declared by any Executive Member who is consulted by a Member which relates to the decision

None

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

None

Background papers

December 2018 Time Table Consultation

PUBLISHED ON: 2 February 2018

EFFECTIVE ON: 13 February 2018

CALL-IN PERIOD EXPIRES: 12 February 2018

**MINUTES OF A MEETING OF THE
PERSONNEL BOARD
HELD ON 6 FEBRUARY 2018 FROM 1.00 PM TO 1.25 PM**

Committee Members Present

Councillors: Stuart Munro (Vice-Chairman, in the Chair), UllaKarin Clark, Charlotte Haitham Taylor and Prue Bray (substituting Lindsay Ferris)

Officers Present

Madeleine Shopland, Democratic Services and Electoral Services Specialist
Sarah Swindley, Lead Specialist Human Resources

35. APOLOGIES

Apologies for absence were submitted from Alistair Auty, Lindsay Ferris, Pauline Helliard Symons, Charles Margetts and Angus Ross.

36. DECLARATION OF INTEREST

There were no declarations of interest received.

37. EXCLUSION OF THE PUBLIC

RESOLVED: That under Section 100A(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A of the Act (as amended) as appropriate.

38. CHIEF EXECUTIVE RECRUITMENT

The Personnel Board considered a report regarding the appointment of a permanent Chief Executive and the next steps in the appointment process.

RESOLVED: That

- 1) an Executive Search be re-tendered to go back out to the market for a permanent Chief Executive;
- 2) Manjeet Gill undertake the role of Interim Chief Executive for 4 days per week on the expiration of her current contract, until a permanent Chief Executive is appointed. Details of the revised contract are set out in Part 2 of the report.

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**MINUTES OF A MEETING OF THE
AUDIT COMMITTEE
HELD ON 7 FEBRUARY 2018 FROM 7.00 PM TO 8.25 PM**

Committee Members Present

Councillors: Anthony Pollock (Chairman), Prue Bray, UllaKarin Clark and Barrie Patman

Also Present

Madeleine Shopland, Democratic Services & Electoral Services Specialist

Manjeet Gill, Interim Chief Executive

Martin Jones, Financial Planning Specialist

Andrew Moulton, Assistant Director Governance

John Ogden, Lead Specialist Finance

Paul Ohsan Ellis, Strategy and Commissioning Support Manager

Stuart Bignell, Customer Relations Officer

Malcolm Haines, Ernst & Young

42. APOLOGIES

Apologies for absence were submitted from Councillors Chopping and Halsall and Helen Thompson, Ernst & Young.

43. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Committee held on 4 December 2017 were confirmed as a correct record and signed by the Chairman.

44. DECLARATION OF INTEREST

There were no declarations of interest submitted.

45. PUBLIC QUESTION TIME

There were no Public questions.

46. MEMBER QUESTION TIME

There were no Member questions.

47. GENERAL DATA PROTECTION REGULATIONS

The Committee received a presentation on the General Data Protection Regulations.

During the discussion of this item the following points were made:

- The General Data Protection Regulations (GDPR), an EU law, would replace the Data Protection Act 1998 and would be enforced from 25 May 2018.
- There was a UK Data Protection Bill which was currently going through Parliament and the GDPR provisions would be absorbed into this. However, it was not known when this Bill would come into effect.
- Compliance would be evidence driven and fines for breaches could be up to €20million. It was not yet known how the Information Commissioner's Office (ICO) would fine although the ICO had indicated that fines would be proportionate.
- The Customer Relations Officer informed the Committee that a Project Group had been established in August. Subject matter experts in the different areas were providing support.
- The GDPR would be enforced from 25 May 2018. It was appreciated that the 21st century council project would still be ongoing at that point. It was important that a

project plan and communications plan was in place at that time which outlined what items remained, which could be provided to the ICO if requested.

- The Customer Relations Officer took the Committee through action that was required to ensure GDPR compliance.
- Privacy Notices would be required so that the Council was transparent about how and why it collected data. There would be some exceptions and exemptions.
- Members were informed that the retention schedule was under review. Councillor Patman questioned whether the Council currently held information which would need to be disposed of in order to comply with the GDPR. The Customer Relations Officer commented that there was a number of boxes of documents which had passed their review date which would require disposal. He went on to state that there were various different retention periods for different types of data.
- There would be a Data Protection Officer, which would be a mandatory role with new legislatively set responsibilities.
- Members were informed of work already completed and work still to be done to ensure compliance.
- It was noted that the privacy impact assessment checklist was completed and being trialled.
- E learning for staff would be introduced in April, and regular communications issued on new and important parts of GDPR for staff.
- The Information Asset Register would be a live document which needed to be monitored to ensure that it did not go out of date quickly.
- The wording of contract clauses was being updated to ensure compliance.
- Quality checking and publishing to the Council's website would begin from 1st May.
- Councillor Bray questioned how the Council could be assured that its suppliers were compliant with GDPR. The Customer Relations Officer stated that the wording of tender documents would be updated to highlight the importance of compliance, and that the letter amendment would cover existing suppliers.
- Councillor Bray went on to ask how the residents' online accounts would be dealt with and was informed that with all data capture forms and the online accounts, there would be wording which would advise people to click a link for further information (Privacy Notice). This would be easier to maintain.
- Members asked how many breaches the Council had had in the past and were informed that there had been 2. There were approximately 60 to 70 lesser incidents per year.
- The Committee felt that it would be useful to be updated on any breaches.
- Councillor Bray asked what would happen if personal information was sent to the wrong person which was then not retrieved. The Customer Relations Officer commented that it would be dependent on the type, sensitivity and confidentiality of the information and who it had been sent to. Incidents and breaches needed to be investigated on a case by case basis.
- Councillor Clark asked how the schools were preparing to comply for GDPR. She was advised that the schools, as were the Council owned companies, were separate entities and were responsible for their own compliance. An officer from People Services was supporting the schools in this process.
- Councillor Bray questioned whether Members would receive a briefing on the matter. The Assistant Director, Governance, agreed to take this forward.

RESOLVED: That the presentation on the General Data Protection Regulations be noted.

48. PROPOSED CHANGES TO THE CONSTITUTION FOLLOWING IMPROVEMENTS TO THE PROCUREMENT PROCESS

The Committee received a report detailing proposed changes to the Procurement Regulations within the Constitution.

During the discussion of this item the following points were made:

- Members were reminded that the Council's Procurement and Contracts Rules and Procedures (PCRP) had been developed in response to the new Public Contracts Regulations 2015 (PCR2015) and formally adopted as Chapter 13 of the Constitution in November 2015.
- It was noted that from the 1 April 2018 the Council would be adopting e-procurement software in order to comply with mandatory requirements within PCR2015. This would also improve the procurement process.
- The Committee was advised that the introduction of e-procurement software would necessitate two substantive changes to the Constitution;
 - Removal of the provisions relating to tender openings;
 - The introduction of a threshold for tenders between £5k and £50k to mandate the use of electronic 'Quick Quotes'.
- Councillor Bray noted that it was proposed that 'Service area to add contract data to central contracts register' for contracts under £5,000, be removed from the Constitution. The Strategy and Commissioning Support Manager commented that this was in line with the Council's transparency requirements. Contracts with a value over £5,000 would automatically be populated by an electronic contract register. For contracts under £5,000 these would be via a purchase order.

RESOLVED: That the changes detailed within the report to the Council's Procurement and Contracts Rules and Procedures which form part of the Council's Constitution (Chapter 13) be recommended to Council, via the Constitution Review Working Group.

49. CERTIFICATION OF CLAIMS AND RETURNS – ANNUAL REPORT 2016-17

The Committee received the Certification of Claims and Returns – Annual Report 2016-17.

During the discussion of this item the following points were made:

- Ernst and Young had checked and certified the housing benefits subsidy claim with a total value of £23,278,780. The submission deadline had been met.
- A qualification letter had been issued.
- Certification work had found minor errors which had been corrected by the Council. The main issues reported were highlighted including the fact that the testing of the initial sample of 20 cases of Rent Allowance had identified one case which had failed due to an overpayment of benefits as a result of incorrect determination of earned income.
- Members noted the 2016-17 certification fee.
- It was noted that from 2018-19 the Council would be responsible for appointing its own reporting accountant to undertake the certification of the housing benefits subsidiary claim in accordance with the Housing Benefits Assurance Process requirements being established by the Department of Works and Pensions.
- Members felt that considering the overall size of the claim, the level of error identified was very good, and asked that their appreciation of the committed approach taken by officers, be noted.

RESOLVED: That the Certification of Claims and Returns – Annual Report 2016-17 be noted.

50. EXTERNAL AUDIT PLAN 2017-18

Members received the External Audit Plan 2017-18.

During the discussion of this item the following points were made:

- One significant risk '*Misstatements due to fraud or error*' had been identified. This was a mandated risk and not specific to Wokingham.
- Audit risks identified included valuation of land and buildings, pension liability valuation and financial statements presentation.
- No significant value for money risks had been identified to date.
- Members were informed that for planning purposes, materiality for 2017/18 had been set at £6.8million.
- The planned fee for 2017/18 was £112,800.
- The timetable showing the key stages of the audit and the agreed deliverables was highlighted. Officers were confident that the new July deadline would be met.

RESOLVED: That the External Audit Plan 2017-18 be noted.

51. CORPORATE RISK REGISTER REFRESH – FEBRUARY 2018

The Interim Chief Executive presented the Corporate Risk Register refresh – February 2018.

During the discussion of this item the following points were made:

- Members were informed that there had been two main changes to the Corporate Risk Register since it was last presented to the Committee in December. These were as follows:
 - Risk 28 – '*Leadership: Risk of business continuity, performance dips and not securing value for money through the use of interims in senior management positions for an extended period of time*' had been added.
 - The timescales for mitigating actions had been amended for Risk 27 '*Sustainable Transformation Partnerships align effectively with Borough governance.*'
- Councillor Bray asked why Risk 28 had been scored a low likelihood. The Interim Chief Executive explained that this was around business continuity and ensuring that performance did not drop. There was a clear strategy for the use of interims. Councillor Bray expressed concern regarding the performance of a particular area which she felt had dropped.
- Members asked why Risk 20 '*Risk that the Council, embarking on a major change programme, the 21st century council, fails to maintain service delivery standards, to manage information security, to deliver associated savings, or to effect change, in structures and behaviours, to deliver the vision for the new Council's operating model*' had been scored as a low likelihood. The Interim Chief Executive commented that the 21st century council programme was an ambitious operating model. When the detailed business case had been produced for People's Services it was appreciated that further integrated work with partners was required. Work was being undertaken in a considered way.

RESOLVED: That the Corporate Risk Register refresh – February 2018 be noted.

52. CERTIFICATION OF CLAIMS AND RETURNS – CLAIMS AND RETURNS ORGANISED BY LOCAL AUTHORITIES

The Committee considered a report regarding the Certification of Claims and Returns Organised by Local Authorities.

During the discussion of this item the following points were made:

- The Teachers' Pension Return was an annual return required by the Department of Education by 30 November each year which covered the teachers' pension contributions to the Teachers Pensions Scheme. The cost for the audit of the 2016/17 Teachers Pensions return by Rice Associates, had been £950, a £50 increase on the previous year. The cost had been met from the 2017/18 budget.
- With regards to the Pooling of Housing Capital Receipts Return, in 2016/17, 19 Right to Buy properties had been sold for £2.851million and one non Right To Buy property sold for £89,000, giving a total sales receipt of £2.940million, of which £295,000 had to be repaid to the DCLG, with most of the remainder restricted for reinvestment in social housing in the Borough. The cost of the audit had been £1,425.
- With regards to the provision of External Assurance on Sub-Contracting Controls, the audit had been largely operational rather than financial in nature and had been of a specialist nature.
- In response to a Member question, the Lead Specialist Finance, agreed to check whether the required certificate had been issued and supplied to the ESFA by the 30 January 2018 deadline.

RESOLVED: That the Audit Certification Reports 2016/17 for the Teachers' Pension Return; the Pooling of Housing Capital Receipts Return, and the Review of Sub Contracting Arrangements for the Skills Funding Agency (SFA) be noted.

53. TREASURY MANAGEMENT STRATEGY 2018-19

The Committee considered the Treasury Management Strategy 2018-19.

During the discussion of this item the following points were made:

- For 2018/19 external debt was estimated to increase by £61.5million to £206.7million. This increase was a very prudent estimate and would be reliant on the delivery of the capital programme.
- Members were advised that a couple of tables within the report remained to be confirmed due to sensitivity around next year's revenue budget.
- The Capital Programme was estimated to be £180million next year before carry-forward and over the next three years was estimated to be a total of £534.5million. The Financial Planning Specialist highlighted the different asset types that this was broken down into. This would be funded by £535million of resources. It was noted that there was a small surplus of funding which was currently estimated to be capital receipts.
- Members were advised that with this ambitious Capital Programme came additional borrowing. 37% of this borrowing was for forward funding projects which would be funded by S106 or CIL, 41.5 % of borrowing was for invest to save projects e.g. new leisure projects, 17.5 % was for loans for Wokingham Town Centre Regeneration and Wokingham Housing Limited, and 4% was for approved borrowing (MRP funded).
- The total forecast additional borrowing (£243.2million) would be fully met by a number of resources within 24 years. During this period many large infrastructure schemes

profiles would be refined during the build process which would have an impact on the borrowing forecast.

- For 2018/19 the estimated returns on investments, both external and internal companies, was set to increase from the 2017/18 estimated outturn by £1.0million to £2.4million, rising to £2.9million in 2020/21. This increase was mainly due to the return on the loans made to Wokingham Housing Limited and Wokingham Town Centre Regeneration.

RESOLVED: That the following be recommended to Council for approval:

- 1) Capital Prudential indicators, 2018/19;
- 2) Borrowing strategy 2018/19;
- 3) Annual Investment Strategy 2018/19;
- 4) Flexible use of capital receipts strategy;
- 5) MRP policy; and
- 6) Treasury Indicators: limits to borrowing activity 2018/19.

54. 2018/19 AUDIT AND INVESTIGATION PLAN

The Committee considered the 2018/19 Audit and Investigation Plan. The report detailed the 2018/19 Internal Audit and Investigation Plan and the 2018/19 Internal Audit scopes for each review, excluding Key Operational audits.

During the discussion of this item the following points were made:

- Members were advised that 250 days were proposed for fraud and investigation work as opposed to 200.
- Councillor Bray asked whether the Housing Rents audit would cover Council tenants and tenants of properties of the Council's housing companies. The Assistant Director Governance indicated that this was likely.
- Councillor Pollock questioned whether 8 days would be sufficient for work on Debtors. The Assistant Director Governance commented that follow up work on Debtors was also being undertaken in Q4 of the current financial year so this was thought to be sufficient.

RESOLVED: That the 2018-19 Audit and Investigation Plan be agreed.

55. 2017/18 QUARTER 3 AUDIT AND INVESTIGATION PROGRESS REPORT

Members received the Internal Audit and Investigation Q3 Progress Report which detailed the work of the Internal Audit and Investigation Team from the 1 October 2017 to 31 December 2017.

During the discussion of this item the following points were made:

- Members noted the progress being made against the revised 2017/18 Internal Audit and Investigation Plan.
- There has been one audit report finalised that had received the 3rd category of audit opinion during quarter 3, in respect of the 2016/17 Housing Rents follow up audit which was carried forward into 2017/18. The Lead Specialist Finance further updated the Committee regarding the work undertaken to improve Housing Rents and Debtors.
- The Committee was informed that the level of debt had reduced. Members asked how much the largest single write off was and were informed that it was £200,000.

RESOLVED: That the 2017/18 Internal Audit and Investigation Progress Report to the end of Quarter 3 be noted.

56. UPDATED ANTI FRAUD AND ANTI CORRUPTION POLICIES

The Committee received a report regarding updates to the Council's Anti Fraud and Anti Corruption Policies.

During the discussion of this item the following points were made:

- The Assistant Director of Governance took the Committee through minor changes to the Anti Fraud and Anti Corruption Strategy, Anti Money Laundering Policy, Anti Bribery Policy, Prosecution and Sanctions Policy and changes that reflected current best practice to the Whistleblowing Policy.
- With regards to the Regulation of Investigatory Powers Act (RIPA) Policy, the Policy was now a separate document to the RIPA Procedures so as to capture legislative updates. It was proposed the Policy be included in the Council's Constitution.
- Councillor Clark commented that the Anti Fraud and Anti Corruption Policy made reference to the Data Protection Act 1998. The Assistant Director Governance commented that this would be updated.
- Councillor Bray suggested that names of individuals not be included in future updates as personnel often changed.
- Councillor Bray asked about compliance with the RIPA Policy.

RESOLVED: That the proposed amendments to the Anti-Fraud and Anti-Corruption Policy, the Whistleblowing Policy, Anti Money Laundering Policy, Prosecutions and Sanctions Policy, Anti Bribery Policy and the Regulation of Investigatory Powers Act (RIPA) Policy be noted and recommended for approval to Council, via the Constitution Review Working Group.

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**MINUTES OF A MEETING OF THE
HEALTH AND WELLBEING BOARD
HELD ON 8 FEBRUARY 2018 FROM 5.00 PM TO 7.00 PM**

Present

Dr Johan Zylstra	NHS Wokingham CCG
Mark Ashwell	Executive Member for Children's Services
Richard Dolinski	Executive member for Adults' Services
Darrell Gale	Acting Strategic Director of Public Health for Berkshire
Charlotte Haitham Taylor	Leader of the Council
Ian Pittock	Opposition Member
Paul Senior	Interim Director People Services
Katie Summers	Director of Operations, Wokingham CCG
Dr Cathy Winfield	NHS Wokingham CCG
Jim Stockley (substituting Nick Campbell-White)	Healthwatch

Also Present:

Madeleine Shopland	Democratic and Electoral Services Specialist
Graham Ebers	Director of Corporate Services
Natalie Mears	Public Health Project Officer
Holli Dalgliesh	Specialist Strategy & Commissioning People
Sally Murray	Head of Children's Commissioning Wokingham CCG
Sean Rafferty	Category Manager Community-Based Care

Abdul Loyes

57. ELECTION OF CHAIRMAN FOR REMAINDER OF THE 2017-18 MUNICIPAL YEAR

RESOLVED: That Councillor Richard Dolinski be elected Chairman of the Health and Wellbeing Board for the remainder of the 2017/18 municipal year.

58. APOLOGIES

An apology for absence was submitted from Nick Campbell-White.

59. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Board held on 14 December 2017 were confirmed as a correct record and signed by the Chairman.

60. DECLARATION OF INTEREST

Dr Zylstra declared a Personal Interest in Item 68 Wokingham Pharmaceutical Needs Assessment 2018-2021 on the grounds that his practice had an attached pharmacy.

61. PUBLIC QUESTION TIME

In accordance with the agreed procedure the Chairman invited members of the public to submit questions to the appropriate Board Members.

61.1 Anne-Marie Gawen asked the Chairman of Health and Wellbeing Board the following question which was answered by the Interim Director of People Services:

Question:

At this moment in time, for an adult being discharged from CMHT or Crisis Home Treatment Team or Hospital (Prospect Park or A&E following a mental health crisis), what services are available to support them in Wokingham Borough or even whilst they are receiving care in the community from CMHT or CRHTT?

Answer:

For clients being discharged from the CMHT there is access to a Duty Worker for 6 months. There is a self-referral process that is currently in place, when in distress.

For clients accessing the CRHTT, they are able to contact the Crisis Response Treatment Team 24 hours a day, 7 days a week.

In the Hospital, every client is to be seen within 7 days of discharge but the Berkshire Healthcare Foundation Trust are trying to improve this to 3 days, but at the moment it is an intention to be seen within 7 days.

Services available do depend on individual assessment to assist in the client's recovery, working in partnership with family, friends and carers where appropriate. This may include social care needs and review of packages of care.

Supplementary Question:

What are the services and who provides the services?

Supplementary Answer:

In terms of who provides the services, it is a mixture from the Berkshire Healthcare Foundation Trust. There is also a combination of our services in terms of Adult Mental Health Services as well. So in terms of the actual teams; the Crisis Response Home Treatment Team, as well as the CMHT.

Longer term we have the Integrated Adult Mental Health Services. In terms of my portfolio, I have a team led by an Assistant Director, Christine Dale, who is responsible for that service.

61.2 Alison Sellers asked the Chairman of the Health and Wellbeing Board the following question which was answered by the Executive Member for Children's Services:

Question

1: 3 children in every Primary School classroom is affected by Mental Health. We know that children with Mental Health difficulties face unequal chances in their lives and that 50% of adults with Mental Health experienced their first symptoms before the age of 14 years old and 75% before 18 years old.

How is Wokingham supporting and empowering children's' Mental Health and Emotional Wellbeing and their families, in particular bridging the gap before a crisis situation e.g. meeting CAMHs threshold, so that it doesn't reach that point?

Noted that:

Health & Wellbeing Strategy Action Plan for 2017-2020 mentions children and Young people **twice**.

Promoting and supporting good mental health 1.8 – *Scope the potential of schools nursing service to contribute to development of resilience in children and young people.*

Enabling and empowering resilient communities 2.2 – *Berkshire Health Trust Mental Health strategy implementation plans for child and adolescence mental health.*

Berkshire Health Trust Mental Health strategy 2016 – 2020 – *Improve the transition to adult mental health services for **young people** in CAMH service.*

No mention of children.

Answer:

There are a number of strategic developments ongoing and that will be progressed over the next few years with regards to improving the life chances and choices for children and young people with mental health needs.

The Wokingham Borough Council School Nursing Service is currently being redesigned. The new service will be effective at the beginning of the autumn term, fairly soon. The Public Health Team are working in partnership with other key agencies and stakeholders to strengthen prevention pathways by linking into, and between, services such as CAMHS, sexual health services, substance misuse, domestic abuse services, Police, health, GPs, education and the youth offending service.

In addition to the School Nurse Service redesign the universal and tier 2 mental health services for children and young people are also going through a redesign. We are proposing to align children's emotional and mental health support and the wider early help offer with the aim of bringing better outcomes to children and young people earlier. We are exploring the best way to do this and have been linking in with key stakeholders including schools and yourselves.

The ambitions for children and young people's emotional and mental health of this Borough and Berkshire West is set out in the Local Transformation Plan – and there is a link on our website. The Local Authority is also working on a localised mental health strategy that is in development and links with the Local Transformation Plan.

In addition to the redesign work there are a number of other initiatives that are taking place across the Borough to support children and young people's emotional and mental health. For example, we are currently piloting the School Link project which aims to build up knowledge and support in schools to identify and support emotional and mental health needs earlier before they require specialist clinical support. This aligns with the new government ambitions that have been set out in the Children's Mental Health Green Paper. We can give you a link to that. Another example of our initiatives is the Psychological Perspectives in Education and Primary Care (PPEP) training programme, this provides training and actionable strategies for professionals to employ to identify and support emotional and mental health needs. We also have a very active voluntary sector that contributes to this Board and both the Local Authority and Clinical Commissioning Group support. For example ARC Youth Counselling offer a free counselling service across the Borough in a number of locations, including some schools.

Lastly, we thought we would add, we are talking about preventing crisis. If a crisis does occur we have a service in place to help and prevent further crises. This service is called the CAMHS rapid response and urgent care service and supports children and young people within the Borough and across Berkshire West. The service provides short term intensive interventions in the community to support young people who have experienced a mental health crisis with the aim of reducing the number of children and young people who have a second or subsequent crisis.

Supplementary Question:

Recently we have been to an event in West Berkshire and they have got a fantastic plan in place, they have a wellbeing team and wellbeing champions. Is this something that Wokingham will also offer? I understand that Wokingham and West Berkshire have the Wellbeing Academy but that this starts at the age of 11, and we know early intervention, that we should be supporting the children a lot earlier and I wondered what plans we have in place for that.

Supplementary Answer which was provided by the Interim Director People Services:

That is a good suggestion, the West Berkshire model. We are duty bound as a local authority and a local area with our partners and the CCG, the NHS and the voluntary community, to look at what works, and if there is evidence based practice out there to improve our systems and processes, then absolutely we are duty bound to look at how we can bring those processes to this authority. So if it is evidence based, has a positive impact on improving the life chances and choices for our children and young people, we are very open minded, but rest assured we are aware of the West Berkshire model.

62. MEMBER QUESTION TIME

Councillor Pittock asked a question about what was being done locally regarding homelessness.

63. UPDATE ON PROGRESS TOWARDS PROMOTING POSITIVE MENTAL HEALTH AND WELLBEING IN CHILDREN AND YOUNG PEOPLE

Sally Murray, Head of Children's Commissioning, Berkshire West CCGs, provided an update on progress being made towards promoting Positive Mental Health and Wellbeing in Children and Young People.

During the discussion of this item the following points were made:

- NHS England had approved the revised Future in Mind Local Transformation Plan. A short summary was required to be produced which would be available online shortly.
- Sally Murray advised the Board that locally there was movement away from a tiered model and movement towards the THRIVE model.
- Sally Murray highlighted what had been achieved so far with regards to children's emotional and mental health.
- There had been a continued focus on reducing waiting times for specialist CAMHS since additional investment was put into the service in 2015. Demand was still increasing. According to NHS England, the average waiting time for specialist treatment was 73 days. Sally Murray outlined the average Berkshire Healthcare Foundation Trust CAMHS waiting times as of September 2017. The current average wait time for referrals to the Specialist Community Teams was 6 weeks.
- Locally the average waiting time for those currently waiting for an autism assessment was 44 weeks. The national average was 3 years.

RESOLVED: That the update on progress towards promoting positive Mental Health and Wellbeing in Children and Young People be noted.

64. WEST OF BERKSHIRE SAFEGUARDING ADULTS BOARD ANNUAL REPORT 2016-17

The Board received the West of Berkshire Safeguarding Adults Board Annual report 2016-17.

RESOLVED: That the West of Berkshire Safeguarding Adults Board Annual Report 2016-17 be noted.

65. BETTER CARE FUND REVIEW OF SCHEMES 2017-18

Katie Summers updated the Board on the progress of the Better Care Fund review schemes 2017-18.

During the discussion of this item the following points were made:

- Board members were reminded that a revised Plan was required to be submitted annually.
- Wokingham's Better Care Fund programme had achieved many successes in the move towards delivering its original aims. It was one of only seven systems to be shortlisted for Graduation status. In addition Wokingham had been recognised as an example of good integrated care in action and had been invited to shape national policy on health and social care integration.
- Katie Summers took the Board through the individual schemes and progress made against them. The success of the schemes and whether the best outcome was being achieved was monitored each year by the Wokingham Integrated Strategic Partnership (WISP).
- It was noted that the Step Up scheme had been running 8 weeks
- The Community Health and Social Care (CHASC) had been running since September and had seen 180 people; of these there had been 66 reductions in Non-Elective admissions and 61 less visits to A&E.
- Councillor Dolinski commented that he had visited the Berkshire Integrated Hub and had been pleased with what he had viewed.
- Dr Winfield indicated that the Berkshire West Accountable Care System was now known as the Integrated Care System. Under this it was anticipated that outpatients would be redesigned and there was an aspiration for some of outpatients to be managed digitally and some also to be managed in the community.
- Councillor Haitham Taylor questioned why KPIs had not yet been agreed for the Step Up Programme when the planned completion date was 31 January 2018. Katie Summers commented that at the time of the review confirmation from the provider around staffing had remained outstanding, which had since been given.
- Councillor Ashwell asked about how people were updated on the Better Care Fund messages. Dr Winfield referred to communication work on the CCG website, including Sam's Story. Healthwatch Wokingham Borough were also part of the WISP and had done a lot of work to update.

RESOLVED: That the progress of the Better Care Fund schemes and the continuing work to progress integration and user experience through the schemes, be noted.

66. PROPOSAL FOR WOKINGHAM ADULTS INTEGRATED HEALTH AND SOCIAL CARE GOVERNANCE

The Board received a report regarding Wokingham's Adult Integrated Health and Social Care Governance proposal.

During the discussion of this item the following points were made:

- Paul Senior, Interim Director People Services outlined the move towards integration.
- The Board was requested to support the approach to enhance the existing Section 75 Partnership Agreement to include Partners, Berkshire Healthcare Foundation Trust and Wokingham GP Alliance in order to further progress the integration of adult health and social care services.
- Dr Winfield commented that she was supportive in principle but discussions also needed to be had at CCG governance level. Further work was required before such an approach was enacted. She commented that a risk share arrangement referred to needed further clarification.
- Paul Senior commented that it was important that the Board see a proposed direction of travel.
- It was agreed that a further update would be provided once the proposal had been through the CCG governance process.

RESOLVED: That the approach to enhance the Section 75 Partnership to include our Partners, Berkshire Healthcare Foundation Trust and Wokingham GP Alliance in order to progress the integration of adult and social care services, be supported.

67. UPDATE ON HEALTH AND WELLBEING BOARD REFRESH

Graham Ebers, Director of Corporate Services provided an update on action being taken to refresh the Health and Wellbeing Board.

During the discussion of this item the following points were made:

- Additional support was considered to be critical in sustaining momentum to the 'refresh' and providing the operational capacity needed to support the Board. The Interim Director of People's Services had reviewed the operational support across various strategic partnerships and recognised the need to enhance support to both the Health and Wellbeing Board and the Children's and Young People Strategic Partnership. The Interim Director of People Services was therefore seeking to create a resource that supported both partnerships (approximately 0.5 FTE each). A Job Description had been produced and it was hoped that recruitment would begin in February.
- Darrell Gale would approach the Local Government Association (LGA) in order to facilitate tailored training, following a skills audit. The scoping of this work would take place in February.
- With regards to good practice, Board members were asked what they felt were key criteria for this. Dr Winfield commented that the LGA had produced a document which set out good practice for Health and Wellbeing Boards, which could provide a good framework. She also suggested having a well supported Health and Wellbeing Strategy which was underpinned by the Joint Strategic Needs Assessment and also effective participation. Councillor Haitham Taylor suggested that influencing partnership policy and strategy, engagement with partners, strong governance and tangible delivery of the Health and Wellbeing Strategy, were key.
- Paul Senior, Interim Director People Services commented that there was a need for genuine co-production.

- With regards to integration and the Integrated Care System, the Board agreed that it would be helpful to have a workshop prior to the next Board meeting to discuss the implications.
- The key priorities, objectives, timescales and milestones in respect of an integrated Health and Social Care strategy would be presented at the Board's April meeting.
- The Board discussed public engagement and branding. Board members were asked what some of the Board's key achievements were, in order to shape future promotional activity. Councillor Haitham Taylor referred to the cost cutting agenda. Katie Summers referred to the work of some of the partnerships such as WISP. Darrell Gale highlighted the trust between partners particularly at a time of shrinking budgets.
- Councillor Dolinski stated that work needed to be carried out around the size of the Health and Wellbeing Board agenda and the language used in reports in order to make the work of the Board more accessible.
- The Board discussed KPI's. Katie Summers proposed that the indicators be more outcome focused and that the Sub Partnerships be asked to put forward one or two suggested indicators each.
- Graham Ebers advised that following the progression of the integrated Health and Social Care strategy and the appointment of support to the Board, other issues around the themes of Governance and Partnership Working could be progressed. This would lead to a complete Action Plan that would be presented at every Board meeting and would inform the Forward Programme of agenda items for future meetings.

RESOLVED: That the actions to refresh the Health and Wellbeing Board Agenda detailed within the report be noted and supported.

68. WOKINGHAM BOROUGH PHARMACEUTICAL NEEDS ASSESSMENT 2018-2021

The Board received the Wokingham Borough Pharmaceutical Needs Assessment 2018-2021.

It was noted that a draft version of the Wokingham Borough Pharmaceutical Needs Assessment 2018-2021 had been presented to the Board previously.

RESOLVED: That the Pharmaceutical Needs Assessment for 2018 to 2021 be approved.

69. HEALTH AND WELLBEING BOARD DASHBOARD KPIS

This report was not considered following discussion of Key Performance Indicators under the Update on the Health and Wellbeing Board Refresh item.

70. UPDATE ON DIRECTOR OF PUBLIC HEALTH AND PUBLIC HEALTH

Darrell Gale, Acting Strategic Director of Public Health for Berkshire updated the Board with regards to the Director of Public Health post and the shared Berkshire Public Health service.

During the discussion of this item the following points were made:

- Dr Lise Llewellyn, former Director of Public Health, had retired earlier in 2017 and Judith Wright had been in place as Interim Director Public Health until December 2017.
- Bracknell Forest Council was withdrawing from some of the shared Berkshire Public Health agreement functions and was looking to appoint its own Director of Public Health. The Royal Borough of Windsor and Maidenhead was also partly withdrawing from the agreement.

- Darrell Gale indicated that he was Acting Strategic Director for Public Health for the next 3-4 months until a permanent appointment was made.
- Dr Winfield expressed concern regarding the Public Health position and wanted to make sure that sufficient support was being provided by Public Health England.

RESOLVED: That the update on the Director of Public Health and Public Health be noted.

71. BERKSHIRE WEST HEALTHY WEIGHT STRATEGY

The Board received the Berkshire West Healthy Weight Strategy.

During the discussion of this item the following points were made:

- Darrell Gale advised that the Strategy covered the Berkshire West footprint. He commented that the production of the Strategy was timely and referred to the redesign of the School Nurse Service, the new leisure centre provider beginning in May and the Mediterranean diet pilot undertaken by Wokingham Medical Centre with Type 2 diabetics.
- In response to a question from Dr Zylstra, Natalie Mears, Public Health Project Officer, confirmed that children and adults were separately referenced. Dr Zylstra also asked whether schools or parents would be expected to act with regards to children. Natalie Mears indicated that this could be detailed in the local action plan.
- Councillor Dolinski stated that greater reference could be made to those who were underweight in the local action plan.
- Katie Summers praised the Strategy and commented that it needed to be owned by public sector organisations such as the CCG, Wokingham Borough Council, Berkshire Healthcare Foundation Trust and the Royal Berkshire Hospital.
- Councillor Pittock questioned whether the government could be challenged with regards to the subsidising of large sugar companies.

RESOLVED: That

- 1) the Berkshire West Healthy Weight Strategy 2018-2020 be endorsed;
- 2) the development of a Healthy Weight action plan be supported;
- 3) an update on the development of a localised action plan be taken to the Board's April 2018 meeting.

72. UPDATES FROM BOARD MEMBERS

The Board was updated on the work of the following Board members:

Community Safety Partnership:

- The Community Safety Partnership partners had agreed to take on vulnerability and exploitation as one its priorities. This would include linking into local modern slavery partnerships, supporting the development of services to meet the needs of vulnerable offenders and victims, and improving referral pathways to appropriate services.
- The Domestic Violence Strategic Group had expanded its remit to include the wider violence against women and girls.
- Substance misuse amongst young people, particularly the increased use of high strength cannabis, was being addressed.

Healthwatch Wokingham Borough:

- Jim Stockley advised the Board of a proposal around the joint commissioning of Healthwatch services for Reading and Wokingham.
- An Enter and View was due to be undertaken at the Berkshire Care Home.

RESOLVED: That the updates from Board members be noted.

73. FORWARD PROGRAMME

The Board discussed the forward programme for the remainder of the municipal year.

During the discussion of this item the following points were made:

- With regards to integration and the Integrated Care System, the Board agreed that it would be helpful to have a workshop prior to the next Board meeting to discuss the implications.
- An update on the development of a localised action plan regarding the Berkshire West Healthy Weight Strategy would be taken to the April meeting.
- The key priorities, objectives, timescales and milestones in respect of an integrated Health and Social Care strategy would be presented at the Board's April meeting.

RESOLVED: That the forward programme be noted.

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Decision made in the presence of:

Peter Baveystock, Waste and Recycling Manager
Luciane Bowker, Democratic and Electoral Services Specialist

INDIVIDUAL EXECUTIVE MEMBER DECISION RECORD SHEET IMD 2018/06
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Title of the report	IMD 2018/06 Lease of the Land Known as The Grove
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DECISION MADE BY Executive - Individual Member Decisions

Executive Member for Business and Economic Development and
Regeneration - Stuart Munro

ACTION BY Interim Director of Environment - Josie Wragg

DECISION MADE ON 09 February 2018

Recommendation contained in the report

That the Executive Member for Business and Economic Development and Regeneration authorises Officers to enter into a 14year lease with West Berkshire Borough Council (WBBC) on the land known as The Grove.

Decision

That the Executive Member for Business and Economic Development and Regeneration authorises Officers to enter into a 14year lease with West Berkshire Borough Council (WBBC) on the land known as The Grove.

Reasons for Decision if different to recommendation

N/A

Alternative options considered and rejected at time of the decision

N/A

Summary of consultations undertaken

Reasons why the report was deemed to have contained confidential or Exempt information (if applicable)

N/A

Any Conflict of interest declared by any Executive Member who is consulted by a Member which relates to the decision

None

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

None

Background papers

Brief report

PUBLISHED ON: 9 February 2018

EFFECTIVE ON: 17 February 2018

CALL-IN PERIOD EXPIRES: 16 February 2018

Decision made in the presence of:
 Madeleine Shopland, Democratic Services and Electoral Services Specialist
 David Wilby, Principal Planner

**INDIVIDUAL EXECUTIVE MEMBER
 DECISION RECORD SHEET
 IMD 2018/05**

Title of the report	Great Western Consultation
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DECISION MADE BY Executive Member Highways and Transport - Keith Baker
ACTION BY Interim Director of Environment - Josie Wragg
DECISION MADE ON 15 February 2018

Recommendation contained in the report

The consultation document asks 19 questions on the future of the Great Western, regarding its size, shape and relationship with Network Rail. The Council has answered the appropriate questions.

Decision

That the Executive Member for Highways and Transport agrees to the consultation response to the 19 questions on the future of the Great Western Rail Franchise on behalf of Wokingham Borough Council.

Reasons for Decision if different to recommendation

N/A

Alternative options considered and rejected at time of the decision

N/A

Summary of consultations undertaken

SUMMARY OF CONSULTATION RESPONSES	
Director – Corporate Services	No comments received
Monitoring Officer	No comments received
Leader of the Council	No comments received

Reasons why the report was deemed to have contained confidential or Exempt information (if applicable)

N/A

Any Conflict of interest declared by any Executive Member who is consulted by a Member which relates to the decision

None

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

None

Background papers

DfT Great western Rail Franchise Public Consultation document

PUBLISHED ON: 15 February 2018

EFFECTIVE ON: 26 February 2018

CALL-IN PERIOD EXPIRES: 23 February 2018

**MINUTES OF A MEETING OF THE
SCHOOLS FORUM
HELD ON 21 FEBRUARY 2018 FROM 10.00 AM TO 11.46 AM**

Schools Representatives

Helen Ball	Primary Head - Polehampton Infant
Ali Brown	Primary Head - Nine Mile Ride Primary
Sally Hunter	Primary Head - Wescott Infant
Brian Prebble	Primary Head - Rivermead Primary
Elaine Stewart	Primary Head - Aldryngton Primary
Julia Mead	School Business Manager - St Sebastian's CE Primary
Carol Simpson	School Business Manager - Colleton Primary
Ginny Rhodes	Secondary Head - St Crispins
Derren Gray	Academy Headteacher - The Piggott School
Janet Perry	Academy Business Manager - The Holt School
Corrina Gillard	Headteacher - Emmbrook Infant School
Kerrie Clifford	Maintained Nursery Acting Headteacher
Jay Blundell	Pupil Referral Unit Headteacher - Foundry College
Sara Attra	Special School Head - Addington School
Ben Godber	Academy Headteacher - Bohunt
Jonathon Peck	Director of Finance and Operations - Maiden Erlegh
Keith McConaghy	School Business Manager - Oakbank
Emma Clarke	Primary Head - Farley Hill
Paul Miller	Governor - St Crispins - Chairman
John Bayes	Governor - Foundry College - Vice-Chair

Non School Representatives

UllaKarin Clark	Wokingham Borough Council
Patricia Davies	Interim Assistant Director for Education
Ian Morgan	Early Years Representative
Mary Parker	Early Years Representative
Gail Prewett	Early Years Representative

Also Present

Luciane Bowker, Democratic & Electoral Services Specialist
Coral Miller, Interim Senior Finance Specialist, Schools
Emma Slaughter, Early Years Consultant
Katherine Vernon, Case Owner, Finance

46 APOLOGIES

Apologies for absence were submitted from Sylvia Allen, Anne Andrews, Ian Head, James Taylor and Lynne Samuel.

47 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Committee held on 17 January 2018 were confirmed as a correct record and signed by the Chairman, subject to the following change:

That on page 7 of the agenda the word '*pot*' be changed to 'item'.

Matters arising

The Chairman, Paul Miller stated that the Ethnic Minority Achievement Funding paper that was attached to the minutes had been submitted by Jane Winterbone, former Interim Assistant Director for Education. This paper had been requested by Schools Forum at its last meeting and was for information only.

Service Trade Charges – clarification was sought in relation to charges that were introduced part way through the year when there was no opportunity to react to it. Officers were not able to provide an answer and this item was carried forward to the next meeting. The Chairman pointed out that this was the third time that this item was carried forward.

School Admissions – Coral Miller, Interim Senior Finance Specialist for Schools informed that 98% of the allocation for School Admissions was for salaries and 2% was for running costs. Schools Forum asked for a full activity breakdown to be brought to the next meeting.

48 DECLARATION OF INTEREST

There were no declarations of interest.

49 REVENUE MONITORING

The Forum considered the Revenue Monitoring report which was set out in agenda pages 17-24.

Coral Miller explained that the forecast as at 31 January 2018 showed an overspend of approximately £1.078m. This represented an increase in expenditure of £39k on that previously reported and reflected a small movement within the High Needs Block (HNB).

During the discussion of the item the following comments were made:

- It was noted that the majority of the overspend related to the HNB;
- Coral Miller stated that a Task and Finish Group had been set up to consider options for the HNB;
- Paul Miller stated that going forward the Department for Education (DfE) would separate out the funding for schools in four lump sums (Blocks). He was interested to know how the HNB deficit would be carried forward;
- Coral Miller stated that the Task and Finish Group was looking to find a recovery plan and it was hoped that by the end of 2018/19 a balanced budget would be achieved. It would be up to elected Members and WBC senior leadership to make a decision if this was not achieved;
- Members of the Forum were sceptical that it would be possible to balance the budget in one year;
- It was noted that going forward, with four separate budget funding allocations it will be easier to contain deficit in certain areas, but it will be more difficult to recover the overall deficit in the HNB;
- Coral Miller stated that many other Local Authorities had also applied to move money from the Schools Block to the HNB and none had been approved;
- Councillor Clark stated that Wokingham's situation was not unique in the country. She informed Schools Forum that conversations had taken place with the local MP about this, and the government was being urged to take action to help the Local Authority to mitigate the deficit.

RESOLVED That: The report be noted.

50 2018/19 EARLY YEARS BUDGET

The Forum considered the 2018/19 Early Years Budget report that was set out in agenda pages 25-30.

Coral Miller explained that Schools Forum was being asked to agree to the proposal to retain 4% centrally, equating to £421k for 2018/19. This reflected the same % as retained for the current financial year, ensuring that 96% would be available to fund Early Years' providers.

Coral Miller stated that work was still ongoing to finalise the January census, and the hourly rate for providers could not be confirmed until all information was received and verified.

Emma Slaughter, Early Years Consultant stated that a 5% central retention was the maximum allowed by the government, but Wokingham was proposing 4%.

During the discussion of the item the following comments were made:

- Ian Morgan stated that Jane Winterbone used to be the senior leader for Early Years, and that there was a vacancy in the Early Years senior leadership team. He was interested to know who would be taking up this position now that Jane had left the Local Authority and what the structure was within Early Years;
- Patricia Davies, Interim Assistant Director for Education stated that she was now in post and would take over all the responsibilities that used to be Jane's;
- Emma Slaughter confirmed that she was the interim senior leader for Early Years;
- Members discussed the number of staff in Early Years at the Local Authority, and were interested to know how much of the Early Years budget was taken by the five members of staff, taking into account the vacancy in the team;
- Mary Parker stated that the new system that was brought in by the Local Authority did not give providers access to training, apart from statutory training;
- Emma Slaughter stated that mandatory training was still being provided;
- Kerry Clifford stated that the hourly rate was going up and the lump sum was going down and she worried that this was unsustainable;
- Members asked that a full breakdown of the £421k be submitted for consideration;
- Gail Prewett pointed out that providers did not receive £4.61 per hour as stated in the report and asked that this be changed;
- Coral Miller stated that once the January census was completed and the work was finalised, any money left would be given back to providers;
- Derren Gray questioned the figure of £370k for Early Years centrally retained for statutory Local Authority duties listed on page 23 of the agenda, and in particular why this had increased. Emma Slaughter explained that this related to contingencies, and it was to cover the likely increase in the uptake of the 30 hours free childcare;
- Kerry Clifford was concerned that providers would not have the capacity to meet extra uptake of the 30 hours;
- Mary Parker stated that her setting lost money for every child that took up the 30 hours;
- Ian Morgan stated that the Local Authority had enforced the graded support package to providers without consultation. Emma Slaughter stated that the Local Authority was fulfilling its obligations. She explained that because there had been no options available, it had made no sense to consult with providers;

- Members noted that providers were being penalised for performing well, and that perversely help would only be available to those dropping standards;
- Emma Slaughter affirmed that the Local Authority was delivering over and above its statutory duties, and asked Members to consider that funding was very limited;
- Kerry Clifford pointed out that given the current financial situation, providers would have to work together to achieved the desired outcomes;
- Ian Morgan stated that it was important to improve communication and re-instate the Early Years Forum.

RESOLVED That:

- 1) Schools Forum approves the Early Years centrally retained proposal of 4% for 2018/19, provided that the following clarifications are presented to the next meeting of the Forum:
 - I. Financial information on how the £421k is planned to be spent, with a breakdown of the figure;
 - II. Financial information and breakdown of the 2017/18 Budget allocation;
 - III. Clarification of the £4.61 hourly rate and the figure (£4.15) that actually arrives at school level;
 - IV. A review of the use of the Top Slice once salaries and overhead recovery have been accounted for.
- 2) Schools Forum encourages the re-instatement of the Early Years Forum.

51 HIGH NEEDS BLOCK

Coral Miller presented the 2018/19 High Needs Block Budget report which was set out in agenda pages 31- 34.

Coral Miller stated that the application to the Secretary of State to approve the application to transfer 0.5% from the Schools Block to the NHB had been rejected. This decision meant that the funds available to the HNB for 2018/19 were reduced by £498k on that previously assumed, and significantly increased the challenge to delivering a balanced budget for the coming year. Coral informed that as far as she was aware the Secretary of State had rejected all such applications from all other Local Authorities.

Coral Miller drew attention to the information in appendix A, which showed that savings of £2.4m were needed to show a balanced budget. Coral informed that Steve Nyakatawa, SEN Consultant was going to be working to achieve the savings that were necessary.

Coral Miller assured Schools Forum that Officers and elected Members were aware of the situation and were looking at the options.

Councillor Clark stated that in turning down the Local Authority's application, the Secretary of State said that they were prepared to talk, and a meeting was being organised to discuss the possibilities.

During the discussion of the item the following comments were made:

- Emma Clark stated that the number of children needing special education was due to increase. She stated that where primary schools were able to support, with difficulty, some children with special needs, she knew that these children would not be able to cope in mainstream secondary schools, and they would need special provision;
- Sara Attra stated that her school had taken five or six children over its allocated number without base funding, and that other special schools in the Borough were also full to capacity;
- In response to a question Patricia Davies stated that Steve Nyakatawa was the senior leader for SEN and that he would be looking at provisions and how to improve;
- Ginny Rhodes expressed concern that Steve Nyakatawa was holding an interim post and she worried about continuity plans;
- Jay Blundell raised the issue of Foundry College's capacity. She worried that there was no reflection in the Budget of the need to expand Foundry College's provision. She stated that she had 56 children on roll and was funded for 47, and the trend was for the numbers to increase. Also, Foundry College was taking children that should be at special schools without receiving the top slice for these children. There was a lack of physical space and staff to be able to cope with the demand;
- Councillor Clark congratulated Jay Blundell on the outstanding Ofsted report and the work provided by Foundry College. She stated that she had discussed the issue with Paul Senior, Interim Director of People Services and assured Jay that elected Members were aware of the situation and were looking at options;
- Ben Gobbler stated that it was important to involve representatives from schools, such as Jay Blundell in the process of talking to the Secretary of State and senior leaders, as the argument would be more compelling;
- Emma Clarke stated that the governors from her school had written many emails to Piers Brunning, Senior Specialist (People and Place) Strategy Commissioning, but had not received a response. Councillor Clarke asked that this email be sent to her;
- Paul Miller pointed out that a large sum from the HNB went to fund Out of Borough placements;
- Patricia Davies confirmed that there were not enough specialist provisions within the Borough;
- In response to a question Patricia Davies stated that the Resource Space Review had been submitted to the Lead Member and the senior leadership team and was going to go out for consultation. She informed that the schools that had been involved in the review had been positive about the suggestions contained in the report;
- Patricia Davies pointed out that there was only one secondary school within the Borough with specialist provision, and this was going to be full from September, the situation was challenging;
- Members of the Forum believed that the HNB Task and Finish Group would not be able to find a solution for the next financial year. It was believed that it would take two to three years to achieve a solution;
- Members pointed out that children that were in Out of Borough placements were unlikely to come back to provisions within the Borough;
- Emma Clark asked if the Local Authority held data around the number of children currently attending primary schools who were likely to need special provisions when they reached secondary school age. Patricia Davies would raise this question with Steve Nyakatawa;
- Paul Miller asked that this issue be raised at the Task and Finish Group.

Paul Miller asked Coral Miller and Councillor Clark if there was anything that Schools Forum could do to help. Coral stated that firstly she had to wait for the outcome of the meeting with the Secretary of State.

RESOLVED That the report be noted.

52 CHANGES TO SCHOOL BLOCK BUDGET

Coral Miller presented the Changes to School Block Budget report which was set out in agenda pages 35-46.

Coral Miller explained that Schools Forum was being consulted on the late adjustment to the Schools Block Budget which was caused due to the late decision made on the Council disapplication request to move money from the Schools Block to the HNB which was rejected by the DfE on 31 January 2018.

Coral Miller stated that due to this change a factor that had previously been agreed had to be changed to accommodate the additional funding added to the Schools Block Budget.

Coral Miller stated that the Local Authority had chosen to go with a positive Minimum Funding Guarantee (MFG) of 0.5%, and this had been allowed for the first time by the DfE.

Coral Miller informed that the DfE's regulations stated that any changes to the funding formula had to be consulted with all schools, academies and the Schools Forum. However, due to the late response from DfE, the Local Authority was consulting with schools and academies via this Schools Forum.

Janet Perry wished it be recorded that the increases presented in the report did not cover the increases in costs to schools. She stated that schools would have to find significant cuts in expenditure in order to be able to balance their budgets.

In response to a question about the progress toward New Funding Formula (NFF) based funding Coral Miller stated that it was not certain if there would be transition protection.

Forum members expressed concern that some schools would receive less money under the NFF. It was recognised that the Schools Block Task and Finish Group was working hard to try and find the best possible model for all the schools in the Borough.

RESOLVED That: Schools Forum agreed to the changes to the Schools Block Budget without any further consultation.

53 DE-DELEGATED ITEM EXPLANATION

The Forum considered the De-delegated update report which was set out in agenda pages 47-53.

Coral Miller presented the report and explained that de-delegated services were for maintained schools only; funding for de-delegated services must be allocated through the formula but can be passed back, or 'de-delegated' for maintained mainstream primary and secondary schools with Schools Forum approval.

Coral Miller stated that the staff costs supply cover included funding for the following: maternity leave; paternity leave; trade union cover and public duties. Coral informed that it

was possible to claw back money from staff that did not return after three months, she asked schools to inform the service when this occurs.

Kerrie Clifford asked how this was worked out for staff that worked part-time and it was confirmed that this was pro-rata. Coral Miller stated that the service used a system called Capital One modules to calculate it. Members informed that this system was used by Wokingham Borough Council only and not by schools. Coral agreed to provide clarification as to how this system worked.

Janet Perry asked why the charges to academies were different from the de-delegated charges. Jay Blundell stated that she charged exactly the same to academies as she did to the de-delegated fund.

Schools Forum considered the paper which had been provided by Dan Skinner, Specialist Finance which gave details of the insurance provided to schools. Coral clarified that academies bought indemnity and maintained schools bought insurance. Paul Miller asked Coral Miller to thank Dan for providing this explanation to the Forum.

RESOLVED That:

- 1) the report be noted and
- 2) Schools Forum was re-assured that it was getting good value for money in relation to insurance.

54 2018/19 BUDGET SUMMARY

In view of all the changes that had occurred during the year in the preparation of 2018/19 figures, Paul Miller asked that Coral Miller bring to Forum a full summary of the 2018/19 Budget.

Paul Miller stated that with the introduction of the NFF there would be four distinct lump sums (Blocks), he was interested to see the consolidated predicted outturn and the breakdown on income and expenditure by Block.

Coral Miller stated that she was working on a 2019/20 model around the new funding formula, this would be ready towards the end of the summer term. When ready Coral would present this model and the 'levers for change' to Schools Forum.

In response to a question Coral Miller stated that any remaining deficits would be allocated to the Block where they originated. She stated that the Local Authority was not allowed to carry forward a deficit in Schools Block.

RESOLVED That

- 1) the consolidated 2018/19 Budget Summary report will be submitted to Schools Forum at the next meeting;
- 2) the proposed new funding formula model Budget will be presented to Schools Forum at a meeting towards the end of the summer term.

55 FORWARD PROGRAMME

The Forum considered and noted the Forward Programme of work and dates of future meetings as set out on Agenda page 55.

The following items were added to the programme for the meeting on 28 March:

- Growth Fund update
- School Admissions activity breakdown
- High Needs Block Task and Finish Group – verbal update
- Foundry College – de-delegated behaviour support services
- Wokingham Learning Partnership update
- Review of Schools Forum membership
- Summary of 2018/19 Budget
- Early Years feedback

Paul Miller announced that Mary Parker was standing down from Schools Forum and that Ian Morgan was going to be the new Early Years representative. Paul thanked Mary for her contribution to the work of Schools Forum over the last few years.

It was confirmed that the next meeting on 28 March would be held at the Council Officer in Shute End.

MINUTES OF A MEETING OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE HELD ON 21 FEBRUARY 2018 FROM 7.00 PM TO 8.45 PM

Committee Members Present

Councillors: Laura Blumenthal (Vice-Chairman), Lindsay Ferris, John Kaiser, Ken Miall, Malcolm Richards, Chris Smith and Shahid Younis

Other Councillors Present

Councillors: Imogen Shepherd-DuBey

Officers Present

Neil Carr, Democratic and Electoral Services Specialist
Louise Griffin, Performance and Programme Management Specialist

65. ELECTION OF CHAIRMAN

Councillor Laura Blumenthal reminded Members that Keith Baker had accepted a position on the Executive and, consequently, could not continue in the role as Chairman of the Committee. It was proposed by Laura Blumenthal and seconded by Lindsay Ferris that John Kaiser be appointed as Chairman of the Committee for the remainder of the Municipal Year.

RESOLVED: That John Kaiser be elected as Chairman of the Committee for the remainder of the 2017/18 Municipal Year.

66. APOLOGIES

Apologies for absence were received from Parry Batth, Kate Haines, Pauline Helliars-Symons, Ian Pittock and Bill Soane.

Imogen Shepherd-Dubey attended as a substitute for Ian Pittock.

67. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Committee held on 9 January 2018 were confirmed as a correct record and signed by the Chairman.

68. DECLARATIONS OF INTEREST

There were no declarations of interest.

69. PUBLIC QUESTION TIME

There were no public questions.

70. MEMBER QUESTION TIME

There were no Member questions.

71. COUNCIL PLAN PERFORMANCE MONITORING Q3

The Committee considered a report, set out on Agenda pages 11 to 20, which gave details of Council Plan performance monitoring for the third quarter of 2017/18 (October to December).

The report covered 48 performance indicators and 19 key projects. It stated that the majority of measures (78%) were achieving the assigned targets (Green) whilst 19% were

slightly off target (Amber). Only two measures were reported as being off target (Red). These were:

- Percentage of child protection visits due in the period which were completed within 10 days of the previous visit;
- Percentage of household waste reused, recycled and composted.

The report gave details of a specific service area showing improved performance – number of affordable homes completed. The target for 2017/18 was completion of 372 affordable homes. It was expected that the final number of completions for the year would be over 450. Furthermore, over 100 of these completions will have been delivered by the Council's own housing companies in relation to projects commissioned and funded by the Council on its land holdings.

During the ensuing discussion Members raised the following points and questions:

- L&CS3: Household waste reused, recycled and composted. Following recent announcements about the collection of additional types of plastic it was felt that performance should be monitored to assess the impact on the overall performance figures.
- CS2: Homelessness decisions made within 45 working days. The loss of a key member of staff had impacted on performance. What was the contingency plan for situations such as this and was effective succession planning in place?
- PS9: Child protection visits completed within 10 days of the previous visit. Why was performance lower than the previous year? In light of the information in the report, was this a SMART target?
- PS15: Leisure centre attendances. Was there any evidence that attendances had picked up in January/February 2018?
- CS10: Business Rates collection. Was performance on track to achieve the 2017/18 target? Why was the 2017/18 target lower than the 2016/17 actual?
- CS14: Percentage of calls answered. What was the number of calls received compared to the number of contacts via the website? In line with the principles of the 21st Century Council programme, what were the targets for call diversion to self-service using the Council website?
- General – what was the process for identifying Key Performance Indicators, setting the relevant targets and setting the Red, Amber and Green thresholds? Who decided on the removal and/or introduction of new indicators?

RESOLVED That:

- 1) the Quarter 3 Council Plan Performance Monitoring report be noted;
- 2) answers to the questions and queries raised by Members be circulated to the Committee;

- 3) Members submit any further questions or queries to John Kaiser;
- 4) Shahid Younis formulate an appropriate question relating to customer contact and the 21st Century Council changes;
- 5) John Kaiser discuss relevant indicators for the measurement of traffic congestion with the Executive Member for Highways and Transport;
- 6) draft Key Performance Indicators for 2018/19 be submitted to the Committee for consideration and comment.

72. OVERVIEW AND SCRUTINY WORK PROGRAMMES 2018-19

The Committee considered a report, set out at Agenda pages 21 to 28, which gave details of proposals for the development of Overview and Scrutiny work programmes for 2018/19.

The report stated that effective work programming was an essential part of Overview and Scrutiny. It was a Member-led process aimed at shortlisting and prioritising issues of community concern together with issues arising out of the Council Plan and major policy or service changes.

Appended to the report were draft work programmes for the Management Committee and the three Overview and Scrutiny Committees. The report stated that press and social media releases had also been circulated in order to generate additional items for inclusion from residents, community groups and Town/Parish Councils.

John Kaiser informed the Committee that a discussion paper would be circulated to Members setting out a proposed direction of travel for the Overview and Scrutiny function. The paper would propose the division of scrutiny into three broad categories:

- Horizon Scanning – looking ahead to changes that will impact on the Council such as central Government initiatives and changes in local government finance;
- Pre-decision Scrutiny – examining draft policies and programmes before they were enacted;
- Post-decision Scrutiny – examining the implementation of new policies and programmes, their effectiveness and the achievement of value for money.

Members considered the draft work programmes and highlighted specific areas of interest. During the ensuing discussion, Members highlighted the following priorities for the Overview and Scrutiny Committees in 2018/19:

Overview and Scrutiny Management Committee

- 21st Century Council Programme;
- £500m infrastructure investment – SCAPE contract;
- Local Plan Update;
- Vision and Priorities – Leader and Chief Executive to attend in June 2018;
- General Data Protection Regulations;
- Outcomes from the Traffic Congestion working group.

Children's Services Overview and Scrutiny Committee

- Fairer funding for schools;

- Allocation of school places.

Community and Corporate Overview and Scrutiny Committee

- Waste and recycling (including the collection of food waste);
- Town centre regeneration (including car parking provision);
- Impact of changes to train services.

Health Overview and Scrutiny Committee

- Air quality monitoring;
- Future delivery of Healthwatch.

RESOLVED That:

- 1) the draft work programmes for 2018/19 be amended to reflect the priorities identified by the Committee;
- 2) the draft work programmes be considered further at the next meeting of the Committee alongside suggestions from residents, community groups and other stakeholders;
- 3) Members submit comments on the future direction of the Overview and Scrutiny function to John Kaiser;
- 4) Data Protection changes be considered at the next meeting of the Committee with an invite to all Overview and Scrutiny Members;
- 5) mid-year progress on delivering the work programmes be considered at the meeting of the Committee in November 2018.

73. CONSIDERATION OF THE CURRENT EXECUTIVE AND INDIVIDUAL MEMBER DECISION FORWARD PROGRAMMES

The Committee considered a copy of the Executive Forward Programme and the Individual Executive Member Forward Programme, as set out on Agenda pages 29 to 40.

RESOLVED: That the Executive and Individual Executive Member Decision Forward Programmes be noted.

74. COMMITTEE WORK PROGRAMMES 2017-18

The Committee considered its 2017/18 forward work programme and that of the Overview and Scrutiny Committees as set out on Agenda pages 41 to 46.

RESOLVED: That the forward work programmes for 2107/18 be noted.

75. UPDATE REPORTS FROM CHAIRMEN OR NOMINATED MEMBER OF THE OVERVIEW AND SCRUTINY COMMITTEES

The Committee considered updates from the Chairmen of the Overview and Scrutiny Committees.

RESOLVED: That the updates be noted.

**MINUTES OF A MEETING OF
THE EXECUTIVE
HELD ON 22 FEBRUARY 2018 FROM 6.30 PM TO 7.30 PM**

Committee Members Present

Councillors: Charlotte Haitham Taylor (Chairman), David Lee, Mark Ashwell, Keith Baker, Richard Dolinski, Norman Jorgensen, Julian McGhee-Sumner, Stuart Munro and Simon Weeks

Other Councillors Present

Prue Bray
UllaKarin Clark
Gary Cowan
Lindsay Ferris
Michael Firmager
John Halsall
Clive Jones
Philip Mirfin
Ian Pittock
Malcolm Richards
Imogen Shepherd-DuBey
Rachelle Shepherd-DuBey
Chris Smith
Oliver Whittle

96. APOLOGIES

There were no apologies for absence submitted.

97. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Executive held on 25 January 2018 were confirmed as a correct record and signed by the Leader of Council.

98. DECLARATION OF INTEREST

Councillor Norman Jorgensen declared a personal interest in Agenda Item 101 Shareholders' Report by virtue of the fact that his wife was a paid Non-Executive Director of WBC Holdings Ltd. Councillor Jorgensen remained in the meeting during discussions and voted on the matter.

Councillors David Lee and Stuart Munro declared personal interests in Agenda Item 101 Shareholders' Report by virtue of the fact that they were paid Non-Executive Directors of WBC Holdings Ltd. Councillors Lee and Munro remained in the meeting during discussions and voted on the matter.

99. PUBLIC QUESTION TIME

In accordance with the agreed procedure the Chairman invited members of the public to submit questions to the appropriate Members.

99.1 Paul Craddock had asked the Executive Member for Environment the following question. As Mr Craddock was unable to attend the meeting the following written response was provided to him:

Question

Given the focus on reducing plastic waste globally and given that in Bristol alone they will be installing 200, what is Wokingham Council's plan and timescale for the introduction of one or more plastic bottle refilling fountains in the newly regenerated town centre?

Answer

Water supplies are included within both Peach Place and Elms Field development. We will ensure that fountains are fitted to enable re-filling of plastic water bottle

99.2 Rachel Bishop-Firth asked the Executive Member for Highways and Transport the following question:

Question

I understand that the Council and Network Rail have signed a Memorandum of Understanding to develop a solution to the Tanhill Lane crossing, which currently has two separate bridges including a very steep and unsightly temporary bridge. Could the Council please outline what this Memorandum of Understanding contains including the responsibilities of each party and any agreed timescales?

The Council has previously stated that it is not the Council's responsibility to provide this bridge. Network Rail, on the other hand, are very clear that they see a permanent solution as being the responsibility of the Council and have stated to me in response to my questions to them that 'you will need to speak to the Council as it is their project to install the permanent bridge'.

Answer

The Memorandum of Understanding, the MOU, was signed off between Network Rail and the Borough Council in late 2016. It is quite a brief document only covering one A4 page. You asked what was contained in this document for "responsibilities" so I will quote from it exactly what it says. It is Section 3 Responsibilities:

"NR (that is Network Rail) will build and wholly fund and maintain a temporary stepped footbridge at Tan House level crossing to mitigate the current safety risks associated with crossing the railway on the level in that location until such time as a permanent solution is put in place." Which they have done.

"Network Rail and Wokingham Borough Council will collaborate on a permanent ramped footbridge solution upon the progression of development proposals for the multi storey car park and the life expiration of the existing stepped footbridge over the Gatwick to Reading line. The responsibilities of Network Rail and Wokingham Borough Council in respect of the permanent ramped footbridge will be subject to discussion once the development of the multi storey car park has been commenced."

So you can see that the development of the permanent ramped footbridge is not the sole responsibility on either the Council or Network Rail. It is a joint project between both organisations.

The next item is around costs which is Item 4.

"Network Rail will wholly fund the temporary stepped bridge.

WBC and NR will approach funding collaboratively in respect of the permanent ramped footbridge solution. The terms of the funding will be subject to discussion once the development of the multi storey car park has been commenced.”

As you can see once again it is not the sole responsibility of either Network Rail or the Council. It is the responsibility of both organisations and those joint discussions are continuing.

Supplementary Question

Yes we have got the multi storey car park in place now and I understand that the Council is going to be building a number of homes for sale on this site, and that does not include any social or affordable housing as I understand it. Could the CIL money for these houses be used to finance the building of a permanent bridge?

Supplementary Answer

Certainly that could be one option; no question. The biggest issue tends to be, for those of us who have worked with Network Rail, is that they are quite a bureaucratic organisation, worse than the Council, and it does take a long, long time to sort out the workings between Network Rail and anybody who is trying to work with them. But it could possibly be an option.

I will get back to you on timescales.

99.3 Derek Oxbrough asked the Executive Member for Environment the following question:

Question

Are budget constraints responsible for the lack of routine care and maintenance of the road drains/gulleys in the WBC area and particularly within Barkham. Background: For the past 4 years Barkham Parish Council, as a matter of record, have been requesting that WBC solve the drainage issues in Barkham Road between Coppid Hill and the Barkham Brook bridge. This section of road has a short, but one of the steepest hills (approx. 1 in 8) in the Wokingham area and has a double “S” bend on the slope to make it even more dangerous. Because of blocked drains, particularly in the winter, heavy rain causes a huge amount of surface water in the form of a 2m wide stream causing any salt that been spread on the road to be quickly washed away. If a frost then follows the rain the road ices over with black ice which is impossible for motorists to detect, and could lead to serious injury or death. There have been two major accidents this winter and in the second one a young lady driver was injured and her car written off. This is a dangerous section of rural road, which has a narrow pavement, and a high brick wall that has to take a huge amount of traffic. This traffic flow will only increase with all the additional new housing in the Barkham area. An additional aggravating cause of these blocked drains/gulleys is the lack of supervision of the WBC contactors who are meant to clear the pavements and road sides of all the debris from soil, litter and oak trees etc. on a monthly basis. If this debris is not removed regularly, it ends up blocking the drains and their interconnecting pipework. Barkham Parish Council has continually requested for the street cleaning task to be done properly and taken seriously as the roads are often missed for months or only partly cleared. No one seems to monitor the contractor to make sure the job has been done properly. So are budget constraints responsible for the lack of routine street cleaning and maintenance of the road drains/gulleys and will WBC provide adequate funds to resolve this issue in the coming financial year?

Answer

You made quite a number of points there so hopefully I will address them all in the response. There are approximately 30,000 gullies in the Borough of Wokingham, all of which are included in the annual maintenance programme completed by the Council's contractor. In certain locations, including Barkham Road, where we know that there are historical drainage issues, the gullies are cleaned more frequently.

Officers monitor the routine maintenance works by auditing selected areas on a monthly basis, as well as using an online asset management system where they can track the gully emptier and review the condition and silt levels of the gullies. The current gully emptying contract is in its first year of operation so it is a new thing.

This section of Barkham Road is cleaned every four weeks and my information is that it was last cleaned on 8th February 2018 and it is next due to be cleaned on 8th March.

Officers are aware that there are historical flooding issues in this location, which have been exacerbated by a number of Thames Water drainage leaks in the last few years. For this reason, more detailed works have been carried out on several occasions to try and resolve the problems.

As you are aware, the most recent works have been carried out on the Barkham Road, between Barkham Street and School Road, over a three week period which began on 5th February 2018. This has involved ditch clearance, gully emptying and jetting, pipe extension, pipe replacement, outlet clearing, gully lid replacement and root cutting. It is hoped that this work will help reduce the problems you have mentioned.

There were also concerns about the drainage between Coppid Hill and Barkham Ride so that section was jet cleaned during this three week period to ensure it runs clear. As well as this, the contractor has cleared the ditch where the water in this system ends up. In addition to this our Officers have continuously put pressure on Thames Water to resolve the water leaks outside Barkham Manor and at the junction of Barkham Road and Bearwood Road. I understand that Thames Water are continuing to investigate.

There is a similar situation with a Thames Water leak near to the junction with School Road whereby water runs out of a BT manhole cover. Thames Water will be carrying out works to repair this leak within the next week.

Moving forward, a capital scheme will be required in this location to replace the existing drainage system but this will involve a significant amount of traffic disruption as well as having to conduct works on properties in the area. Therefore, our Drainage Officers are working collaboratively with other teams conducting other schemes so that they can programme these works.

Supplementary Question

Because you have just answered there that various bits would be dealt with and so forth but the most dangerous bit, which I believe should have been tackled first, is the hill. It is where the accidents occur, it is where a double bend is, and it is where ice forms. Yet you go and do other pieces that aren't so important on a straight piece of road in a much lesser hill. So I am not sure why that was.

But what I would like to know is when specifically is the question of the hill going to be sorted out? When will that be done bearing in mind that we are just about to have another load of frost over the next 10 days?

Supplementary Answer

All these works, I am sure, will help it is all about flowing water in the right places but specifically on the hill I will take that away and come back to you with a further answer.

99.4 Jack Beresford asked the Executive Member for Strategic Highways and Planning the following question:

Question

Can you please confirm that the proposed new Community Centre at Matthewsgreen will be operated in a manner that allows all members of our community to have full access to it, irrespective of race or religious beliefs?

Answer

I would like to give you reassurance that all community facilities provided by the Council are done so in accordance with the principles set out in the Shaping Our New Communities document and that is why community facilities have been built on each of our strategic development locations. This new community facility being built as part of the Matthewsgreen development will be available to everyone in the local community and indeed if you look at page 189 of tonight's agenda you will see in the final paragraph, first sentence, it states that (this is from the Kings Church submission): *"As a publicly-funded community space, the community centre would be open to all. We would aim to be fully inclusive of all community groups. We would not seek to exclude, or look to impose restrictions on, individuals or groups permitted to book the space."*

Further clarification came from one of the Church's senior members when he responded me and said *"Dear David. Further to our telephone conversation I can confirm that under the Equalities Act 2010 we would have to hire the community centre to any group that wanted it."* So he has confirmed that. This group is bringing great benefit to that area. They were the only ones that submitted a final bid and they have actually within the report you will see that they have likened it to the FBC Centre which is not branded as a church it is a community centre which is used for church services on Sundays. So it will be open to everyone.

Supplementary Question

When will this be expected to open for Emmbrook residents?

Supplementary Answer

We need to agree it tonight and it then has to go through a planning application as they are going to be putting in the region of £1m of their own money to increase the size of that facility which will be built as part of the developer contribution.

So in terms of when will it be open I would love to say next Monday morning at 9 o'clock but I think that would be a bit rash.

100. MEMBER QUESTION TIME

In accordance with the agreed procedure the Chairman invited Members to submit questions to the appropriate Members

100.1 Imogen Shepherd-DuBey asked the Executive Member for Highways and Transport the following question:

Question

Many residents live in areas which have week day parking restrictions designed to deter commuters and shoppers from parking on residential streets. They have been very surprised to be getting Parking Tickets on public holidays such as Boxing Day and New Year's Day when they are not at work and have family visiting.

Is it still really necessary to be issuing tickets on these days?

Answer

When Civil Parking Enforcement powers were introduced in October 2017 the previous police restrictions, including on bank holidays, were adopted by the Council. It is important to note that parking enforcement in this respect has not changed at all. The reason why many people believe this is the case is that the police, the former enforcement agency, due to other priorities never carried out planning enforcement. The Council is now in the process of reviewing the traffic orders across the 1,800+ roads we have to ensure that they are still effective and relevant to the traffic management policy but this is an extensive process and will not happen overnight.

Whilst it is unfortunate that residents have been issued Penalty Notices since the Council took on CPE powers, parking restrictions are clearly advertised on street and residents are expected to comply with these. If the signage is inaccurate or not clear then they should use that if they decide to lodge an appeal to the independent assessors. Now this point is very important as there is now a process and the Council cannot intervene on an individual's behalf as they could in the past. Clearly Officers will do their level best to carry out the review process mentioned previously but inevitably it is going to take time.

Supplementary Question

How would one go about getting these things reviewed and get them reviewed quickly because there are some areas obviously eg certain areas near the town when the shops were shut, and they were getting parking tickets on Boxing Day and things like this all of a sudden. I appreciate that it probably was already there.

Supplementary Answer

The issue is one of fairness. Because for the residents you are talking about I can probably site another 20, 30, or 40 roads who will say exactly the same so therefore we need to do that in a very systematic priority based way which means we can't actually, or we shouldn't, prioritise one road over another.

100.2 Michael Firmager asked the Executive Member for Adults' Services the following question:

Question

Regarding the Council Housing List, please can you advise what has been the reduction in numbers with particular regard to Band A, which concerns the people with most need?

Answer

Between January and December 2017 we were able to re-house 138 people from the priority Band One. People in Band One include those where we have accepted a homeless duty, those with urgent medical and social priority, and those who need to move due to reasons of regeneration of social housing.

Although Band One remains at a constant level of between 70 and 80 applicants at any one time due to new households joining, people moving into the Borough or people existing within the Borough, activity in rehousing people in urgent housing need progresses well and those with priority are rehoused in a timely manner that reflects how urgent their housing need may be. For example I met a young lady only last week. She came into Shute End to collect her keys. She was made homeless only 3½ months ago.

Supplementary Question

I was just wondering what the future plans are to further reduce the Council housing list?

Supplementary Answer

We are going to continue to work with our Council owned housing companies and we are going to deliver innovative solutions to meet the demand for housing and that is going to grow and work with our housing association partners to deliver homes in strategic locations. And as such I am pleased to say that we are on target to provide around 500 new affordable homes this coming year many of which will be social homes where the rent is capped at 60% of the market value.

100.3 Chris Smith asked the Executive Member for Highways and Transport the following question:

Question

In February 2017 Reading Borough Council installed parking meters on Pepper Lane in what had previously been free parking spaces. These parking spaces were used by students and staff at Reading University who did not have allocated parking spaces. This has meant that parking from Reading University has been forced further down Pepper Lane and into the residential areas off Elm Road and Wilderness Road. This is causing a problem for residents in these areas as the extra cars parked are restricting residents' access.

Although additional parking enforcement patrols have occurred in the affected areas, if the cars are not parked illegally no enforcement action or parking tickets can be issued. Any changes will require a majority of residents in a street to opt for additional restrictions such as yellow lines for them to be introduced.

What warning was received by Wokingham Borough Council over these proposed changes?

Answer

The Local Authorities Traffic Orders (Procedure)(England and Wales) Regulations 1996 Part 2 Section 6 gives details of those that should be consulted and in this case we should have been included. It says "*when the order relates to, or appears to, the order making authority to be likely to affect traffic on a road for which another authority is the highway authority or the traffic authority.*" Clearly, as you describe, this has had a direct impact on Earley wards in Wokingham Borough. Having searched our computer records we do not have any record of any consultation re Pepper Lane.

The Officer in charge of parking has asked Reading Parking Services, who would be responsible for the work, to confirm if they did consult with us and request they provide a copy of the consultation and response if they did. I have not yet had a response.

Supplementary Question

Will you work with me to get this sorted for my residents in Hillside and across the rest of Earley whether that means increased parking restrictions or rolling back what Reading attempted to do on Pepper Lane?

Supplementary Answer

When it comes to anything under our control absolutely yes we can work together. When it comes back to Reading Borough Council those of us who have tried to get the traffic lights removed up at Shinfield know what an uphill struggle that is.

100.4 Clive Jones asked the Leader of the Council the following question:

Question

Although Wokingham Borough is generally a safe place to live. There has been a spike in the number of burglaries recently.

What can be done to reduce the number of burglaries in and around the Borough and particularly the Earley and Lower Earley area?

Answer

The 1998 Crime and Disorder Act places a statutory duty on Local Authorities to work in partnership with the Police, Health Bodies, Probation and the Fire Service to reduce crime and disorder in their local areas.

Much of this work is carried out through the Community Safety Partnership, a high level body that takes a strategic approach to crime reduction by developing and implementing action plans, holding the police to account on performance, commissioning crime reduction related services and operations based on intelligence. Working in this way has helped Wokingham achieve and maintain the lowest crime rates in the country.

There has been a recent spike in residential burglary in the Thames Valley, and Wokingham Borough has been particularly affected. Currently the increase is around 12%, which is the fourth highest increase in the area.

To address this the Council is working with the Police to: communicate crime prevention advice enabling residents to better protect themselves against becoming victims, using any regulatory powers in particular to improve the security of flats or houses in multiple occupation for example, making sure that lighting in communal areas meets the standards and supports the Police in their investigations by sharing relevant information.

Burglary reduction is a priority and performance is monitored at the fortnightly Police Tasking Meeting attended by the Community Safety Partnership Manager as well as the bi-monthly Community Safety Partnership Board Meeting.

Supplementary Question

Residents are particularly concerned about the spike in burglaries. Will you work with me to ensure that funds are available to erect new street lighting and trim the hedgerows in urban areas such as Earley and Lower Earley should the police feel that these measures would assist them with crime prevention and as we are short of time tonight a simple yes or no would be fine?

Supplementary Answer

I am not going to commit specific funds to this because I am not sure that is necessary to prevent this but I think that we should go to the Community Safety Partnership and ask them what are the things that they deem necessary for the prevention of these crimes.

Like you have raised specific things in your ward I also have seen a specific rate increase as well in my ward and it is actually particularly in new housing which I think is particularly odd. I think that one of the things we need to concentrate on is people understanding how they can secure their own homes and I think we need to take precautions around alarms. People are deterred from breaking in when they see an alarm, when they see good locks on windows, when they see cameras. There are lots of different methods that people can employ and lots of them. Hedge cutting is perhaps one of them but that is not the only thing and I think we can explore these things together and some of that doesn't include the Council spending lots of money on it. So I would like to have a discussion outside this meeting about how we can tackle this.

100.5 Ian Pittock asked the Executive Member for Highways and Transport the following question:

Question

The Executive Member for Highways will be aware of the promised plan to build a cycleway down the Nine Mile Ride from Gorse Ride South to Park Lane which has been delayed due to the necessary extra Highway's land to be added to the existing footway having been encroached upon by residents and there is some reluctance to tackle these residents despite this being in the interests of the wider community. Bohunt students are already cycling along the footway. There is now a welcome plan to build new bus stops, shelters and a light controlled pedestrian crossing at the entrance to California Country Park. There is Highway's owned grass land at this point suitable for the eastbound shelter and the bus stop itself could be placed a little further east so as not to cause a traffic issue at the entrance. Why, therefore, is it felt necessary to place both the bus stop and the shelter on the existing footway so causing another obstruction in the way of building the cycleway adding this to the fact that you have not yet placed a marker down by writing to the offending residents; what message are you sending to the wider community?

Answer

You will recall that you were a participant in meetings with all Councillors in April 2017 where this issue of cyclists and Nine Mile Ride were discussed at great length. At the end of that meeting a proposal was put forward, and accepted by Finchamptead Councillors to assist cyclists and wider access to the school. It was agreed the Nine Mile Ride route would be installed as a safe walking route to the school, aligned to the s106 planning obligations of the new school which were delivered on time and on budget. It was agreed that the California Park Greenway route, delivered in Summer 2017, would be upgraded to provide lighting to assist users including cyclists to use this alternative off road route. Cyclists especially child cyclists will always tell you, and their parents will tell you, that providing an off-road cycling route is infinitely safer than a route alongside a very, very busy main road with many house access points crossing it. Councillor Simon Weeks has worked on behalf of residents to enable the provision of these much needed bus shelters and improved safer road crossing at this point.

The proposed bus stops and crossing points with drop kerbs on Nine Mile Ride near California Country Park have been carefully designed at locations where buses can access them safely and they are accessible and convenient for those walking to access the bus service. Moving the bus stops as you propose would introduce road safety issues.

The available highway width at the designed stop locations requires the shelters to be located on the footway, and I confirm the proposals comply with the nationally recognised inclusive mobility guidance for highway users including vulnerable users and I come back to the point that an off-road, a significantly off-road cycle route, will always be far, far better than one that is right next to a busy road.

Supplementary Question

Is not the real truth that you do not intend dealing with highways encroachments and the message to residents is to grab as much highways land as they possibly can?

Supplementary Answer

No the message is not that. There is alternative work going on across the whole Borough looking at that issue right across. But to bring that into the cyclist is, I think, inappropriate.

100.6 Gary Cowan asked the Executive Member for Finance the following question: Question

How does the Council general fund reserve for this financial year compare with that of the previous five years?

Answer

The balances have reduced significantly since March 2017 as the result of sizeable supplementary estimates approved in year, such as the work needed for the Local Plan Update and the in-year overspend in People's Services. Although £7m is a safe balance, as evidenced by the budget risk analysis work, it is however on the low side of the safe range. Work will be undertaken throughout the year and the next year to build the general reserves back towards previous levels by measures that contain within budgets or generating supplementary income sources.

Supplementary Question

Forgetting about our past Icelandic ventures, and not forgetting David Lee reminding us all the time about being the worst funded council in England, can you assure me that allowing for some risk in investment our resources are being put in the best possible way to get the best possible return for the Council?

Supplementary Answer

Absolutely. We analyse all our spend and that is in line with Council policy.

100.7 Prue Bray asked the Executive Member for Highways and Transport the following question: Question

Wokingham Borough Council placed a full page advert on page 22 of the Bracknell and Wokingham Weekender newspaper on February 8th, giving notice of variation in the car park charges. But no decision to make the change to the car park charges had been made. That decision is about to be made at this Executive meeting, two weeks after the advert went out. I am not objecting to the proposals in any way but I am concerned that by advertising without waiting for a formal decision, the Council has not followed the correct process or its own Constitution, and could find itself in difficulties as a result of not following the rules. Will you undertake to make sure that in future the Council follows the correct statutory procedure for giving notice of highways and parking changes?

Answer

Given the success of the Woodley Car Parking Trial I was keen to see other Council residents benefit from the changes to the tariff regime, especially the suspension of evening and Sunday charges as soon as possible, so we have tried to accelerate the programme for this approach to be rolled out Borough wide. Officers have completed the task of preparing a report for this Executive in an extremely short period of time, almost unprecedented, to which I am very, very grateful to them. Especially as there is a strong link between this trial and a further extension of the “free after three” offer. Unfortunately, this resulted in a premature advert being placed in this newspaper. Please accept my apology for any confusion that this has caused but it has given us a insight of residents’ views on this which we are currently collating.

The proposal will be considered by tonight’s meeting of the Executive and if approved it will be advertised again for a minimum of 21 days before the tariff changes are implemented in accordance with statutory procedure.

Supplementary Question

That advert two weeks ago was placed in the Bracknell and Wokingham Weekender newspaper which is only read by a small section of the Borough. Can you explain why you put it in that paper and not in the Wokingham paper which is read across the whole Borough and not just that one corner of it?

Supplementary Answer

I cannot but I will get the answer and get back to you.

100.8 John Halsall asked the Executive Member for Highways and Transport the following question:**Question**

Many years ago, together we planned and delivered a traffic calming and parking scheme for Wargrave High Street. It was innovative and controversial but solved both problems.

It has been extremely successful and a very delicate compromise. The solution was dependent upon the availability of the School Lane Car Park. With the new charging regime of Evening and Sunday charges, parking has spilled over into every available nook and cranny close to the High Street. CPE has and will exacerbate this.

It is therefore with considerable gratitude that you are proposing to eliminate night time and Sunday charging. A very big thank you. Will this happen immediately?

Answer

If agreed by the Executive, the proposed changes to allow free evening and Sunday/Bank Holiday charges will be implemented as soon as possible. There is a statutory minimum advertisement period of 21 days post the decision and ‘Call In’ period. The new charges will be put in place after this and are planned to commence on 2nd April 2018 for a one year trial period.

Supplementary Question

Can we now turn our attention to the project of the community transfer of the car park to the Parish Council which has stalled. The Parish Council would continue to host recycling and other Borough facilities but it would enable the Parish Council to reopen the toilets which it wants to do.

Supplementary Answer

As you know I am only recently in the post but I am absolutely willing to work together to see what is appropriate going forward.

101. HOUSING REVENUE ACCOUNT BUDGET 2018/21

The Executive considered a report setting out the proposed Housing Revenue Account budget for 2018/19 which included proposed rent levels for council housing and council-owned garages. The budget takes account of forecast economic changes and movements in interest rates using relevant available information from various sources, including the Council's treasury advisors.

The Executive Member for Finance introduced the report and proposed the following amendment to recommendation 7 which he stated reflected changes in charges across other areas:

"Sheltered room guest charges to be increased from £9.00 to £9.50 per night effective from April 2018." This was agreed by the Executive.

RESOLVED that Council be recommended to approve:

- 1) The Housing Revenue Account budget;
- 2) Council house dwelling rents be reduced by 1% effective from April 2018 in line with the Welfare Reform and Work Bill 2015;
- 3) Garage rents be increased by 3.6% effective from April 2018 in line with Council fees and charges;
- 4) Shared Equity Rents will be increased by 3.85% based on September RPI, effective from April 2018;
- 5) Tenant Service Charges are set in line with estimated costs;
- 6) The Housing Major Repairs (capital) programme for 2018/19 as set out in Appendix C;
- 7) Sheltered room guest charges to be increased from £9.00 to £9.50 per night effective from April 2018.

102. CAPITAL PROGRAMME AND STRATEGY 2018/21

The Executive considered a report setting out a proposed Capital Programme and Strategy 2018/21. The Capital Strategy provides a framework within which the Council's capital investment plans would be delivered and has been prepared to cover a 10 year time frame from 2018/19 to 2028.

RESOLVED that Council be recommended to:

- 1) approve the Capital Programme and Strategy for 2018/21, as set out in Appendix A to the report;
- 2) note the draft vision for capital investment over the next 10 years, as set out in Appendix B to the report; and

- 3) approve the developer contributions S106 and CIL as set out in Appendix C to the report. The S106 and CIL values are estimated and approval is sought up to the scheme budget.

103. TREASURY MANAGEMENT STRATEGY 2018/21

The Executive considered a report setting out a proposed Treasury Management Strategy for 2018/19. The report sets out the expected treasury activity for the forthcoming year and includes prudential indicators relating specifically to Treasury Management for the next three years.

RESOLVED that Council be recommended to approve the following:

- 1) Capital Prudential Indicators, 2018/19;
- 2) Borrowing Strategy 2018/19;
- 3) Annual Investment Strategy 2018/19;
- 4) Flexible use of capital receipts strategy;
- 5) MRP policy; and
- 6) Treasury Indicators: limits to borrowing activity 2018/19.

104. MEDIUM TERM FINANCIAL PLAN 2018/21 - REVENUE BUDGET SUBMISSION 2018/19

The Executive considered a report setting out the Medium Term Financial Plan for 2018/21, which covers both the revenue and capital budgets required to deliver the priorities of the Council over the next three years, and the Revenue Budget Submission for 2018/19.

RESOLVED: That Council be recommended to approve the Medium Term Financial Plan (MTFP) 2018/21, including the budget submission for 2018/19.

105. SHAREHOLDERS' REPORT

(Councillors David Lee, Norman Jorgensen and Stuart Munro declared personal interests in this item)

The Executive considered a report which provided the budget monitoring position of the Council owned companies and an operational update for the period to 31 December 2017.

Councillor Lee highlighted the predicted forecast outturns for Wokingham Housing Limited of £850k and Berry Brook Homes Limited of £142k and the small loss from Loddon Homes. The Leader of Council congratulated the housing companies on the amount of funds they had generated and also for delivering over 120 affordable homes

RESOLVED that:

- 1) the budget monitoring position for the month ending 31 December 2017 be noted;
- 2) the operational update for the period to 31 December 2017 be noted.

106. BOROUGH WIDE PARKING CHARGES

The Executive considered a report setting out proposals for Borough Wide Parking Charges.

The Executive Member for Highways and Transport advised the meeting that he wished to amend all the dates in the recommendations to 2nd April.

In introducing the report Councillor Baker advised Members that as a result of the successful Woodley car parking trial it was proposed to extend this across all Council car parks that charged a one hour parking fee for a trial period of one year. Allied to the extra 10p on the one hour charge the evening and Sunday charging would be suspended. In order to go seamlessly from the “free after three” to the introduction of the trial the dates had been aligned. It was noted that the Winnersh and Earley station car parks would not be affected.

Councillor Baker wanted to make Members aware that every area was different with a different profile and therefore although the scheme worked in Woodley it would not necessarily work in other areas. A 12 month trial would provide the opportunity to assess the viability of the scheme.

In response to a query Councillor Baker confirmed that the changes would be clearly advertised to avoid any confusion.

RESOLVED that:

- 1) the extension of the ‘Free after 3’ scheme within Wokingham Town Centre until 2nd April 2018 be approved;
- 2) a supplementary estimate for £36,000 for 2017/18 to cover the cost of lost income during the extended period for ‘Free after 3’ be approved;
- 3) a 1 year trial (from 2nd April 2018) to increase the 1 hour parking charge from 70p to 80p in the Wokingham car parks (Carnival MSCP, Elms Road MSCP, The Paddocks, Easthampstead Road East and West, Cockpit Path, Denmark Street and Wellington House and Rose Street temporary car park) be approved. Approve a trial (from 2nd April 2018) to increase the 1 hour parking charge from 40p to 50p in Polehampton Close Car Park in Twyford and School Lane Car Park in Wargrave;
- 4) from 2nd April 2018, suspend the evening and Sunday charging in all car parks (in Wokingham Borough (except Station Road Earley and Winnersh Triangle Rail Station) until the trial results are considered;
- 5) the range of estimated financial implications with regard to the trial period for WBC car parks in the borough (excluding station car parks) of between a £65,000 deficit to a £100,000 surplus be noted and that the specific budget requirement (if any) will be requested at a future Executive following an assessment of the impact;
- 6) Officers be instructed to amend signing and equipment in the car parks as required;
- 7) the results of the trial will be brought back to Executive for a longer term decision to be made regarding car parking charges in the Borough.

107. TEMPORARY CLOSURE REMENHAM 4

The Executive considered a report relating to an application for temporary closure of Footpath Remenham No 4 to allow the Henley Festival to be organised and run in a safe manner whilst enabling residents and visitors to continue to use the Footpath via a short detour.

The Executive Member for Environment advised the meeting that the proposal was for the temporary closure of the footpath during the set-up, breakdown and running of the Henley Festival.

Due to the fact that an application was received every year Councillor Weeks queried whether there was a possibility that for future years the recommendation could cover a longer period eg two or three years? Councillor Jorgensen agreed to look into this to ascertain if this was a possibility.

Councillor Baker advised that from previous experience of the matter he didn't believe that the item actually needed to be considered by the Executive but because of the interest in the application it had been felt that it would be appropriate for it to be considered by the Executive in order to have it discussed in a public forum.

RESOLVED that:

- 1) the making of an Order for the closure of Footpath Remenham No 4, for a closure of an 80m section of the footpath for the set up and de rig of the Festival stage from Monday 9th to Wednesday 11th July 2018 inclusive and from Monday 16th July to Tuesday 17th July 2018 inclusive be approved;
- 2) within the closure a 620m section be included for evening performances from Wednesday 11th July to Sunday 15th July 2018 inclusive and day time performances on Saturday 14th July and Sunday 15th July, under Section 16A of the Road Traffic Regulation Act 1984, subject to the receipt of the requisite consent of the Secretary of State for Transport.

108. SDL COMMUNITY FACILITY, NORTH WOKINGHAM MATTHEWSGREEN

The Executive considered a report relating to a new community facility within the North Wokingham Strategic Development Location (SDL).

The Executive Member for Strategic Highways and Planning informed the meeting that the Kings Church Wokingham had come forward with a proposal to be the provider of the community centre and in addition had committed to putting nearly £1m of their own money into the project to undertake the work outlined in their proposal which included a café, community hall, nursery etc. The Kings Church Wokingham wanted people to be made aware that although they would be managing the new Centre, like the FBC Centre in Finchampstead, the building would not be made to look like or feel like a 'church'. Councillor Lee also highlighted that the facility would be fitted out to a good commercial standard to comply with all health and safety legislation.

Councillor Weeks highlighted the wording on the cover of the Proposals document which stated that the proposals were "subject to contract and to approval by the Planning Committee of WBC to the modifications ..." and reminded Members that, approval of the

Community Centre by the Executive in no way commits the Council, in its role as Planning Authority, to approve such an application.

In recommending Kings Church Wokingham as the provider for the Matthewsgreen Community Centre Councillor Lee highlighted all the activities that they had provided in the past eg a mum and toddler group, Soulscape, youth club etc. He also praised the work of all the churches for the great service they provided throughout the community.

RESOLVED that:

- 1) it be agreed in principal that the provider for the Matthewsgreen Community Centre will be Kings Church Wokingham subject to the Director of Locality and Customer Services and Executive Member for Strategic Highways and Planning receiving a satisfactory form of agreement for suitable governance arrangements with WBC to enable provision of services which are consistent with 'Shaping Our New Communities' principles; and
- 2) that subject to 1) being satisfactorily concluded, a final agreement with Kings Church Wokingham will be written and reported back to the Executive for final agreement.

109. WOKINGHAM SCHOOL ADMISSIONS ARRANGEMENTS 2019/20

The Executive considered a report setting out proposed School Admissions Arrangements for Wokingham Borough in 2019/20.

The Executive Member for Children's Services introduced the report and advised that the proposals, which included the following three variations, had been consulted upon:

- Changes to the designated areas involving four schools: Aldryngton, Loddon, Whiteknights and Radstock;
- Tightening of the definition of "residency" which was designed to stop "gaming" i.e. where a short term rent is sought to gain a catchment area advantage;
- The parents' choice, which makes it clear that when a child (who has not yet reached the age of statutory education) starts school the parents can choose whether the child attends on a full or part time basis.

Councillor Jorgensen was pleased to see that the definition of residency was being tightened up and with regard to the changes in designated areas asked if these could be reviewed after one year in operation to ensure that the changes were working? Councillor Ashwell confirmed that all the schools involved were happy with the proposals but agreed that a review would be appropriate.

RESOLVED: That the 2019/20 admissions arrangements for Wokingham Borough Council community and controlled schools be agreed. To include the variations:

- 1) The changes to designated areas
- 2) A tightening of the definition of "residency"
- 3) The parents' choice of full or part time attendance of reception classes.

These comprising the co-ordinated admissions scheme and admission policy 2019-20, the local in year co-ordinated scheme 2019-20, the sixth form policy 2019-20 and the amended Designated Areas of Loddon and Whiteknights Primary Schools.

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Decision made in the presence of:
 Sarah Hollamby, Lead Commissioner, Places
 Luciane Bowker, Democratic and Electoral Services Specialist
 Ian Church, Senior Specialist, Growth and Delivery, Strategy and Commissioning

INDIVIDUAL EXECUTIVE MEMBER DECISION RECORD SHEET IMD 2018 8

Title of the report	IMD 2018/08 Wokingham Borough Council response to the Runnymede Draft Local Plan 2030 consultation
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DECISION MADE BY Executive Member for Strategic Highways and Planning- David Lee
ACTION BY Director of Corporate Services - Graham Ebers, Interim Director of Environment - Josie Wragg
DECISION MADE ON 01 March 2018

Recommendation contained in the report

That the Executive Member for Strategic Planning and Highways agrees that Wokingham Borough Council:

- 1) Welcomes the additional work undertaken by Runnymede Borough Council to try to meet its housing need; and
- 2) Lodges a holding objection to Runnymede Borough Council’s Draft Local Plan 2030 (Regulation 19) until such time as RBC demonstrate that housing needs arising from the borough can be met in full.

Decision

That the Executive Member for Strategic Planning and Highways agrees that Wokingham Borough Council:

- 1) Welcomes the additional work undertaken by Runnymede Borough Council to try to meet its housing need; and
- 2) Lodges a holding objection to Runnymede Borough Council’s Draft Local Plan 2030 (Regulation 19) until such time as RBC demonstrate that housing needs arising from the borough can be met in full

Reasons for Decision if different to recommendation

N/A

Alternative options considered and rejected at time of the decision

N/A

Summary of consultations undertaken

SUMMARY OF CONSULTATION RESPONSES	
Director of Corporate Services	No response received
Monitoring Officer	No comments
Leader of the Council	No response received

Reasons why the report was deemed to have contained confidential or Exempt information (if applicable)

Any Conflict of interest declared by any Executive Member who is consulted by a Member which relates to the decision

None

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

None

Background papers

Runnymede Borough Council's Draft Local Plan 2030

PUBLISHED ON: 1 March 2018

EFFECTIVE ON: 9 March 2018

CALL-IN PERIOD EXPIRES: 8 March 2018

**MINUTES OF A MEETING OF THE
STANDARDS COMMITTEE
HELD ON 8 MARCH 2018 FROM 7.00 PM TO 7.45 PM**

Committee Members Present

Councillors: UllaKarin Clark (Chairman), Ken Miall (Vice-Chairman), Pauline Helliarsymons and Paul Swaddle

Parish/Town Council Representatives:- Sally Gurney (Co-Optee, Wokingham Town Council) and Roy Mantel (Co-Optee Twyford Parish Council)

Other Councillors Present

Councillors: Imogen Shepherd-DuBey

Officers Present

Andrew Moulton, Assistant Director, Governance and Monitoring Officer

Mary Severin, Borough Solicitor and Deputy Monitoring Officer

Neil Carr, Democratic and Electoral Services Specialist

17. APOLOGIES

Apologies for absence were submitted by Prue Bray.

18. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Committee held on 18 January 2018 were confirmed as a correct record and signed by the Chairman.

19. DECLARATION OF INTEREST

There were no declarations of interest.

20. PUBLIC QUESTION TIME

There were no public questions.

21. MEMBER QUESTION TIME

There were no Member questions.

22. PARISH / TOWN COUNCIL QUESTION TIME

There were no Parish/Town Council questions.

23. LOCAL GOVERNMENT ETHICAL STANDARDS CONSULTATION

The Committee considered a report, set out at Agenda pages 7 to 14, which gave details of a review of local government ethical standards being undertaken by the Committee on Standards in Public Life.

The consultation covered a range of issues including Member Codes of Conduct, governance arrangements for dealing with complaints and the effectiveness of sanctions.

Members considered consultation questions relating to the following specific issues:

- Effectiveness of existing structures, processes and practices;
- Any significant gaps in the current ethical standards regime;
- Effectiveness of Codes of Conduct;
- Investigations and decisions on allegations;

- Effectiveness of the current sanctions regime;
- Declaration of interests and conflicts of interest;
- Effectiveness of whistleblowing arrangements;
- Potential steps to improve ethical standards;
- Intimidation of local Councillors.

The Committee commented on each of the issues and agreed that Andrew Moulton (Assistant Director, Governance) respond on behalf of the Committee after consultation with the Chairman. Members also felt that the consultation response should be shared with the Group Leaders and that individual Members be notified that they could submit their own response.

RESOLVED That:

- 1) the Committee's response to the consultation on ethical standards in local government be completed by the Assistant Director, Governance in consultation with the Chairman;
- 2) the draft consultation response be shared with the Group Leaders for information;
- 3) all Members be informed that they are able to submit individual consultation responses.

24. STANDARDS COMMITTEE ANNUAL REPORT

The Committee considered the Standards Committee Annual Report for 2017/18, set out at Agenda pages 15 to 20.

The Annual Report gave details of the work of the Committee over the previous year and highlighted any significant issues and trends. The report noted a significant reduction in Code of Conduct complaints activity during 2017/18.

The Annual Report would be submitted to the Council at its meeting on 22 March 2018.

RESOLVED: That the Standards Committee Annual Report for 2017/18 be approved for submission to the Council.