

To: Councillor Brock (Chair)
Councillors Page, Duveen, Emberson,
Ennis, Hoskin, James, Jones, Pearce,
Robinson, Rowland, Skeats, Stevens, Terry,
Warman and White

Direct: ☎ 0118 9372303

5 July 2019

Your contact is: **Simon Hill - Committee Services (simon.hill@reading.gov.uk)**

NOTICE OF MEETING - POLICY COMMITTEE 15 JULY 2019

A meeting of the Policy Committee will be held on Monday, 15 July 2019 at 6.30 pm in the Council Chamber, Civic Offices, Reading, RG1 2LU. The Agenda for the meeting is set out below.

ITEMS FOR CONSIDERATION IN PUBLIC SESSION

1. CHAIR'S ANNOUNCEMENTS
2. DECLARATIONS OF INTEREST
3. MINUTES 7 - 14
4. PETITIONS AND QUESTIONS

To receive any petitions from the public and any questions from the public and Councillors.
5. DECISION BOOK REFERENCES
6. CLIMATE EMERGENCY BOROUGH WIDE 15 - 62

Councillors Brock and Page / Director of Economic Growth and Neighbourhood Services

This report outlines the Council's progress to date in tackling climate change, work in progress and sets out the proposed approach to responding to the climate emergency declaration made by the Council on the 26th February 2019.
7. ENERGY PROCUREMENT BOROUGH WIDE 63 - 68

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Councillors Emberson and Page / Director of Economic Growth and Neighbourhood Services

This report seeks the Policy Committee's approval to enter into new contracts for energy supply.

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|------------|--|-------------------------|-----------------|
| 8. | WATER PROCUREMENT | BOROUGH
WIDE | 69 - 74 |
| | <p>Councillors Emberson and Page / Director of Economic Growth and Neighbourhood Services</p> <p>This report seeks the Committee's approval to enter into a new contract for water supply.</p> | | |
| 9. | ESTABLISHING A CLEANER AIR AND SAFER TRANSPORT FORUM | BOROUGH
WIDE | 75 - 80 |
| | <p>Councillor Page / Director of Economic Growth and Neighbourhood Services</p> <p>This report asks the Committee to approve the draft Terms of Reference for the new Cleaner Air and Safer Transport Forum and to appoint the councillor membership of the Forum.</p> | | |
| 10. | REVIEW OF RESIDENTS PARKING PERMIT CHARGES AND NEW RESIDENTS PARKING SCHEMES | BOROUGH
WIDE | 81 - 90 |
| | <p>Councillor Page / Director of Economic Growth and Neighbourhood Services</p> <p>This report recommends increases to the current charges for residents and visitor parking permits, and sets out proposals for a new virtual visitor permit scheme and improved enforcement of the permit areas.</p> | | |
| 11. | ST MICHAEL'S PRIMARY SCHOOL - PRIORITY SCHOOLS BUILDING PROGRAMME | BOROUGH
WIDE | 91 - 94 |
| | <p>Councillor Pearce / Director of Economic Growth and Neighbourhood Services</p> <p>This report seeks approval for major refurbishment works to St Michael's Primary School under the Department for Education's Priority Schools Building Programme.</p> | | |
| 12. | SCHOOL ESTATE HEATING AND ELECTRICAL PROGRAMME | BOROUGH
WIDE | 95 - 112 |
| | <p>Councillor Pearce / Director of Economic Growth and Neighbourhood Services</p> <p>This report seeks approval for the release of designated capital programme funding to carry out a three year programme of works on heating and electrical installations across Reading's community schools and nurseries.</p> | | |

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| 13. | LOCAL GOVERNMENT BOUNDARY COMMISSION REVIEW OF WARD BOUNDARIES 2019-20 | BOROUGH WIDE | 113 - 170 |
| <p>Councillor Brock / Returning Officer</p> <p>This report gives an update on the Local Government Boundary Commission review of Reading Borough Council seeks approval for a proposed submission on Council Size.</p> | | | |
| 14. | QUARTER 4 PERFORMANCE REPORT | BOROUGH WIDE | To Follow |
| <p>Councillor Emberson / Director of Resources</p> <p>This report sets out the interim revenue and capital outturn positions for 2018/19 as at the end of March 2019, and performance against the measures of success published in the Council's Corporate Plan.</p> | | | |

ITEMS TO BE CONSIDERED BY THE COMMITTEE ACTING AS SHAREHOLDER OF READING TRANSPORT LIMITED

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|---|---|---------------------|------------------|
| 15. | READING TRANSPORT LIMITED - OPERATIONAL UPDATE | BOROUGH WIDE | 171 - 178 |
| <p>Councillors Page, Brock & Emberson / Director of Resources</p> <p>This report sets out an operational update from Reading Transport Limited, as part of the company's reporting obligations to the Council as shareholder.</p> | | | |
| 16. | READING TRANSPORT LIMITED - APPOINTMENT OF DIRECTORS | BOROUGH WIDE | 179 - 182 |
| <p>Councillors Page, Brock and Emberson / Director of Resources</p> <p>This report asks the Committee, acting as Shareholder of Reading Transport Limited (RTL), to appoint Directors to the RTL Board.</p> | | | |

ITEMS FOR CONSIDERATION IN CLOSED SESSION

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|--|--|---------------------|------------------|
| 17. | EXCLUSION OF THE PRESS AND PUBLIC | | |
| <p>The following motion will be moved by the Chair:</p> <p>“That, pursuant to Section 100A of the Local Government Act 1972 (as amended) members of the press and public be excluded during consideration of the following items on the agenda, as it is likely that there would be disclosure of exempt information as defined in the relevant Paragraphs of Part 1 of Schedule 12A (as amended) of that Act”</p> | | | |
| 18. | DECLARATIONS OF INTEREST FOR CLOSED SESSION ITEMS | | |
| 19. | READING TRANSPORT LIMITED - SHAREHOLDER REPORT | BOROUGH WIDE | 183 - 270 |

Councillors Brock, Emberson and Page / Director of Resources

20.

ENERGY AND WATER PROCUREMENT

BOROUGH
WIDE

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Councillors Emberson and Page / Director of Economic Growth and Neighbourhood Services

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Present: Councillor Brock (Chair);

Councillors Page (Vice-Chair), Duveen, Emberson, Ennis, Hoskin, James, Jones, Pearce, Robinson, Rowland, Skeats, Stevens, Terry, Warman and White

RESOLVED ITEMS

2. EXCLUSION OF THE PRESS AND PUBLIC

Resolved -

That pursuant to Section 100A of the Local Government Act 1972 (as amended), members of the press and public be excluded during consideration of item 3 below as it was likely that there would be a disclosure of exempt information as defined in the relevant paragraphs specified in Part 1 of Schedule 12A to that Act.

3. COMMERCIAL INVESTMENT STRATEGY

The Director of Economic Growth and Neighbourhood Services submitted a report seeking approval to adopt a Commercial Investment Strategy as a supplement to the previously approved Treasury Management Strategy.

The report noted that a Property Acquisitions Strategy had previously been agreed by the Committee at its meeting on 5 December 2016 (Minute 57 refers), and set out a summary of the development of and the principle changes in the draft Commercial Investment Strategy. The investment strategy formed part of the overall Treasury Strategy and was attached to the report at Appendix 1.

It was reported at the meeting that the net annual income shown for Four 10 TVP was a projected figure and that a higher return could reasonably be expected.

Resolved -

That the adoption of the Commercial Investment Strategy, as attached to the report at Appendix 1, be approved.

4. MINUTES

The Minutes of the meetings held on 26 March, 8 April and 22 May 2019 were agreed as correct records and signed by the Chair.

5. PETITIONS AND QUESTIONS

Questions on the following matters were submitted by members of the public:

	<u>Questioner</u>	<u>Subject</u>	<u>Reply</u>
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POLICY COMMITTEE MEETING MINUTES - 10 JUNE 2019

1.	Roger Lightfoot	Arthur Hill Swimming Pool	Cllr Brock
2.	Roger Lightfoot	Sport and Leisure Contract	Cllr Hoskin
3.	Peter Burt	FOI Requests	Cllr Brock
4.	Peter Burt	Sale of Arthur Hill Pool	Cllr Brock
5.	Sara Davies	Play Areas	Cllr Rowland
6.	Helen Palmer	RBH - Environmental Policy	Cllr Page

Questions on the following matters were submitted by Councillors:

	<u>Questioner</u>	<u>Subject</u>	<u>Reply</u>
1.	Cllr White	Sale of Arthur Hill Pool	Cllr Brock
2.	Cllr White	Labour's Road by the Thames	Cllr Page

(The full text of the questions and responses was made available on the Reading Borough Council website).

6. MAIN MODIFICATIONS TO THE LOCAL PLAN

The Director of Economic Growth and Neighbourhood Services submitted a report setting out the main modifications to the Local Plan and Proposals Map suggested by the independent Planning Inspector, and seeking approval to publish those main modifications for public consultation.

The report noted that the Council was replacing its existing development plans (the Core Strategy, Reading Central Area Action Plan and Sites and Detailed Policies Document) with a new single Local Plan to set out how Reading would develop up to 2036. Three consultations had been undertaken on this Local Plan between 2016 and 2018. The Plan had been submitted to the Secretary of State on 29 March 2018, which marked the beginning of a public examination held by an independent Planning Inspector, including public hearings in September and October 2018.

The report explained that the Inspector had identified a number of main modifications that were needed to make sure that the plan was sound and legally compliant. The modifications were included within the 'Main Modifications to the Local Plan and Proposals Map' document attached to the report at Appendix 1, and the more significant changes were summarised in the report. A Sustainability Appraisal, which assessed the environmental, social and economic effects of the modifications, was attached to the report at Appendix 2. A six-week public consultation on the two documents was proposed.

The report stated that, following the public consultation, representations would be passed to the Inspector, who would then produce a final report on the soundness and legal compliance of the Local Plan. If the plan was found sound and legally compliant, it could proceed to adoption.

Resolved -

- (1) That a formal request be made to the Inspector that she recommend 'main modifications' to the Local Plan;**
- (2) That the Main Modifications to the Local Plan and Proposals Map (Appendix 1) be approved;**
- (3) That community involvement on the Main Modifications to the Local Plan and Proposals Map (Appendix 1) and the accompanying Sustainability Appraisal (Appendix 2) be authorised.**

7. PROJECT FUNDING AWARD - THAMES VALLEY BERKSHIRE LIVE LABS

The Director of Economic Growth and Neighbourhood Services submitted a report informing the Committee of a £4.75m grant award from the Department of Transport (DfT) through the Association of Directors of Environment, Economy, Planning and Transport (ADEPT) for Thames Valley Berkshire Live Labs, a two-year technological trial to help futureproof roads and transport.

The report explained that the project objectives were to deploy data science and Internet of Things in Reading and across Berkshire to tackle issues impacting productivity and health including congestion, air quality, road surface quality and potholes, energy consumption and carbon emissions. The project aimed to harness the value of data to demonstrate how to make a measurable difference to the health of the region's population and the operational efficiency of the region's road network, whilst reducing CO2 emissions and improving the region's productivity. A mobilisation plan had been delivered to the ADEPT/DfT programme board on 10 May 2019. The project would be delivered through the main project partner O2, with the Council as grant holder and the client.

The report explained that the grant award had been accepted and half the funding had already been received, with the remaining funding expected later this year. There was no match funding requirement from the Council. The report sought approval to spend the grant in accordance with the project objectives and the grant conditions, and authorisation to enter into contracts as required to deliver the project objectives.

Resolved -

- (1) That scheme and spend approval be given for the Thames Valley Berkshire Live Labs project totalling £4.75m of grant funding to deliver the objectives of the two-year technological trial;**
- (2) That the Director for Economic Growth and Neighbourhood Services, the Assistant Director of Legal & Democratic Services and the Assistant Director of Finance be authorised to enter into contracts as required to deliver the project objectives;**

- (3) That further reports on progress of each project theme and the potential outcomes be reported to the relevant Committees.

8. COMMERCIAL INVESTMENT STRATEGY

The Director of Economic Growth and Neighbourhood Services submitted a report on the Commercial Investment Strategy. The full version of the Strategy had been considered and approved in closed session (Minute 3 above refers) and the purpose of this report was to make information available in the public domain. An edited version of the Strategy was attached to the report at Appendix 1.

The report gave information on the current investment portfolio of four properties purchased since 2016, and summarised the approach that would be taken under the new Strategy. It noted that the current position was to only invest in or near the Borough, but it was now proposed to make strategic investment acquisitions outside of the Borough and Greater Reading area to include the Thames Valley Berkshire LEP area, adjoining LEP areas and other locations where the investment would support the overall aims of the Strategy. It was also proposed that the Council consider approaching other Councils or local investment institutions with a view to sharing in future acquisitions, to spread risk and facilitate larger purchases which would otherwise be beyond the Council's available funding.

Resolved -

That the report be noted.

9. REVALUATION DISCRETIONARY BUSINESS RATES RELIEF SCHEME / RETAIL RELIEF AND DISCRETIONARY RELIEF 2019/20

The Director of Resources submitted a report providing the Committee with an update on Business Rates Reliefs awarded in 2017/18 and 2018/19 and details of the proposed Local Revaluation Discretionary Relief Scheme for 2019/20 (LRDRS). The report also set out information on the change to retail relief for businesses with rateable values below £51,000 and proposed that there be no change to the Council's Discretionary Relief Scheme for 2019/20. Attached to the report at Appendix A was the Discretionary Rate Relief Guidance and at Appendix B the Revaluation Relief and Retail Relief Guidance and Criteria.

The report explained that the rateable values of all non-domestic properties were normally reassessed every five years, but the 2015 revaluation had been deferred by two years and had come into force on 1 April 2017. Consequently the 2017 Revaluation had seen considerable increases in bills for some ratepayers and the Government had introduced a transitional scheme to help with the phasing in of both increases and reductions, and then in April 2017 three further measures to provide support to businesses: Supporting Small Businesses Relief, New Local Discretionary Relief Scheme and New Business Rate Relief Scheme for Pubs. The report summarised the application of the Supporting Small Businesses Relief and New Local Discretionary Relief Scheme to date and the proposed use in 2019/20. The report also explained that no changes were

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proposed to the existing Discretionary Rate Relief Scheme and set out the criteria under which relief would be considered.

The report noted that the Government had announced in the Budget on 29 October 2018 that it would provide a business rates Retail Discount scheme for occupied retail properties with a rateable value of less than £51,000 in each of the years 2019/20 and 2020/21, with local authorities being fully reimbursed for the local share of the discretionary relief. For Reading it was estimated that this relief would apply to circa 500 properties.

Resolved -

- (1) That the contents of the report and the changes to the Retail Relief scheme be noted;**
- (2) That the proposed Local Revaluation Discretionary Relief Scheme for 2019/20 be approved;**
- (3) That it be noted that no changes had been made to the Council's existing Discretionary Relief Scheme for 2019/20.**

10. OUTSIDE BODY APPOINTMENTS

The Monitoring Officer submitted a report asking the Committee to make appointments or nominations to outside bodies for the Municipal Year 2019/20, or longer where required. A schedule of outside body appointments showing the Group Leaders' recommendations was tabled at the meeting.

Resolved -

- (1) That the following appointments be made (until June 2020 unless stated):**

Outside Body	Representative(s)
Age UK Berkshire - Board observer	Councillor Gul Khan
Association of Public Service Excellence (APSE)	Councillor Paul Gittings Councillor Sophia James
AWE Aldermaston - Local Liaison Committee	Councillor Helen Manghnani Councillor Ayo Sokale
Berkshire Healthcare Foundation Trust - Governor	Councillor Ruth McEwan (until June 2022)
Berkshire Pension Fund Panel	Councillor Jo Lovelock

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Berkshire Maestros	Councillor Paul Gittings
Caversham Consolidated Charities	Councillor Adele Barnett-Ward
Caversham Park Village Association	Councillor Clare Grashoff
Citizens' Advice Bureau Trustee Board	Councillor Helen Manghnani
	Councillor Liz Terry
	Councillor Micky Leng
Conservation Area Advisory Committee	Councillor David Stevens
	Councillor Richard Davies
Hexham Community Association Management Committee	Councillor David Absolom
Kenavon Drive Management Company	Councillor Tony Page
Kennet and Avon Canal Trust	Councillor Paul Gittings
Kennet Day Nursery Association	Councillor Ruth McEwan
Launchpad Reading	Councillor Rachel Eden
Local Government Information Unit Management Committee	Councillor Rachel Eden
	Councillor Emmett McKenna (sub)
Mapledurham Playing Fields Management Committee	Councillor Paul Carnell (until June 2022)
	Councillor Jeanette Skeats (until June 2022)
	(Councillor Isobel Ballsdon appointed 2017 - 2020)
Pakistani Community Association	Councillor Tony Jones
Queen Victoria Institute	Mo McSevney (until June 2023)
	(Councillor Karen Rowland appointed 2018-2022)
Readibus Board of Directors	Councillor Mohammed Ayub
	Councillor Gul Khan
	Councillor Ruth McEwan
	Councillor Rose Williams
	Councillor Jane Stanford-Beale
Reading College Business Advisory Board	Councillor Ashley Pearce

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Reading Community Welfare Rights Unit Management Committee	Deferred
Reading Deaf Centre	Councillor Gul Khan
Reading In Bloom Committee	Councillor Karen Rowland
Reading Voluntary Action	Councillor Adele Barnett-Ward
Royal Berkshire NHS Foundation Trust - Governor	Councillor Ruth McEwan
South East Employers	Councillor Jason Brock Councillor Tony Page Councillor Ellie Emberson (sub)
St Laurence Relief in Need Trust	Trish Thomas Councillor Rose Williams
Standing Committee On Archives	Councillor Sarah Hacker
University of Reading Court	The Mayor

- (2) That the appointments be made on an “or nominee” basis where the organisation in question is willing to accept this arrangement.

(The meeting started at 6.00 pm and closed at 8.14 pm)

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READING BOROUGH COUNCIL

REPORT BY DIRECTOR OF ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES

TO:	POLICY COMMITTEE		
DATE:	15 JULY 2019		
TITLE:	CLIMATE EMERGENCY		
LEAD COUNCILLOR:	CLLRS BROCK & PAGE	PORTFOLIO:	LEADERSHIP STRATEGIC ENVIRONMENT, PLANNING & TRANSPORT BOROUGHWIDE
SERVICE:	REGENERATION AND ASSETS	WARDS:	
LEAD OFFICER:	BEN BURFOOT	TEL:	72232
JOB TITLE:	SUSTAINABILITY MANAGER	E-MAIL:	ben.burfoot@reading.gov.uk

1. PURPOSE OF REPORT

- 1.1 This report outlines the Council's progress to date in tackling climate change, work in progress and sets out the proposed approach to responding to the climate emergency declaration made by the Council on the 26th February 2019.

2. RECOMMENDATIONS

That the Committee:

- 2.1 Welcomes the progress made to date by the Council's proactive approach to addressing climate change issues and impacts in Reading, while noting the scale of the on-going challenge.
- 2.2 Resolves to embed the climate emergency declaration across all Council services, activities, plans and other relevant work to ensure a fully integrated and systematic approach to the Council's own response to this challenge. Each Committee will be presented with this report highlighting the amendments to the terms of reference and asked to consider how they can contribute to achieving this agenda.
- 2.3 Agrees that while the Council will lead by example the scale of the climate emergency challenge requires action across all of Reading's communities. To this end the Council will work with and through the long-established Reading Climate Change Partnership and Reading UK to align respective strategies towards ensuring they secure the active participation of residents, businesses and other organisations across the borough.
- 2.4 Asks the Chief Executive to write to the Government and local MPs setting out the urgent need to equip local authorities with the policy framework, powers and funding necessary to deliver this critical agenda.
- 2.5 Agrees that all future Council Committee reports include a section on environmental implications and necessary mitigations and all reports to those committees consider the impact of the decisions they are taking on the council's ability to respond to the Climate Emergency and achieving a carbon neutral Reading by 2030.

3. POLICY CONTEXT

- 3.1 In signing the global Climate Agreement which came into force in November 2016, the UK undertook to aim to limit global warming to one and a half degrees. In line with that commitment, the Council became one of 80 local authorities to sign the UK100 Clean Energy Pledge, an extract of which is set out below:

We have the ambition of making all our towns and cities across the UK 100% clean before 2050, in line with the commitments made nationally and internationally at the Paris Summit.

- 3.2 Reading Borough Council has a long standing commitment to action on climate change. A signatory to the Nottingham Declaration on Climate Change in 2006, it was one of the first authorities to produce a detailed Climate Action Plan. Among other achievements over this period, CO₂ emissions in the Borough have fallen by 41% which is greater than all but 19 of the 405 authorities in Great Britain and that the Council has reduced its own emissions by 53% since 2008.
- 3.3 Notwithstanding this progress and in acknowledgement of the scale of the on-going challenge, on the 26th of February 2019 the Council declared a Climate Emergency and resolved to take action to accelerate a carbon neutral Reading to 2030.
- 3.4 The remainder of this report sets out work in progress and the actions identified to reach a zero carbon position by 2030.

4. CURRENT POSITION AND WORK IN PROGRESS

- 4.1 The Reading Climate Change Strategy - "Reading Means Business on Climate Change" has been in place since 2013. It was Reading's second climate strategy and was the first to be launched and owned by the Reading Climate Change Partnership. See the Appendix 4 for the action plan and summary.
- 4.2 The Council is working closely with the Reading Climate Change Partnership in coordinating the development of the new Reading Climate Change Strategy, which will be launched in April 2020. The timetable for this strategy has been brought forward by six months due to the declaration of the Climate Emergency.
- 4.3 Reading's planning policies include a number of requirements on developers in relation to climate change, including CO₂ emission standards of buildings, adaptation to climate change measures and requirements for decentralised energy. The new Local Plan, which is expected to be formally adopted in November 2019, goes significantly further in setting requirements for zero carbon planning on all large residential developments and BREEAM 'Excellent' standard on large commercial developments.
- 4.4 Reading's Carbon Plan 2015-2020 sets out how the Council will reduce its emissions of greenhouse gas from their own operations. The plan includes the target to reduce emissions by 50% from the 2008/9 level. This target was met three years early in 2017/18. The plan also contains a target to generate 20% of the Council's energy from renewable sources by 2020.
- 4.5 The Council has run a SALIX energy efficiency programme since 2008, has installed 13,000 streetlights and circa 7000 solar panels on Council buildings. In addition, the Council helped to set up Reading Community Energy Society, which installs solar panels funded by community share.

- 4.6 The Council's sustainable transport programmes include the very successful and sustainable bus fleet, extended cycle network including a new pedestrian and cycle bridge over the river Thames and a number of park and ride schemes.

5. CLIMATE EMERGENCY ACTION FRAMEWORK

- 5.1 It has been identified through modelling that the following fundamental actions would be needed to make significant progress towards a carbon neutral Reading by 2030. (more information on modelling is given in Appendix 1)

- i) Widespread retrofitting of private and public housing stock and commercial buildings with insulation and other energy efficiency measures.
- ii) Putting solar arrays on most of the suitable roof space and erecting more large wind turbines.
- iii) Significantly less petrol and diesel powered vehicles on Reading's roads, through more cycling and walking and accelerated uptake of electric vehicles.
- iv) Widespread use of smart technologies for energy storage and connecting to local power grids.
- v) Recycling standards on industry and supermarkets whilst supporting the delivery of increased recycling rates and maximising the potential to generate clean local energy from waste.
- vi) Developing innovative solutions to include district heating systems, ground source heat pumps and the use of rivers and watercourses to generate energy.

- 5.2 The four key technical challenges are:

- i) Low carbon buildings - retrofitting at scale.
- ii) Renewable heat and electricity supply - scaling up renewables.
- iii) Sustainable transport - phasing out petrol and diesel.
- iv) Smart Energy - smoothing out the power.

- 5.4 Internally, a Corporate Task Group will be established to oversee the co-ordination of a Climate Emergency Framework, ensuring its principles and objectives are embedded as part of day to day business and that key projects are taken forward across all Council Directorates.

- 5.5 A cross Committee approach will be established within the Council, whereby all the standing Committees of the Council will report on the relevant elements of Reading's Climate Change Strategy and the Climate Emergency Action Framework. Relevant guidance for the identification of environmental implications and the necessary mitigations that should be undertaken, will be provided in the Committee report templates. The Terms of Reference of the Committees have been amended to include: '*Climate Change Strategy - To contribute to and adopt the relevant parts of the Climate Change action plan.*' A new Cleaner Air and Safer Transport Forum has also been set up.

Indicative Committee Work Programme

- 5.6 The Policy committee will take an overview of the success of the Corporate Plan in delivering the climate change objectives, as well as matters relating to energy, budget and the Councils own operations. Policy committee will also consider matters relating to the Councils constitution and governance arrangements. The work with businesses, the low carbon economy through the Local Enterprise Partnership (LEP), Reading UK and Reading 2050 will also feed into Policy Committee.

The Committee will need to consider a wide range of policy areas in relation to these. A list of the key roles is provided below to guide the Committee on the considerations but this is not exhaustive:

- Bringing forward a robust organisational approach to enable the town to achieve the objectives set out in the climate emergency resolution and the Reading Climate Change Strategy.
- To ensure that appropriate governance processes are in place to ensure that the Council plays as full a role as possible in bringing forward a carbon neutral Reading.
- To lead by example by reducing the carbon dioxide emission of the Councils own operations through the delivery and refreshing of the Council's Carbon Plan.
- Oversee and input into the development and delivery of Reading's third Climate Change Strategy.
- Ensuring that the Councils budget processes support the delivery of the climate emergency framework and the Reading Climate Change Strategy in so far as it relates to the Council.
- Overview the strategic framework of the Council in terms of climate change action, ensuring that the corporate plan and all relevant strategies which feed into this link to the climate change strategy and/or climate.
- Reducing the Council's dependency on fossil fuels by improving energy efficiency and powering the councils operations using renewable energy.
- To consider the statutory powers of the Council and ensure that these are being used to help to deliver climate change actions.
- Use of procurement to require the delivery of low carbon goods and services
- Consideration of policies, communication and support for environmentally positive behaviours to staff and users
- Using Council communication channels to raise public awareness of Climate Change and inform about positive actions and the promotion of the Reading Climate Action Network
- The climate risks to the public and business (detailed in adaptation plan)
- The use of natural resources

Partners and Stakeholders

- 5.7 The delivery of the scale of change that is needed to achieve a carbon neutral Reading will require a continued internal effort within the Council but cannot be achieved without significant national policy changes and national and local actions by businesses, residents and other stakeholders.
- 5.8 Reading Climate Change Partnership has a broad representation across the business, community and public sectors. This external focus will continue to build a network of dedicated champions who can engage at all levels to influence, persuade and lead by example to bring about the extended involvement of all communities across the borough.
- 5.9 The consultation launch for the third Reading Climate Change Strategy launch took place on the 13th June 2019. Six themes were set out at the event, representing the potential chapters of the new strategy. Workshops at the event split the participants into these six theme groups. Theme groups will meet subsequently and together develop an action plan for their theme. Each group has a 'theme coordinator' who will be responsible for the development of their theme action plan.
- 5.10 The six proposed themes of the strategy are:
- > Energy and Low Carbon Development
 - > Natural Environment
 - > Resources and Consumption
 - > Sustainable Transport

- > Health
- > Water Supply and Flooding

- 5.11 The event was attended by more than 120 people. Hundreds of ideas for actions within the six themes were articulated. Attendees were invited to consider how to approach implementation from a range of points of view.
- 5.12 Each of the theme groups will reflect on ideas tabled at the event and discuss gaps and delivery approaches, producing a themed action plan by December. They will meet at least two more times over this period and feed into the main partnership.
- 5.13 Ideas that came forwarded included:
- > Renewable energy and whole building retrofit,
 - > Electrically powered shared public and private transport
 - > A safer and extended cycling and walking network
 - > Clean air, re-wilding, more tree planting and plants for bees
 - > Greater preparedness for climate risks such as extreme weather
 - > Waste minimised through re-use and repair
 - > A 'circular economy' that re-processes products using renewable energy.
- 5.14 In the business space this change requires stakeholders including Reading UK, Reading 2050, the Local Enterprise Partnership, the Chamber of Commerce and a number of business role models who are able to share best practice and build B2B approaches. The Council will seek to influence partners' strategies and plans to ensure the climate change agenda is fully considered to include, for example, the LEP's emerging Berkshire Local Industrial Strategy. Local start-up companies and SMEs will be supported in bringing forward innovative solutions.
- 5.15 The national policy framework, broadly set out under the Climate Change Act, remains critical to the delivery of Reading's Climate Emergency work. Grant funding and subsidy payments will be required to support investment in new technologies. Statutory powers to improve buildings for example are crucial in enabling Councils and other parties to drive forward a low/zero carbon pathway.

6. CONCLUSION AND RECOMMENDATIONS

- 6.1 In conclusion, the delivery of a carbon neutral pathway by 2030 requires a substantial and sustained effort by all citizens and organisations in Reading. The investment in technology pathways will require innovative new approaches which, in many cases, will rely on the levers of national policy and the resources that are made available through the government's programme on climate change.
- 6.2 The new Climate Change Strategy will contain the carbon neutral 2030 framework for action. It will contain details of the modelling work and establish a pathway to a carbon neutral Reading. It will outline the specific contributions from a range of different stakeholders.
- 6.2 The Council calls upon the wider communities and organisations in the Borough to actively engage with the programme and work with the Council and other partners through the Reading Climate Change Partnership and its network, the 'Reading Climate Action Network'.
- 6.3 Over the next decade, Reading must substantially reduce its use of fossil fuels through the reduction of energy consumption. This will be coupled with a major increase in the amount of renewable electricity and heat generated, which will help to power the widespread electrification of heat and transport.
- 6.4 The Council and the Reading Climate Change Partnership will play an important part in galvanising action on climate change and in encouraging and supporting local

communities and business to change to a carbon neutral pathway in order to play our part in averting the worst effects of climate change.

7. CONTRIBUTION TO STRATEGIC AIMS

Given the wide remit of this agenda the proposals set out in this report support the delivery of all of the Corporate Plan Service Priorities:

- Securing the economic success of Reading
- Improving access to decent housing to meet local needs
- Protecting and enhancing the lives of vulnerable adults and children
- Keeping Reading's environment clean, green and safe
- Promoting great education, leisure and cultural opportunities for people in Reading
- Ensuring the Council is Fit for the Future

- 7.1 Amendments are proposed to the current emerging Corporate Plan to fully reference the climate change agenda.

8. COMMUNITY ENGAGEMENT AND INFORMATION

- 8.1 Widespread community engagement is taking place in the updating of a range of Council strategies including the upcoming revisions to the Reading Climate Change Strategy, Housing Strategy and Local Transport Plan 4.

9. EQUALITY IMPACT ASSESSMENT

- 9.1 Under the Equality Act 2010, Section 149, a public authority must, in the exercise of its functions, have due regard to the need to–
- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
 - advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
 - foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
- 9.2 It is not considered that an Equality Impact Assessment (EIA) is required for the decisions being made in this report. The individual strategies and projects will be considered separately in due course.

10. LEGAL IMPLICATIONS

- 10.1 This report sets out the intended approach to establishing policies, procedures and programmes to meet the objectives set out in the Climate Emergency resolution. Modifications to policies procedures and programmes will be made pursuant to the General Power of Competence contained in sections 1-6 of the Localism Act 2011 and/or additional statutory powers detailed below.
- 10.2 The following statutes and regulations being the Climate Change Act, the Minimum Energy Efficiency Standards Regulations, the Energy in Performance in Buildings Regulations 2012, The Heat Network Regulations, the Local Government (Miscellaneous Provisions) Act where relevant will be relied upon to deliver the programme, which is set out in the Reading Climate Change Strategy.

11. FINANCIAL IMPLICATIONS

- 11.1 The financial implications of the delivery of the Climate Change Strategy and other relevant strategies and specific projects will be reported when specific plans and

proposals are brought in due course. Risk Assessments will be carried out for these individual projects.

- 11.2 The Council spends over £2m per annum on energy and has a capital programme for investing capital in energy efficiency projects. Investment of capital through the SALIX programme, typically meets the 10 year repayment condition, helping to avoid rising energy costs. Other energy projects offer a return on investment.
- 11.3 It is estimated that over £150m is spent per annum by Reading's residents and employees on energy and fuel. By investing in energy efficiency, renewable energy generation and electrification of heat and transport, this annual expenditure could be reduced by instead spending on projects which would have the benefit of creating jobs and saving money for all. Where positive business cases are brought forward projects can offer value for money.

12. BACKGROUND PAPERS

Appendix 1: Modelling a Zero Carbon Pathway

Appendix 2: Existing Projects

Appendix 3: Item 11 Full Council - 26th February - Council Climate Emergency Declaration

Appendix 4: 'Reading Climate Change Strategy 2013-20 Action Plans

Appendix 1 - Modelling a Zero Carbon Pathway

- 1.1 Reading Borough Council carried out initial modelling to establish a potential pathway for a zero carbon Reading. This was reported to Strategic Environment, Planning and Transport (SEPT) Committee in March 2018.
- 1.2 The model utilises the Department of Business , Energy and Industry Strategy (BEIS) carbon emissions data for local authorities and converts this to power. It uses standard yield and performance data to calculate the contribution of power to the local networks. It does not take account of the different time of day or year that the power is used/generated.
- 1.3 Whilst the initial model should only be regarded as a rough assessment of what potential there might be in Reading according to our local understanding, it sets out a possible blueprint for technology and infrastructure development that is needed rapidly if carbon neutrality is to be achieved by 2030.
- 1.4 The modelling assumes a very ambitious programme of energy efficiency is carried out in Reading and energy consumption is reduced by just over 50%. It also seeks to calculate the amount of renewable energy installations that could potentially be achieved without taking account of many of the technical and practical challenges associated with this scale of roll out.
- 1.5 The model showed that there is potentially considerable renewable heat potential utilising Reading's rivers, ground and gas from food waste and sewerage waste. Together these could supply a large proportion of the town's heat.
- 1.6 In the scenario modelled, renewable electricity generation would be largely provided by solar panels. This would require a considerable increase in the prevalence of this technology, requiring an order of magnitude change in the number of roofs in the borough which have solar panels installed.
- 1.7 Additional electricity would be needed for heat and the electrification of transport. The model showed that this extra load would mean that even with all the other work to reduce demand and increase renewable supply, there would remain a substantial gap in the amount of clean electricity available.
- 1.8 There are a number of obstacles which could potentially lead to certain technology solutions offering significantly less energy than shown. The pathway would need to have a high degree of flexibility to ensure that, as trials and commercial pilots yield information about the real potential of technologies, the model can be adjusted to ensure that the correct development pathway progresses. Further modelling work will be carried out to establish a range of scenarios and sensitivities using the Government backed recently published 'SCATTER' tool.
- 1.9 The modelling work showed the following four key technical challenge areas associated with delivering a carbon neutral Reading:-
 - i) Low carbon buildings - retrofitting at scale.
 - ii) Renewable heat and electricity supply - scaling up renewables.
 - iii) Sustainable transport - phasing out petrol and diesel.
 - iv) Smart Energy - smoothing out the power.

Appendix 2 - Existing Projects

The Council has already progressed work in these areas and continues to work on key projects which will help to take this framework forward.

Low Carbon Buildings

The Council's Carbon Plan 2015-20 outlines its approach to reducing emissions to 50% of 2008/9 levels by 2020. This target was met three years early in 2017/18.

A number of low carbon projects have been progressed over the course of the delivery of the last two climate change strategies. Around 100 SALIX energy efficiency projects have been delivered in the Council estate including a full retrofit of the current civic offices and the town hall.

Over 2000 properties were insulated under the Heat-seeker project in the first climate change strategy and whilst national funding was significantly reduced the Council has continued to provide a fuel poverty service called Winter Watch, which has visited hundreds of homes and assisted in obtaining funding for energy efficiency measures large and small to householders.

The Council was a Green Deal Pioneer, but the national policy was scrapped and no Green Deals were rolled out.

A number of grant funded boiler replacement schemes were installed into Reading social housing stock. Readings own housing stock has a SAP rating of 73%.

Reading was one of the first UK authorities to include zero carbon planning in its new Local Plan. This policy awaits the outcome of the inspection process before it will be adopted. The policy is designed to re-invest funds from large developments where they cannot feasibly achieve zero carbon standards on the site into local projects, including housing retrofit.

The Council is currently planning the refurbishment of the Bennet Road depot. The project incorporates a range of innovative and energy efficiency measures, aiming to reduce the carbon footprint substantially. Modelling is being carried out to determine the business model for investment including consideration of renewable technologies, battery storage and charging for electric Council fleet vehicles.

The Council is in the process of completing a replacement of 100% of the streetlights in the borough with LED lamps. The replacement of 13,000 street lamps will save over 1000 tonnes of CO₂ per annum and reduce electricity bills by approximately £200k per annum.

Renewable Electricity

The Council has invested in solar PV on 457 Council houses and 46 corporate and community buildings. In total the Council owns around 7000 panels or 2MWp of generation capacity. This amounts to around 1/3 of the solar panels installed in the Borough.

In addition to the above, the Council helped to set up Reading Community Energy Society, which is in the process of installing its second phase of community funded

solar panels on local buildings, bringing the total to around 2400 panels or 600kWp of generation capacity.

The Council is planning a range of projects looking at the effectiveness and scalability of different technology combinations, working closely with the University to monitor the performance of the technologies and assist in optimising their performance.

The Council and Reading Transport are working with Reading Community Energy Society to install larger unsubsidised solar PV schemes including the bus depot. Together with the existing solar PV on the bus depot, this will be the largest solar install on a single building in Reading, slightly bigger than the arrays on the Council's civic offices which total 148kWp (~700) panels.

Renewable Heat

The Council has implemented one biomass heating scheme at Cedar Court, with a connection to an adjoining building.

As the grid decarbonises, heat pumps become more sustainable than gas based systems. The most efficient heat pumps utilise the heat resource available in the ground and rivers.

The Council has been successful for the third time in securing Heat Network funding from the Heat Network Delivery Unit. The most recent project outlined feasibility for a district heating network in Reading town centre. A key recommendation was that schemes in the town centre could harness renewable heat from the river, aquifers and ground source heat.

A new project will focus on the development opportunities in the town centre and bringing these into operation. Strategic sites such as Station Hill and the ex-Royal Mail site offer the density and opportunity to deliver schemes with renewable heat.

Sustainable Transport

Reading has delivered a great number of initiatives and programmes under its Local Transport Plan 3 to move towards a more sustainable transport system. Reading Buses has continued to expand its fleet of low or zero carbon buses with a fleet of over 40 sustainable CNG powered buses. These buses are fuelled by compressed natural gas, for which biomethane has been injected in equivalent volumes into the national gas grid from regional sources. Reading has the third highest per person passenger numbers in the UK outside London.

A number of pedestrian and cycling infrastructure projects have been implemented including the new pedestrian and cycle-bridge over the river Thames.

The Council has invested in electric vehicle charging points at the Civic Offices and Depot site. These offer charging facilities for up to ten vehicles at a time.

Two fast-charge units are available to the public behind the Civic Offices.

The Council is in the process of designing the install of a number of charge points in areas of on street parking, where residents do not have access to off street parking and thereby home charging. The charging points will be set into the lamp columns (posts) and made readily available within the trial area.

Reading's licensed (Hackney Cab) taxi fleet have committed to be 100% Ultra Low Emission vehicles by 2030.

Smart energy systems

The Council has been installing 'smart' Automatic Meter Reading (AMR) on its electricity and gas meters. Over 90% of its energy consumption is via these meters. In 2018, a number of meters were upgraded to AMR under P272 regulations. AMR meters allow the Council to have access to 'half hourly' consumption data.

The Council is currently modelling PV/battery scenarios at its Bennet Road Depot site. Battery storage would be used to smooth out peak energy periods when power on the grid is at its most carbon intensive or 'brown'.

Electric Vehicles can be used as an energy storage facility. As well as controlling when charging occurs, future models will incorporate 'Vehicle to Grid', where cars can export electricity back to the grid. The Council has procured a number of Electric Vans and is modelling future uses of electric vehicles as power providers to buildings and other power uses.

READING BOROUGH COUNCIL

COUNCIL MEETING

26 FEBRUARY 2019

**ITEM NO 11 - CLIMATE EMERGENCY - TOWARDS A ZERO CARBON READING -
ALTERED**

Reading Borough Council (RBC) believes the world is now clearly in the midst of a climate emergency and that more concerted and urgent action is needed at local, national and international level to protect our planet for future generations. **As such, this Council commits to playing as full a role as possible - leading by example as well as by exhortation - in achieving a carbon neutral Reading by 2030.**

RBC has a long standing commitment to action on climate change. A signatory of the Nottingham Declaration on Climate Change in 2006, the Council was one of the first authorities to produce a detailed Climate Action Plan.

We note that CO₂ emissions in the Borough have fallen by 41% since 2005, which is greater than all but 19 of the 405 authorities in Great Britain, and that Reading Borough Council has reduced its own emissions by 53% since 2008.

Reading is urban in nature and the majority of emissions are from the use of fossil fuels and energy to run buildings and transport. Methane is also harmful to the climate. In Reading, these emissions are primarily from food, human waste and landfill. Gases from the latter two are captured and used to generate energy.

Despite good progress at local level, new evidence continues to emerge about the scale of the likely impacts of climate change. We are now aware through the launch of the Special Report of the Intergovernmental Panel on Climate Change in October 2018 that, in order to reduce the risks of severe climate change, all countries must act much more quickly.

This Council was proud to host the Model Climate Conference in December 2018 in this Chamber attended by students from local secondary schools, which coincided with the Katowice Climate Conference (COP24), and resulted in all the participating students stressing the urgency of climate action and pressing the Council, Government and others to act quickly.

RBC notes that we have already set out a number of ambitious policies and actions which will help to pave the way for the delivery of a Zero Carbon future such as:

- 'Zero Carbon Standards' within its draft Local Plan,
- The RBC Carbon Plan
- The forthcoming consultation on options, such as a Clean Air Zone, for improving local air quality and reducing congestion prior to publishing our draft Fourth Local Transport Plan
- The Reading Climate Change Partnership and Strategy - Reading Means Business on Climate Change
- The Launch of Reading Community Energy Society

This Council therefore instructs officers to report to the SEPT and Policy Committees on further potential measures that could accelerate the timescale for reducing

carbon dioxide emissions to zero by 2030, but recognises that this date can only be achieved with substantial policy changes from national government.

Council also requests officers to ensure that forthcoming revisions to the Local Transport Plan and Climate Change Strategy (and any other relevant policy statements) reflect the urgency of this resolution.

The Council also calls on the Government to follow the recommendations of the Committee on Climate Change and radically improve the policy framework including, for example:

- detailed and practical proposals for retrofitting private and public housing stock, where the Green Deal failed.
- upgrade social housing energy efficiency to higher standards
- more support for renewable electricity and heat (and not taxing them unfairly)
- more support for establishing renewably powered heat networks
- more support for the smart technologies and storage and connecting to local power grids.
- more support for electric vehicle infrastructure and ownership, whilst incentivising the scrappage of older polluting vehicles
- more national investment in cycling and walking policies, and the expansion of public transport and car clubs using the latest zero carbon technology
- working with local businesses to improve their energy efficiency
- putting solar arrays on most of the suitable roof space and erecting more large wind turbines
- developing local energy storage facilities
- establishing national recycling standards on industry and supermarkets whilst supporting the roll-out of food waste collection and its use for the generation of clean local energy
- building a town centre district energy system which harnesses heat from local rivers or watercourses
- establishing the widespread use of ground-source heat pumps and potentially air source heat pumps
- amending local authority procurement powers to require the delivery of carbon neutral environmental strategies by private sector suppliers

The Council calls on the Government to give Reading as soon as possible the additional powers and funding needed to ensure that Reading is carbon neutral by 2030.

The Council therefore instructs the Chief Executive to write to our local MPs, and to the Prime Minister and to relevant Government departments (DEFRA, MHCLG, DfT, and Treasury) setting out the above requirements and the need for new legislation and financial support to deliver this radical agenda.

I move this

I second this

.....

.....

Councillor Page

Councillor

Theme 1: ENERGY SUPPLY

The heavy dependence on fossil fuels to provide energy in the UK has been identified as our most significant impact on global climate change. It is therefore crucial that we consider how our energy is produced, supplied and consumed in order to reduce our impact on climate change and to meet the needs of our society in the long term.

To achieve this, we need to be efficient with the energy we use and find clean and ‘green’ ways of producing heat and electricity. Firstly, we must conserve energy by insulating our homes and reducing our consumption of electricity through switching off and improving the efficiency of our energy consuming devices. Secondly, we must generate a larger proportion of our energy from renewable sources like wind and solar. Thirdly, we must consider the right sort of infrastructure to provide energy locally. This will involve heat networks that provide low carbon heat directly to buildings and a smart grid where the right amount of energy is generated and little is wasted.

Vision by 2020: By 2020, Reading will use less energy and have cleaner, greener supplies of electricity and heat. We will have increased the amount of locally generated renewable energy. Local smart grids and power plants (decentralised energy) will start to be developed to offer more responsive, cost effective, low carbon energy to consumers. Smart meters will be installed across the borough to improve monitoring and control of local energy supply. Communities and businesses will work together to reduce their energy consumption and develop low carbon energy solutions.

SUMMARY OF STRATEGIC PRIORITIES

- Reduce energy consumption in Reading
- Decarbonise energy supply of Reading

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
Strategic priority 1: Reduce energy consumption in Reading					
T1SP1.1 ¹	Produce report identifying the commercial and public sector electricity consumption in Reading and identifying key opportunities for energy efficiency		Report	RBC	University of Reading (Technologies for Sustainable Built Environment Centre)

¹ T = theme; SP = strategic priority

READING CLIMATE CHANGE STRATEGY 2013-2020, ACTION PLAN 2018

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T1SP1.2	Analyse report which identifies the commercial and public sector electricity consumption in Reading. Identify specific technologies that are commercially viable for increasing energy efficiency.	End of 2017	Report completed	Reading Borough Council (RBC)	University of Reading (Technologies for Sustainable Built Environment Centre- TSBE centre)
T1SP1.3	Develop and support a group of organisations to invest in their own energy efficiency programmes	End of 2017	First event planned for 02/17	RBC; UKCIC	University of Reading; Thames Water; large retail stores
T1SP1.4	- Deliver the Council Energy Plan Programme - Deliver BEEP	2020	- Low carbon Street lighting due for completion in Spring 2017- Delivery of BEEP	RBC	Public sector group
T1SP1.5	Continue to offer schools support on energy efficiency and renewable energy investment	2017-2020	- Encourage uptake of SEELS (SALIX Energy Efficiency Loans) funding for schools - Expansions complete to energy efficient standards - Reinstate Business Energy Management System - Support Energy Performance Certificates implementation and Air Conditioning Certification	RBC	Reading Schools
T1PS1.6	Encourage and increase the number of smart meters and other resource monitoring/ saving devices installed in buildings/households and other energy/resource using facilities across	2018-2020		RBC	University of Reading

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
	Reading. Encourage their use in Green Park, Apex Plaza				
Strategic priority 2: Decarbonise Reading's energy supply					
T1SP2.1	Produce a model that identifies where electricity loads in buildings can be reduced at peak periods		Engineering Doctorate Thesis with Technologies for Sustainable Built Environment Centre	RBC	University of Reading-TSBE centre.
T1SP2.2	Complete heat mapping exercise	August 2017	Completed report	RBC	RCCP/HNDU
T1SP2.3	Develop district energy projects in Reading amongst partners.	2020	<ul style="list-style-type: none"> - Initial report on options for specific sites - Business planning for sites or private sector driven through planning/investment - Encourage private sector investment into District Energy Networks in Reading through planning 	RBC	Private sector
T1SP2.4	Disseminate information about complete district energy schemes	March 2016	University of Reading scheme	University of Reading	RBC
T1SP2.5	<ul style="list-style-type: none"> - Produce a renewable energy investment strategy to provide 8% of local power, identifying most investable renewable energy in borough. - Aim for 100% of Reading's energy to be produced through renewable sources by 2050 	<ul style="list-style-type: none"> - 2020 - 2050 	<ul style="list-style-type: none"> - Evidence base complete - Workshops with partners - Report to Reading Climate Change Partnership (RCCP) - Consider use of solar photovoltaics, solar thermal, ground source heat pumps, wind, anaerobic digestion, biomass and gasification processes, and hydropower 	Thames Valley Energy	RBC

READING CLIMATE CHANGE STRATEGY 2013-2020, ACTION PLAN 2018

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T1SP2.6	- Deliver Council Energy Plan Programme - Renewable energy projects to achieve 15% of council energy use by 2020 - Includes Photovoltaic Solar panels and biomass heating.	2020	- 1st Biomass project March 2014 - Solar photovoltaic on housing Aug 2014 - Targets for photovoltaic and biomass TBC	RBC	Reading Sustainability Centre
T1SP2.7	Work with small businesses to encourage uptake of renewable energy	End 2018		RBC, Institute for Sustainability, European Projects	
T1SP2.8	Encourage local communities and businesses to support the development of renewable energy in their communities	July 2014	- Identify potential buildings and locations, and interested parties - Provide technical advice to interested groups	RBC; Reading Voluntary Action, Greater Reading Environmental Network, Transition Town Reading	
T1SP2.9	Create a number of community showcase facilities in Reading and run tours	2018	Identify potential buildings, Reading International Solidarity Centre (RISC) solar and Green Park wind turbine	RBC	Reading International Solidarity Centre; Green Education
T1SP2.10	- Identify planning sites that are suitable for decentralised energy networks. Implement policy to incorporate district energy into appropriate planning sites. - Incorporate these policies into Local Plan		Shortlist of suitable sites identified.	Reading Borough Council, Thames Valley Energy	Climate Berkshire
T1SP2.11	Produce RBC Energy and Carbon Management Policy		Report to Strategic Environment, Planning and Transport committee March 14	RBC	
T1SP2.12	Build local supply chains for technologies by building local skills and engaging local companies in larger contracts			RBC; Institute for Sustainability	Thames Valley Energy
T1SP2.13	Attract local and inward investment options for renewable energy development			RCCP	RBC

Theme 2: LOW CARBON DEVELOPMENT

The quality of the built environment is of crucial importance to our contribution to climate change, through reducing the amount of energy we use in our buildings. Insulating and improving the efficiency of our existing buildings and building highly efficient new buildings are both critical to reducing our energy consumption and carbon footprint, and to reducing energy costs and addressing 'fuel poverty'. To adapt to climate change and achieve sustainable development, long term economic, social and environmental strategies must continue to evolve and guide the revision of spatial development policies for the future.

Vision by 2020: By 2020, Reading will have reduced its energy consumption from buildings through the improved design, construction and refurbishment of existing buildings. Reading will have improved planning policies in place that reduce energy consumption and will have improved processes to ensure compliance in new-build and renovations. Council policies will emphasise local retrofit and renewable energy programmes and other ways to reduce emissions from the local area. Planning policies and standards for buildings will address energy use, and the local effects of climate change. Strategic planning will assess the long-term implications of development trends on reducing carbon emissions and adapting to the effects of climate change.

SUMMARY OF STRATEGIC PRIORITIES

- Continue to develop planning policies that support the reduction of greenhouse gas emissions directly and indirectly from the borough
- Retrofit energy efficiency measures into Reading's buildings
- Develop and implement adaptation measures to reduce the impact of high and low temperatures

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
Strategic Priority 1: Continue to develop planning policies that support the reduction of green-house gas emissions directly and indirectly from the borough					
T2SP1.1	Ensure new buildings in Reading meet high standards of energy efficiency in design and construction & install the most appropriate on site renewable energy generating technologies; specifically, review available and emerging standards	Annual	- Sustainable planning policies in place -Number of renewable	Reading Borough Council (RBC)	

READING CLIMATE CHANGE STRATEGY 2013-2020, ACTION PLAN 2018

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
			installations		
T2SP1.2	Research potential to promote high standards of energy efficiency such as Minergie or Passive House	September 2018	- Find appropriate funding - Develop a study	The Reading Sustainability Centre (TRSC); Tony Cowling	
T2SP1.3	Establish a 'Zero Carbon Homes' mechanism with a local carbon offsetting fund.	September 2019	Planning policies in place and fund established.	RBC	
T2SP1.4	Establish and maintain a local public register of Energy Performance Certificates in the Borough - to track progress and to celebrate success and assist with Home Energy Conservation Action (HECA) report	September 2018 and annual update	Register established	RBC (EST to be commissioned initially)	RCCP to fund bi-annual updates.
T2SP1.5	Derive targets for progress with energy saving measures in Reading - to 2020 and 2030 - in line with Climate Change Committee scenarios and evaluate options for retrofit	Initial draft September 2018	Report with recommendations	RBC	
T2SP1.6	- Continue to review strategic plans for economy, housing, population, industry etc. to ensure they are compatible with local and national emissions targets - Revise strategic plans to manage the amount, type, and location of housing and business development in and around Reading to deliver a low-carbon (and low-cost) economy	Ongoing	Consultation response from RCCP to Local Plan	RCCP	Climate Berkshire; Berkshire Local Nature Partnership
T2SP1.7	Revision of LDF to include policies on density, scale, location and distribution of development to deliver a low-carbon economy.	September 2019	Revision of planning policy documents	RBC	University of Reading
T2SP1.8	Promote research in the area of Energy and Built Environment, Low Carbon development etc.	On going	New research development	University of Reading	RBC

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T2SP1.9	Review policies on 'green roofs and walls' in LDF. Include guidance for developers, planners and public on their costs and benefits so that their relative merits for different policy objectives relating to climate change (and other benefits/dis-benefits) can be taken in to account in design and planning	September 2020	Planning policy review Revision of Sustainable Design and Construction SPD	Reading Borough Council	University of Reading
Strategic Priority 2: Retrofit energy efficiency measures into Reading's buildings					
T2SP2.1	Review guidance available for householders and businesses on retro-fitting renewable energy and energy-saving technologies, including technologies, financial assistance such as ECO scheme, and standards such as EnerPHit	December 2018	- Regularly updated web pages Information and links on Reading Climate Action Network(RCAN) - Active publicity campaign	Reading Climate Change Partnership (RCCP)	TRSC; Draught Busters; Tony Cowling
T2SP2.2	HECA report- use information to target energy saving activity and action	March 2019	HECA report	RBC	Housing associations and landlord groups
T2SP2.3	- Develop case studies and show homes networks that encourage renovation and re-use of empty buildings rather than building new homes - Explore links to refurbishments of older buildings	March 2019	Establish specific show homes in Reading through volunteers and/or where funding available - possible link to heritage open days	RCCP	Superhomes network; Reading community groups
T2SP2.4	Renovate existing Council properties to be very low carbon to recognised standards such as EnerPHit.	Ongoing	Report on numbers and standards achieved	RBC	

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T2SP2.5	Evaluate options to encourage retrofit in domestic buildings	March 2019	Report on progress	RBC	
T2SP2.6	Provide service to help house holders - especially those most vulnerable to fuel poverty, and in particular those that are at imminent health risk - to access Energy Company Obligation (ECO) subsidies, energy efficiency improvements, guidance on behavioural change, and other services/funding available	Ongoing	<ul style="list-style-type: none"> - Continue Winter Watch initiative - 1 x staff available to provide service - Reach at least 100 households in need - Investigate flexible ECO 	RBC	Energy companies and switching services; Draught Busters; TRSC
T2SP2.8	- Work with landlords, lettings and managing agents to ensure minimum EPC compliance and encourage improvements in the sector	September 2018	Propose actions to encourage early adoption and enforce compliance	RBC	
Ts2SP2.9	Monitor improvements in energy use achieved by retro-fit measures to Council-owned buildings.	Annual	Annual report	Reading Borough Council	
Strategic Priority 3: Develop and implement adaptation measures to reduce the impact of high and low temperatures					
T2SP3.1	<ul style="list-style-type: none"> - Assess care homes for risk of heat waves - implement measures to ensure that care customers are not at risk of hot conditions - develop low carbon cooling approaches for care homes 	Ongoing	Inclusion in Business Continuity plans	RBC	

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T2SP3.2	Ensure public spaces and park-areas have sufficient shade and places to rest to reduce risks of over-exposure to sun and potential health impacts, through implementation of Tree Strategy (see Natural Environment chapter and Action Plan)	Ongoing - six-monthly report	- 10% increase in canopy cover target from Tree Strategy - Evidence of CC-aware planning for shade	RBC	Tree wardens

Theme 3: NATURAL ENVIRONMENT

The natural environment plays a key role in making our urban spaces liveable, both for people and wildlife. In response to climate change, communities of wild animals and plants will have to relocate from places that are becoming unsuitable for their survival to places where conditions are becoming more favourable. The way that open spaces and parklands are managed can have a significant impact on wildlife corridors and habitats and consequently on wildlife's ability to survive. Tree planting, for example, can help mitigate both the 'heat island' effect (where an urban area is significantly warmer than its surrounding rural areas due to human activities) and the emissions that impact on both climate change and air quality.

The natural environment should be managed and developed to respond to the threat of climate change, including establishing the role of the local community, to make Reading a better place for people and for wildlife.

Vision by 2020: By 2020, Reading will have a thriving and interconnected natural environment, with links and stepping stones, such as parks, back gardens and river corridors. Wildlife will be able to live in and move through the urban environment, allowing it to adapt to a changing climate. The people of Reading will be active guardians of our natural habitats, and the community will be more involved in the management of local green spaces.

SUMMARY OF STRATEGIC PRIORITIES

- Improve the quality and connectivity of natural habitats
- Encourage local community groups and businesses to become more involved in the management of local green spaces

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
Strategic Priority 1: Improve the quality and connectivity of natural habitats					
T3SP1.1 ²	Review the Reading Biodiversity Action Plan and update the plan to take account of climate change	2020	New Biodiversity Action Plan in 2020	Reading Borough Council (RBC)	Nature Nurture, Outdoor Classrooms; Thames Valley Records Centre

² T = theme; SP = strategic priority

READING CLIMATE CHANGE STRATEGY 2013-2020, ACTION PLAN 2018

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T3SP1.2	Monitor the proportion of Local Wildlife Sites in positive conservation management in line with government guidance on Single Data List 160	Ongoing	- All RBC sites to be in positive conservation management by 2015 - RBC to encourage other landholders to manage their sites	RBC	Other landowners as appropriate. Econet; 'Friends of Parks' groups; Thames Valley Environment Record Centre
T3SP1.3	Keep under review, in light of climate change science: Tree Strategy, Orchard Project, Open Spaces Strategy, Thames Parks Plan and the document 'Reading Waterspace - A Vision for the Thames and Kennet'	Ongoing	Status report. Progress report on each project annually.	Reading Climate Change Partnership (RCCP)	RBC
T3SP1.4	- Identify areas of grass land of highest habitat value and manage as meadow - Align this action with National Pollinator Strategy; Coronation Meadows Strategy	Ongoing	- Staff training / awareness days - Statement about grass cutting policy on website	RBC	Private individuals and volunteer groups; Department for Environment; Food & Rural Affairs; Coronation Meadows
T3SP1.5	Help facilitate the work of the Berkshire Local Nature Partnership in respect of Reading sites	2020	Input to Berkshire Local Nature Partnership	RBC	Berkshire Local Nature Partnership
T3SP1.6	Undertake periodic ecological surveys of Reading's Local Wildlife Sites and review status in line with government and local guidance	Each site is surveyed as a minimum every 5 years	Annual review of surveyed site status	RBC	Thames Valley Environmental Records Centre; Nature Nurture
T3SP1.7	Periodically update the Berkshire phase 1 habitat map	2018	Periodic review approximately every 5 years, next due circa 2018	Thames Valley Environmental Records Centre	RBC; Nature Nurture

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T3SP1.8	<ul style="list-style-type: none"> - Raise awareness of Biodiversity Opportunity Areas and seek opportunities to engage with landowners and encourage them to manage land in accordance with the objectives for their area - Promote Green Park as a positive case study for its commitment to biodiversity 	Ongoing	Progress report and plan	Berkshire Local Nature Partnership	Thames Valley Environmental Records Centre; RBC; Green Park
T3SP1.9	<p>Encourage groups, individuals and organisations to share ecological data with relevant Research Centres so that this information can be used to inform studies into the effects of climate change on biodiversity</p> <p>Promote smart technologies and applications to increase ecological indicators (http://www.brc.ac.uk)</p>	Ongoing	<p>Annual report from Thames Valley Environmental Records Centre to RBC</p> <p>Update information about applications available to monitor ecological data</p>	Thames Valley Environmental Records Centre	http://www.brc.ac.uk
T3SP1.10	<ul style="list-style-type: none"> - Assess adequacy of control over conversion of front gardens to parking - Align this work to the Royal Horticultural Society's 'Greening Grey Britain' campaign, information on arid and swales planting. 	January 2020	Review of policy to committee with recommendations	Royal Horticultural Society	RBC
T3SP1.11	Raise awareness of the importance of green infrastructure for adapting to climate change and the economic benefits it provides	March 2020	<p>Planning advice</p> <p>Produce a briefing for multi-agency use in publicity</p>	RBC	University of Reading;; Nature Nurture, Reading Outdoor Classrooms

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T3SP1.12	Assess and seek improvement of waterways, river and canal banks as wildlife corridors	March 2020	Identify improvements to managed areas.	RBC	Environment Agency; Berkshire Local Nature Partnership; Canals and Rivers Trust; Thames Valley Record Centre; Berkshire, Buckinghamshire and Oxfordshire Wildlife Trust
Strategic Priority 2: Encourage local community groups and businesses to become more involved in the management of local green spaces					
T3SP2.1	Sustain and grow local wildlife activities, especially for children	Ongoing	Wildlife community events (Estimated 94 meets in 2012)	Econet; Globe Groups	Connect Reading (businesses); Nature Nurture; Green Trees, Forest School Network; Food 4 Families
T3SP2.2	Encourage teaching about wildlife in schools	Ongoing	Provide training and information for teachers; look at expanding Reading's Outdoor Classroom.	RBC/ other partners	Nature Nurture; Green Trees Education; Conservation Volunteers Berkshire; Food4Families, RISC
T3SP2.3	Highlight and publicise guidance on wildlife gardening with assistance from partners	Jan 2020	- Guidance on website - Establish a channel for local expertise sharing	Econet; GLOBE groups (Oxford Road Community Garden & Ridgeline)	Berks Bucks And Oxon Wildlife Trust; Econet; Green Trees, Royal Horticultural Society; Food4Families

Theme 4: WATER SUPPLY AND FLOODING

A changing climate is expected to mean more extreme weather events such as intense rainfall and floods, heat-waves and droughts. These impacts are predicted to increase over time, with winters getting warmer and wetter, while summers become hotter and drier. Hotter, drier summers will tend to increase demand for water and reduce supply, while more variable winter rainfall may increase the frequency of droughts despite the increase in average rainfall. As well as affecting water supply, this could also have significant impacts on biodiversity and the natural environment.

Action plans will set out measures to adapt to the threats to water supply and the risks of flooding.

Vision by 2020: By 2020, supply and demand for water will be managed so as to improve the projected 'supply demand balance', reduce the risks of 'temporary use bans' (e.g. hosepipe bans), and reduce the effects on wildlife of poor water quality and of damage to habitat through drought. The risks from changing patterns of rainfall and extreme weather events will be better understood and people will be well prepared with homes and businesses becoming increasingly resilient.

SUMMARY OF STRATEGIC PRIORITIES

- Manage demand for and supply of water, to reduce the expected impact of water shortages on consumers and on wildlife
- Reduce the risk of damage due to flooding
- Develop an adaption plan for Reading so we can plan for extreme events associated with the changing climate

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
Strategic Priority 1: Manage demand for and supply of water to reduce the expected impact of water shortages on consumers and on wildlife					
T4SP1.1 ³	Share understanding of Thames Water's - Water Resource Management Plan	2020	- Make sure Thames Water (TW) understand and factor in Reading's growth estimates - Share the good work TW are doing to factor in	TW	Environment Agency (EA)

³ T = theme; SP = strategic priority

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
			climate projections - add links to Reading Climate Action Network (RCAN) website		
T4SP1.2	Ensure plans are in place so that Reading is ready to respond to a drought situation	2020	<ul style="list-style-type: none"> - Make sure drought resilience options are included in TW's Water Resilience plan - Ensure we are planning for droughts that are extreme enough (factoring in climate projections of more extreme future low river flows) * Incorporate learning from EA lead work on 'Water efficiency in the Southeast' 	EA	TW; Reading Borough Council (RBC)
T4SP1.3	Ensure that Reading's Local Plan is compatible with expected availability of water supplies	2018	<ul style="list-style-type: none"> - If funding can be found, do a water cycle study as part of current Local Plan development - Now the 'code for sustainable homes' has gone, follow Greater London Authority (GLA) recommendations for water efficiency (see Table 2.1 and 2.2 of Housing Standards document on .gov.uk) 	RBC	TW; EA
T4SP1.4	Share information with homes and businesses about how to get hold of free water saving devices	2020	<ul style="list-style-type: none"> - Make links from TW to RCAN website - Help to promote at RCAN events 	TW	
T4SP1.5	Incorporate water efficiency measures into RBC internal policies	2020	<ul style="list-style-type: none"> - Arrange meeting with TW water efficiency manager and RBC - Consider learning from Portsmouth & Southampton retrofit case studies 	RBC	TW

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T4SP1.6	Make sure key organisations in Reading are prepared for the next drought	2018	<ul style="list-style-type: none"> - Communicate the EA 'incident management' approach to managing drought situations with all partners - Run a drought exercise with all partners, Local Resilience Forum (LRF) and key businesses - Consider linking the above with a Heat Wave Alert exercise (e.g. recent Manchester LRF exercise). - Share the learning on RCAN website 	EA	TW; RBC; LRF
T4SP1.7	Share information and case studies to help homes and businesses reduce water use	2018	Add info and links to RCAN website: <ul style="list-style-type: none"> - EA water efficiency guide - TW recommendations for businesses (e.g. staff engagement) - Case studies, e.g. for Clear Water retro fit - TW water saving calculator - TW Water audits for businesses - RBC Carbon Plan - Info from RBC involvement in 'Liquid Assets programme (2006-8)' 	TW	RBC; EA
T4SP1.8	Help to raise awareness amongst homes and business about 'how will a drought affect me?'	2020	<ul style="list-style-type: none"> - Create identifiable case studies - Signpost to EA and TW information on RCAN website - Develop code of conduct when drought is active 	TW	RBC; EA
Strategic Priority 2: Reduce the risk of damage due to flooding					
T4SP2.1	Raise awareness of the EA Flood Warning service	2020	<ul style="list-style-type: none"> - Increase the number of homes and businesses, who are signed-up to receive Flood Warnings, to 70% over the next 3 years - Expand coverage of flood alert/warning service 	EA	RBC

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
			to 100% of properties at risk by 2020 - Signpost on the RCAN website - Link to advice on flood awareness, flood prevention measures, evacuation guides, and information about the Flood Warning service		
T4SP2.2	Make sure that all 3 RBC Flood Plans incorporate the latest flood guidance	2018	- Confirm that work from Peter Brett, which is looking at revised EA flood guidance, is incorporated into Flood Plan revision (Oct 2017). - Update as appropriate: Flood Water Management Plan, Strategic Plan, and Flood Response Plan. - Consult or request advice from EA as appropriate	RBC	EA
T4SP2.3	Implement sustainable urban drainage systems (SuDS) in accordance with Planning policies and in delivery of infrastructure	2020	- Make sure all applications that need SuDS (which will be automatically triggered by Planning Application System) demonstrate that they have been successfully installed - Monitor the effectiveness of schemes in post-event debriefs - Ensure any learning points are added to appropriate plans	RBC	
T4SP2.4	Review updated flood maps, which are to be revised from 2018	2020	- Add notification to RCAN when they change - Add links to EA flood maps on .gov.uk 'What's in your back yard' - RBC & EA to check if the National Flood Risk Assessment (NARFA) flood bands have changed for homes / businesses in Reading, and communicate as appropriate	RBC	EA

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T4SP2.5	Ensure that drainage design is sufficient to allow for increased intensity rainfall in new developments and infrastructure construction/repairs	2020	<ul style="list-style-type: none"> - Make sure new EA guidance has been incorporated in RBC planning policy (e.g. for 20%-40% increase in rainfall intensity) - All new development designed to meet this - Agree target to fix percentage of existing problem areas 	RBC	TW; EA; Scottish and Southern Electricity (SSE)
T4SP2.6	Share advice on being prepared for an incident	2018	<ul style="list-style-type: none"> - Share/signpost link to the "Thames Valley: Are you ready?" booklet on RCAN website - Link this with EA advice (from T4SP3.1) 	RBC	EA
T4SP2.7	Control and minimise development on the floodplain	2020	<ul style="list-style-type: none"> - RBC will apply sequential test to confirm no alternatives are available outside of flood zones - RBC to consult the EA as appropriate 	RBC	EA
Strategic Priority 3: Develop an adaptation plan for Reading so we can plan for extreme events associated with the changing climate					
T4SP3.1	Check environmental monitoring networks (e.g. river flow and rainfall) are fit for purpose, well maintained and producing quality assured data	2018	<ul style="list-style-type: none"> - Create map of monitoring - Publish on RCAN with links to EA/Centre for Ecology and Hydrology 	EA	

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T4SP3.2	Develop the first iteration of an 'Adaptation Plan for Reading'	2020	<ul style="list-style-type: none"> - Use 'pathways-based' adaptive planning techniques pioneered in the EA (TE2100 and Scenario Testing projects) - Include low flow (drought), surface and fluvial flood, and temperature (e.g. heat wave) indicators - Consider high climate change and growth projections - Plan to 2100 	EA	

Theme 5: TRANSPORT

Every citizen's choice of transport impacts on climate change, as well as road safety, air quality, and noise pollution. An effective transport system is fundamental to building sustainable and thriving local communities. Reading's excellent links to national road and rail networks as well as Heathrow Airport, have contributed towards the town becoming a major population and employment centre within the South East. However, the ability to continue to attract inward investment into Reading, while at the same time reducing carbon emissions, depends on efficient management of the transport network as demand for travel grows. The challenge is to minimise transport's contribution to greenhouse gas emissions, through reducing the need to travel, encouraging the use of more sustainable modes of transport and alternative energy sources, and reducing congestion. The 'Transport' theme considers how people move around, including 'active travel' such as walking and cycling, public transport such as buses and trains and private transport such as cars and vans. It also reviews the infrastructure that allows people to travel, and the impacts of travel choices not only on climate change, but also on other aspects of the environment.

Vision For 2020: By 2020, we will have achieved targeted and measurable reductions in greenhouse gas emissions from transport and created an infrastructure network which supports and encourages low carbon travel, while improving air quality. Reading will have a healthier and more active population as more people choose to walk and cycle for short journeys whether to the town centre or other local destinations. The transport network will be less congested and safe for cyclists and pedestrians of all ages and abilities. People will use information which is easily accessible and provided in innovative ways to make smarter choices in the way they travel. Public transport will be efficient, reliable and affordable. Low carbon travel will be the preferred choice for people and goods moving around the town. Reading will have a reputation as a beacon for sustainable travel.

SUMMARY OF STRATEGIC PRIORITIES

- Develop and manage a transport infrastructure which supports low carbon travel options
- Reduce energy use and embodied energy in transport infrastructure
- Reduce the air pollution derived from motor vehicles

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
Strategic Priority 1: Develop and manage a transport infrastructure which supports more low carbon travel options					

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T5SP1.1 ⁴	Build pedestrian cycle bridge		Procure, build, monitor use	RBC	Sustrans, landowners
T5SP1.2	Provision of cycle hire scheme	June 2017	Monthly use	Reading Borough Council (RBC)	Various
T5SP1.3	New and upgraded premier cycle routes	Ongoing	New links and new facilities	RBC; Local Sustainable Transport Fund (LSTF) partnership	
T5SP1.4	Support electric vehicle charging	2015	Quarterly usage stats	RBC; business	Car park operators
T5SP1.5	Apply best practice (from around UK) to road layouts	Ongoing during resurfacing programme	Reduction in injury accidents	RBC	
T5SP1.6	Improve pedestrian/cycle facilities at local destinations and local environment	Ongoing	New crossings; cycle stands installed; local area enhancements	RBC; LSTF partnership	Community; business
T5SP1.7	To implement MRT routes in South and East Reading	Ongoing	Increase in public transport usage	RBC	Thames Valley Local Enterprise Partnership
T5SP1.8	To deliver Reading Green Park Railway Station	December 2018	Encourage railway usage, reduce A33 congestion	RBC	Thames Valley Local Enterprise Partnership; Network Rail; Great Western Railway
T5SP1.9	Reallocate road space to public transport and cycling	Ongoing	By road or route	RBC	

⁴ T = theme; SP = strategic priority

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T5SP1.10	Management of transport related assets	Ongoing	Faults, repair rates, response in extreme weather	RBC	
T5SP1.11	Give appropriate advice for new development to encourage sustainable travel	Ongoing	To be developed	RBC	Developers
T5SP1.12	Develop financial and non-financial incentives to use sustainable travel methods (e.g. challenges, promotions)	Ongoing	Participation, mode shift	LSTF; various	RBC
T5SP1.13	Parking/bus lane enforcement (including camera car)	Ongoing	To reduce illegal usage of bus lanes/parking restrictions	RBC	
T5SP1.14	Promote travel information website and open data server	Ongoing	Measure use and app development	RBC	Media, business
T5SP1.15	Variable Message Signing (VMS) expansion	Complete	Installation of new VMS displays	LSTF partnership	
T5SP1.16	Introduce a 'smart' ticketing system	January 2017	Increase sustainable travel	RBC; Reading Transport Ltd	Various
T5SP1.17	Planned extension of 20mph speed limits/zones as appropriate to local conditions	ongoing	New schemes annually	RBC; Police	
	Improve traffic signal operation		By junction	RBC	
T5SP1.18	Management of transport related assets		Faults, repair rates, response in extreme weather	RBC	

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
Strategic Priority 2: Reduce energy use and embodied energy in transport infrastructure					
T5SP2.1	Expand low energy lighting and control (e.g. dimming)	Ongoing	Monitor energy use	RBC; LSTF partnership	Scottish and Southern Electric (SSE)
T5SP2.2	De-illuminate street furniture	Ongoing	Monitor energy use	RBC; LSTF partnership	SSE
Strategic Priority 3: Reduce air pollution derived from motor vehicles					
T5SP3.1	Extend park and ride	Ongoing	New park and ride southeast, south & west	RBC; Wokingham Borough Council	West Berkshire Council; LSTF partnership and train operating companies, Business
T5SP3.2	Parking management	Ongoing	Restrictions, enforcement by road or route	RBC	
T5SP3.3	Reduce carbon footprint of public transport		Improve Euroclass and increase number of lower carbon buses to fleet	Reading Transport Ltd	
T5SP3.4	Personalised travel planning (arranging travel plan for individuals)		Take customers through questionnaire - conversations held	RBC	Businesses
T5SP3.5	Social media use for travel planning		More reliable journey planning	Community, business	
T5SP3.6	Journey time monitoring system		Journey time reliability	RBC; LSTF partnership	

Theme 6: PURCHASING, SUPPLY AND CONSUMPTION

The purchasing, supply and consumption of goods affects climate change in a variety of ways, both directly through the emissions of greenhouse gases from the manufacture and transport of goods, and more indirectly by affecting the resilience of the town to a changing climate by boosting local supply of products and services and the 'green economy'. If we are to meet the challenge, all sectors of Reading's community will need to adopt more sustainable PSC practices and behaviour. This means basing our choice and use of goods and services on maximising benefits to the environment, the economy and society, for both ourselves and the wider community, rather than on a purely private cost-benefit analysis. Over time, the market will respond by offering products that match these preferences. Our consumption of products and food and our business activities also produce waste, which impacts on climate change in numerous ways. 'Zero waste' is the process of using all of our waste as a resource for other purposes, thus avoiding land-fill and improving resource efficiency.

Vision For 2020: By 2020, people and organisations in Reading will understand the need for action on climate change and adjust their purchasing, supply and consumption choices accordingly, both individually and collectively. A substantial number of Reading residents and local communities will have made real change to their PSC behaviour, with the results accurately recorded through proven, credible carbon measurement and monitoring techniques. The majority of large (public and private) organisations based in the Reading area, plus a significant number of local small and medium sized enterprises (SMEs) and other small organisations, will have a detailed understanding of sustainable purchasing, supply and consumption principles; they will have formal practice and procedures embedded into their activities. Reading will also have significantly reduced its waste going to landfill, through producing less waste, expanding the market in the recycling and re-use of products, and by generating energy from waste. Surplus material will be viewed as a resource for others to use rather than categorised as waste.

SUMMARY OF STRATEGIC PRIORITIES

- Support and encourage local purchasing and the development of local supply chains
- Promote and encourage new business models focused around the 'circular economy'
- Develop standards and the commitment to sustainable procurement in both the public and private sectors

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
Strategic Priority 1: Support and encourage local purchasing and the development of local supply chains					

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T6SP1.1 ⁵	Establish a forum for sharing ideas	March 15, then on going	Forum launch	Reading Voluntary Action	Reading International Solidarity Centre (RISC)
T6SP1.2	Gather information on best practice		Publish best practice from delivery group on RCAN website	RBC	
Strategic Priority 2: Promote and encourage new business models focused around the ‘circular economy’					
T6SP2.1	Organise regular seminars on key subjects such as circular economy	Ongoing	First seminar; 1 per annum	RCCP	
T6SP2.2	Establish a group of organisations that have an interest in exploring ‘circular economy’ approaches	Ongoing	Group established	Kyocera Document Solutions (UK) Ltd	
T6SP2.3	Investigate ways of collaborating with other groups that aim to build a sustainable future for Reading	2017		Kyocera Document Solutions/ Reading Borough Council (RBC)	Vibrant Reading, Reading 2050
T6SP2.4	Use networks and variable communication methods to inform /encourage reduction, reuse and recycling, peer- to-peer lending and collaborative consumption	2018	Information made available through web and other media		Sue Ryder; Transition Town Reading; Share & Repair café
Strategic Priority 3: Develop standards and the commitment to sustainable procurement in both the public and private sectors					
T6SP3.1	Explore the potential to develop an accreditation scheme with Reading businesses	Mar 15	Initial feasibility	Kyocera Document Solutions (UK) Ltd	Other champions identified through group

⁵ T = theme; SP = strategic priority

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T6SP3.2	Identify examples/case studies (Reading and beyond) of innovative approaches to waste reduction, recycling and reuse	Ongoing	<ul style="list-style-type: none"> - Sign post case studies in RE3 - Coordinated waste minimisation activities with Re3 staff 	RBC	WRAP; Community sector
T6SP3.3	Nominate commercial and public sector “champions” in Reading area to highlight best practice		Recruit champions in each sector	RBC	Environment Agency, NHS, Kyocera Documents Solutions UK Ltd, Connect Reading
T6SP3.4	Develop local diverse, flexible supply chains and work with them to improve environmental standards of procurement		<ul style="list-style-type: none"> - RE-Start Local Project - Work with 60 Small and - Medium sized Enterprises to outline public sector opportunities and standards 	RBC	Institute for Sustainability

Theme 7: EDUCATION, COMMUNICATION AND INFLUENCING BEHAVIOUR

Meeting Reading's targets for minimising the effects of climate change will depend on significant long term changes in everyone's behaviour across the borough, from individuals and communities to businesses and the public sector. How we behave is determined by many factors, such as our habits, beliefs about how we should behave in a given context (social norms), and cultural expectations, as well as by incentives. Although changing our behaviour and habits can sometimes feel challenging and complex, changing our social norms can have great benefits. This can be demonstrated through the popular growth of initiatives such as fair trade and recycling. These initiatives have developed through the communication of consistent and clear information.

Changes in behaviour will contribute to Reading's residents adopting more energy efficiency measures. Reading's workers will need to develop skills in a variety of technical and specialist areas, particularly in the building trade, to enable the development of a 'green economy' -from plumbers and builders to architects and chartered surveyors. Education, communication and influencing behaviour can lead on and support action on climate change.

Vision For 2020: By 2020, people and organisations in Reading will understand the reasons for urgent and ongoing action on climate change; we will be aware of what we can collectively achieve and the contribution we can make through our own actions and through influencing others. We will support joined up action on climate change across the public, private and voluntary sectors. People of all ages will be equipped with knowledge and skills that will increase awareness of opportunities within the local 'green economy'.

SUMMARY OF STRATEGIC PRIORITIES

- Integrate sustainable behaviour promotion and practice throughout schools and colleges, homes, businesses and workplaces
- Raise awareness (with the stakeholders mentioned above), of the range of opportunities, initiatives, successes and challenges relating to climate action across Reading

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
Strategic priority 1: Integrate sustainable behaviour promotion and practice throughout schools and colleges, homes, businesses and workplaces					

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T7SP1.1 ⁶	<ul style="list-style-type: none"> - Encourage each sector to develop activities to enhance education, communication and behaviour change on climate change - Use opportunities such as funding from RCCP to aid initiatives which support target audiences in taking climate change action - Encourage organisations across the sectors in Reading to become members of Reading Climate Change Action Network (RCAN) and pledge actions on climate change - support them to deliver education and communication outcomes through their action 	Ongoing	Identify opportunities and establish relevant educational resources, activities and support	RCCP	School leads colleges and University of Reading; Workplace employers; landlords, health agencies; RCAN members
Strategic priority 2: Raise awareness (with the stakeholders mentioned above), of the range of opportunities, initiatives, successes and challenges relating to climate action across Reading					
T7SP2.1	- Develop communications messages for the climate change strategy targeted at and tailored to all relevant audiences	Ongoing	<ul style="list-style-type: none"> - Strategy delivered - Communications plan delivered 	RBC	Environment Agency (EA), University of Reading, Reading UK CIC
T7SP2.2	- Engage partners in identifying potential communication channels for the various activities within the strategy and agreeing how these can be utilised	Ongoing	Implement communication strategy with relevant organisations to expand participation	RCCP	EA; University of Reading; Reading UK CIC
T7SP2.3	- Identify and support climate change schemes in the borough that meet the Strategic Priorities of the strategy; help to improve image of	Ongoing	Establish list of schemes and their hosting groups and organisations	RCCP	RBC

⁶ T = theme; SP = strategic priority

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
	schemes and enhance uptake				
T7SP2.4	<ul style="list-style-type: none"> - Develop a website to communicate updates on the action plan & actions that are relevant to the strategy aims - Aimed at individuals/groups with existing interest in environment 	On going	Establish list of schemes and their hosting groups and organisations	RBC; RCCP	Strategy theme leads; RBC
T7SP2.5	<ul style="list-style-type: none"> - Build a '...thriving network of businesses and organisations who will be at the forefront of developing solutions for reducing carbon emissions and preparing for climate change....' 	Ongoing	- Establish list of schemes and their hosting groups and organisations	RCCP Board; RBC	
T7SP2.6	<ul style="list-style-type: none"> - Work with the building industry, professional bodies and educational establishments to identify and further develop training or guidance on low-carbon construction and renovation skills - Share existing best practice 	Ongoing	- Inclusion of this target in Economic Growth Plan for Reading 2015-2018 will ensure that report on uptake of training/ apprenticeships in low-carbon construction will be included in reporting for the Economic Growth Plan	RBC; RCCP	RBC; New Directions; Trades Associations; Reading College; Theme leads
T7SP2.7	<ul style="list-style-type: none"> - Encourage businesses and public sector to incorporate environmental sustainability into appropriate job descriptions, identifying appropriate training where needed 	Ongoing	Assessment of senior management jobs at RBC	RBC; RCCP	Theme leads

Theme 8: COMMUNITY

Communities can play a central role in developing a more sustainable way of life that reduces the impact that our lifestyles have on the global climate. This can be achieved through individuals being more self-sufficient, sharing resources, campaigning collectively and through a strong local business community. Working with Reading's existing strong community sector, including a number of environmental groups, will particularly benefit local action taken on climate change. To reduce our ecological impact, prepare for inevitable climate change and build high quality low carbon lifestyles, we will need to reconsider our interpretation of 'success' to include factors relating to our overall quality of life. Our quality of life is dependent on much more than increasing our material wealth, as currently dominates our GDP, but on the contribution of our local environment and our social interactions. To this effect, we should be working towards building sustainable communities.

By 2020, people will have an understanding of how their local environment contributes towards a better quality of life; they will have the commitment and community capacity to support each other to lead more sustainable lives. Reading's neighbourhoods will be places where success is measured by the uptake of life-styles centred on self-sufficiency, sustainable consumption and sharing of resources. Quality of life will include not only wealth and employment, but will also consider physical and mental health, education, recreation and leisure time, as well as the effects of the built and natural environment on their well-being, and the social attachment they feel. People will be empowered to influence local and national decision makers and businesses through well-developed local networks.

SUMMARY OF STRATEGIC PRIORITIES

- Build community activity relating to sustainable communities
- Build community resilience to climate change: collective and individual
- Reduce consumption by building a 'sharing economy'

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
Strategic Priority 1: Building community activity relating to sustainable communities					

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T8SP1.1 ⁷	Support groups carrying out activities supporting sustainable communities in Reading to join Reading Climate Action Network	Ongoing	<ul style="list-style-type: none"> - Groups collated in database and invited to join RCAN and apply for grants - reviewed bi-yearly. - Contact maintained through RCAN newsletter, events, and website updates as well as personal contact where they are a deliverer 	- Reading Climate Change Partnership (RCCP) Board Community and Greater Reading Environmental Network (GREN) representative; RCAN support worker	
T8SP1.2	Provide networking opportunities for community and 'environmental' community organisations by improving links between groups contributing to tackling climate change	2020	<ul style="list-style-type: none"> - Support community events - Communications of local news / activity through RCAN website, newsletter, and social media - Promotion of RCAN grants and news stories of successful projects funded by RCAN 	RCCP Board Community and GREN representative; RCAN support worker	<ul style="list-style-type: none"> - Key environmental groups (TBC) - Options include GREN, Transition Towns Reading, Econet, Globe Groups - Reading Voluntary Action (RVA)
T8SP1.3	Investigate approaches to engage wider community on climate change action	2020	<ul style="list-style-type: none"> - Proposal presented- August 2017 - Funds, paid worker and delivery partner in place - Feb 2018 - Program delivery - 2018 - 2020 and beyond 	RCCP Board Community Representative to lead	TBC - approached will be RVA, TTR, GREN, RBC and more
Strategic Priority 2: Build community resilience to climate change: collective and individual					

⁷ T = theme; SP = strategic priority

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T8SP2.1	<ul style="list-style-type: none"> - Build uptake of energy efficiency, renewable energy and energy cooperatives - Engage appropriate asset holders and develop local schemes 	Sept 2014 and ongoing	Seek new opportunities to install renewable energy and food growing	RBC; Reading Community Energy Society; Food4Families	TTR; GREN; RVA; GLOBE groups; Food4 Families; Reading Community Energy Society
T8SP2.2	Communal food growing together and learning; continuation of Food4Families; support allotment and food growing activities	2020	<ul style="list-style-type: none"> - Provision of allotment space in accordance with Allotment Strategy 2011 - Establish 15 Food4Families food growing gardens - Establish networks / events that help promote food growing and local food 	RBC; Food4 Families / Reading Food Growing Network	TTR (orchard and bulk buying sub-groups); organisations with buildings/ grounds
T8SP2.3	Continue with current communal food pilot in Whitley where people can learn about growing food, and develop personal skills	March 2014	<ul style="list-style-type: none"> - Research viability of city farm site in Reading - Focus on referrals where benefits of growing food are closely linked to improving mental health issues 	Green Health Reading	
T8SP2.4	Map and promote a network of accessible self-sufficient community buildings and projects supporting skill development to become more self-sufficient and resilient to climate change	June 2018 and ongoing	<ul style="list-style-type: none"> - Complete mapping exercise of community buildings / projects - Promote facilities / network available through RCAN website via case studies or news stories - Support these projects where possible 	Lead delivery partner sought - RCAN worker; RCCP community / GREN board reps	RVA

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T8SP2.5	Build householders' and individuals' resilience in a number of ways: growing food, generating energy, insulating homes, planting trees, installing rainwater harvesting and composting food/garden waste	Sept 2014 and ongoing	- Increase numbers of households adopting measures - Design suitable messages / talks to target particular groups of householders - including specific projects	Draught Busters, Reading Sustainability Centre, Reading Food Growing Network	
T8SP2.6	Influence government policy to favour and link local food growers to commercial organisations	Ongoing	Obtain funding, conduct research (surveys)	University of Reading	RISC, Food Growing Network
Strategic Priority 3: Reduce consumption by building a 'sharing economy'					
T8SP3.1	Build and maintain 'share and repair' movement, increasing skills in the community and reducing waste	March 2015 and ongoing	Identify community champion(s) to create new projects	TTR; Reading Repair Café' Reading Bike Kitchen, Reading community and businesses	GREN; RVA
T8SP3.2	Promote 'donating instead of disposing' and 'repair instead of replace' in Reading's business and residential community	March 2016 and ongoing	- Connect Reading: no. of items donated to charities from businesses - Repair Café: no. of items repaired instead of disposed - Reading Bike Kitchen: no. of refurbished cycles (organisations will have their own targets)	Connect Reading; RVA; RCAN	

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T8SP3.3	Support local economy to explore methods used in UK towns and cities to increase local identity and build number of local businesses	December 2017	<ul style="list-style-type: none"> - Build research group of interested organisations/ individuals - First meeting - Compile independent business directory - Share findings with RCAN for promotion 	Transition Town Reading	
T8SP3.4	<ul style="list-style-type: none"> - Promote Reading's individuality, including its independent businesses and thriving cultural scene - Alt.Reading website: magazine focussing on independents, culture and opinion related to Reading 	<ul style="list-style-type: none"> - Jan 2014 - TBC Ongoing 	<ul style="list-style-type: none"> - Launch website - Continue to bring together all appropriate local activity in one website to promote the non-corporate side of Reading 	Alt.Reading	

READING BOROUGH COUNCIL

REPORT BY EXECUTIVE DIRECTOR OF ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES

TO:	POLICY COMMITTEE		
DATE:	15 JULY 2019		
TITLE:	ENERGY PROCUREMENT		
LEAD COUNCILLOR:	CLLR EMBERSON	PORTFOLIO:	CORPORATE AND CUSTOMER SERVICES
SERVICE:	SUSTAINABILITY	WARDS:	BOROUGHWIDE
LEAD OFFICER:	KIRSTIN COLEY	TEL:	01189372291
JOB TITLE:	ENERGY MANAGEMENT OFFICER	E-MAIL:	Kirstin.coley@reading.gov.uk

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 Reading Borough Council currently spends in the region of £2m per year on energy supply in relation to the provision of services, such as buildings and street lighting.
- 1.2 The Council procures the majority of its energy centrally through a framework agreement managed by Crown Commercial Services (CCS), reducing risk and price, through aggregating purchasing with other CCS customers. Current energy contracts will reach the end of their term from 31st March 2020 and consideration is now being given to re-procurement.
- 1.3 To facilitate the procurement of new energy contracts, a range of different energy supply framework contracts and other purchase options have been assessed against the Council's business requirements, such as customer service, length of advance buying window available and available risk strategies. Notice will be given on current contracts once new contract terms have been confirmed. This must happen by 2nd September 2019 at the latest.
- 1.4 The report seeks the Policy Committee's approval to enter into new contracts for energy supply.
- 1.5 In considering this report and recommendation the Committee should take into account the Energy Purchasing Strategy, which is listed as Appendix 1 to this report but has been submitted separately as an exempt item due to the inclusion of commercially sensitive information which is exempt in accordance with Paragraph 3 of the Part 1 of Schedule 12A (as amended) of the Local Government Act 1972 (as amended).
- 1.6 Appendix 1 - Energy Purchasing Strategy (exempt information)

2. RECOMMENDED ACTION

- 2.1 The Committee delegates authority to the Executive Director of Economic Growth and Neighbourhood Services and the Assistant Director of Procurement to enter into the recommended energy supply contracts for gas and power for the period 2020 to 2024, with Total Gas and Power Limited, through entering into an access agreement for the framework tendered by West Mercia Energy.

3. POLICY CONTEXT

- 3.1 Reading Borough Council's Carbon Plan 2015-2020, was approved in 2015. It contains a number of key actions and targets to reduce the consumption of natural resources. This is achieved through careful management of resources and investment in energy and water efficiency schemes. The key 'cost' objective identified in the Carbon Plan is set out below;

'COS5: We will procure energy cost-effectively and where possible 100% green electricity. We will take the steps to ensure we are ready to procure water cost-effectively when the market is opened / deregulated.'

4. CURRENT POSITION - ENERGY

- 4.1 Reading Borough Council's energy spend for its corporate estate is currently approximately £2m per year. The authority procures the majority of its energy centrally through a framework agreement managed by Crown Commercial Services (CCS). CCS is a public sector Central Purchasing Organisation (CPO). The procurement risk strategy employed in the CCS L6 basket, is an aggregated, flexible, advance purchase approach, with the buying window opening six months in advance of the start of the delivery period.
- 4.2 The CCS frameworks were established using an OJEU compliant process. Table 1 below, outlines the term of the current CCS framework contracts Reading Borough Council has entered into. The council has the option to leave the contract at the end of each financial year, subject to a 7 month notice period, with notice being given at the start of September 2019, before April 2020 delivery. To ensure continuity of supply and take advantage of greater market opportunity, it is recommended that a new contract is in place in advance, with notice being given to CCS on existing contracts by the first week of September 2019.

Table 1: Current contractual schedules

Utility	Contract name	Supplier	Contract term	RBC start date	End date of delivery
NHH electricity	RM3791: The Supply of Electricity and Ancillary Services	British Gas Business	31/07/17-30/07/20	01/04/18	31/03/21* notice can be given for end date for 31/03/20
HH & UMS electricity	RM1075: Agreement for the Provision of Electricity Supply and Ancillary Services	EDF	27/03/15-26/03/19	15/03/16	31/03/20
Gas	RM 1076: Agreement for the Provision of the Supply of Natural Gas (Daily / Non Daily Metered) and Ancillary Services	Corona	27/04/15-26/04/19	01/04/16	31/03/20

- 4.3 Under the current framework agreement gas is supplied by Corona (circa £593k per annum (pa)); electricity for small sites (Non-Half Hourly - NHH) is supplied by British Gas Business (circa £403k pa); electricity for larger sites (Half-Hourly - HH) (circa £571k pa) and electricity for street lighting (Unmetered Half-Hourly) (circa £445k pa) is supplied by EDF. High price volatility in a rising wholesale market at the latter end of 2018, in combination with rising non-commodity prices, have led to a high

percentage rise in delivered energy prices between 13-17% for 2019/20. Longer-term price predictions are more difficult to forecast due to the unpredictable influences on the wholesale market. However, when considering forward pricing, evidence of long run costs of gas production and estimate of demand the annual price rise is between 11-13% between 2020-2023. In order for budgets to keep pace with rising energy costs it is important that energy efficiency projects continue to deliver energy savings. The volatility in energy prices has been recognised in the Medium Term Financial Strategy and budget has been set aside in anticipation of price rises. The provision, which is held corporately, in 2019/20 is £340K with an additional £251K set aside in 2020/21 for rising energy costs. These budgets will be distributed in year when the inflationary increase in energy costs is known.

- 4.4 The key strategic outcomes which are supported through the CCS framework are;
- Mitigating risks of price volatility - Advance purchasing allows more buying opportunities to smooth out market volatility.
 - Price advantage through purchasing in volume - By purchasing through CCS, Reading Borough Council has aggregated its energy with the significantly larger volumes of the CPO, thus achieving energy at more favourable prices.
- 4.5 To date, the CCS contracts have performed well on price compared against the wholesale market. CCS employ only a short-term, six month, or long-term 30 month, advance purchase strategy. Such a short purchasing window of six months does not sufficiently smooth market volatility when short-term shifts in the market are significant. Longer-term buying windows, such as the CCS 30-month buying window can smooth out market volatility, however market liquidity (the ability to buy and sell) beyond 24 months is significantly reduced, which can affect overall performance in the long term. In addition, there is decreased flexibility of contract termination terms with longer term contracts.
- 4.6 A number of customer service and billing accuracy issues with the existing contracts have affected efficiency and therefore the value for money of the contracts. Significant officer time is taken resolving issues with CCS and the suppliers, as their quality of customer service has fallen in recent years.
- 4.7 **PROPOSALS**
As the CCS contracts are reaching their term at the end of this financial year it is timely to carry out a competitive review of price, procurement risk strategies and services provision of the other options in the market and potentially move to a more competitive contract. Each procurement route has been assessed against the council's business requirements. For further details on this assessment please refer to the confidential information set out in Appendix 1.
- 4.8 The recommended option arising from this assessment is to enter into new supply contracts with the framework set up by West Mercia Energy, for supply from April 2020, for 12 month buying windows, and give notice to Crown Commercial Services of termination by 2nd September 2019. It is recommended that new contracts are signed with Total Gas and Power via the West Mercia Energy framework as well as the access agreement with West Mercia Energy as soon as possible, to allow as long an advance buying window before the delivery start date of 1st April 2020.
- 4.10 Ongoing contract management is key as the organisation has around 600 energy meters which need to be managed for consumption and billing purposes. Failure to adequately manage contracts can lead to significant penalties and rises in specific tariffs. RBC currently outsources bill validation service through TEAM (Energy Auditing Agency Ltd).

5. CONTRIBUTION TO STRATEGIC PRIORITIES

- 5.1 Energy and Water supply are critical to the delivery of most Council services. All of the strategic priorities of the strategic aims are impacted, although the ones shown in bold below are especially affected by the procurement choices.

1. Securing the economic success of Reading and provision of job opportunities
2. Ensuring access to decent housing to meet local needs
3. To protect and enhance the lives of vulnerable adults and children
- 4. Keeping Reading's environment clean, green and safe**
5. Ensuring that there are good education, leisure and cultural opportunities for people in Reading
- 6. Ensuring the Council is fit for the future**

- 5.2 The effective procurement of energy and water services is crucial to the delivery of the Council's sustainability policy, affecting the ability to effectively manage its use of natural resources.

6. COMMUNITY ENGAGEMENT AND INFORMATION

- 6.1 Section 138 of the Local Government and Public Involvement in Health Act 2007 places a duty on local authorities to involve local representatives when carrying out "any of its functions" by providing information, consulting or "involving in another way". The procurement of energy and water services for the delivery of Council services does not require consultation.

- 6.2 Information about the process and the chosen supplier would be available to the public subject to commercial confidentiality.

7. EQUALITY IMPACT ASSESSMENT

- 7.1 It is not considered that the decision will or could have a differential impact on: racial groups; gender; people with disabilities; people of a particular sexual orientation; people due to their age; people due to their religious belief and therefore no Equality Impact Assessment (EIA) is relevant to the decision.

8. LEGAL IMPLICATIONS

- 8.1 In accordance with the Local Government Act 1972, all the powers of the local authority are held by the Council, which has established Committees with delegated authority to take decisions on its behalf. The decision to award contracts for high value services (above £500,000) constitutes a 'key decision' and as such the decision should be made by the committees or an appropriate delegation be made.

- 8.2 The procedures for procurement of services are set out in the Council's Contract Procedure Rules under part 4 of the Council's Constitution. In respect of framework agreements set up by another body advice should be sought from Procurement, and where appropriate Legal, to confirm the ability of the Council to legally access such arrangements.

- 8.3 The value of the contracts under the aggregated value provision, are above the OJEU threshold for services in the Public Contracts Regulations 2015 and as such require advertisement in the Official Journal of the European Union (OJEU). The use of an appropriate framework would meet this provision on the basis that the framework would already have been advertised in the OJEU. The Council contract procedure rules recommend that "Where a recurring pattern of purchases can be seen for like supplies, services or works, consideration should be given as to whether one or more

framework agreement(s) would represent better value in terms of price, service, invoicing or other administration costs.”

9. FINANCIAL IMPLICATIONS

- 9.1 Currently energy budgets are paid centrally in the Council, but allocated to individual service budgets. The annual costs of energy for the following year are generally only known in January of each year ahead of the April financial year.
- 9.2 Energy costs in 2017/18 were £2.012m, with £593k on gas, £404k on non-half hourly electricity (smaller sites), £571k on half hourly electricity (larger sites) and £445k spent on street lighting. The energy costs for the Council’s corporate estate has stayed around the £2m mark over the last ten years, set against the context of a 40% reduction in energy consumption. The carbon footprint of the Council has reduced by 53% by 2017/18 since 2005, meeting the 50% reduction target 3 years early.
- 9.3 High price volatility in the wholesale market at the latter end of 2018, in combination with rising non-commodity prices, have led to a high percentage rise in delivered energy prices of between 13-17% for 2019/20. Longer-term price predictions are difficult to forecast due to the unpredictable influences on the wholesale market. However, historic long run costs of gas production and estimates of demand suggest annual price increases of 11-13% between 2020-2023. In order for budgets to keep pace with rising energy costs it is important that energy efficiency projects continue to deliver energy savings. The volatility in energy prices has been recognised in the Medium Term Financial Strategy with an inflation provision held corporately (£340K in 2019/20 and £251K in 2020/21). These budgets as and when the increase in energy prices is known.
- 9.4 Different energy purchasing strategies have varying levels of financial risk. Purchasing In Advance or within period (PIA/PWP) products purchase volumes of energy in small ‘packets’ across a defined period in an attempt to smooth the volatility of the energy market by purchasing when the market falls, and avoiding a rising market. The duration of the buying period will affect the final delivered energy price, with a longer buying window giving greater market opportunity to benefit from market falls. Typically, 60% of the energy volumes are purchased in advance, and 40% remain to be purchased within the delivery period. A reference price is set at the start of the delivery period, and then reconciled at the end of the period, once the final 40% is purchased above or below the reference price. This approach gives less budget certainty, as prices will vary throughout the delivery time, and the final delivered cost is not known until the end of the period. Additional administration is required to make the monthly or year end reconciliation against the reference price.
- 9.5 It is imperative that energy contracts are effectively managed. It is incumbent on all responsible members of staff that appropriate metering and contract arrangements are in place. Out of contract rates applied to gas and electricity could cost the authority an estimated additional £1.102m per annum.
- 9.6 The carbon plan sets out a 7% annual saving in carbon emissions. This reduction equates to approximately £150k per annum reduction in energy costs. As 10% energy cost rises are predicted for the current and next business years, it is predicted that energy costs will rise slightly even if these reductions are made. It is estimated that effective contract management could save the Council 2% on energy costs but this figure would depend on the prices and services realised through procurement and effectiveness of contract management.
- 9.8 Resourcing for procurement and contract management is also important to ensure value for money in delivery of council services.

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READING BOROUGH COUNCIL

REPORT BY EXECUTIVE DIRECTOR OF ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES

TO:	POLICY COMMITTEE		
DATE:	15 JULY 2019		
TITLE:	WATER PROCUREMENT		
LEAD COUNCILLOR:	CLLR EMBERSON	PORTFOLIO:	CORPORATE AND CUSTOMER SERVICES
	CLLR PAGE		STRATEGIC ENVIRONMENT, PLANNING & TRANSPORT BOROUGHWIDE
SERVICE:	SUSTAINABILITY	WARDS:	
LEAD OFFICER:	KATHRYN HORSEPOOL	TEL:	01189374144
JOB TITLE:	ENERGY MANAGEMENT OFFICER	E-MAIL:	Kathryn.horsepool@reading.gov.uk

1 PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 Reading Borough Council currently spends in the region £250k annually on water and waste water supply in relation to the provision of services, such as buildings.
- 1.2 The non-household (business) water and waste water market was deregulated in April 2017. Since then, the Council has been on a 'deemed' contract with Castle Water for its water supply. This contract is a temporary arrangement that is non-compliant with the Public Procurement Regulations 2015 and a long term supply contract therefore needs to be procured.
- 1.3 As with energy, there are now a number of frameworks for water supply with the key differentiator between providers being the ability to provide ancillary services to assist with the effective management of water resources.
- 1.4 The available water supply framework contracts have been assessed and selected on price, customer service and access to ancillary services.
- 1.5 The report seeks the Policy Committee's approval to enter into new contract for water supply.
- 1.6 In considering this report and recommendation the Committee should take into account the Strategy For Procurement Of Water, Wastewater And Ancillary Services, which is listed as Appendix 1 to this report but has been submitted separately as an exempt item due to the inclusion of commercially sensitive information which is exempt in accordance with Paragraph 3 of the Part 1 of Schedule 12A (as amended) of the Local Government Act 1972 (as amended).
- 1.7 Appendix 1 - Strategy For Procurement Of Water, Wastewater And Ancillary Services (exempt information)

2. RECOMMENDED ACTION

- 2.1** The Committee delegates authority to the Executive Director of Economic Growth and Neighbourhood Services and the Assistant Director of Procurement and Contracts to enter into water supply contracts for the period 2019 to 2022 with Anglian Water Business (National) Limited through entering into an access agreement for the London Energy Project pan-London water framework, the contract is through Crown Commercial Services and the Yorkshire Purchasing Organisation (YPO) framework RM3790.

3. POLICY CONTEXT

- 3.1** Reading Borough Council's Carbon Plan 2015-2020, was approved in 2015. It contains a number of key actions and targets to reduce the consumption of natural resources. This is achieved through careful management of resources and investment in energy and water efficiency schemes. The key 'cost' objective identified in the Carbon Plan is set out below;

'COS5: We will take the steps to ensure we are ready to procure water cost-effectively when the market is opened / deregulated.'

4 CURRENT POSITION - WATER

- 4.1** Reading Borough Council is currently supplied by Castle Water, under a 'deemed' contract passed to them by Thames Water. Thames Water held all supply contracts for domestic and business users in the area prior to the de-regulation of the non-domestic market. Since the water market opened there are currently 22 water retail suppliers offering services to business. RBC has not procured a water retail supplier since this time. In the deregulated market, the contract value would require RBC to select a supplier through an OJEU compliant procurement process.
- 4.2** Significant issues occurred when the Council's supply was transferred to Castle Water, but progress has been made in improving the information held on the Authority's billing processes since that time. This included moving billing to an electronic format and undertaking bill validation through the TEAM Bureau Service. This work has significantly improved the authority's readiness to go out to the open market.
- 4.3** The current 'deemed' contract affords the right to switch suppliers at any time with 30 days' notice.
- 4.4** The total corporate water spend for water supply and waste water services averaged £240,000 per annum over the last three years. An annual price rise of 3.67% will be applied by the wholesaler, Thames Water, for 2019/20.
- 4.5** At present ancillary services are not included within RBC's water supply 'deemed' contract. Ancillary services for water include: water efficiency measures, active water management, high consumption alerts, Automated Meter Reading (AMR) and leak detection. Including Ancillary Services in the contract makes it easier for the Council to install AMR in selected sites and repair leaking pipework more quickly. This in turn would represent additional water savings for the Council. Ancillary services are included in the contract detailed in the recommendations section.

5 Water Proposals

5.1 The business water market in England and Wales was deregulated in April 2017. All of the water procurement frameworks assessed have been set up after market opening.

5.2 Business requirements and purchasing strategy for water

Please note : confidential information is presented in Appendix 1 - Water Purchasing Strategy

Summary of key requirements below:

5.3 **Provisions of water to all council buildings and some schools** An established, OJEU compliant water framework will minimise any risks procuring a new water retail supplier, provide additional help to assist with on-boarding (moving our supply) for the corporate buildings and schools in order to minimise the use of resources to move over to a new contract. Suppliers will need to demonstrate they are able to provide help with on-boarding through the procurement process. Suppliers need to be able to provide a contract up to 2022.

5.4 **Effective management of water provisions (invoice management, metering, monitoring, control, water efficiency).** Retailer to provide good, effective customer service from Corporate Purchasing Organisation (CPO) and supplier, to reduce administrative burden on officers. A single point of contact for CPO and supplier is also required. Accurate and clear electronic (EDI) monthly invoicing. RBC will continue to use a bill validation bureau service to validate all water invoices, the new supplier needs to work with this service. Availability and access to water efficiency services to monitor water consumption. RBC requires easy access to ancillary services such as water efficiency measures, automated meter reading (AMR) and leak detection.

5.5 **Achieve value for money.** RBC requires water retail suppliers to demonstrate they have a proven track record of competitive pricing on the retail element of the bill and can identify opportunities for further financial savings throughout the duration of the contract. RBC requires active water management and high consumption alerts to ensure that leaks are detected as soon as possible.

5.6 **Recommended Option - London Energy Project (LEP) Water Framework - Pan-London LEP water contract.** It is recommended to use the London Energy Project Direct Award process to procure water services for the Council. This procurement option is the best for Reading Borough Council as it brings together the added value of using the Pan-London LEP Water contract with the additional benefits of using the Lot 3 CCS/YPO water framework, as set out in Table 1 below.

5.6.1 YPO on behalf of the LEP has recently carried out a mini-competition, using the CCS/YPO Lot 3 water framework option and has appointed Anglian Water Business (National) Limited (Anglian Water Ltd) as their water retailer for the Pan-London LEP water contract. This contract is also available for use for non-London Authorities who are members of the LEP. Twenty five local and public authorities across London and the South are either planning to use the water supply framework through the LEP or are already using it.

5.6.2 This option includes the widest range of ancillary services, making it easier for the council to install AMR in selected sites and fix leaks more quickly. This in turn would represent additional water savings for the Council.

5.6.3 The LEP has selected the water supplier, Anglian Water, through the CCS/YPO framework, using an OJEU compliant process. This means that the Council would not need to run a mini-competition as the LEP has already completed this process. It

would therefore be a direct award to Anglian Water Ltd, saving the council time and resources.

5.6.4 Accessing the Contract through membership of the LEP offers better contract management and the Council will be provided with a savings plan.

5.6.5 This option would also address current non-compliance with procurement regulations in a shorter timeframe than the other options.

5.6.6 Reading Borough Council would be required to pay the LEP annual fee of £4,950 to access the services, although as mentioned above this gives access to a range of other valuable services for energy supply.

5.6.7 This membership fee would give additional benefits as detailed in Appendix 1.

5.6.8 The LEP contract with Anglian Water (Wave) started on **01/05/2018** and ends on **30/04/2022**.

5.6.9 The London Energy Project (LEP) is Local Authority-led and owned organisation that provides the necessary energy and water expertise from a public sector perspective offering specialist water advice and support for contract procurement. RBC became a member of the LEP in March 2019.

5.7 The organisation has around 120 meters which need to be managed for consumption and billing purposes. Failure to adequately manage contracts can lead to significant penalties and rises in specific tariffs.

5.8 RBC currently outsources bill validation service through TEAM (Energy Auditing Agency Ltd).

Table 1: Additional Benefits of Joining the Pan-London LEP Water Contract

	Additional Benefits
1.	Water Efficiency - The Council will receive a short individual water footprint after 12-18 months of contract operation to support their own sustainability reporting
2.	Leak Detection -The LEP contract will enable the Council to look for quick wins, e.g. where there may be embedded leaks, (those leaks that have gone on for a long time and become normalised usage). This can be done through benchmarking like for like sites and historical analysing
3.	Active Water Management and High Consumption Alerts are included as an additional benefit, and this contract being a one-stop shop route to ancillary services enables a fast track to specialist leak detection and repairs with no further procurement costs.
4.	Contract Management - LEP Team support on an end to end basis, from initial needs analysis, pre-market engagement, options appraisal, tender, contract award reports for Trusts (attached LEP Water Contract Award Report) to use for internal decision making purposes and template contracts finder notices plus ongoing supplier management - LEP Team working with the Retailer at Director level to develop the contract
5.	Locating Additional Savings - An annual portfolio health check review and savings plan

6 CONTRIBUTION TO STRATEGIC PRIORITIES

6.1 Energy and Water supply are critical to the delivery of most Council services. All of the strategic priorities of the strategic aims are impacted, although the ones shown in bold below are especially affected by the procurement choices.

- Securing the economic success of Reading and provision of job opportunities
- Ensuring access to decent housing to meet local needs
- To protect and enhance the lives of vulnerable adults and children
- **Keeping Reading's environment clean, green and safe**
- Ensuring that there are good education, leisure and cultural opportunities for people in Reading
- **Ensuring the Council is fit for the future**

6.2 The effective procurement of energy and water services is crucial to the delivery of the Council's sustainability policy, affecting the ability to effectively manage its use of natural resources.

7 COMMUNITY ENGAGEMENT AND INFORMATION

7.1 Section 138 of the Local Government and Public Involvement in Health Act 2007 places a duty on local authorities to involve local representatives when carrying out "any of its functions" by providing information, consulting or "involving in another way". The procurement of energy and water services for the delivery of Council services does not require consultation.

7.2 Information about the process and the chosen supplier would be available to the public subject to commercial confidentiality.

8 EQUALITY IMPACT ASSESSMENT

8.1 It is not considered that the decision will or could have a differential impact on: racial groups; gender; people with disabilities; people of a particular sexual orientation; people due to their age; people due to their religious belief and therefore no Equality Impact Assessment (EIA) is relevant to the decision.

9 LEGAL IMPLICATIONS

9.1 In accordance with the Local Government Act 1972, all the powers of the local authority are held by the Council, which has established Committees with delegated authority to take decisions on its behalf. **The decision to award contracts for high value services (above £500,000) constitutes a 'key decision' and as such the decision should be made by the committees or an appropriate delegation be made.**

9.2 The procedures for procurement of services are set out in the Council's Contract Procedure Rules under part 4 of the Council's Constitution. In respect of framework agreements set up by another body advice should be sought from Procurement, and where appropriate Legal, to confirm the ability of the Council to legally access such arrangements.

9.3 The value of the contracts under the aggregated value provision, are above the OJEU threshold for services in the Public Contracts Regulations 2015 and as such require advertisement in the Official Journal of the European Union (OJEU). The use of an appropriate framework would meet this provision on the basis that the framework would already have been advertised in the OJEU. The Council contract procedure rules recommend that "Where a recurring pattern of purchases can be seen for like

supplies, services or works, consideration should be given as to whether one or more framework agreement(s) would represent better value in terms of price, service, invoicing or other administration costs.”

10 FINANCIAL IMPLICATIONS

- 10.1 Currently water budgets are paid centrally in the Council, but allocated to individual service budgets. The annual costs of water for the following year are generally only known in January of each year ahead of the April financial year.
- 10.2 The average annual water spend for the Council was £240,000 in 2015-16. In 2017 - 2018 the total water spend for the council was £235,750, this is a reduction in cost of 1.77% from the 2015-16 baseline
- 10.3 The Wholesaler, Thames Water, has confirmed that the average tariff increase in the Thames area is 3.67% for 2019 -2020. So we would expect our water costs to increase by £8,652 to £244,402 based on this average tariff increase in 2019 - 2020.
- 10.4 Ofwat carry out a water wholesale price review every 5 years - the latest price review is PR19. Early indications coming from Ofwat on PR19 is that wholesale water and waste water costs will not increase significantly over the next 5 years.
- 10.5 The carbon footprint of the Council has reduced by 53% by 2017/18 since 2005, meeting the 50% reduction target 3 years early.
- 10.6 The carbon plan sets out a 7% annual savings target by 2020-2021 - this includes savings from water and energy. A 7 % saving from water is £17,500 based on the current average annual spend.

REPORT BY DIRECTOR OF ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES

TO:	POLICY COMMITTEE		
DATE:	15 JULY 2019		
TITLE:	ESTABLISHING A CLEANER AIR AND SAFER TRANSPORT FORUM		
LEAD COUNCILLOR:	TONY PAGE	PORTFOLIO:	STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT
SERVICE:	PLANNING, TRANSPORT AND REGULATORY SERVICES	WARDS:	BOROUGHWIDE
LEAD OFFICER:	GIORGIO FRAMALICCO		0118 937 2604
JOB TITLE:	AD PLANNING, TRANSPORT AND REGULATORY SERVICES	E-MAIL:	Giorgio.Framalicco@reading.gov.uk

1. EXECUTIVE SUMMARY

- 1.1 At Full Council 22 May 2019 a new interest group 'Cleaner Air & Safer Transport Forum (Transport Users' Forum)' was formed. The Council was advised that the terms of reference for the Forum would be agreed at a future meeting of the Policy Committee.
- 1.2 The formation of the group responds in the main to the Council's declaration of a climate emergency. The terms of reference for the group are attached at Appendix 1.

Appendix 1: Terms of Reference.

2. RECOMMENDED ACTION

- 2.1 That the Terms of Reference for the Cleaner Air & Safer Transport Forum be approved as set out in Appendix 1 to the report.
- 2.2 That the membership of the Forum be agreed at the meeting on the basis that all groups would be given the opportunity to be represented on based on the following proportionality:

(4 Labour: 1 Conservative: 1 Liberal Democrat: 1 Green).
- 2.3 That the appointment of Councillor Barnett-Ward as the Chair of the Forum at the Council meeting held on 22 May 2019, be noted.

3. BACKGROUND

- 3.1 The Council's Corporate Plan 'Shaping Reading's Future' 2018-2021 (refreshed Spring 2019) sets out the key priorities for the Council. The Plan sets out key themes and projects which support sustainability and climate change initiatives including infrastructure provision, revised planning policy to secure high environmental building standards, energy efficiency measures and clean, green and safe initiatives.
- 3.2 At Full Council on 26 February 2019 (Minute 48 refers), the Council resolved:
- 'Reading Borough Council (RBC) believes the world is now clearly in the midst of a climate emergency and that more concerted and urgent action is needed at local, national and international level to protect our planet for future generations. As such, this Council commits to playing as full a role as possible - leading by example as well as by exhortation - in achieving a carbon neutral Reading by 2030.'* (etc)
- 3.3 At Full Council 22 May 2019 members received a paper updating on the Council's Constitution (item 9) including an updated Terms of Reference of Consultative Committees and Forums (Appendix C). The report noted that a new group 'Cleaner Air & Safer Transport Forum (to replace the current Transport Users' Forum)' had been formed and that the terms of reference for it would be agreed at a future meeting of the Policy Committee. The Council also appointed Councillor Barnett-Ward as the Chair of the Forum (Minute 11(4) refers).

4. WAY FORWARD

- 4.1 In declaring a climate emergency the Council noted that it had already set out a number of ambitious policies and actions which will help to pave the way for the delivery of a Zero Carbon future such as:
- 'Zero Carbon Standards' within its draft Local Plan,
 - The RBC Carbon Plan
 - The forthcoming consultation on options, such as a Clean Air Zone, for improving local air quality and reducing congestion prior to publishing our draft Fourth Local Transport Plan
 - The Reading Climate Change Partnership and Strategy - Reading Means Business on Climate Change
 - The Launch of Reading Community Energy Society
- 4.2 In the same motion the Council set out further potential measures that could accelerate the timescale for reducing carbon dioxide emissions to zero by 2030, whilst recognising that this date can only be achieved with substantial policy changes from national government. This included:
- Detailed and practical proposals for retrofitting private and public housing stock, where the Green Deal failed.
 - Upgrade social housing energy efficiency to higher standards.

- More support for renewable electricity and heat (and not taxing them unfairly).
- More support for establishing renewably powered heat networks.
- More support for the smart technologies and storage and connecting to local power grids.
- More support for electric vehicle infrastructure and ownership, whilst incentivising the scrappage of older polluting vehicles.
- More national investment in cycling and walking policies, and the expansion of public transport and car clubs using the latest zero carbon technology.
- Working with local businesses to improve their energy efficiency.
- Putting solar arrays on most of the suitable roof space and erecting more large wind turbines.
- Developing local energy storage facilities.
- Establishing national recycling standards on industry and supermarkets whilst supporting the roll-out of food waste collection and its use for the generation of clean local energy.
- Building a town centre district energy system which harnesses heat from local rivers or watercourses.
- Establishing the widespread use of ground-source heat pumps and potentially air source heat pumps.
- Amending local authority procurement powers to require the delivery of carbon neutral environmental strategies by private sector suppliers.

4.3 The Cleaner Air & Safer Transport Forum's focus will be on a range of 'transport' based topic areas that discuss, reviews best practice and seeks to recommend ways forward which, through partnership working, brings about positive change to support the Council's climate change agenda.

4.4 Key topic areas will focus on cross cutting themes around transport related matters such as:

- air pollution
- electric charging infrastructure
- staff travel planning and policies
- education initiatives
- school initiatives

and other transport initiatives which promote sustainability, healthy living, energy efficiency and carbon reduction.

4.5 The new forum will incorporate the work of the Cycle Forum, whilst allowing for an annual 'conference' or meeting. The draft terms of reference for the Cleaner Air & Safer Transport Forum incorporate the scope of the Cycle Forum.

5. CONTRIBUTION TO STRATEGIC AIMS

5.1 Given the transport focused remit of the new forum and the scope of its work the forum will support the delivery of the priority to 'Keep Reading's environment, clean, green and safe'. The forum will also support the following Corporate Plan Service Priorities:

- Securing the economic success of Reading
- Protecting and enhancing the lives of vulnerable adults and children
- Promoting great education, leisure and cultural opportunities for people in Reading
- Ensuring the Council is Fit for the Future

5.2 The Forum will also support the Council's declaration of the Climate emergency and The Council's ambition to ensure the town is carbon neutral by 2030.

6. COMMUNITY ENGAGEMENT AND INFORMATION

6.1 Representatives of local community, environmental or transport groups who have a constitution and hold an AGM will be invited to the forum. National interest groups such as Friends of the Earth will also be invited.

7. LEGAL IMPLICATIONS

7.1 A Forum is not a decision making body. The Forum may make recommendations which the Council would consider at relevant Committee meetings including Strategic Environment, Planning and Transport Committee and the Council's Policy Committee.

8. EQUALITY IMPACT ASSESSMENT

8.1 In addition to the Human Rights Act 1998 the Council is required to comply with the Equalities Act 2010. Section 149 of the Equalities Act 2010 requires the Council to have due regard to the need to:-

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

8.2 An Equalities Impact Assessment is not required in relation to the setting up of this group. Any recommendations arising from the group would need to be assessed for any impacts.

9. FINANCIAL IMPLICATIONS

9.1 There is no dedicated budget for the Forum which will be serviced from current officer resources. Any recommendations arising from the group would need to be assessed for any financial impacts.

10. BACKGROUND PAPERS

10.1 Motion to Full Council on 26 February 2019, entitled 'CLIMATE EMERGENCY - TOWARDS A ZERO CARBON READING'.

APPENDIX 1:

Cleaner Air and Safer Transport Forum - Terms of Reference

Duties

- To propose measures to improve air quality across Reading Borough.
- To evaluate, improve and promote transport sustainability across the Borough.
- To influence Council policy and facilitate the development and direction of the Council's sustainability agenda.
- To identify and share best practice in relation to clean and green 'healthy streets' initiatives which promote sustainability, healthy living, energy efficiency, sustainable transport and carbon reduction.
- To identify and develop potential low traffic neighbourhoods.
- To promote and raise awareness of sustainable initiatives within the Borough and to promote improved performance across the Council and its partners
- To extend networking to other relevant organisations and to maintain currency of knowledge and information within the context of transport sustainability and climate change matters.
- To make recommendations to the Council on sustainability and climate change matters.
- Support road safety initiatives, particularly for vulnerable road users.
- To discuss progress and delivery of the Cycling Strategy in order to identify, prioritise and optimise actions to meet the objectives of the Cycling Strategy:
 - To improve the cycling environment;
 - To provide better facilities for cyclists;
 - To influence travel behaviour; and
 - To develop skills and capacity.

Governance arrangements

- The Group will work together to ensure the responsibilities are met. Membership will comprise of officers of Reading Borough Council, community representatives and elected Councillors (see Membership below). The Group is able to co-opt other members onto the group or invite anyone along to the meetings as and when considered necessary and appropriate.
- The Forum will make recommendations to the Council as and when decisions are required It will report the progress of its work.
- The Forum will endeavour to work within and complement existing national and local policy frameworks
- The group will link with other groups both within the community area and across the wider Thames Valley, where this will help deliver its' objectives.
- The Forum will normally act on a consensual basis and in the unlikely event that this is not possible any groups can request that their dissent is recorded

Membership

- Officers and Councillors of Reading Borough Council with all political groups on the Council being given the opportunity to be represented on the Forum. An RBC councillor will chair the Forum.
- Representatives of local community, environmental or transport groups who have a constitution and hold an AGM.
- National interest groups.

Frequency

- Meetings will normally be held quarterly. Additional meetings may be scheduled where necessary.

Review

- The Terms of Reference of the Forum shall be reviewed by Full Council at least annually.

READING BOROUGH COUNCIL

REPORT BY EXECUTIVE DIRECTOR OF ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES

TO:	POLICY COMMITTEE		
DATE:	15th JULY 2019	AGENDA ITEM:	
TITLE:	REVIEW OF RESIDENTS PARKING PERMIT CHARGES AND NEW RESIDENTS PARKING SCHEMES		
LEAD COUNCILLOR:	TONY PAGE	PORTFOLIO:	STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT
SERVICE:	PLANNING, TRANSPORT AND REGULATORY SERVICES	WARDS:	BOROUGHWIDE
LEAD OFFICER:	CRIS BUTLER	TEL:	0118 937 2068
JOB TITLE:	INTERIM HEAD OF TRANSPORT	E-MAIL:	cris.butler@reading.gov.uk

1. EXECUTIVE SUMMARY

- 1.1 At Policy Committee and Council in February 2018 and February 2019, the Council approved a review of the current charges for residents and visitor parking permits. This review is reflected within the Council's current Medium Term Financial Strategy (MTFS).
- 1.2 As a part of the introduction of residents' parking first permit charges in April 2017, improvement to the service was committed to. These changes have now been delivered with a further improvement of a single sign on for residents parking online accounts going live over the summer 2019.
- 1.3 In order to further enhance the current permit scheme for residents and their visitors it is recommended to increase permit charges as follows:-
 - An increase in the first permit charge from £30 to £40
 - An increase in the second permit charge from £120 to £150
 - An increase in the third permit charge from £240 to £300
 - The cost of a book of visitor permits be increased from £22 to £25 (maintain first 2 visitor books for free)
- 1.4 If approved by Policy Committee, the new charges would provide sufficient funding to develop, consult and introduce a new virtual visitor permit scheme and to improve enforcement of the permit areas. The new charges would be implemented from 1st October 2019.

2.	RECOMMENDED ACTION
2.1	<p>That Policy Committee approve the proposed changes to parking permit charges as detailed in paragraph 4.1 and consist of:</p> <p>An increase in the first permit charge from £30 to £40 An increase in the second permit charge from £120 to £150 An increase in the third permit charge from £240 to £300 The cost of a book of visitor permits be increased from £22 to £25 (maintain first 2 visitor books for free) The revised charges will be introduced from 1st October 2019.</p>
2.2	The current permit holders be notified by letter of the changes to the residents permit scheme.
2.3	That future changes to the charges for Residents' Parking Permits be progressed through the Traffic Management Sub-Committee at its November meeting each year in order for recommendations from that sub-committee to be incorporated within the Council's annual fees and charges review considered at February Policy Committee each year.
2.4	That a review of Virtual Visitor permits takes place, consulting with members of the Traffic Management Sub-Committee on any potential scheme.
2.5	That officers progress concept designs of the new residents' parking schemes as detailed in para 3.8 and those schemes be reported to Traffic Management Sub-Committee in September 2019 for approval to progress informal and formal consultations.

3. The current Residents Parking scheme

- 3.1 A first permit charge of £30 was introduced in April 2017. At the introduction of the £30 charge, a commitment of an improved offer was given to residents living within the scheme. This commitment offered:
- Improved enforcement;
 - A new permit application process;
 - And, as an interim, a flexible visitor permit renewal system
- 3.2 The following is provided as an update on those commitments:-

Improved enforcement:

Significant changes have been made to the enforcement systems employed by our contractor. These include an upgraded IT system with better handsets used by the Civil Enforcement Officers (CEOs). This has led to improved efficiency of the CEOs resulting in an increase of deployment hours within RP areas. Furthermore, the CCTV enforcement vehicle has been upgraded with new hardware and software. To improve detection of

contraventions the CCTV vehicle can be employed within RP areas although the current focus of the vehicle is to enforce the recently introduced Red Route. The Red Route is currently experimental and should it be made permanent a case will be made to purchase a second enforcement vehicle.

New permit application process:

An online, self-service application process has been introduced. Once a permit application has been approved online the information is shared with the CEOs through their handsets. Consequently, enforcement has become more efficient. Feedback from residents, indicate that the vast majority of users are happy with renewing their permit on-line. Since this time, we have received some suggestions of further service improvement but they are mainly based on single sign-on which is now being delivered in the summer this year.

Flexible visitor permit renewal system:

Subsequent to this being delivered, the new online permit application process was put in place and this provides further flexibility for renewing visitor permits.

3.3 Fee Benchmarking

As a part of reviewing the current permit charges, Officers have completed some fee benchmarking of comparable schemes in other Local Authority areas. This is detailed below:-

	READING	OXFORD	BRISTOL	BASINGSTOKE	SWINDON
RESIDENT PERMITS					
Allocation per household	2 permits	2 to 4 permits (zone dependent)	3 permits (1 permit if off-street parking)	1 permit	2 permits
Annual costs	First - £30 Second - £120	First - £60 Second - £60 Third - £120 Fourth - £180	First - Free to £72 (based on CO2 emissions) Second - £96 Third - £192	£18.50	First - £35 Second - £75
Renewal frequency	Annual	Annual	Annual	Annual	Annual

	SLOUGH	BRIGHTON	NOTTINGHAM CITY	ROYAL BOROUGH WINDSOR & MAIDENHEAD	MANCHESTER
RESIDENT PERMITS					
Allocation per household	2 permits (third in exceptional circumstances)	1 Permit per resident - no limit on the number of residents who can apply in any one household	3 permits (any mix of resident and visitor)	2 permits	2 permits
Annual costs	First - £25 Second - £50 Third - £100	£65, £130 or £163 (based on CO2 emissions)	First - Free Second - Free	First - free Second - free	First - £650 Second - £1300
Renewal frequency	Annual	Annual	2 years	2 years	Annual

	PRESTON CITY COUNCIL	NEWCASTLE	KENSINGTON & CHELSEA	HOUNSLOW	KINGSTON
RESIDENT PERMITS					
Allocation per household	2 permits	2 permits (discount for low emission)	1 permit (Vehicle emission charges - 9 charging bands)	5 permits (vehicle emission charges, 4 charging bands)	Unlimited - one per vehicle
Annual costs	First - £29 Second - £45	First - £25 Second - £75	First - £87-£236	First - £0 - £130 Second - £0 - £210 Third - £0 - £290 Fourth - £0 - £370 Fifth - £0 - £450	First - £90
Renewal frequency	Annual	Annual	Annual	Annual	Annual

- 3.4 This benchmarking shows the permit charges in Reading remain relatively low in comparison to other similar Local Authority areas.

3.5 Virtual Visitor Permits

Virtual permits offer a significantly improved customer service empowering residents to manage their own parking needs particularly for their visitors. The current initial allocation of 40 visitor permits (two books) is via the issue of scratch cards presented as half-day permits. Any further allocation of visitors' permits is charged at £22 per book (20 half-day) up to a maximum of 5 books per year. Consequently, where a visitor stays for only one hour, a half-day permit is required. There is no on-line option to extend (or reduce) the session and the physical placing of a further scratch card is required. There are further limitations to the scratch card visitor permit. The half-day is presented as 8am to 2pm then 2pm to 10am. So if a resident has a visitor stay for the weekend and leave their vehicle parked within the permit scheme there is a need for constant renewal of the scratch card. A virtual permit scheme could issue visitor permits as 480 hours to match the current 20 days offered now. Sessions can be offered hourly and managed by the resident through their on-line account where they will draw down their hourly allocation as required. The virtual permit online tool will be accessible 24 hours a day 7 days a week, therefore offering a service out of hours. Virtual permits offer benefits to traders, in temporary situations (replacement car) and special vehicle permits to access the town centre. This offers complete flexibility and value for money to the resident/user.

- 3.6 An example of such a virtual visitor scheme is in place at Slough Borough Council. Slough currently offer an allowance of 720 hours to purchase over a 12 month period. All vouchers are sold in slots of 5 (for example you would pay £2.50 and receive 5 x 3 hour vouchers):

5x3 hours - £2.50
5x6 hours - £5.00
5x12 hours - £7.50
5x24 hours - £15.00.

There is no expiry date to these vouchers.

720 hours per household per year is the maximum a resident can buy. Adults over 60 receive a 50% discount - proof of age will need to be provided.

- 3.7 Subject to Policy Committee approving the recommendations in this report, officers will commence a detailed review of virtual visitor permit systems including benchmarking with other Local Authorities with a virtual scheme in place, such as Slough Borough Council. As a part of the review, members of Traffic Management Sub-Committee will be invited to take part in a demonstration of such a scheme and how it would work in Reading. The member briefing will take place after the summer holidays and officers will prepare a report detailing the outcome of the review for Traffic Management Sub-Committee to consider at the November 2019 meeting.

- 3.8 The review would include information on how the transition to a system of virtual permits, initially within a trial zone, could take place and it would also investigate digital options once virtual permits are in operation that will enable residents to check a registration number so if a vehicle is illegally parked the information is electronically passed to enforcement officers.

3.9 Delivery of new Residents Parking Schemes

The following table shows the new residents' parking schemes delivered since March 2017 and new schemes pending delivery or being developed for delivery.

Resident Permit Parking - Delivery Since March 2017

Scheme	Approx. Addresses affected	Notes
Warwick Road & Cintra Avenue	95	Implemented. Involved informal and formal consultation.
Little Johns Lane area (Battle)	600	Implemented. Involved informal and formal consultation.
Harrow Court	40	Implemented. Involved informal (at outset and design stages) and formal consultation.
St Stephens Close/The Willows	115	Implemented. Involved informal (at outset and design stages) and formal consultation.
Total	850	
East Reading Area Study	1460	Involved formation of steering group (still meeting regularly), informal consultation (at outset and design stages, with public drop-in sessions) and 2 formal consultations. Decision made to split delivery. Area 1 (approx. 1460 addresses) to be delivered over Summer 2019.
	630	Area 2 (approx. 630 addresses) Subject to residents feedback following the introduction of area 1, (in the context of parking displacement) a further report will be submitted to TMSC in November 2019 seeking approval to implement. Delivery target 1st quarter 2020 (calendar year).
Lower Caversham	900	Involved informal consultation (at outset and design stages, with public drop-in session) and formal consultation. Results of consultation being reported to June 2019 Traffic Management Sub-Committee (TMSC), where a decision to implement is hoped. Work can then begin on sealing the TRO, detailed signing design,

		<p>preparing back-office systems, instructing contractors and communicating with affected residents.</p> <p>Detailed design of the scheme is underway to prepare for contractor delivery. Scheme is currently planned to be complete by end of 2019.</p>
Total	2990	
Charndon Close, Collis Street and Rowley Road area (Katesgrove)	TBC	<p>This area received an initial TMSC priority, following those schemes above. This scheme will likely involve consideration of a number of streets, spread out across an area that contains some elements of existing RPP. Officers will prepare a concept scheme design, and will seek authority to proceed with the informal consultation at TMSC in September 2019.</p>
Grovelands Road and Beecham Road area (Norcot)	TBC	<p>This area received an initial TMSC priority, following those schemes above. Officers will prepare a concept scheme design, and will seek authority to proceed with the informal consultation at TMSC in September 2019</p>
<p>TMSC prioritisation of remaining schemes on list. List last updated at March 2019 TMSC as follows:</p> <ul style="list-style-type: none"> > Granville Road > St Giles Close > Portway Close > Kentwood Hill > Hexham Road estate > Shilling Close area > Coley Avenue (South) area <p>It is highly probable that these would be considered as wider area schemes, incorporating more streets than the entry on the list.</p>	TBC	<p>The remaining schemes on the list have not yet been given a delivery priority by TMSC.</p> <p>The list will be updated and reported to TMSC at their meeting in September 2019. An opportunity will be provided for Members to prioritise development of the remaining requests.</p> <p>Once the schemes are prioritised at TMSC in September 2019, officers will develop a programme and share with members.</p>

- 3.10 Progression of these schemes is reliant on a transparent informal and formal (Statutory) consultation where the majority of homeowners on a street are in favour of a scheme. Typically, taking into consideration approval of schemes through Committee, consultations, reporting of objections through Committee and scheme delivery, it will take between 18 to 24 months to introduce a new scheme.
- 3.11 Officers are currently focussed on delivery of the new residents' parking schemes in East Reading and Lower Caversham with completion expected by the end of the 19/20 financial year - in order to meet the savings identified in the medium term financial strategy.
- 3.12 To improve the speed of delivery of new residents' parking schemes, the Network Management Team have recently increased resources. The team have also engaged support from external consultants to progress initial scheme concept design work.
- 3.13 With the focus on delivery, additional income derived from the new RP areas is on track to secure £100k of additional income in 19/20 and £200k in 20/21 also as set out in the MTFS.

4. Increasing Residents Parking permit charges

- 4.1 At Policy Committee and Council in February 2018 and February 2019, the Council approved a review of the current charges for residents and visitor parking permits. This review is reflected within the Council's current Medium Term Financial Strategy (MTFS).
- 4.2 In order for the Council to improve the current scheme for Residents and their visitors, the following revised charges are proposed to be introduced from 1st October 2019 and consist of:-

Permit Type	Current Charge	Proposed Charge
Business	£275.00	No Change
Business Discretionary	£330.00	No Change
Charity (free)	£0.00	No Change
Charity (charged)	£120.00	No Change
Carer	£0.00	No Change
Doctor	£30.00	£40.00
Health Care Professional	£30.00	£40.00
Resident Discretionary (1st permit)	£30.00	£40.00
Resident Discretionary (2nd permit)	£120.00	£150.00
Resident Discretionary (3rd Permit)	£240.00	£300.00
Resident - First Permits	£30.00	£40.00

Resident - Second Permits	£120.00	£150.00
Non-UK Registered Vehicle Permits	£330.00	No Change
Teacher	£30.00	£40.00
Landlord - Annual	£330.00	No Change
Tradesperson - Annual	£330.00	No Change
Tradesperson/Landlord - Daily	£10.00	No Change
Temporary Permits	£15.00	No Change
Visitor Books - Free	£0.00	No Change
Visitor Books - Charged	£22.00	£25.00
Visitor Business	£22.00	£25.00
Visitor Charity	£22.00	£25.00
Visitor Discretionary (free)	£0.00	No Change
Visitor Discretionary (charged)	£22.00	£25.00
Chester Street	£0.00	No Change
Special Vehicle Annual	£0.00	No Change
Special Vehicle Daily	£0.00	No Change

- 4.3 Separately, officers are in the process of reviewing a future charging structure based on vehicle emissions. This will be reported to a future meeting as such a change will require a further review of the whole charging structure.
- 4.4 Alongside considering the proposed new permit charges detailed in paragraph 4.1, Officers recommend future changes to charges for permits should be progressed through the Traffic Management Sub-Committee at its November meeting each year in order for recommendations from that sub-committee to be incorporated within the Council's annual fees and charges review considered at February Policy Committee each year. This will ensure consistency of reporting of all the Council's fees and charges and provide a transparent and open process.

5. Conclusion

- 5.1 Policy Committee is asked to note the contents of this report, and, taking into account the benchmarking of permit charges with other Local Authorities, the proposed improvements to visitor permits and enforcement, and progression of the new Residents Parking Schemes, endorse the revised charges for Residents and Visitor permits in order for the Council to further enhance the current scheme for residents and their visitors.

6. CONTRIBUTION TO STRATEGIC AIMS

6.1 The delivery of the proposals as detailed within this report will contribute to the Council's Corporate Plan 2018-21 (refreshed Spring 2019) objectives of:

- Securing the economic success of Reading
- Keeping Reading's environment clean, green and safe
- Ensuring the Council is fit for the future

7. COMMUNITY ENGAGEMENT AND INFORMATION

7.1 A letter will be sent to each permit holder to inform them of the change to the current charges.

8. LEGAL IMPLICATIONS

8.1 The Council is not required to complete a further statutory consultation when changing fees and charges for Residents Parking Permits.

9. EQUALITY IMPACT ASSESSMENT

9.1 In addition to the Human Rights Act 1998 the Council is required to comply with the Equalities Act 2010. Section 149 of the Equalities Act 2010 requires the Council to have due regard to the need to:-

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

9.2 An initial EIA scoping exercise has been undertaken and these proposals do not affect those with protected characteristics.

10. FINANCIAL IMPLICATIONS

10.1 The current MTFP includes the proposals as detailed in this report. The proposals to extend residents parking permit areas are on track to deliver an additional £100k in 19/20 and £200k in 20/21. The revised permit charges as detailed in this report (if approved and implemented from 1st October 2019) are estimated to deliver £137,000 in 19/20 and £81,000 in 20/21. These calculations include the confirmed new schemes that are due for implementation this and next financial year. Any income is ring-fenced for reinvestment in Transport and Highways.

11. BACKGROUND PAPERS

11.1 Policy Committee - MTFS reports - February 2018 and February 2019.

READING BOROUGH COUNCIL

REPORT BY DIRECTOR OF ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES

TO:	POLICY COMMITTEE		
DATE:	15 JULY 2019		
TITLE:	ST MICHAELS PRIMARY SCHOOL, PRIORITY SCHOOLS BUILDING PROGRAMME		
LEAD COUNCILLOR:	COUNCILLOR PEARCE	PORTFOLIO:	EDUCATION
SERVICE:	SCHOOLS ASSET MANAGEMENT UNIT	WARDS:	BOROUGHWIDE
LEAD OFFICER:	LINDA CHURCH	TEL:	01189373860
JOB TITLE:	PROJECT PORTFOLIO MANAGER	E-MAIL:	linda.church@reading.gov.uk

1. EXECUTIVE SUMMARY

- 1.1 St Michaels Primary School has secured a place on the second phase of the Department for Education's (DfE) Priority Schools Building Programme (PSBP2) St Michaels has been identified for local delivery, with the original 1950's school building selected by the DfE for major refurbishment.
- 1.2 The overall brief is to carry out major refurbishment works to the school's original 1950's block with the aim of bringing it up to current regulations and specifications. Detailed condition surveys and investigations of the building have informed the programme of refurbishment works which aim to provide a 15 year life for key components and 5 years for 'plug in' items.

2. RECOMMENDED ACTION

- 2.1 that Policy Committee give approval to enter into a contract with E W Beard Ltd to carry out the refurbishment works;
- 2.2 that Policy Committee give approval to spend the £2.41 million grant fund from the DfE for condition works at the school.

3. POLICY CONTEXT

- 3.1 The project meets the following criteria in terms of Council policy
 - Maintains existing facilities
 - Improves the overall school environment (non-statutory/non-emergency)
 - Meets essential (including statutory) health & safety requirements

4. THE PROPOSAL

- 4.1 In 2014 the Council made several bids for the renovation of school buildings in very poor condition. We were successful with bids for work at Caversham Primary, Phoenix College and St Michaels Primary. The DfE have agreed that the project at St Michaels will be designated as 'self-delivery' for the local authority.

- 4.2 The project is to meet condition need only for the successful building and doesn't address the suitability of existing accommodation or potential shortfalls in accommodation.
- The value of the agreed work has been valued by the DfE at £2.41 million based upon their usual rates for refurbishment works. This project is wholly funded by a capital grant from DfE and needs to be spent by 31 March 2021. It should be noted that the Capital Programme currently assumes a sum of £2.79 million reflecting the higher estimate of cost provided by Hampshire County Council.

The works include recladding the two-storey block to improve thermal values, upgrading/ replacing necessary elements such as windows, doors and ceiling tiles as well as upgrading heating & lighting services. Changes to improve accessibility include the addition of an accessible WC off the entrance lobby. The current manually operated entrance doors will be replaced with an automatic glazed door entry system. New fire escape doors will be added to the hall to improve fire evacuation. Phasing of the project will be complex to allow the school to remain operational throughout the building works.

- 4.3 At the outset of the project over two years ago several options were presented to the DfE that looked to address suitability of accommodation as well as meet some shortfalls in accommodation. These were originally considered favourably. However, following Policy changes at the DfE these options were later rejected due to cost restrictions.

The contractor has been selected via the Intermediate Construction Framework (an OJEU tender framework). 9 contractors were selected from the framework following commercial & ability responses and at the first stage of the mini competition (MC1) 2 expressed an interest in tendering. The second stage (MC2) comprises a project related written submission and commercial analysis. E W Beard Ltd were selected through this process to work on a collaborative basis during the pre-construction phase with a view to being awarded the construction contract.

5. CONTRIBUTION TO STRATEGIC AIMS

- 5.1 The Council's Corporate Plan 2018-2021 'Shaping Reading's Future' sets out the Council's priorities. These include;
- Securing the economic success of Reading
 - Improving access to decent housing to meet local needs
 - Protecting and enhancing the lives of vulnerable adults and children
 - Keeping Reading's environment clean, green and safe
 - Promoting great education, leisure and cultural opportunities for people in Reading
 - Ensuring the Council is fit for the future
- 5.2 The proposals set out in this report supports a number of these strategic aims but principally, 'Promoting great education, leisure and cultural opportunities for people in Reading' by ensuring that all Reading children have a school place and a safe; and fit for purpose place in which to learn. This proposal will make significant improvements to the learning environment which we know to have a significant effective on a child's ability to learn. Greater levels of insulation to the building, replacement windows and new services pipework will create an environment capable of achieving a better ambient temperature with much greater efficiency. New lighting will also enhance the learning environment.
- 5.3 Improved building thermal values should generate greater energy efficiency for the school going forward.

6. COMMUNITY ENGAGEMENT AND INFORMATION

- 6.1 The changes proposed to the façade of the school can only improve the appearance of the building and accordingly the outlook for local neighbours. Parents & neighbours have been kept informed as part of the planning process.
- 6.2 The proposals were considered at the Planning Committee on 29th May with the planning notice displayed at the school for the statutory period and application available online for public view and was granted full planning permission.

7. EQUALITY IMPACT ASSESSMENT

- 7.1 An Equality Impact Assessment will not be relevant to this decision. Automatic door entry system is being added at the main entrance.

8. LEGAL IMPLICATIONS

- 8.1 The Council has a statutory duty to provide a school place for every child of statutory school age, resident in the borough, who seeks one. The admissions code suggests that the maximum time a child should be out of school is 20 school days.
- 8.2 Wherever applicable, it is proposed that schemes are procured through HCC (Hampshire County Council) using their Framework Agreements in accordance with contract procedure rule 9 (3). These Framework Agreements have been through the EU regulated tendering process to appoint the Framework Contractors. This means that individual projects using the Frameworks and carried out by Framework Contractors do not have to be advertised in the Official Journal of the European Union (OJEU) again. Works contracts with the framework contractors will be entered into. The appointment of E W Beard Ltd reflects the use of this 2 stage tender process via the ICF framework.
- 8.3 It is proposed that the design work and contract administration is undertaken by Hampshire County Council, through the Reading & Hampshire Property Partnership.
- 8.4 The Council will enter into a contract with E W Beard Ltd using the JCT Intermediate form of contract.

9. FINANCIAL IMPLICATIONS

- 9.1 In 2015 the Council were successful in bidding for grant aid from the DfE to refurbish the original 1950's building at St Michaels Primary School.
- 9.2 The Council's 2019/20 3 year Capital Programme approved by Policy / Full Council in February refers to St Michaels Primary Priority Schools Building Programme with a funding envelope of £2.8 million. This sum reflects the estimate of cost by Hampshire County Council which is greater than the current figure expected by the DfE; the difference being largely due to the rates expected per square metre for heavy refurbishment work. In the event that the tender figures is returned higher than the £2.41 million and the DfE are unwilling to increase their funding level a value engineering exercise will be undertaken to ensure that expenditure does not exceed capital grant fund. The tender sum will be based on sub-contractor packages for which a minimum of three tender returns is requested.

9.3 Revenue Implications Not Applicable

Capital Implications

Capital Programme reference from budget book: page line	2018/19 £000	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000
Proposed Capital Expenditure	56	2274	80	0	0
Funded by Grant - ESFA Priority Schools Funding	56	2274	80		0
Total Funding	56	2274	80		0

9.4 Value for money (VFM)

The all in cost of this project as a refurb at £2.41 million would be in the region of £2070 per m2. Data has been requested of the National School Buildings database for comparability but is thought to be in line with previous DfE rates for heavy refurbishment.

9.5 Risk assessment

Key risks associated with this project relate to the final business case approval by the DfE in order to secure grant funding. Without DfE commitment to fund the project will not go ahead.

9.6 Environmental Implications

Updates in lighting to LED and a more efficient heating system will reduce the schools' spend on energy and the Council's carbon footprint. By improving the energy efficiency of lighting and heating systems the Council will be developing Reading as a Green City with a sustainable environment and economy and supporting the climate emergency drive towards zero carbon.

10. BACKGROUND PAPERS

10.1 Emerging 2019/20 Capital Programme
Confirmation of funding commitment from DfE

READING BOROUGH COUNCIL

REPORT BY DIRECTOR OF ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES

TO:	POLICY COMMITTEE		
DATE:	15 JULY 2019		
TITLE:	SCHOOL ESTATE HEATING AND ELECTRICAL PROGRAMME		
LEAD COUNCILLOR:	COUNCILLOR PEARCE	PORTFOLIO:	EDUCATION
SERVICE:	SCHOOLS ASSET MANAGEMENT UNIT	WARDS:	BOROUGHWIDE
LEAD OFFICER:	LINDA CHURCH	TEL:	01189373860
JOB TITLE:	PROJECT PORTFOLIO MANAGER	E-MAIL:	linda.church@reading.gov.uk

1. EXECUTIVE SUMMARY

- 1.1 Surveys carried out across Reading's community schools and nurseries to ascertain the current condition and compliance of their heating and electrical installations identified the need for works of the order of £5.8m.
- 1.2 This report seeks approval for the release of designated capital programme funding to carry out a three year programme of works totalling £2.411m and to delegate authority to the Deputy Director of Assets and Regeneration to enter into the contracts required to deliver the works.
- 1.3 A list of all identified works, shown by school, can be found within Appendix 1.

2. RECOMMENDED ACTION

- 2.1 The Policy Committee approves the release of designated capital programme funding of £2.411m to deliver a three year programme of works across Reading's community schools and nurseries, up to March 31st 2022.
- 2.2 It is requested that Policy Committee also approves the carry forward of £311k, which was originally designated for spend in 18/19.

3. POLICY CONTEXT

- 3.1 At Full Council on 26th February 2019, the Capital Programme, detailing the planned expenditure on Education projects was approved. This included £2.411m of funding for the works set out below.
 - 3.2.1 Heating and Electrical Funding
 - £811k - combined amount of £311k carried forward from 2018/19 and £500k in 2019/20
 - £500k in 2020/21
 - £500k in 2021/22

3.2.2 Fire Risk Assessment Works

- £200k in 2019/20
- £200k in 2020/21
- £200k in 2021/22.

4. THE PROPOSAL

4.1 Hampshire County Council's Mechanical and Electrical Surveyors carried out a borough wide survey of the Reading school estate to establish the condition and compliance of school mechanical and electrical installations.

4.2 The survey identified works totaling approximately £5.8m across all community schools and nurseries. These were categorised into six risk levels:

4.2.1 Category 1 being Strategic Risk - Strategic risk to RBC includes items of system fails, Legionella, lifts, pressure systems etc. particular where written schemes are in place with insurers - Total maintenance liability £90,750.

4.2.2 Category 2 being Statutory Risk - Item puts RBC at Risk of failing in their statutory duty, does not include non-compliance to current standards - value £284,350k, including £155k for a new electricity supply at Manor Primary.

4.2.3 Category 3 - Physical condition of the system has identified a risk of failure or perceived reliability issues - Total maintenance liability £4,816,300.

4.2.4 Category 4 -Age based Risk - Age of system has identified a likelihood of failure or perceived reliability issues- Total maintenance liability £11,500.

4.2.5 Category 5 - Planned Project - Project highlighted as being required in the future - Total maintenance liability £617,350.

4.2.6 Category 6 - Funding available - Funding for the project or works is available from other sources such as Salix - £494,250.

4.3 Projects to be delivered over the next three years were prioritised in terms of:-

- Priority 1 - Statutory Risk Items
- Priority 2 - Strategic Risk items
- Priority 3 - Condition Risk items.

4.4 These were further defined by a 'Priority Score' 'which reflected:

4.4.1 Condition factors such as Life expectancy and obsolescence.

4.4.2 Health and Safety in terms of issues such as likelihood to result in building closure and occupiers at risk due to equipment failure.

4.4.3 Financial factors such as costs effectiveness of carrying out with other works, reduction in maintenance liability.

4.4.4 Other factor - for e.g. it will have environmental benefits (reduce energy etc.).

4.5 A number of items highlighted within the report offer energy saving benefits and therefore qualify for the use of Salix funding. We will work with schools to enable

them to borrow the investment funds from the Council's Salix fund which would be repaid through the annual savings from the school's energy bills. Total maintenance liability £494k. This will allow this programme to fund items where other sources of funding are not available.

4.6 Priority 1 and 2 items will be addressed in 2019/20. Any projects under £2k will be re-billed directly to the schools. From 2020 jobs will be carried out in priority order. Due to the total programme costs and the number of works recommended within Priority 3, it will take several years to complete all the works. To speed up delivery the Council will be asking all schools to budget for priority 3, 4 and 5 works under £5k. This will allow more of the 'major' items to be funded by the Council within this programme.

4.7 The list of identified works itemised by school, is shown in Appendix 1.

5. OTHER OPTIONS CONSIDERED

The Council has a responsibility as an employer and for the safety of its property portfolio. Many of the items are statutory or strategic risk items, leaving the Council at risk and liable for any health and safety issues which may occur as a result of inadequate building condition. It is therefore not an option to 'do nothing' in this case, where the Council has a responsibility as the building owner to rectify known issues.

6. CONTRIBUTION TO STRATEGIC AIMS

6.1 The Council has a responsibility to provide the best start in life through education, early help and healthy living. The council therefore needs to ensure the buildings we provide to our schools are in good condition, fit for purpose and meeting all statutory requirements.

6.2 By maintaining school buildings the Council is providing safe and comfortable spaces for Reading's children to learn, helping to establish Reading as a learning City and a stimulating and rewarding place to live.

6.3 All children should be able to access buildings fit for purpose to promote equality, social inclusion and a safe and healthy environment for all.

6.4 By improving the energy efficiency of lighting and heating systems the Council will be developing Reading as a Green City with a sustainable environment and economy and supporting the climate emergency drive towards zero carbon.

6.5 Updates in lighting to LED and more efficient heating systems will reduce schools' spend on energy and the Council's carbon footprint.

7. COMMUNITY ENGAGEMENT AND INFORMATION

7.1 No community engagement or consultancy has been carried out. All planned improvements to the schools are internal condition works, which will not affect the wider community.

7. EQUALITY IMPACT ASSESSMENT

7.1 An Equality Impact Assessment has been carried out (see appendix 1). All community schools have been surveyed and the jobs prioritised based on statutory and strategic risk. The prioritisation is purely based on the needs of the building and not on the users of the building and therefore no discrimination to user groups has been made.

- 7.2 Asset surveys include compliance with the Disability Discrimination Act and the subsequent prioritisation of needs takes the DDA into consideration.

8. LEGAL IMPLICATIONS

- 8.1 The Council as an employer must, as far as is reasonably practicable, safeguard the health, safety and welfare of its employees under Section 2 of the Health and Safety at Work etc Act 1974, in particular a safe place of work with safe access and egress.
- 8.2 In addition, the Council has responsibilities for the safety of its property portfolio under the Building Act 1984, under which regulations have been issued concerning asbestos, water management, electrics, wiring, lighting, ventilation, materials, structure testing, resistance to moisture etc.
- 8.3 The majority of works will be awarded to the council's current Heating and Electrical maintenance term contractors which were tendered through the council's INTEND process - Planned and Reactive Maintenance of Mechanical and HVAC Installations for and Water Treatment and Legionella Control. Items of a specialist nature will be tendered through Hampshire Reading Property Partnership and comparative quotes gathered.
- 8.4 Works will be managed by HCC within the Hampshire Reading Property Partnership and using the Small Works Framework.

9. FINANCIAL IMPLICATIONS

- 9.1 At Full Council on 26th February 2019, the Capital Programme, detailing the planned expenditure on Education projects was approved, including the heating and electrical programme for £311k in 2018/19, £500k in 2019/20 and £500k in 2020/21 and fire risk assessment works for £200k in 2019/20 and £200k in 2020/21
- 9.2 The Council will not receive revenue savings directly. The schools will see savings from their revenue accounts, through reduced call outs and lower energy bills, as a result of newer and more efficient systems.

	2019/20 £000	2020/21 £000	2021/22 £000
Employee costs (see note1)			
Other running costs			
Capital financings costs			
Expenditure			
Income from:			
Fees and charges (see note2)			
Grant funding			
(specify)			
Other income			
Total Income	0	0	0
Net Cost(+)/saving (-)			

9.3 Capital Implications

Capital Programme reference from budget book: page line	2018/19	2019/20 £000	2020/21 £000	2021/22 £000
Proposed Capital Expenditure	311	700	700	700
Funded by Grant (Education Capital Grant)	311 (to be carried forward to 19/20)	700 (500 H&E, 200 Fire)	700 (500 H&E, 200 Fire)	700 (500 H&E, 200 Fire)
Total Funding	311	700	700	700

9.4 Value for money will be delivered via a planned programme of works which prevents the Council addressing service failure on a reactive basis, incurring additional expenditure and potential school closure.

9.5 Works will be carried out using term contractors who have been contracted through the council's INTEND process and have an agreed schedule of rates, ensuring value for money.

10. BACKGROUND PAPERS

10.1 The project is included within the Capital Programme 2019-2022, which was presented to Full Council and approved on 26th February 2019.

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Appendix 1 -Education Heating and Electrical Programme

The tables below demonstrate the individual recommended works per school, shown against their priority category.

19/20 works to be carried out this year from the £311k carry forward

Category 3 works will be attended to on a priority basis against the available budget each year going forward.

Alfred Sutton Primary

Category	Item	Cost	School Funded	Salix
1	Secure water heater cover to kitchen water heater in infants building	250	250	0
	Thermal insulation installation to Senco, Infants & juniors	10000	0	0
2	Dead leg removal from Senco, Infants and Juniors	7500	0	0
3	Main panel upgrade and replacement of distribution boards	10500	0	0
3	UFH health check and LTHW water quality check in Admin/Early Years building	5000	5000	0
3	Water quality check for LTHW in Nursery building	1000	1000	0
4&5	Boiler replacements in Senco building	75000	0	0
4&5	Heating boiler installation in Infants building	75000	0	0
4&5	Heating boiler installation in Juniors building	75000	0	0
4&5	Fire alarm system	35000	0	0
4&5	Gas safety interlock in Infants building	5000	5000	0
4&5	Gas safety interlock in Juniors building	5000	5000	0
4&5	Gas safety interlock in Senco building	5000	5000	0
4&5	Flexible connection removal in Senco, Infants and Juniors	5000	5000	0
4&5	Flexible connection removal in Admin/Early Years building	500	500	0
Salix	TRVs, thermal insulation and LTHW water quality check in Infants building	15000	0	15000
Salix	TRVs, thermal insulation and LTHW water quality check in Juniors building	15000	0	15000
Salix	TRVs, thermal insulation and LTHW water quality check in Senco building	15000	0	15000
Salix	Lighting - general and emergency	11000	0	11000
Total		370750	26750	56000

Blagdon Nursery

Category	Item	Cost	School Funded	Salix
1	Heater covers	20000	0	0
1	Thermal insulation installation	1750	1750	0
3	Small power/ lighting circuits	75000	0	0
3	Fire alarm	25000	0	0
Salix	Lighting-general & emergency	20000	0	20000
Total		141750	1750	20000

Blagrove Nursery

Category	Item	Cost	School Funded	Salix
3	Gas fired convector replacement and covers	9000	0	0
3	Electrical rewire	50000	0	0
3	Distribution board replacement	6000	0	0
3	TMV insulation	500	500	0
3	Fire alarm improvements	4000	4000	0
4&5	Solenoid valve installation	12500	0	0
Salix	Lighting replacement	12000	0	12000
Total		94000	4500	12000

Caversham Park Primary

Category	Item	Cost	School Funded	Salix
1	Redundant shower removal	750	750	0
1	DHWS pipework protection	1500	1500	0
1	LTHW pipework protection in AWC	750	750	0
3	Main panel upgrade and replacement of distribution boards	25000	0	0
3	LTHW convectors	2400	2400	0
3	Lighting - general and emergency	8000	0	0
4&5	Fire alarm system upgrade	55000	0	0
Total		93400	5400	0

Caversham Primary

Category	Item	Cost	School Funded	Salix
3	Pipework and radiator replacement	86000	0	0
3	Distribution boards and final circuitry	21500	0	0
3	Main panel board replacement	9000	0	0
3	Extract fans in WCs	3000	3000	0
3	Data cabinet upgrade	5000	5000	0
3	Fire alarm	20000	0	0
Salix	Lighting replacement	10000	0	10000
Total		154500	8000	10000

Caversham Nursery

Category	Item	Cost	School Funded	Salix
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3	IT fan	500	500	0
4&5	LTHW heating system recommission	20000	0	0
Total		20500	500	0

Coley Primary

Category	Item	Cost	School Funded	Salix
3	Distribution boards and final circuitry	20000	0	0
3	Main panel board replacement	9750	0	0
3	Replacement of corroded/faulty valves and pipework within existing plant room	15000	0	0
3	Pipework insulation installation	20000	0	0
3	Fire alarm	10000	0	0
4&5	Flexible hose removal from whb's & sinks	1500	1500	0
4&5	Mechanical ventilation installation to wc's	5000	5000	0
4&5	Gas safety system installation to plant room	5000	5000	0
4&5	TRV installation	1000	1000	0
Salix	Lighting replacement	17500	0	17500
Total		104750	12500	17500

Cranbury College (Cranbury Rd)

Category	Item	Cost	School Funded	Salix
1	Ventilation in kitchen	20000	0	0
3	Auto controls	1800	1800	0
3	Lighting - emergency	500	500	0
4&5	TMV relocation	750	750	0
Total		23050	3050	0

Cranbury Primary (College Road)

Category	Item	Cost	School Funded	Salix
1	Ventilation in boiler room	500	500	0
	Ventilation in gas meter room	1000	1000	0
2	Deadleg removal	500	500	0
3	Boiler replacement	50000	0	0
3	Boiler F&E tank	1500	1500	0
3	Main switchgear and distribution boards	15000	0	0
3	Auto controls replacement	5000	5000	0
3	LTHW pipework and heat emitter replacements	20000	0	0

4&5	Gas safety interlock in boiler room	5000	5000	0
4&5	Thermal insulation installation to DH & CWS	500	500	0
Total		99000	14000	0

Emmer Green Primary

Categor y	Item	Cost	School Funde d	Salix
3	Boilers, burners, flues, pumps and control panels replacement	110000	0	0
3	Calorifier hose replacement	500	500	0
3	Distribution pipework replacement inc radiators and fan convectors	200000	0	0
3	Boiler replacement in temporary classroom	2500	2500	0
3	Water quality check for LTHW	1000	1000	0
3	Fire alarm	30000	0	0
3	Lighting - emergency	10000	0	0
4&5	Extract fan installation in cleaners cupboard	750	750	0
4&5	Electric water heater replacement	5000	5000	0
Salix	Lighting -general	20000	0	20000
Total		379750	9750	20000

EP Collier Primary

Categor y	Item	Cost	School Funde d	Salix
3	Boiler replacement	75000	0	0
3	Distribution pipework, radiator and fan convector replacements	250000	0	0
3	Distribution board replacement	8000	0	0
3	Water quality check for LTHW	1000	1000	0
4&5	Control panel replacement	7500	0	0
4&5	Solenoid valve installation	5000	5000	0
Total		346500	6000	0

Geoffrey Field Infants

Categor y	Item	Cost	School Funde d	Salix
2	Shorten DHW distribution pipework	10000	0	0
2	Water quality check in original pipework	1000	1000	0
3	Heating distribution pipework replacement	125000	0	0
3	Submain switchgear and final distribution board replacement	35000	0	0
3	Lighting - emergency	20000	0	0
3	Fire alarm	25000	0	0
4&5	Solenoid valve installation	5000	5000	0

Total		22100 0	6000	0
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Geoffrey Field Junior

Categor y	Item	Cost	School Funde d	Salix
1	Shorten DHW distribution pipework	10000	0	0
3	Boiler repair/replacement	15000	0	0
3	Distribution pipework replacement	140000	0	0
3	Submain switchgear and final distribution board replacement	35000	0	0
3	Water quality check for LTHW	1000	1000	0
3	Fire alarm replacement for original part of building with field wiring and devices replacement required	40000	0	0
4&5	Solenoid valve installation	5000	5000	0
4&5	AWC alarm	1000	1000	0
Salix	Lighting- general & emergency	120000	0	120000
Total		36700 0	7000	12000 0

Holybrook

Categor y	Item	Cost	School Funde d	Salix
3	Distribution boards	5000	5000	0
Salix	Lighting-emergency & general	2000	0	2000
Total		7000	5000	2000

Katesgrove Primary

Categor y	Item	Cost	School Funde d	Salix
2	Investigate low HWS temperature in Huntley & Plamer building	1000	1000	0
2	Thermal insulation installation in HWS/CWS in Simmonds building	7500	0	0
2	Thermal insulation installation in HWS/CWS in Trooper Potts building	7500	0	0
3	Boiler replacement in Trooper Potts building	75000	0	0
3	Boiler replacement in Simmonds building	75000	0	0
3	Distribution board replacement	3000	3000	0
3	Water quality check in LTHW in Nursery building	1000	1000	0
3	Water quality check in LTHW in Huntley and Palmer	1000	1000	0
4&5	Gas safety interlock in Simmonds building	5000	5000	0
4&5	Flexible connection removal in Simmonds building	1500	1500	0

4&5	Flexible connection removal in Trooper Potts building	1500	1500	0
4&5	Flexible connection removal in Huntley & Palmer building	1500	1500	0
Salix	TRV, thermal insulation LTHW water quality check in Simmonds building	15000	0	15000
Salix	TRV, thermal insulation LTHW water quality check in Trooper Potts building	15000	0	15000
Salix	Lighting- general & emergency	5000	0	5000
Total		215500	15500	35000

Manor Primary

Category	Item	Cost	School Funded	Salix
1	New power supply	155000	0	0
1	Addition of low level louvres in upper & lower plant room doors/ openings	4000	0	0
3	Fire alarm	30000	0	0
3	Pipework insulation installation	6000	0	0
4&5	Final circuitry and distribution boards	15000	0	0
4&5	Mechanical ventilation installation to WCs	3500	3500	0
4&5	Flexible hose removal from WHBs and sinks	1000	1000	0
4&5	Gas safety system installation in lower plant room	5000	5000	0
4&5	TRV installation	500	500	0
Salix	Lighting replacement	5000	0	5000
Total		225000	10000	5000

Micklands Primary

Category	Item	Cost	School Funded	Salix
3	Final circuitry	10000	0	0
4&5	Extract fans	2500	2500	0
4&5	Service tails consumer breaker	250	250	0
Salix	Lighting- general	1500	0	1500
Total		14250	2750	1500

Moorlands Primary

Category	Item	Cost	School Funded	Salix
1	TMV installation	2500	0	0
3	Fire alarm system (new) required throughout	77000	0	0
3	LTHW pipework	140000	0	0
3	Calorifier	5000	5000	0
3	Radiator replacement	50000	0	0

3	Final circuitry	30000	0	0
3	DHW pipework	80000	0	0
3	Main panel upgrade and replacement of distribution boards	76000	0	0
3	CWST tower	7500	0	0
3	Radiator valve replacement	8000	0	0
3	CWST tank	1500	1500	0
4&5	Shower mixer removal	500	500	0
4&5	Boiler flues	2000	2000	0
4&5	Ventilation	20000	0	0
Salix	Lighting- general & emergency	22000	0	22000
Total		522000	9000	22000

Newbridge Nursery

Category	Item	Cost	School Funded	Salix
1	Heater covers	25000	0	0
3	Radiator replacement	12500	0	0
3	Distribution board replacement	15500	0	0
3	Fire alarm	3000	3000	0
4&5	TMV installation and insulation	100	100	0
Total		56100	3100	0

Oxford Road Primary

Category	Item	Cost	School Funded	Salix
1	Remove redundant shower	750	750	0
1	DHW temperature investigation	500	500	0
1	TMV installation	2500	0	0
1	Boiler flues	2750	0	0
1	Heater covers	4000	0	0
1	AWC protective coverings	2350	0	0
1	Heater (LST) covers	2000	2000	0
3	LTHW pipework	160000	0	0
3	Radiator replacement	9000	0	0
3	Distribution boards and final circuitry	27300	0	0
3	Main panel board replacement	11250	0	0
3	Gas fired water heater	300	300	0
3	Boiler replacement	6000	0	0
3	TMV insulation	100	100	0
3	Fire alarm upgrade	10000	0	0
4&5	MCP	4000	4000	0
4&5	Gas distribution upgrade	3200	3200	0

4&5	Ventilation	11600	0	0
4&5	Radiator valve replacement	1500	1500	0
Salix	Lighting replacement	25250	0	25250
Total		284350	12350	25250

Park Lane Infants

Category	Item	Cost	School Funded	Salix
2	H&CWS compliance	4750	0	0
3	Extract fans	3000	3000	0
3	Additional automatic fire protection	4500	4500	0
Total		12250	7500	0

Park Lane Juniors

Category	Item	Cost	School Funded	Salix
1	Hot and cold water pipework/TMVs	6000	0	0
3	Boiler plant replacement	130000	0	0
3	Extract fans	3000	3000	0
3	Additional automatic fire protection	4500	4500	0
3	Fire detection system	5000	5000	0
3	Pipework and radiator replacement	75000	0	0
Total		223500	12500	0

Redlands

Category	Item	Cost	School Funded	Salix
2	Water quality check	1000	1000	0
3	Main panel (distribution board) upgrade	12000	0	0
3	Distribution pipework replacement	150000	0	0
3	Distribution board replacement	22200	0	0
3	Fire alarm improvements	30000	0	0
4&5	Intruder alarm system improvements	6000	0	0
Total		221200	1000	0

Southcote

Category	Item	Cost	School Funded	Salix
1	TMV installation to pupil wc's	6000	0	0
3	Final distribution board replacement	5000	5000	0
3	Extract fan replacements in WC areas	6000	0	0
3	Small power/ lighting circuits	20000	0	0
3	Fan convector upgrade	30000	0	0
3	Fire alarm replacement	25000	0	0
4&5	Flexible hose/connection removal from WHBs and sinks	1000	1000	0
Salix	lighting-general & emergency	7000	0	7000
Salix	TRV installation on existing radiators	15000	0	15000
Total		115000	6000	22000

St Michaels Primary - works to be included within PSPB project

Category	Item	Cost	School Funded	Salix
2	Cold water service replacement and cws tank	48000	0	0
3	Boiler (kitchen), HWS cylinder and gas safety shut off	6000	0	0
3	Heating pipework & radiator replacement , valve & insulation	71000	0	0
3	Panel board & distribution board replacement	23500	0	0
3	Hot water services replacement	41000	0	0
3	Electrical wiring replacement	70000	0	0
3	Fire alarm system replacement	50000	0	0
4&5	Heating & HWS boiler replacement	60000	0	0
Salix	Lighting- general & emergency	50000	0	50000
Total		419500	0	50000

Thameside Primary

Category	Item	Cost	School Funded	Salix
3	Water heater replacements	2000	2000	0
3	Distribution pipework	120000	0	0
3	Distribution boards replacement and MCBs obsolete	18000	0	0
3	Extract fan replacement	7500	0	0
3	LTHW pipework replacement	175000	0	0
3	Primary heat source protection	7500	0	0
3	TMV relocation	1600	1600	0
3	Radiator replacements	50000	0	0
4&5	Lighting- luminaire replacement to stores & toilets	6000	0	0
4&5	Ventilation	2500	2500	0
Salix	Radiator valve replacements	6000	0	6000
Total		396100	6100	6000

The Hill Primary

Category	Item	Cost	School Funded	Salix
1	External drinking water fountain removal/replacement	1000	1000	0
	Ventilation to gas meter room	500	500	0
2	Dead leg removal	2000	2000	0
3	Boiler replacements	100000	0	0
3	Main switchgear upgrade and replacement of distribution boards	50000	0	0
3	LTHW pipework, radiator and fan convactor etc. replacements	75000	0	0
3	Heating improvements to Class 4N	10000	0	0
3	Review expansion provision of local electric hot water heaters	1000	1000	0
3	Water quality check for LTHW	1000	1000	0
3	Thermal insulation installation	10000	0	0
3	Fire alarm	7000	0	0
4&5	Gas safety interlock installation in kitchen plant room	2500	2500	0
4&5	Flexible connection removal	5000	5000	0
Salix	Lighting replacement	7000	0	7000
Total		272000	13000	7000

The Ridgeway Primary

Category	Item	Cost	School Funded	Salix
3	Service head tails	1000	1000	0
3	Small power/ lighting circuits	10000	0	0
3	Extract fan	500	500	0

3	Lighting - emergency	1000	1000	0
3	CCTV cabling and cameras	1250	1250	0
4&5	Remove existing plant	3500	3500	0
Total		17250	7250	0

Whitley Park Primary

Category	Item	Cost	School Funded	Salix
1	Addition of high & low level louvres in lower plant room doors	3000	0	0
3	Replacement of corroded/faulty valves and pumps within lower plant room	15000	0	0
3	Panel board and distribution board replacement	38000	0	0
3	Upgrade/replacement of upper plant room due to age and poor condition	75000	0	0
3	Data cabinet relocation	6000	0	0
3	Fire alarm improvements	25000	0	0
3	Pipework insulation installation	8000	0	0
4&5	Flexible hose removal from whb's & sinks	1000	1000	0
4&5	Gas safety system installation in upper plant room	5000	5000	0
4&5	TRV installation	500	500	0
Salix	Lighting general & emergency	14000	0	14000
Total		190500	6500	14000

Wilson Primary

Category	Item	Cost	School Funded	Salix
3	Replacement of corroded/faulty valves, pumps and pipework within existing North Block plant room	15000	0	0
3	Distribution board replacement	5000	5000	0
3	Pipework insulation installation	2500	2500	0
4&5	Flexible hose removal from whb's & sinks	2500	2500	0
Total		25000	10000	0

READING BOROUGH COUNCIL
REPORT BY RETURNING OFFICER

TO:	POLICY COMMITTEE		
DATE:	15 JULY 2019		
TITLE:	LOCAL GOVERNMENT BOUNDARY COMMISSION REVIEW OF WARD BOUNDARIES 2019-20		
LEAD COUNCILLOR:	CLLR BROCK	PORTFOLIO:	CORPORATE SERVICES
SERVICE:	ELECTORAL ADMINISTRATION	WARDS:	BOROUGH-WIDE
LEAD OFFICER:	CHRIS BROOKS	TEL:	0118 937 2620 / 2731
JOB TITLE:	AD, LEGAL AND DEMOCRATIC SERVICES	E-MAIL:	Chris.brooks@reading.gov.uk

1. PURPOSE AND SUMMARY OF REPORT

- 1.1 Further to Minute 56 of the Council meeting on 26 March 2019, the Local Government Boundary Commission for England (LGBCE) has given the Council notice that, based on its analysis of the 2017 annual canvass in Reading, it will be undertaking an electoral review of the Council in its 2019-20 programme. This is because the 2017 canvass showed over 30% of the authority's current wards (5 out of 16) had a variance greater than 10% from the authority's average ratio of electors, which was 2,443 per Councillor or 7,329 per 3-member ward.
- 1.2 The LGBCE operates under the provisions of Part 3 of the Local Democracy, Economic Development & Construction Act 2009 (the 2009 Act). This established the LGBCE in place of the former Boundary Committee of the Electoral Commission.
- 1.3 The last review of ward boundaries in Reading was undertaken by the former Boundary Committee between February 2001 and June 2002, and was implemented from June 2004 (when we had all-out elections that coincided with the European elections). Therefore by 2019, the ward boundaries have not been reviewed for 17 years or changed for 15 years.
- 1.4 The 2001/02 review established a Council of 46 Councillors, representing 16 wards, of which 15 were 3-member wards which held elections by thirds (one Councillor out of three retiring each year, with a fallow year every fourth year). The remaining ward was Mapledurham, with one Councillor being elected every four years.
- 1.5 The current timetable for the review is attached at **Appendix A**. The LGBCE gave the Council notice of their intention to conduct the review in April 2018. It held an initial meeting with the Leader, Chief Executive and Returning Officer on 19 November 2018. I briefed the opposition Group Leaders during January / February 2019. The LGBCE held a joint briefing for Group Leaders on 21 March 2019, followed on the same day by a full Briefing for all Councillors.

- 1.6 The LGBCE's Members' Briefing Pack for Reading, used on 21 March 2019, is at **Appendix B**. The LGBCE has since modified the timetable for the review to recognise delay resulting from the need to run unscheduled elections to the European Parliament.
- 1.7 The proposed submission to the LGBCE on Council Size is at **Appendix C**. This states a preference for a Council of 48 Councillors, representing 16 wards of comparable size, with 3 Councillors per ward, based on the retention of elections by thirds. This would represent an increase of two Councillors.

2. RECOMMENDATIONS

- 2.1 That the Council Size Submission, attached at Appendix C, and its stated preference for a Council size of 48 Councillors, representing 16 wards of comparable size with elections by thirds, be agreed and presented to the Local Government Boundary Commission for England.

3. POLICY CONTEXT AND LEGAL IMPLICATIONS

- 3.1. Under S56(1) of the 2009 Act, the Commission must, from time to time, conduct a review of the area of each principal council, and recommend whether a change should be made to the electoral arrangements. In this regard, electoral arrangements means (S56(4)):
- The total number of Councillors
 - The number and boundaries of electoral areas for the election of Councillors
 - The number of Councillors to be returned by any electoral area
 - The name of the electoral area
- 3.2 Under S56(2), the Commission may conduct a review of all or any part of a principal council's electoral arrangements, including the number and boundaries of wards. In this regard, the Commission will be likely to conduct such a review in two circumstances:
- If it considers, having had regard to the council's annual canvass returns, that the ratio of local government electors to Councillors in a ward or wards is out of balance
 - If a council requests the LGBCE to do a review, and the LGBCE agree that there are grounds to do so.
- 3.3. More details are given in Schedule 2 to the 2009 Act. Para. 2 relates to District Councils (which appears to include Unitary Authorities). This requires the LGBCE, in making its recommendations, to have regard to:
- a) The need to secure that the ratio of the number of local government electors to the number of Councillors is, as nearly as possible, the same in every electoral area - over the 5 year period following implementation
 - b) The need to reflect the identities and interests of local communities and, in particular the desirability of fixing boundaries:

- which are and will remain easily identifiable
 - so as not to break any local ties
 - c) The need to secure effective and convenient local government
 - d) Where an authority has a scheme of election by thirds, as in Reading, the desirability of securing that each electoral area returns an appropriate number of Councillors
- 3.4. The 2009 Act does not specify a timetable for these reviews - although the reference to the 5 year period following implementation carries an inference. However, the LGBCE review each council's annual canvass returns each year, and if they consider that a council is no longer securing the ratios specified in (a) above, the LGBCE will write to the council's chief executive to give notice that they will be conducting a boundary review.
- 3.5 In terms of the requirement to achieve equality of representation (see 3.3(a) above), the old Boundary Committee operated to statutory criteria which required ward electorates to be within 10% of the Borough average, and not to vary by more than 30% against each other. These statutory criteria have disappeared through the 2009 Act, but the LGBCE are still working to them.

4. 2017 CANVASS POSITION

- 4.1. The LGBCE wrote to the Council in April 2018 to advise that, on an analysis of the 2017 annual canvass, the authority appeared to meet the criteria for inclusion in their review programme for 2019-20. This was because over 30% of the authority's wards (5 out of 16) had a variance greater than 10% from the authority's average ratio; and that the authority had been out of balance for the last year. No variance was over 30%.
- 4.2 The LGBCE Member Briefing, attached at Appendix B, shows the electoral register for 2018, published on 1 December 2017, giving a local electorate of 112,362, which was an increase of 2,964 on the 2017 register (109,398 - a 3.5% increase); and an increase of 9,282 on the 2016 register, which showed the full impact of Individual Electoral Registration (IER). This growth in local electorate shows the active steps that the Electoral Registration team have taken over the past four years to encourage electoral registration, in particular amongst those groups of voters most directly affected by IER: students and people living in houses in multiple occupation.
- 4.3 The 2018 register therefore established an average ward electorate of 7,329 for a three-Member ward, and 2,443 for the single-Member ward.
- 4.4. The ward analysis of the 2018 electoral register, published on 1 December 2017, showed that five wards (out of 16) had a variance from the average of over 10%, as explained below.
- Two wards - **Abbey** and **Whitley** - had an electorate which exceeded the average by more 25% and 15% respectively: this trend will continue as these are the wards where most new housing development up to 2029/30 will take place.
 - One ward - **Redlands** - had an electorate which was lower than the average by more than 20%. This is one of two wards which border the University of Reading

and which have a large number of student residents. It was impacted significantly by the introduction of IER, and is struggling to recover.

- The two remaining wards - **Church** and **Southcote** - had much smaller variances.
 - **Church** is the other ward which borders the University, and includes a number of Halls of Residence. Before the introduction of IER, Church had an electorate which was over the average and in December 2014 had a variance of +13.3%. It was disproportionately affected by IER, and the variance fell to -14% in 2015. Through targeted canvassing of university students, the variance was reduced to -12.0% in December 2017.
 - **Southcote** is the obverse of Church. It has a smaller electorate than some other wards. But it only moved beyond -10% (to -10.5%) in December 2017. In many ways this is a function of our success in growing the local electorate across the Borough following the introduction of IER: Southcote is a more settled, residential area of Reading, with less population churn, and has increased in electorate by a slower rate than the Borough electorate as a whole.

5. 2018 CANVASS POSITION

- 5.1 The Annual Canvass for 2019, and the electoral register published on 1 December 2018, showed a local electorate of 111,168, a slight fall on the 2017 canvass result. This gave an average ward electorate of 7,250 for a 3-member ward, or 2,417 for a single member ward. The variances in Abbey, Redlands and Whitley ward had all grown, to 27%, -26%, and 22 % respectively. The variance in Church ward had grown to -14%, but that in Southcote had fallen, reducing from -10%, to -9%.
- 5.2 When this exercise was repeated two months later, based on the February 2019 rolling register, the variances in Abbey, Church, Redlands and Whitley wards had continued, and Park ward had also just moved to -10%.
- 5.3 In conclusion, the LGBCE are correct in saying that five of our wards are varying from the ward average by more than 10%. The variation in Abbey and Whitley wards is now well over +20%, and will continue to grow through new residential developments in those wards. The variation in Redlands ward is also now over -25%. These are the three outliers. The variations in Church, Park and Southcote wards are nearer to -10%, and falling, and all three wards can fall in or out of the variance range through rolling registration.

6. REVIEW PROCESS

- 6.1 The LGBCE review will take between 12-18 months, with 5 stages:
 - 1) Discussion with the Council about the size of the Council (total number of Councillors). This will require the authority to indicate whether it wishes to retain elections by thirds, or to move to either election by halves or all-out elections. The authority can also decide whether it wants to reduce (or increase) the number of Councillors.

- 2) More detailed consultation on the warding pattern for the authority, to achieve (1). This will involve public consultation, including political parties. It will take 8-10 weeks.
- 3) The LGBCE present their draft recommendations for the authority in the light of (2), for further consultation. Another 8-10 weeks.
- 4) The LGBCE publish their conclusions
- 5) The conclusions are actioned through Order in Parliament.

6.2 The LGBCE started the review in November 2018, and now plan to conclude it by 30 June 2020. The anticipated time-table for the review is as follows:

February / March 2019	Preliminary meetings held with officers, group leaders and councillors.
20 August 2019	Commission agree total number of councillors for authority
27 August 2019 - to 4 November 2019	First public consultation period inviting proposals for warding patterns
21 January 2020	Commission agree draft recommendations
4 February 2020 - to 13 April 2020	Second consultation on draft recommendations
16 June 2020	Commission agree final recommendations
30 June /2020	Final recommendations published
Autumn 2020	Order laid in Parliament
May 2022	Implementation

- 6.3 The new electoral arrangements will be implemented at an ‘all-out’ election in 2022. This would coincide with the next General Election, if held in line with the Fixed-term Parliaments Act 2011.
- 6.4. One factor in any future review may be the Parliamentary constituency boundaries, which the LGBCE will not be able to change. In this regard, Whitley and Church, whilst adjacent wards in South Reading, are in different constituencies.
- 6.5 For authorities like Reading, which elect by thirds, and want to continue to do so, the LGBCE will look to produce a proposal that gives three-member wards across the whole Borough, although the predecessor Boundary Committee (BCEC) deliberately made an exception in Mapledurham in 2002. Therefore at stage (1), they will be looking to see whether it is possible to establish a size for the Council that is divisible by 3, whilst ensuring that the resultant wards have electorates within the +/- 10% variance that will continue for at least five years following implementation (ie until 2027).

Frequency of Elections

- 6.6 An initial decision, therefore, is whether the Council wishes to continue to hold elections by thirds. The pros and cons of holding elections by thirds were reviewed by the Council in its response to the Electoral Commission’s 2005 consultation paper on periodic electoral reviews; and again by full Council in October 2009. The Council’s response, which was agreed by the then three Group Leaders, considered

that elections by thirds have a number of important benefits which are summarised below:

- Continuity of experience and representation - two-thirds of the Council will continue beyond the election.
- Promoting political stability - there will be continuing Councillors on the authority from most parties to provide experience and stability to local government.
- Encouraging participation in local democracy - elections are held most years, the electorate is canvassed, participation is encouraged, politicians are encouraged to keep in touch with and be active for the electorate, there is a built-in annual incentive of losing seats if constituents' concerns are not addressed.
- Keeping the electoral machine 'well-oiled' - both for the authority and for political parties, helping to maintain and refresh the pool of experienced Councillors, party workers and electoral registration staff.
- Political accountability - elections are held shortly after the first new Council Tax bills are received, local parties have to justify themselves to their electors every year for difficult or controversial decisions taken during the year, Councillors are encouraged to keep in touch with their electorate, the electorate has an annual opportunity to comment on the Council's performance, successes and failures.
- Moving from regular, annual elections to elections every four years was likely to be counter-productive in addressing falling turnouts, in particular if it weakened the effectiveness of local party election machines, and broke the routine of annual voting.
- Multi-Member wards have advantages in urban areas where local communities are large, and would require some artificiality to split them into smaller, single-Member divisions.
- Multi-Member wards are better served by a number of Councillors who can specialise in different areas of interest, and are able to represent the diversity of the population they serve. They encourage team working by ward Councillors (especially if all from the same party). In the context of modernised local government and the separation of executive and scrutiny functions, they help ease the potential demands on Lead Councillors, Committee Chairs and other office holders of the authority, by giving a broader base of fellow Councillors to share constituency caseload and attendance at community meetings.

6.7 The alternatives for local authorities to holding elections by thirds are either to hold elections by halves (every two years); or all-out elections every four years, when the whole Council stands down and is re-elected in one go. The principal arguments for moving to all-out elections are cost and the leading group having the ability to take a longer term view with a clear mandate to act.

It costs the authority around £190k to run an election, which is currently incurred in three years out of four. However, where the election coincides with a national election or referendum, including the Police & Crime Commissioner elections, then

we recover around half of the cost from the Government, reducing the cost to the authority to around £95k. This will be the case in 2020, when the local elections will coincide with the next PCC elections; and 2022, when they should coincide with the next scheduled General Election. There will be no local election in 2021, which is the next fallow year (when County Council elections are held). Therefore the first year in which the Council will have to meet the full costs of running a local election should be 2023.

7. ISSUES FOR CONSIDERATION

- 7.1 The LGBCE's Reading Member Briefing (Appendix A) makes clear that the review will have two distinct parts:

Part 1 - Council size - determining the total number of Councillors to be elected (currently 46)

Part 2 - Ward boundaries - re-drawing these to meet the LGBCE's statutory criteria.

The LGBCE will not consider ward boundaries until they have determined the size of the Council at part 1. This is the decision the Commission will make on 20 August 2019.

Part 1 - Council Size

- 7.2 The LGBCE will make its judgment on Council size by considering three broad areas:

- 1) Governance arrangements
 - Does the Council have the right number of Councillors to manage the business of the authority in an effective way, now and into the future?
- 2) Scrutiny
 - How does the Council scrutinise decisions of itself and other local bodies?
- 3) Representational Role of Councillors in the Local Community
 - How do Councillors routinely engage with their communities in different ways?

- 7.3 In order to achieve a more inclusive decision-making structure, and overcome the problems caused by the previous Cabinet/Executive arrangements, Reading adopted a committee system of governance in 2013. This therefore involves councillors from all political groups in the authority's decision-making process. It has also resulted in main-streaming the scrutiny functions in the remit of all the three programme Committees as is set out in more detail on page 4-8 of the attached Size Submission Template.

- 7.4 The LGBCE requires authorities to complete a Council Size Submission, based on a standard template, which specifies topics and key lines of explanation. The Council's submission is at **Appendix C**.

- 7.5 In the submission, the Council is invited to indicate its preferred number of Councillors, and its reasons for this. The LGBCE will agree the total number of

Councillors at its meeting on 20 August 2019. In this regard they will be looking for indications of the following:

- Whether the authority wants to stay with elections by thirds, or to move to a different arrangement, which could be elections by halves, or all-out elections.
- Whether the authority wants to change the number of Councillors elected:
 - In 2002 the BCEC proceeded on the basis that current Council size facilitated effective and convenient local government, unless the authority had good arguments why this was not the case.
 - The BCEC also had a presumption against dramatic changes in Council size, up or down, which could be detrimental to the functioning of local democracy:
 - too few Councillors could mean that the interests of residents were not adequately represented
 - too many Councillors could lead to difficulties in the internal management of the Council.

7.6 The Council's response, supported by the evidence presented in Appendix C, is that it wishes to stay with elections by thirds, with an equal number of three-member wards; and it wants this to be 16 wards, which will increase the size of the Council to 48 Councillors.

7.7 A particular factor here is the growth of the Borough's population and electorate, and the impact on this of retaining an average ratio of around 2,500 electors per Councillor. In this regard:

- The Borough's population has grown from 135,000, in 1981, to 163,000 today (a 21% increase over 38 years), living in 66,000 households
- The Profile of Reading on the Council's website projects the population increasing further by 12.5% by 2039, to 181,900, living in 77,000 households
- The Council's report on Residential Planning Commitments at 31 March 2019, published in July 2018, identified nearly 4,000 new hard commitments for new dwellings, with a further 3,000 soft commitments in the planning pipeline, giving a projected total of around 7,000 new dwellings. The majority of these are in Abbey (3,333) and Whitley (2,144) wards.
- On the basis of new residential approvals, the resident adult electorate (not including students) is projected to grow by 15,600 by 2036, to take the Borough electorate to around 126,800. The bulk of this growth will be in Abbey (7,300) and Whitley (3,000) wards.
[NB - there is a need for some caution for Abbey ward, as not all the new dwellings may be lived in as the principal place of residence by people qualified to vote].

7.8 On these projections, it is reasonable to project a significant increase in the local electorate, rising from 112,362 in 2017 to around 126,800 by 2036. In this respect:

- To maintain the current ratio of 1 Councillor to 2,443 electors would require at least 51 Councillors and 17 wards
- The recommendation for 16 wards and 48 Councillors would give an average ratio of 2,642 per Councillor

- Reverting to the pre-2005 situation of 15 wards and 45 Councillors would give an average ratio of 2,820 electors per Councillor.

Part 2 - Warding Patterns

7.9 Once the LGBCE had determined the size of the Council, on 20 August 2019, they will then launch a public consultation on warding patterns, to run from 27 August to 4 November 2019. In this, they will be looking at the best arrangements to balance their statutory criteria. These are:

- delivering electoral equality for local voters
- recognising the interests and identities of local communities, with easily identifiable boundaries which do not split local ties
- effective and convenient local government - so that wards can be represented effectively by their electoral representative(s)

7.10 In doing this, they may consider:

- Whether the authority sees any geographic boundaries as desirable to maintain to protect local ties. In this respect, in 2002, the authority argued strongly for keeping the Thames as a boundary, and not having wards that crossed between Reading and Caversham - and the BCEC agreed.
- Whether the authority wishes to continue to have elections by thirds - in which case the LGBCE has indicated that it will look to establish three-member wards across the whole Borough, and end the anomaly of a single Member ward.
- Whether there are grounds for changing the names of any wards.

8. CONTRIBUTION TO STRATEGIC AIMS

8.1 The ward boundary review goes to the heart of promoting local democracy and electoral equality for local residents. It supports the promotion of the participation of Reading people in local democracy.

9. COMMUNITY ENGAGEMENT AND INFORMATION

9.1 The LGBCE has already started the process of consultation with the Council, as described above. It will launch the first of two public consultation exercises in the autumn of 2019, also as described above in 6.1 to 6.3.

10. EQUALITY IMPACT ASSESSMENT

10.1 Under the Equality Act 2010, Section 149, a public authority must, in the exercise of its functions, have due regard to the need to—

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

10.2 In this regard you **must** consider whether the decision will or could have a differential impact on: racial groups; gender; people with disabilities; people of a particular sexual orientation; people due to their age; people due to their religious belief.

10.3 It is not considered that an equality impact assessment is necessary for the purpose of responding to the LGBCE on the number of Councillors or ward boundaries. In this respect it is recognised that Reading is a thriving multi-cultural community, which is reflected in the composition of the current Council, and ward electorate.

11. FINANCIAL IMPLICATIONS

11.1 The 2018/19 budget for electoral registration is £327k, and the budget for local elections is £190k: the cost of the review has been met from within these.

11.2 The Councillors' Allowances budget for 2019-20 is £448,597.

11.3 If the number of Councillors is increased by two to 48 Councillors this will increase the Councillors' Allowance budget by £16,440pa. The individual Councillor Allowance is to be linked to the increase in Local Government pay.

12. BACKGROUND PAPERS

Residential Planning Commitments at 31 March 2018 (published July 2018)

Voting Age population as a Result of Housing Development 2019-20 to 2035-36
(internal Planning paper)

Borough Profile on Council Website

Reading Borough Council: Electoral Review Timetable

These timetables outline the key dates and activities for both the Council (shown in bold) and the Commission during the review process.

Preliminary Period

Briefings	Attendees		Key Dates
	Council	LGBCE	
Initial Meeting	Council Leader Chief Executive	Chair Chief Executive	19 November 2018
Officer Briefing	Council Officers involved in review	Review Manager	February 2019 to March 2019
Group Leader Briefing	Council Group Leaders	Lead Commissioner Review Manager	
Full Council Briefing	All Councillors	Lead Commissioner Review Manager	
Local Groups Briefing	Not required	Review Manager Review Officer	TBC

Council Size

Activity	Involvement		Key Dates
	Council	LGBCE	
Develop council size proposal	Council Political Groups	Officers will be available to answer any technical queries on making a submission.	Now to 15 July 2019
Submission of council size proposals	Council Political Groups	Officers will acknowledge receipt of submissions.	15 July 2019
Commission Meeting: Council Size	Not required	Commission	20 August 2019

Warding Patterns

Activity	Involvement		Key Dates
	Council	LGBCE	
Consultation on warding patterns	Council Political Groups General Public	Run consultation, collate & analyse responses.	27 August 2019 to 04 November 2019
Commission Meeting: Draft Recommendations	Not required	Commission	21 January 2020
Consultation on Draft Recommendations	Council Political Groups General Public	Publish draft recommendations. Run consultation, collate & analyse responses.	04 February 2020 to 13 April 2020
Commission Meeting: Final Recommendations	Not required	Commission	16 June 2020
Final Recommendations published	Not required	Publish final recommendations	30 June 2020

Order

Activity	Involvement		Key Dates
	Council	LGBCE	
Order laid	Not required	Commission	Autumn 2020
Order made	Not required	Commission	Autumn 2020
Implementation	Council	Not required	2022

Local Government Boundary Commission for England

Reading Borough Council Electoral Review

Members' Briefing Pack

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A Message from the Chair of the Local Government Boundary Commission for England

Professor Colin Mellors OBE

This briefing tells you all you need to know about the electoral review of your council. It tells you what an electoral review is, why we are conducting it and how you can influence the outcome.

The electoral review is an opportunity for you to shape your council for the future. On council size, the review will help you decide how you will represent communities in the future and ensure that your governance arrangements reflect your long-term ambitions. When we come to consider boundaries, we will aim to build electoral wards that reflect communities and lock in electoral fairness for future elections.

The outcome of the review is not pre-determined. The Commission will only take decisions after giving careful consideration to the evidence provided by you, your council and local communities throughout the process.

Your local knowledge will be valuable in helping us come to our conclusions. The best electoral reviews are those where councillors engage with the process. The Commission will take decisions on the strength of evidence provided during the review after we have assessed all submissions against our statutory criteria. It doesn't matter whether evidence comes from the council, council groups or individual councillors, we have an open mind about which proposals we will put forward as formal recommendations.

The electoral arrangements of your council will change. Our experience of electoral reviews clearly shows that changing boundaries in one part of your area will inevitably have an impact on other areas. Most wards are likely to experience a change to one or more of their boundaries, name or number of councillors representing them. We will look to you to influence the nature of those changes.

We will make it as easy as possible for you to influence the process. In addition to our preliminary dealings with the council, we will hold at least two phases of public consultation before we finalise the recommendations of the review. We encourage you to engage with your communities about the review, so we can get the broadest possible spread of evidence.

I hope you find this briefing helpful.

Professor Colin Mellors OBE

Local Government Boundary Commission for England

The Local Government Boundary Commission for England is an independent body established by Parliament in April 2010. We are not part of government and are accountable to Parliament through the Speaker's Committee.

Our organisation consists of the Chair of the Commission and five Commissioners who are supported by approximately 20 members of staff.

What is an Electoral Review?

An electoral review examines and proposes new electoral arrangements for the whole local authority. These are:

- The total number of councillors to be elected to the council: council size.
- The names, number and boundaries of wards.
- The number of councillors to be elected from each ward.

The review is likely to have implications for the whole local authority not just areas with high levels of electoral inequality.

Why Reading?

Electoral reviews look at whether the boundaries of wards or divisions within a local authority need to be altered. We might conduct these reviews either to ensure fairer representation at local government elections after any significant changes in the distribution of electors, or at the request of a local authority for other reasons.

Reading meets the Commission's criteria for electoral inequality with 5 of 16 wards (31%) having a variance of outside 10%.

The Commission will seek to deliver electoral equality for voters in local elections.

A full table of current wards and their variances can be found at Appendix 1. A map showing the distribution of any electoral imbalances across the authority can be found at Appendix 2.

Electoral Review Process

The electoral review will have two distinct parts;

- **Council size:** before we re-draw ward boundaries, the Commission will come to a view on the total number of councillors to be elected to the council in future. We will come to a conclusion on council size after hearing the council's (and/or councillors') views during the preliminary phase.
- **Ward boundaries:** we will re-draw ward boundaries so that they meet our statutory criteria. You will have an opportunity to put forward your ideas in two phases of public consultation.

You, and the communities you represent, can influence the review. Please refer to the timetable in Appendix 3 to find out when you can have your say.

Part One: Council Size

The first part of the review will determine the total number of councillors to be elected to the council in the future. We call this 'council size'. We will not consider ward boundaries until we have completed this phase.

By the end of the preliminary stage of the review, we expect the council and/or its political groups, to present the Commission with a case for a council size that they believe is right for their authority.

The Commission will make its judgment on council size by considering three broad areas:

- We will look at the **governance arrangements** of the council and how it takes decisions across the broad range of its responsibilities.
- The Commission will look at the council's **scrutiny functions** relating to its own decision making and the council's responsibilities to outside bodies.
- We will also consider the **representational role of councillors in the local community** and how they engage with people, conduct casework and represent the council on local partner organisations.

If you plan to make a submission to us on council size (whether it's for an increase, reduction or maintaining current arrangements), you should make sure you address these areas and that your view is backed up by evidence.

Governance Arrangements

The Commission aims to ensure that councils have the right number of councillors to take decisions and manage the business of the council in an effective way now and in the future.

To support your view, the Commission is looking for evidence about cabinet and/or committee responsibilities, number of committees and their workload, delegation to officials, other bodies and plans for the future.

Scrutiny Functions

Every local authority has mechanisms to scrutinise the executive functions of the council and other local bodies. They also have significant discretion over the kind (and extent) of activities involved in that process. In considering council size, the Commission will want to satisfy itself that these responsibilities can be administered in a convenient and effective way.

To support your view, the Commission is looking for evidence about the number of councillors your authority needs to hold the decision makers to account and ensure that the council can discharge its responsibilities to other organisations (e.g. other public-sector bodies, partnerships, and trusts).

Representational Role of Councillors

The Commission understands that there is no single approach to representation and members will represent and provide leadership to their communities in different ways. However, we are interested in hearing about the extent to which members routinely engage with communities and how this affects workload and responsibilities.

To support your view, the Commission is looking for evidence about how councillors interact with their communities, their caseloads and the kind of support they need effectively to represent local people and groups.

Part Two: Warding Patterns

We will carry out two phases of public consultation when we will invite you to present your proposals for new ward boundaries.

At the first round of consultation will ask for proposals on new ward boundaries. We will use responses to that consultation to draw up draft recommendations for new boundaries across your area. We will hold a second round of consultation on those proposals during which time you will be able to comment on them and propose alternatives.

The Commission will draw up new electoral arrangements that provide the best balance of our statutory criteria. The criteria include three main elements:

- ***Delivering electoral equality for local voters.** This means ensuring that each councillor represents roughly the same number of voters so that the value of your vote is the same regardless of where you live in the local authority area.*
- ***Interests and identities of local communities.** This means establishing electoral arrangements which, as far as possible, avoid splitting local ties and where boundaries are easily identifiable.*
- ***Effective and convenient local government.** This means ensuring that the wards can be represented effectively by their elected representative(s) and that the new electoral arrangements, including both the council size decision*

and warding arrangements, allow the local authority to conduct its business effectively.

You should ensure that any proposal you make to the Commission, during either phase of consultation, takes into account the statutory criteria. The most persuasive cases are those that are also supported by evidence. Over the next five pages, you will find further explanation about the types of evidence the Commission usually receives under each of the criteria. This might help you build your own submission.

Delivering Electoral Equality for Local Voters

The Commission aims to deliver a pattern of wards where each councillor represents approximately the same number of electors.

We base decisions on the number of electors in a ward and not the total population. The Commission's obligation, set out in law, is to deliver electoral equality where councillors represent a similar number of electors. This could not be achieved if we considered population statistics rather than electoral register totals.

Once the Commission has taken a view on council size, it gives us, and anyone interested in submitting proposals to the review, a clear idea of the target for achieving electoral equality for future patterns of wards.

Although we strive for perfect electoral equality for all wards, we recognise that this is unlikely to be exactly achieved. If you propose a boundary that would lead to an electoral variance for the ward (see exhibit 1), the Commission will need to see evidence that such electoral inequality is justified on the grounds of the Commission's other statutory criteria. The higher the level of electoral variance you are proposing for a ward, the more persuasive your evidence will need to be.

The Commission has an obligation, set out in law, to consider electorate forecasts five years after the completion of the review. The purpose of the forecasts is to try and ensure that the review delivers electoral equality for voters in the longer term. We will work with council officers to draw up realistic forecasts for your authority. Further guidance on how we calculate projected electorates are available on our website at: <https://www.lgbce.org.uk/how-reviews-work/technical-guidance>

Table 1, below, shows how the Commission calculates and presents electoral variances in its reports. You can read the full report here: <https://www.lgbce.org.uk/all-reviews/south-east/east-sussex/eastbourne>.

Ward name	Number of councillors	Electorate (2015)	Number of electors per councillor	Variance from average %	Electorate (2021)	Number of electors per councillor	Variance from average %
1 Devonshire	3	8,623	2,874	6%	9,006	3,002	5%
2 Hampden Park	3	7,422	2,474	-8%	7,872	2,624	-8%
3 Langney	3	7,817	2,606	-4%	8,197	2,732	-4%
4 Meads	3	8,094	2,698	0%	8,566	2,855	0%
5 Old Town	3	8,339	2,780	3%	8,793	2,931	3%
6 Ratton	3	7,392	2,464	-9%	7,747	2,582	-9%
7 Sovereign	3	9,135	3,045	13%	9,517	3,172	11%
8 St Anthony's	3	8,106	2,702	0%	8,715	2,905	2%
9 Upperton	3	8,018	2,673	-1%	8,420	2,807	-1%
Totals	27	72,946	-	-	76,832	-	-
Averages	-	-	2,702	-	-	2,846	-

Table 1: Final Recommendations for Eastbourne Borough Council (2016)

Interests and Identities of Local Communities

Unlike electoral equality, it isn't possible to measure levels of community identity, so we will be looking for evidence on a range of issues to support your reasoning. The best evidence for community identity is normally a combination of factual information such as the existence of communication links, facilities and organisations along with an explanation of how local people use those facilities.

Below are some issues that we often use to assess community interests and identity. You may wish to use some of these examples to tell us why you are putting forward your view:

- **Transport links.** Are there good communication links within the proposed ward? Is there any form of public transport? If you are proposing that two areas (e.g. streets, estates or parishes) should be included in the same ward together, how easily can you travel between them?
- **Shared interests.** Are there particular issues that affect your community which aren't necessarily relevant to neighbouring areas that might help us determine where a ward boundary should be drawn? For example, many local authorities contain areas which have urban, suburban and rural characteristics. Each of those areas may have different needs and interests though they could be located next to each other. One area might be more affected by urban issues such as the local economy while an adjacent area might be more concerned with local transport matters. We would like to hear evidence about what those issues are and how they mean boundaries should combine or separate the areas in question.
- **Community groups.** Is there a residents' group or any other local organisation that represents the area? What area does that group cover? What kind of activities do they undertake and are there any joint-working relationships between organisations that could indicate shared community interests between different geographical areas?
- **Facilities.** Where do local people in your area go for shopping, medical services, leisure facilities etc? The location of public facilities can represent the centre or focal point of a community as do some service arrangements such as NHS commissioning groups. We would like to hear evidence from local people about how they interact with those facilities so that we can understand the shape of local communities and the movement and behaviours of their residents.
- **Identifiable boundaries.** Natural features such as rivers can often provide strong and recognisable boundaries. Similarly, constructions such as major roads, railway lines or commercial developments can also form well known and effective barriers between communities.
- **Parishes.** In areas where parishes exist, the parish boundaries often represent the extent of a community. In fact, the Commission often uses parishes as the building blocks of wards. Parishes which share a secretariat or other arrangements often fit together well in the same ward.

These are issues you may wish to consider when proposing a pattern of wards or if you are commenting on the Commission's proposals. It is not – and is not intended to be – an exhaustive list of matters the Commission will consider when coming to a conclusion on wards and their boundaries. Similarly, the Commission attaches no specific weighting to any of the issues above when taking decisions. This guide simply intends to provide some prompts for you to be able to have your say.

There are also a number of things the Commission does not consider to be strong evidence when it takes decisions. For example, an area's history and tradition may be the basis of a sense of community identity. However, communities change over time and perceptions can vary between individuals as to the nature of those ties. The Commission would need to hear how and why those traditional arrangements reflect communities now.

In addition, whilst social and economic data (e.g. from the census or other statistical sources) can tell you a lot about individuals living in an area, it doesn't necessarily explain the nature of communities and is often a poor guide their interests and identities. The Commission considers that this kind of evidence can provide useful background information for an area, but we will treat it with caution when proposing new wards.

Effective and Convenient Local Government

We also consider whether a ward pattern would help deliver effective and convenient local government to people. If you are providing evidence to the Commission, there are a number of issues you might want to consider so that our recommendations can help us meet this obligation.

- **Ward size.** We will look at the geographic size of the ward and try to ensure that it is not so large that it would be difficult for a councillor to represent. Similarly, in urban areas, a ward might be so small in area that its councillor might not be able to contribute effectively to the wider business of the council.
- **Ward names.** Councils and their communities are usually able to suggest appropriate names for wards that reflect community identities and mean something to local people. In determining names for wards, we aim to avoid causing confusion amongst local electors and ensure that names are distinct and easily identifiable, for example, our preference is for names that are short rather than those which attempt to describe an area exhaustively.
- **Internal access.** Recommendations for ward boundaries will normally provide for people to move between all parts of the ward without having to venture outside of the ward. This normally means vehicular access by road. However, there may be occasions when parts of a community are linked not by vehicular routes but by footpaths, footways, pedestrianised streets etc. These will be more likely to be acceptable in densely populated residential areas of towns or cities.

- *Barriers.* Transport links such as roads and railway lines can unite communities or serve to divide them. For example, a parade of shops can act as the focal point for an area, but a main road can signify the boundary between communities. The Commission will aim to reflect these differences in its recommendations.
- *'Doughnut' wards.* We occasionally receive proposals for a pattern of wards which propose an 'inner' ward and an 'outer' ward for a settlement. We will not normally recommend this kind of pattern because the communication links between the north and south of the outer ward are usually poor and we also often find that people in the northern part of the outer ward share higher levels of community identity with residents in the north of the inner ward than with residents in the south of the outer ward. Where we need to divide a settlement or an estate to achieve electoral equality, we will usually seek an alternative to this pattern.
- *Detached wards.* The Commission is sometimes presented with proposals to include two geographically separate areas in the same ward. We will not usually accept a proposal of this kind, except in extraordinary geographical circumstances such as for offshore islands, as it is unlikely to meet our criteria for promoting community identity and interests or delivering effective and convenient local government.
- *Number of councillors for each ward.* There is no limit, in law, to the number of councillors that can be elected to represent a ward. However, as a matter of policy, the Commission will not accept a proposal for more than three councillors to represent a ward as we do not think such an arrangement would promote effective and convenient local government or local accountability.
- *Electoral Cycles.* For councils that hold whole-council elections every four years, the Commission is able to propose any pattern of wards that it believes best meets its statutory criteria. This is usually a mixture of single-, two- and three-councillor wards.

For councils that elect by thirds, there is a presumption in legislation that they will have a uniform pattern of three-member wards. The Commission will require compelling evidence to move away from a uniform pattern of wards in these circumstances.

Consultation: How to 'Have your say'

An electoral review is a consultative process. You, and your community, can influence the outcome. We have an open mind about adopting proposals from groups or individuals that are supported by evidence and complement the statutory criteria.

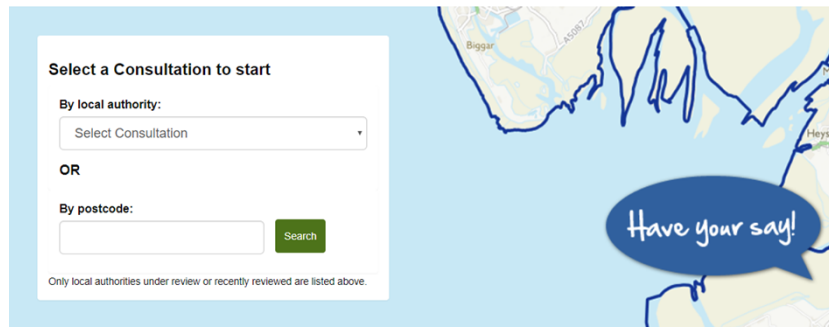
In addition to the preliminary phase of the review, when we gather information about the council and assess your views on council size, we will hold at least two phases of public consultation.

We encourage councillors to take part in each phase of consultation, as individuals or as groups, and we hope that elected members can also encourage communities to take part in consultation.

We are only able to consider evidence that is made to us in writing as all decisions are taken by formal meetings of the whole Commission. The best evidence includes the reasons why you agree with our proposals or why you disagree with them. If you do not think our proposals are right for your area, we would welcome alternative suggestions for boundaries that meet our criteria.

There are several ways in which you can keep up to date with the progress of the review and to have your say:

- *Website*. You can keep track of the electoral review for your area through our website at <http://www.lgbce.org.uk/>. We set up a dedicated web page for each review where you will find details of its timetable, our reports, maps, proposals and guidance. You can comment on our proposals directly through our website or by emailing: reviews@lgbce.org.uk. And you can write to us at the address shown on the contacts page. We also publish all the submissions we receive so you can see what kind of evidence we relied on to make our decisions.
- *Interactive consultation portal*. The portal allows you to view and interact with our maps as well as comment on our proposals directly. By logging on to <https://consultation.lgbce.org.uk/> you will be able to view our proposals down to street level, draw your own pattern of wards or annotate the maps to tell us about the nature of community interests and identities in your area. Below, you can see what the site looks like and how you might be able to put forward your views. Log on to <https://consultation.lgbce.org.uk/> to find out how you can interact with our mapping.



Select a Consultation to start

By local authority:

Select Consultation

OR

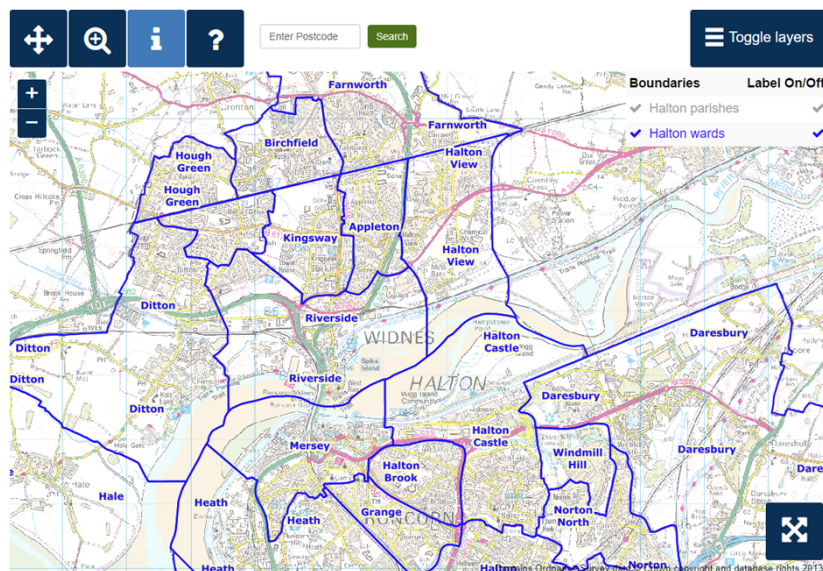
By postcode:

Search

Only local authorities under review or recently reviewed are listed above.

Welcome to our consultation area

- Find out if we are consulting in your area
- Explore our proposals
- Draw your boundaries
- Have your say



- **Parishes and/or residents groups.** If your area has parish councils, we will offer to hold a briefing meeting locally at the start of an electoral review with representatives of the parishes. Alternatively, we will consider offering a briefing meeting for resident's associations at the start of a review to brief them on the process.
- **Members of Parliament.** The Commission offers to brief all local MPs at each phase of consultation and will keep them updated on the progress of the review.
- **Lead commissioner.** One of our commissioners will be appointed as lead commissioner for the review and will represent the Commission in meetings with the council though all decisions are taken by the Commission collectively. The lead commissioner and key staff will also conduct at least one tour of the local authority area to assess the issues 'on the ground' and areas of contention as we draw up recommendations.

- **Publicity.** We will issue a press release at every stage of an electoral review to local press and media to encourage engagement in the process by local people. We will also ask the council to publicise the review. We will produce posters at each stage to be displayed in council offices, libraries and by local organisations and we will ensure that we produce hard copies of all our reports and maps for display in council buildings and libraries for those who do not have internet access. Follow us on Twitter @LGBCE.
- **Community groups.** At the start of a review, we will ask your local authority for information and contact details for local community groups and organisations that might be interested in the review and who might also wish to contribute to it. We will write to all those groups with information about the review at each stage and invite evidence from them. We will also ensure that we make contact with local organisations that represent minority groups that might otherwise have been excluded from the consultation process. We will provide translations and accessible versions of our material on request.

Making effective representations

Council Size

When you put forward a council size, we will assess your number (or range of numbers) against your 15 'nearest neighbour' authorities as set out by CIPFA. Refer to Appendix 4 to see how your authority compares to its 'nearest neighbours'.

If your proposal means that your council size would be well above or below the average of your statistical neighbours, you need to ensure your case for that council size is particularly strong. In some cases, your current council size could put you outside the range of your neighbours, so we would need a strong case to retain the status quo.

If you want to make sure your case on council size is as strong as possible, you should:

- Make sure you address your governance arrangements, scrutiny functions and the representational role of councillors.
- Support your case with evidence e.g. of councillor workload, volume of decisions and councillor representation in the community.
- Ensure that you have taken into account future trends and that the council size you suggest will still be right in future years.
- Find out more about council size in our technical guidance:
<https://www.lgbce.org.uk/how-reviews-work/technical-guidance>

Boundaries

A persuasive representation regarding the warding arrangements for an authority will usually;

- *Be submitted at the right time.* If you have a view on division boundaries, don't just wait until we have published draft recommendations. Make a submission during the Stage One consultation to ensure we can build in your proposal at the earliest possible stage.
- *Take account of our statutory criteria.* The Commission will judge all submissions, and make recommendations, based on those criteria.
- *Consider the consequences of the proposal across the wider area.* Most proposals will have a knock-on effect elsewhere in the borough.
- *Be based on evidence.* Tell us why your view should be accepted and how your suggestion meets the criteria.
- *Suggest an alternative.* If you are objecting to a proposal, tell us where we should draw the boundaries.

Finally, the Commission welcomes submissions that support its recommendations as much as those that propose alternatives. It is very likely that people who oppose our draft recommendations will get in touch with the Commission to put forward their alternative proposals. So, if you support our recommendations, you should make sure you tell us so that we can balance the evidence.

Recent Reviews

The Commission's rolling programme of reviews means that many other local authorities have been through the process in recent years. You may find their experiences useful for a number of reasons:

- Read their council size submissions to find out what arguments they put to the Commission and the evidence they provided.
- Find out how councils put their ward patterns together and which proposals the Commission found persuasive.
- Look at the submissions we received from groups and individuals during consultation.

Our website includes dedicated web pages for all previous electoral reviews and you can read all the evidence we received as well as our draft and final recommendations reports. Specific examples of some recently completed reviews can be found at Appendix 5.

Contacts

The key contacts for this electoral review of Reading Borough Council are:

Review Officer	Paul Kingsley
Email	Paul.kingsley@lgbce.org.uk
Telephone	0330 500 1275
Review Manager	Richard Buck
Email	Richard.buck@lgbce.org.uk
Telephone	0330 500 1271

If you want to send in a submission on the review:

Address	Review Officer (Reading) LGBCE 1 st Floor, Windsor House 50 Victoria Street London SW1H 0TL
Email	reviews@lgbce.org.uk
Consultation Portal	consultation.lgbce.org.uk

Switchboard: 0330 500 1525

Website: www.lgbce.org.uk

Facebook: www.facebook.com/LGBCE

Twitter: @LGBCE

Appendix 1: Electoral Data Summary

Electoral Variance by Ward

Ward Name	No. Councillors	Electorate*	Variance*
Abbey	3	9,190	25%
Battle	3	7,666	5%
Caversham	3	7,385	1%
Church	3	6,466	-12%
Katesgrove	3	6,870	-6%
Kentwood	3	7,276	-1%
Mapledurham	1	2,473	1%
Minster	3	7,404	1%
Norcot	3	7,665	5%
Park	3	6,833	-7%
Peppard	3	7,535	3%
Redlands	3	5,868	-20%
Southcote	3	6,560	-10%
Thames	3	7,360	0%
Tilehurst	3	7,205	-2%
Whitley	3	8,606	17%

*Data based on December 2017 electoral registers.

Data Summary

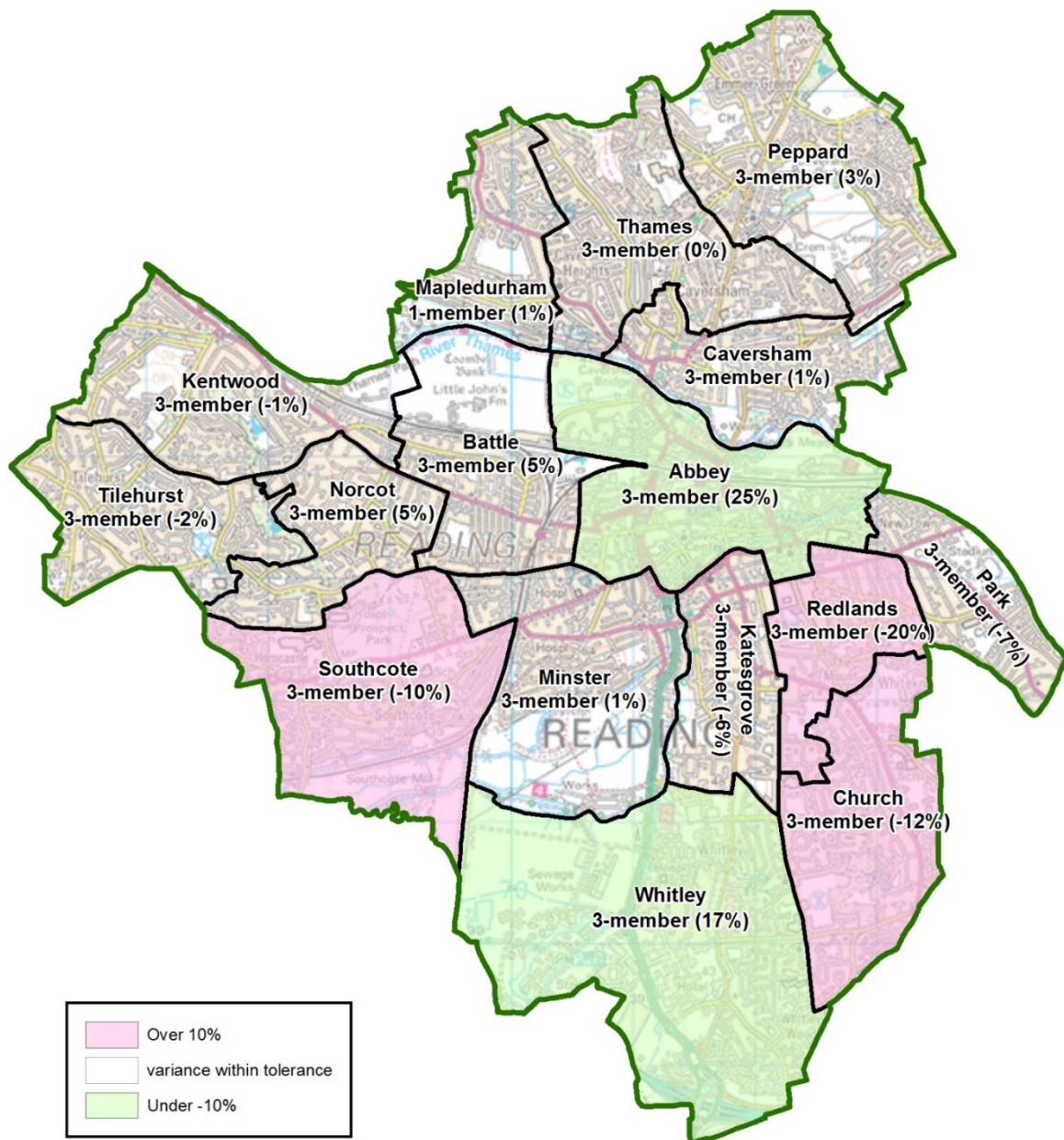
No. Cllrs	No. Electors	Cllr: Elector Ratio
46	112,362	2,443

	No. Wards
One-Councillor Wards	1
Two-Councillor Wards	0
Three-Councillor Wards	15
Total No. Wards	16

Electoral Imbalance	No. Wards	% Wards
>10%	5	31%
>20%	1	6%
>30%	0	0%
>40%	0	0%

Outliers	Positive	Negative
Abbey	25%	
Redlands		-20%

Appendix 2: Map of Electoral Variances



Appendix 3: Electoral Review Timetable

Reading Borough Council: Electoral Review Timetable

These timetables outline the key dates and activities for both the Council (shown in bold) and the Commission during the review process.

Preliminary Period

Briefings	Attendees		Key Dates
	Council	LGBCE	
Initial Meeting	Council Leader Chief Executive	Chair Chief Executive	19 November 2018
Officer Briefing	Council Officers involved in review	Review Manager	February 2019 to March 2019
Group Leader Briefing	Council Group Leaders	Lead Commissioner Review Manager	
Full Council Briefing	All Councillors	Lead Commissioner Review Manager	
Local Groups Briefing	Not required	Review Manager Review Officer	TBC

Council Size

Activity	Involvement		Key Dates
	Council	LGBCE	
Develop council size proposal	Council Political Groups	Officers will be available to answer any technical queries on making a submission.	Now to 15 July 2019
Submission of council size proposals	Council Political Groups	Officers will acknowledge receipt of submissions.	15 July 2019
Commission Meeting: Council Size	Not required	Commission	20 August 2019

Warding Patterns

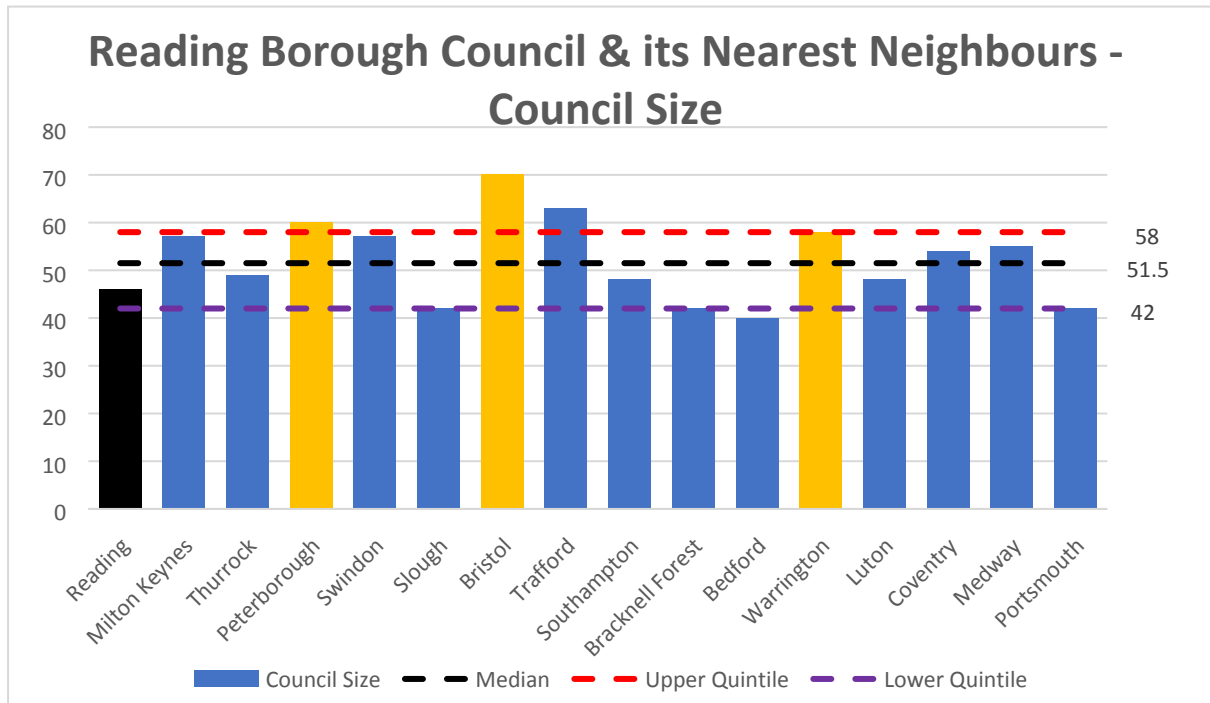
Activity	Involvement		Key Dates
	Council	LGBCE	
Consultation on warding patterns	Council Political Groups General Public	Run consultation, collate & analyse responses.	27 August 2019 to 04 November 2019
Commission Meeting: Draft Recommendations	Not required	Commission	17 December 2019
Consultation on Draft Recommendations	Council Political Groups General Public	Publish draft recommendations. Run consultation, collate & analyse responses.	07 January 2020 to 16 March 2020
Commission Meeting: Final Recommendations	Not required	Commission	19 May 2020
Final Recommendations published	Not required	Publish final recommendations	02 June 2020

Order

Activity	Involvement		Key Dates
	Council	LGBCE	
Order laid	Not required	Commission	Autumn 2020
Order made	Not required	Commission	Autumn 2020
Implementation	Council	Not required	2022

Appendix 4: Council Size Expected Range

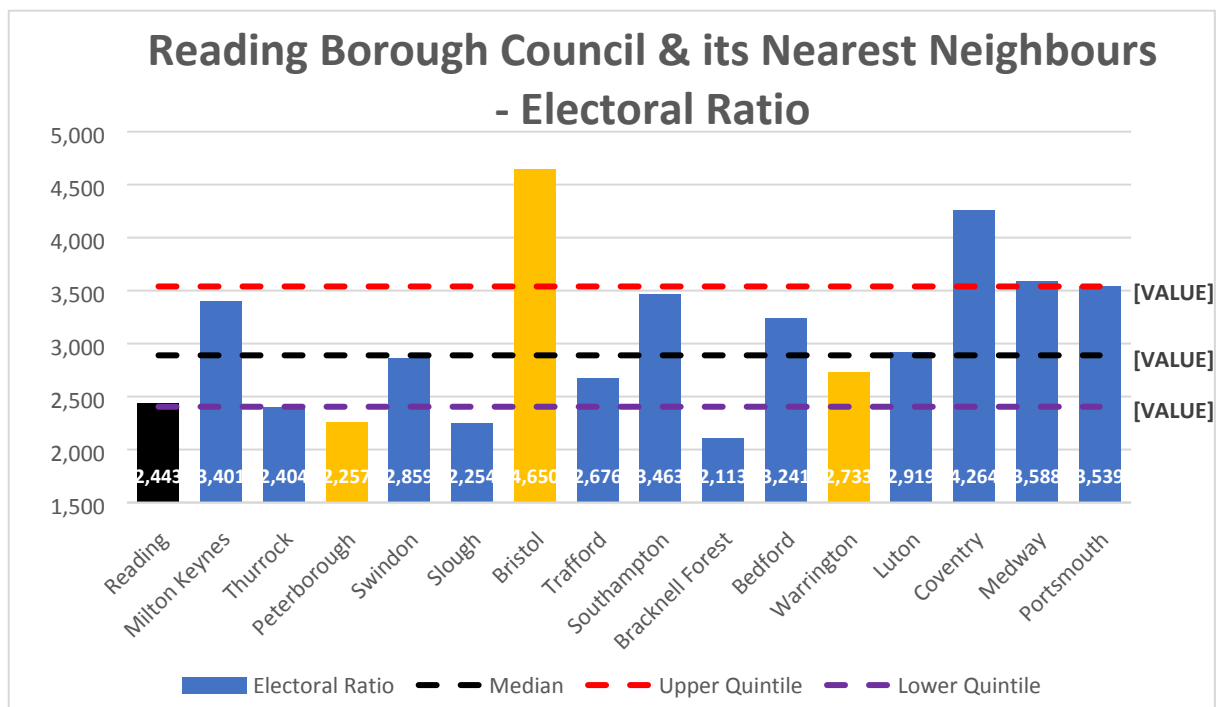
The Nearest Neighbour graph shows Reading relative to other councils that have been identified as statistically similar by CIPFA. It gives a guide as to where their council size fits and if there may be any interest in altering it.



Most
Simila



Least
Simila



Appendix 5: Recently Completed Reviews

Babergh

<https://www.lgbce.org.uk/all-reviews/eastern/suffolk/babergh>

Carlisle

<https://www.lgbce.org.uk/all-reviews/north-west/cumbria/carlisle>

Copeland

<https://www.lgbce.org.uk/all-reviews/north-west/cumbria/copeland>

Crawley

<https://www.lgbce.org.uk/all-reviews/south-east/west-sussex/crawley>

Dartford

<https://www.lgbce.org.uk/all-reviews/south-east/kent/dartford>

Dover

<https://www.lgbce.org.uk/all-reviews/south-east/kent/dover>

Mid Suffolk

<https://www.lgbce.org.uk/all-reviews/eastern/suffolk/mid-suffolk>

North Devon

<https://www.lgbce.org.uk/all-reviews/south-west/devon/north-devon>

Norwich

<https://www.lgbce.org.uk/all-reviews/eastern/norfolk/norwich>

Reigate and Banstead

<https://www.lgbce.org.uk/all-reviews/south-east/surrey/reigate-and-banstead>

South Somerset

<https://www.lgbce.org.uk/all-reviews/south-west/somerset/south-somerset>

Warwick

<https://www.lgbce.org.uk/all-reviews/west-midlands/warwickshire/warwick>

Appendix 6: Frequently Asked Questions

What characterises a good electoral review?

The best electoral reviews are those where the council and councillors have engaged with the process at an early stage.

On council size, authorities that have thought seriously about how they want to manage the business of the council and represent local people for the long term, usually put forward strong submissions.

Where local authorities and/or members have put together a ward pattern that meets our statutory criteria and where the proposals are supported by evidence, we tend to be able to draw up recommendations that are largely built on consensus.

Councils that have been able to gain input from local groups and individuals on their proposals usually put forward a strong submission especially where it is supported by evidence.

What don't you consider in an electoral review?

Polling districts, school catchment areas, addresses and postcodes are not matters the Commission will take into account when drawing new ward boundaries. Although some existing wards may have strong boundaries and reflect local communities, we start with a clean sheet of paper when drawing up recommendations.

We take no account of parliamentary constituency boundaries (see below for more details).

Similarly, we do not take into account possible political implications of our recommendations.

Why can't you consider boundaries at the same time as the number of councillors?

The Commission will make a judgment on council size before we consider ward boundaries. This means that everybody who wishes to take part in the consultation will know the optimum number of electors per councillor which we need to achieve to deliver electoral equality in our pattern of wards. If you do not know the total number of councillors who will be elected to the council, it makes it very difficult to come up with a proposal for a ward pattern that will deliver this crucial statutory criterion.

On some occasions, the Commission will alter its view on council size in its draft or final recommendations by one councillor if that number provides for a scheme of wards which better reflects our statutory criteria.

How much will the review cost?

The Commission does not charge local authorities to undertake an electoral review and our funding is agreed by the Speaker's Committee in the House of Commons.

Every review is different, and some are more resource intensive than others. For example, a county will require more resources than a small district in terms of the quantity of maps, time spent drawing up recommendations and consultation materials.

Like most other public-sector organisations, the Commission is under an obligation to reduce costs. Since 2010, the Commission has reduced its budget by around 30% in real terms and will make further savings in the coming years.

My ward has the right number of electors already. Will it change?

Changes to wards are usually extensive in every review we conduct. For example, if we propose to change council size in a significant way, it is unlikely that your ward will then contain the optimum councillor: elector ratio. In addition, the knock-on effects of changing boundaries in one part of the local authority can have an impact elsewhere which usually leads to substantial changes.

If you wish to retain an existing boundary, you should tell us why such an arrangement complements the statutory criteria.

Will you look at the external boundaries of the council?

No. The electoral review will only consider internal ward boundaries. External boundaries can only be changed through a different type of review called a Principal Area Boundary Review (PABR).

More details on PABRs can be found on our website at:
<https://www.lgbce.org.uk/how-reviews-work/technical-guidance>

Will parliamentary constituency boundaries be affected?

Reviews of constituency boundaries are the responsibility of the Boundary Commission for England which is a separate body and operates under different legislation. You can find out more about their work on their website at: boundarycommissionforengland.independent.gov.uk/.

The Commission has no obligation to consider constituency boundaries as we draw up recommendations. As such, there is a possibility that new wards could cross constituency boundaries.

Will parishes be affected?

We have no powers to alter the external boundaries of local parishes. However, if our recommendations propose to divide parishes between wards, we will alter the electoral arrangements of that parish to create parish wards. We can also make changes to the years in which parish council elections take place so that they do so in the same years as borough elections in their associated wards.

More information about possible implications for parishes are set out in our technical guidance: <https://www.lgbce.org.uk/how-reviews-work/technical-guidance>

Can the council veto your recommendations?

No. We will work consultatively with you throughout the review and seek to build consensus. However, the final recommendations of the review are those of the Commission. After we publish our final recommendations, we will lay a draft order – the legal document that seeks to implement the recommendations – in both Houses of Parliament. It is up to Parliament to approve or reject that draft order before it is implemented.

Will you hold public meetings and/or meet with political groups during the process?

We will always brief a meeting of the full council in the early stages of the review. We will also offer a briefing meeting with local parishes and/or residents groups.

During the rest of the review, we will not usually offer to meet any groups or individuals. We try to ensure that everyone has an equal chance of influencing the Commission during consultation and, as such, we do not want to be seen to favour any group by holding meetings to which other interested parties do not have access.

Why don't you consider the population of wards and not just the electorate?

The Commission has a statutory obligation under the Local Democracy, Economic Development and Construction Act 2009 'to secure that the ratio of the number of local government electors to the number of members of the council to be elected is, as nearly as possible, the same in every electoral area of the council'. This means that we can only consider the number of local government electors when we draw up boundaries which will deliver electoral equality.

In what forms do you accept submissions?

The Commission only accepts submissions which are made in writing by hard copy, email or through our website. The Commission takes decisions collectively and will consider every submission received before coming to a conclusion.

You can also use our consultation portal to draw your own boundaries and submit them directly to the Commission. You are strongly advised to include an explanation of why the boundaries you are putting forward are appropriate and complement our statutory criteria.

Submissions to the Commission are rarely persuasive if they are not supported by an explanation of how the proposal meets the Commission's statutory criteria. As such, petitions which simply object to a proposal do not usually constitute strong evidence on which the Commission can base alternative recommendations. In the same way, resolutions of council which do not provide for alternative arrangements that are supported by a rationale will not normally prove to be persuasive.

To what extent do you change your recommendations during the process and as a result of consultation?

Since the establishment of the Commission as a stand-alone body in April 2010, the Commission has made amendments to its draft recommendations in most cases as

a result of submission received during consultation. We consider every submission and believe the electoral review process is strongest where local authorities have engaged in it.

How will you involve local people in the review?

We will engage with local press and media at every stage of consultation through press releases and social media. We also publish all relevant information on our website, including every submission we receive. Our online consultation portal allows users of the site to draw their own boundaries and engage in the process in a detailed way.

If your area has parishes, we will engage directly with them through a briefing meeting and via correspondence to alert them to each phase of consultation. Similarly, we have asked the council for their help in identifying local resident's groups and organisations, so we can write to them with advice and guidance on the review.

We have also asked the council to help us publicise the review by using its own communication channels with residents and local groups and we will provide posters to display in council buildings. We hope elected members can also use their networks to engage communities in the process.

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Council Size Submission

Reading Borough Council

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How to Make a Submission

1. It is recommended that submissions on council size follow the format provided below. Submissions should focus on the future needs of the council and not simply describe the current arrangements. Submissions should also demonstrate that alternative council sizes have been considered in drawing up the proposal.
2. The template allows respondents to enter comments directly under each heading. It is not recommended that responses are should unduly long; as a guide, it is anticipated that a 15 to 20-page document using this template should suffice. Individual section length may vary depending on the issues to be explained. Where internal documents are referred to URLs should be provided, rather than the document itself. It is also recommended that a table is included that highlights the key paragraphs for the Commission's attention.

About You

3. The respondent should use this space to provide the Commission with a little detail about who is making the submission, whether it is the full Council, Officers on behalf of the Council, a political party or group, or an individual.

Reading Borough Council. Approved by Policy Committee, 15 July 2019

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Reason for Review (Request Reviews Only)

4. Please explain the authority's reasons for requesting this electoral review; it is useful for the Commission to have context. *NB/ If the Commission has identified the authority for review under one of its published criteria, then you are not required to answer this question.*

Identified by the Commission

Local Authority Profile

5. Please provide a short description of the authority and its setting. This should set the scene for the Commission and give it a greater understanding of any current issues. The description may cover all, or some of the following:
 - Brief outline of area - are there any notable geographic constraint for example that may affect the review?
 - Rural or urban - what are the characteristics of the authority?
 - Demographic pressures - such as distinctive age profiles, migrant or transitional populations, is there any large growth anticipated?
 - Are there any other constraints, challenges, issues or changes ahead?

Reading is the principal regional and commercial centre of the Thames Valley, a major retail and leisure destination, with a thriving night-time economy. There has been a huge shift in the town's economy, from its origins in 'beer, biscuits and bulbs' to a compact service economy which specialises in business

and insurance services, and has some of the finest high-tech business parks in the South East, with many international companies such as Microsoft and Oracle choosing Reading as their home.

The town is a major transport interchange, continuing to benefit from its strategic location on the M4 corridor and proximity to Heathrow Airport and London. Reading is also home to the University of Reading and Reading College, with a large percentage of the local working population highly skilled. However, prosperity has brought its own problems, with pressure on infrastructure, communities and the environment. The high cost of living and, in particular, the high cost of housing, have had a significant impact on local communities. Although Reading can undoubtedly demonstrate success and wealth, the town also contains wards amongst some of the most deprived in the country.

The Borough has a population of 162,600 residents, living in 66,000 households, which is projected to grow by 12.5% to 181,900 (77,000 households) by 2039.

See Borough Profile on website - http://www.reading.gov.uk/media/7654/Profile-of-Reading/pdf/borough_profile_2017_updated.pdf

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The Commission believes that councillors have three broad aspects to their role. These are categorised as: Strategic Leadership, Accountability (Scrutiny, Regulation and Partnerships), and Community Leadership. Submissions should address each of these in turn and provide supporting evidence. Prompts in the boxes below should help shape responses.

Strategic Leadership

- Respondents should provide the Commission with details as to how elected members will provide strategic leadership for the authority. Responses should also indicate how many members will be required for this role and why this is justified.

Topic		
Governance Model	Key lines of explanation	<ul style="list-style-type: none"> ➤ What governance model will your authority operate? e.g. Committee System, Executive or other? ➤ The Cabinet model, for example, usually requires 6 to 10 members. How many members will you require? ➤ If the authority runs a Committee system, we want to understand why the number and size of the committees you have represents is most appropriate for the authority.
	Analysis	<ul style="list-style-type: none"> • The Council currently has 46 Councillors, elected by thirds. The Council's political composition in 2019-20 is Labour 30, Conservative 10, Green 4, Lib.Dem 2. We have four active political groups.

- The Council has operated a committee system of governance since 2013.
- The purpose of the committee system of governance is set out in Article 7 of the constitution. There are four standing committees, covering the range of the authority's services formerly exercised by Cabinet, together with regulatory and other committees which the authority had when it had an executive system of governance (2001- 2013) which are explained in Article 8.
- The standing committees cover the following areas:
 - Policy – strategic, financial and corporate services, plus urgency decisions
 - Adult Social Care, Children's Services & Education (ACE) - personal services, including oversight of Brighter Futures for Children
 - Housing, Neighbourhoods & Leisure (HNL) – 'place' services
 - Strategic Environment, Planning & Transport (SEPT) – services linked to environment and climate change
- The regulatory and other committees, which the authority had during executive arrangements to involve Councillors from all groups in non-executive functions, are:
 - Audit & Governance
 - Licensing Applications
 - Personnel
 - Planning Applications
 - Standards
 - Health & Wellbeing Board (requirement of Health & Social Care Act 2012)
- A number of Committees have set up Sub-Committees under the provisions of Section 101 of the Local Government Act 1972
- Full Council meets 6 times a year, including the AGM
- For the Municipal Year 2019-20, the Council has set up the following committees with membership as indicated:
 - Policy Committee (16 – 10:4:1:1) - 9 meetings a year
 - Mapledurham Playing Fields Sub-Committee (7 – 5:2:0:0)
 - Adult Social Care, Children's Services & Education Cttee (15 – 10:3:1:1) – 4 meetings a year
 - Audit & Governance Committee (8 – 5:2:1:0) – 4 meetings a year
 - Health & Wellbeing Board (4 – Lead Councillors – with 3 named substitutes, and opposition group spokespersons have observer status) – 4 meetings a year
 - Housing, Neighbourhoods & Leisure Committee (16 – 10:4:1:1) – 3 meetings a year
 - Licensing Applications Committee (10 – 7:3:0:0) – 3 meetings a year

		<ul style="list-style-type: none"> ▪ Licensing Applications Sub-Committees 1 and 2 (ad hoc – Section 6 of Licensing Act 2003) ▪ Licensing Applications Sub-Committee 3 (6 – 4:2:0:0 – plus 3 named substitutes) ▪ Around 40 meetings a year ○ Personnel Committee (5 – 4:1:0:0) – 3 scheduled meetings a year, plus Director / Assistant Director appointments <ul style="list-style-type: none"> ▪ Investigating & Disciplinary Committee (5 – 4:1:0:0) ▪ Appeals Committee (5 – 4:1:0:0) ○ Planning Applications Committee (14 – 9:3:1:1) – 12 meetings a year ○ Standards Committee (7 – 5:2:0:0 – with 2 named substitutes) – 1 scheduled meeting a year ○ Strategic Environment, Planning & transport Committee (14 – 9:3:1:1) – 3 meetings a year <ul style="list-style-type: none"> ▪ Traffic Management Sub-Committee (13 – 8:3:1:1) – 5 meetings a year <ul style="list-style-type: none"> • Unless otherwise specified, all Committees and Sub-Committees operate under the provisions of Sections 101 and 102 of the Local Government Act 1972 • Full Council, and all committees meet in the evening (normally 6.30pm start) with the exception of some Licensing Sub-Committees which may meet during the day.
Portfolios	Key lines of explanation	<ul style="list-style-type: none"> ➤ <i>How many portfolios will there be?</i> ➤ <i>What will the role of a portfolio holder be?</i> ➤ <i>Will this be a full-time position?</i> ➤ <i>Will decisions be delegated to portfolio holders? Or will the executive/mayor take decisions?</i>
	Analysis	<ul style="list-style-type: none"> • The Council has retained Lead Councillors, responsible for portfolios covering all Council services, as explained in Article 6 of the constitution. Together with the Leader, they form the administration of the Council, and are the controlling group's membership of the Policy Committee. • One of the Lead Councillors is also Deputy Leader • For the Municipal Year 2019-20, there are 9 Lead Councillors, and 10 portfolio areas, as follows: <ul style="list-style-type: none"> ○ Leadership ○ Adult Social Care ○ Children ○ Corporate & Consumer Services ○ Culture, Heritage & Recreation ○ Health, Wellbeing & sport ○ Housing

		<ul style="list-style-type: none"> ○ Neighbourhoods & Communities ○ Strategic Environment, Planning & Transport (Deputy Leader) • The Lead Councillors report to the Committee(s) responsible for their services. • Neither the Leader or Deputy Leader, nor Lead Councillors, are full-time positions • Under the committee system of governance there is no delegation to individual councillors. All decisions are taken either by committee or under the scheme of delegation to officers (see below). • In the current Municipal Year, one third (10 out of 30) Councillors from the majority group hold Lead Councillor positions. A further 8 are chairs or vice-chairs of committees or sub-committees. • The Audit & Governance Committee is chaired by an opposition Councillor. The Standards Committee is chaired by an independent Member.
Delegated Responsibilities	<i>Key lines of explanation</i>	<ul style="list-style-type: none"> ➤ <i>What responsibilities will be delegated to officers or committees?</i> ➤ <i>How many councillors will be involved in taking major decisions?</i>
	Analysis	<ul style="list-style-type: none"> • The Council's decision-making arrangements are set out in Article 13 of the constitution • The Council has an extensive scheme of delegations to officers. • The constitution identifies the following types of decision: <ul style="list-style-type: none"> ○ Functions reserved by statute to full Council (listed in Article 4) ○ Policy, strategy and budget decisions: <ul style="list-style-type: none"> ▪ the Council's budget is set by full Council on the recommendation of Policy Committee ▪ Committees set policies, plans and strategies for the services delegate to them ▪ Policy Committee sets the policies, plans and strategies covering the whole Council, or more than one committee ○ Regulatory functions (Planning and Licensing) <ul style="list-style-type: none"> ▪ The Planning Applications Committee takes decisions which fall outside the Committee's scheme of delegation to officers ▪ The Licensing Applications Committee takes decisions on individual cases where officers are not minded to grant consent under the scheme of delegation to officers ○ Operational decisions <ul style="list-style-type: none"> ▪ The Council has a definition of key decisions, comparable to that when it had an executive, which are reserved to committee. ▪ The scheme of delegation to officers covers non-key decisions ▪ Officers can also take decisions in consultation with the responsible Lead Councillor, subject to their being published in the Decision Book

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| | <ul style="list-style-type: none"> • Councillors from all political groups will be involved in taking key decisions, through Committee. All Councillors are members of at least one Committee • The Policy Committee is comprised the Leader and Lead Councillors, and the Leaders of the three opposition groups. For the principal opposition group there are a further 3 Councillors as shadow spokespersons, including the chair of the Audit & Governance Committee. • The Leader and Lead Councillors, and committee chairs, will be involved to different extents in the processes leading to the taking of decisions through committee, and also key decisions. • The three opposition Leaders, as members of the Policy Committee, and the chair of Audit & Governance, receive regular officer briefings on matters being considered by that committee, as do the opposition spokespersons on other committees. • As indicated above, 19 Councillors, and the 3 opposition group leaders, (22 out of 46) are actively involved in the committee decision-making process as Lead Councillors, chairs and vice-chairs. • Supporting the formal committee structure there are a number of Member-officer working parties, which in the current year include: <ul style="list-style-type: none"> ○ Civic Board ○ Local Joint Forum (with the trades unions) ○ Planning Management Panel • The Personnel Committee makes appointments to Director, Deputy and Assistant Director posts. During 2018-19 the Committee involved Councillors in 15 senior management recruitment processes. |
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Accountability

8. Give the Commission details as to how the authority and its decision makers and partners will be held to account. The Commission is interested in both the internal and external dimensions of this role.

Topic	
Internal Scrutiny	The scrutiny function of authorities has changed considerably. Some use theme or task-and-finish groups, for example, and others have a committee system. Scrutiny arrangements may also be affected by the officer support available.
<i>Key lines of explanation</i>	<ul style="list-style-type: none"> ➤ <i>How will decision makers be held to account?</i> ➤ <i>How many committees will be required? And what will their functions be?</i> ➤ <i>How many task and finish groups will there be? And what will their functions be? What time commitment will be involved for members? And how often will meetings take place?</i> ➤ <i>How many members will be required to fulfil these positions?</i> ➤ <i>Explain why you have increased, decreased, or not changed the number of scrutiny committees in the authority.</i> ➤ <i>Explain the reasoning behind the number of members per committee in terms of adding value.</i>
Analysis	<ul style="list-style-type: none"> • The Council, having reverted to a committee system of governance in 2013, no longer has a scrutiny committee. As can be seen from the text above, Councillors from all four political groups are actively involved in the process of taking key decisions through committee. • The statutory scrutiny function is embedded within the terms of reference of the standing committees, and the Council has retained a facility for Councillors to set up task-and-finish groups to carry out individual scrutiny exercises where necessary. • The Council has an Audit & Governance Committee, chaired by an opposition Councillor, which has specific responsibility for overseeing internal audit, corporate governance, risk management and compliance with contract procurement rules. • The Council has a Standards Committee which oversees the ethical behaviour of Councillors and compliance with the local Member Code of Conduct. This is chaired by an independent Member (not a Councillor) – see Article 9 of the constitution • In addition the Council has or participates in a broad number of consultative committees and forums, described in Article 10 of the constitution, which involve Councillors from all groups. In the current Municipal Year, these are: <ul style="list-style-type: none"> ○ Access & Disabilities Working Group (4 – 3:1:0:0)

		<ul style="list-style-type: none"> ○ Alliance for Cohesion & Racial Equality (4 – 1:1:1:1) ○ Arts & Heritage Forum (7 – 5:2:0:0) ○ Cleaner Air & Safer Transport Forum ○ Cycle Forum (7 – 4:1:1:1) ○ Older People’s Working Group (6 – 5:1:0:0) ○ Town Twinning Group (3 – 2:1:0:0) <ul style="list-style-type: none"> • The Council also appoints Councillors to participate in the following partnerships and education and safeguarding bodies: <ul style="list-style-type: none"> ○ Adult Safeguarding Panel (5 – 3:1:0:1) ○ Children’s Safeguarding Panel (5 – 3:1:0:1) ○ Community Safety Partnership (3 responsible Lead Councillors – 1 opposition observer) ○ Cultural Partnership Board (3 responsible Lead Councillors) ○ Community Learning & Skills Advisory Board (3) ○ Parenting Panel (5 – 3:1:0:1) ○ SACRE (5 – 3:1:0:0) ○ Safer Reading Neighbourhood Forum (4 – 3:1:0:0) ○ School Admission Forum (Lead Councillor and Committee Chair – 2 opposition observers) ○ Secure Accommodation Panel (1 plus 1 opposition observer)
Statutory Function		This includes planning, licencing and any other regulatory responsibilities. Consider under each of the headings the extent to which decisions will be delegated to officers. How many members will be required to fulfil the statutory requirements of the council?
Planning	<i>Key lines of explanation</i>	<ul style="list-style-type: none"> ➤ <i>What proportion of planning applications will be determined by members?</i> ➤ <i>Has this changed in the last few years? And are further changes anticipated?</i> ➤ <i>Will there be area planning committees? Or a single council-wide committee?</i> ➤ <i>Will executive members serve on the planning committees?</i> ➤ <i>What will be the time commitment to the planning committee for members?</i>
	Analysis	<ul style="list-style-type: none"> • Planning <ul style="list-style-type: none"> ○ Long-standing scheme of delegation to officers ○ In 2018-19 Municipal Year, the Committee determined 98 applications over 12 meetings (an average of 7 per meeting). This was 4.5% of total number of applications submitted. The average over the last three Municipal Years is 4.3%. ○ In 2018-19, the Committee also considered / determined 15 other matters - TPOs (97), street

		<p>naming reports (1), and updates on enforcement, monitoring and government consultations.</p> <ul style="list-style-type: none"> ○ No area planning committees – there is a single, Borough-wide committee ○ Committee of 14 - to get breadth of representation across Borough. ○ 4 Lead Councillors serve on Committee ○ Committee meets on roughly monthly basis (12 a year). Each committee preceded by Planning Management Panel, a Member-officer planning meeting involving Councillor spokespeople from groups (5 – 3:1:0:1, or nominees) ○ Planning site visits are held when necessary: if the impact of the proposed development is difficult to visualise from the plans and any supporting material including photographs taken by officers; or if the application is particularly contentious, to supplement the comments of the applicant and objectors as expressed in writing in the officer report.
Page 163 Licensing	Key lines of explanation	<ul style="list-style-type: none"> ➤ How many licencing panels will the council have in the average year? ➤ And what will be the time commitment for members? ➤ Will there be standing licencing panels, or will they be ad-hoc? ➤ Will there be core members and regular attendees, or will different members serve on them?
	Analysis	<ul style="list-style-type: none"> • The Licensing Applications Committee meets 3 times a year • The Committee appoints 3 sub-committees to take decisions on individual cases which meet on an ad hoc basis approximately 40 times a year, subject to caseload
Other Regulatory Bodies	Key lines of explanation	<ul style="list-style-type: none"> ➤ What will they be, and how many members will they require? ➤ Explain the number and membership of your Regulatory Committees with respect to greater delegation to officers.
	Analysis	<p>Audit & Governance (5:2:1:0)</p> <ul style="list-style-type: none"> • 4 meetings a year <p>Standards Committee (8 - 5:2:0:0 + 1 non-Councillor)</p> <ul style="list-style-type: none"> • 1 scheduled meeting a year • Ad hoc meetings to hear individual complaints (none in 2018-19)
External Partnerships		Service delivery has changed for councils over time, and many authorities now have a range of delivery partners to work with and hold to account.
Key lines of explanation		<ul style="list-style-type: none"> ➤ Will executive members serve on decision-making partnerships, sub-regional, regional or national bodies? ➤ How many councillors will be involved in this activity? And what is their expected workload? What

	<p><i>proportion of this work is undertaken by portfolio holders?</i></p> <p>➤ <i>What other external bodies will members be involved in? And what is the anticipated workload?</i></p>
Analysis	<p>Joint Committees</p> <ul style="list-style-type: none"> • Joint Waste Disposal Board (2 responsible Lead Councillors) • Royal Berkshire Fire Authority (3 – 2:1:0:0) • Thames Valley Police & Crime Panel (1) <p>Partnership Bodies</p> <ul style="list-style-type: none"> • Berkshire Local Transport Body (Lead Councillor – 1 standing Deputy) • Berkshire Pension Fund Panel (2 Councillors) • Bus Lane Adjudication Service Joint Committee (Lead Councillor – 1 standing deputy) • Improvement & Efficiency South East (Leader / Deputy Leader) • Local Enterprise Partnership (Deputy Leader) • Mid and West Berkshire Local Access Forum (Lead Councillor) • Reading UK Community Interest Company (Leader + Chief Executive) <p>Boards</p> <ul style="list-style-type: none"> • Reading Buses (2 Councillors at present – could be as many as 7)) • Homes for Reading Ltd (3 Councillors at present) <p>National Bodies</p> <ul style="list-style-type: none"> • Local Government Association (Deputy Leader) • South East England Councils (Leader – Deputy Leader named substitute) <p>Outside Bodies</p> <ul style="list-style-type: none"> • Councillor appointments or nominations to 43 local bodies – range of roles from Board Member / Trustee to member • 26 councillors involved in 2017-18. <p>School Governing Bodies</p> <ul style="list-style-type: none"> • 2 Councillors currently appointed as local-authority governors on School Governing Bodies.

Community Involvement

9. The Commission understands that there is no single approach to community leadership and that members represent, and provide leadership to, their communities in different ways. The Commission wants to know how members are required to provide effective community leadership and what support the council offers them in this role. For example, does the authority have a defined role and performance system for its elected members? And what support networks are available within the council to help members in their duties?

Topic		Description
Community Leadership	Key lines of explanation	<ul style="list-style-type: none"> ➤ <i>In general terms how do councillors carry out their representational role with electors?</i> ➤ <i>Does the council have area committees and what are their powers?</i> ➤ <i>How do councillors seek to engage with their constituents? Do they hold surgeries, send newsletters, hold public meetings or maintain blogs?</i> ➤ <i>Are there any mechanisms in place that help councillors interact with young people, those not on the electoral register, and/or other minority groups and their representative bodies?</i> ➤ <i>Are councillors expected to attend community meetings, such as parish or resident's association meetings? If so, what is their level of involvement and what roles do they play?</i> ➤ <i>Explain your approach to the Area Governance structure. Is your Area Governance a decision-making forum or an advisory board? What is their relationship with locally elected members and Community bodies such as Town and Parish Councils? Looking forward how could they be improved to enhance decision-making?</i>
	Analysis	<p>See text above about community consultative bodies</p> <ul style="list-style-type: none"> • No area committees or formal area governance. Reading is a small, tight, urban area (Former County Borough). • All Councillors hold regular ward surgeries, ranging from every two weeks to once a month; these vary from static venues to walkabout/roving surgeries covering set areas of their ward on specific dates. Duration of surgeries is generally between 90 minutes and 2 hours. Surgeries are promoted by Council produced leaflets delivered by Councillors. Static venues are booked and paid for by the Council. • Regular letters to new residents in the ward, those reaching the age of 18 who will be eligible to vote and informal consultations on issues affecting local residents/areas. • Public meetings as required on the back of informal consultations or specific issues of concern for larger numbers of residents. • Many Councillors produce and maintain their own blogs. • Interaction with young people <ul style="list-style-type: none"> ○ Reading Youth Cabinet • Interaction with minority groups

Page 166		<ul style="list-style-type: none"> ○ Access & Disabilities Working Group ○ Alliance for Cohesion & Racial Equality ○ Older People's Working Group • No parishes in Reading. <ul style="list-style-type: none"> ○ There are some active residents' associations, mainly north of River Thames <ul style="list-style-type: none"> ▪ Caversham & District RA (CADRA) ▪ The Warren RA. ○ Mapledurham Playing Fields <ul style="list-style-type: none"> ▪ Sub-Committee – reflects a particular area of local sensitivity at present ▪ Management Committee – of long-standing, involving local Councillors ○ Safer Neighbourhood Forums <ul style="list-style-type: none"> ▪ 7 forums, linked to local police areas – liaison with local police and community ▪ Meet on 6-weekly basis ▪ Councillors from all groups represented in area can (and do) attend ○ Community Hubs and Centres <ul style="list-style-type: none"> ▪ Based in Council Estates – 6 (Hexham Road / South Reading / Whitley Wood / Coley Park / Southcote / Weller [Amersham Road, Caversham]) ▪ Local councillors co-opted on non-voting basis ▪ Hubs may form subsidiary working groups – possibly with links into local safer neighbourhood forum ▪ Focus for tenant involvement / consultation
Casework	Key lines of explanation	<ul style="list-style-type: none"> ➤ <i>How do councillors deal with their casework? Do they pass it on to council officers? Or do they take a more in-depth approach to resolving issues?</i> ➤ <i>What support do members receive?</i> ➤ <i>How has technology influenced the way in which councillors work? And interact with their electorate?</i>
	Analysis	<ul style="list-style-type: none"> • The 2018-19 Remuneration Panel canvassed all Councillors on their workload. 23 Councillors responded (50%). The responses showed that most Councillors reported working at least 40-60 hours a month on their range of Councillor duties, with some respondents recording considerably more time spent on these activities. The individual responses to the Panel's questionnaire can be made available. • The 46 Councillors are supported by a Members' Services team of 3 FTE officers. This includes support to the leader and deputy leader. The Team Leader is the Leader's PA. • There are 4 group rooms, with desktop access

		<ul style="list-style-type: none"> • All Councillors are offered 1 i-pad or laptop – Group Leaders and Lead Councillors can have both; Lead Councillors are also given an I-phone. Councillors are encouraged to use these to contact constituents and Council officers electronically • Councillors use the FirmStep (FS) enquiry system to make councillor enquiries, which are coordinated by Councillor Services. <ul style="list-style-type: none"> ○ In 2018-19 they made 2,137 enquiries, compared with 1,719 in 2017-18 and 1,892 in 2016-17 (2,430 in 2015-16). ○ In 2018-19, levels of usage ranged from 1 to 368, with an average per Councillor of 46.5 questions. The cohorts are below: <ul style="list-style-type: none"> ▪ 0-10 11 (24%) ▪ 11-50 21 (45%) ▪ 51-100 9 (20%) ▪ 101+ 5 (11%)
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Other Issues

10. Respondent may use this space to bring any other issues of relevance to the attention of the Commission.

Demography

- The Borough's population has grown from 135,000, in 1981, to 163,000 today (a 21% increase over 38 years), living in 66,000 households
- The Profile of Reading on the Council's website projects the population increasing further by 12.5% by 2039, to 181,900, living in 77,000 households
- The Council's report on Residential Planning Commitments at 31 March 2019, published in July 2018, identified nearly 4,000 new hard commitments for new dwellings, with a further 3,000 soft commitments in the planning pipeline, giving a projected total of around 7,000 new dwellings. The majority of these are in Abbey (3,333) and Whitley (2,144) wards.
- On the basis of new residential approvals, the resident adult electorate (not including students) is projected to grow by 15,600 by 2036, to take the Borough local electorate to around 126,800. The bulk of this growth will be in Abbey (7,300) and Whitley (3,000) wards.
[NB – there is a need for some caution for Abbey ward, as not all the new dwellings may be lived in a the principal place of residence by people qualified to vote].

New Technology

- Increasing ease for constituents and public to contact Councillors, through email / social media, and expect an immediate response
- Ease for officers to contact Lead Councillors (and vice versa)
- Greater openness, accountability and challenge, also promoted by Freedom of Information Act, and blogsites

Summary

11. In following this template respondents should have been able to provide the Commission with a robust and well-evidenced case for their proposed council size; one which gives a clear explanation as to the number of councillors required to represent the authority in the future. Use this space to summarise the proposals and indicate any other options considered. Explain why these alternatives were not appropriate in terms of their ability to deliver effective Strategic Leadership, Accountability (Scrutiny, Regulation and Partnerships), and Community Leadership.

The Council currently has 46 Councillors, covering 16 wards (of which 1 is single member). It wishes to continue to be elected by thirds. It has therefore looked at options for size that are divisible by three – ie 42, 54 and 48.

The authority's preference is for a Council of 48 Councillors, representing 16 wards of comparable size, with 3 Councillors per ward. This would represent an increase of 2 Councillors.

The authority's case for a small increase in size, to 48 Councillors, is as follows:

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- 1) This would enable the existing 16 wards to be re-organised to have three Councillors each and to return the whole of the Borough area to elections by thirds
- 2) Councillors from all parties are actively involved in decision making through the Council's system of committee government. Currently 50% of all Councillors are in receipt of Special Responsibility Allowance as Lead Councillors, chairs or vice chairs of committees, to recognise the extra work requirement for these roles.
- 3) The Council, in moving from an executive form of administration, has retained Lead Councillors (with no executive function) to provide a clear focus for political leadership. Other Councillors are involved as Chairs or Vice-Chairs of Committees. The Committee system gives a role to Group Leaders and group spokespeople. The Borough's four party system also spreads involvement more widely.
- 4) Around half of all Councillors hold positions which receive SRA. There is a need for capacity and time to support making an effective balance between leadership and ward responsibilities, including having a balance within wards between back-benchers and councillors with recognised roles in the decision-making process
- 5) In addition, as a long-standing arrangement, the Council supports and participates in a broad range of community and partnership bodies, and Council and its Councillors
- 6) Councillors from all groups are generally active in engaging with and representing their wards and constituents, including holding surgeries and meetings, issuing ward newsletters and running their own blogsites (independently of the Council)
- 7) The 2018-19 Remuneration Panel found Councillors reporting working at least 40-60 hours a month on their range of Councillor duties. This includes active involvement in local neighbourhood forums and community hubs, as well as ward work with individual constituents.
- 8) The population of Reading has grown, from 135,000 in 1981, to 163,000 today (a 21% increase over 38 years), living in 66,000 households, and on the basis of new residential approvals the electorate is projected to grow from 112,000 to 127,000 by 2035.
- 9) The Reading population and electorate is ethnically, culturally and socially diverse, which places particular challenges to its effective representation. 67% of the population is White UK, and 25% is non-white, with 13.6% Asian (including Chinese). On the electoral register, 11,000 electors (9.5%) are citizens of EU countries, and 3.3% of the electorate are Polish.
- 10) Since 2002 there has been an expansion of new technology and social media, making elected councillors more directly accountable to and contactable by their electorate, who expect responses by return to emails.
- 11) The growth of population and electorate in the Borough is a principal driver in supporting an increase in the size of the Council, to allow the current ratio of 1 councillor per 2,400 – 2,500 electors to be maintained.

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READING BOROUGH COUNCIL

REPORT BY EXECUTIVE DIRECTOR OF RESOURCES

TO:	POLICY COMMITTEE ACTING AS SHAREHOLDER OF READING TRANSPORT LTD		
DATE:	15 JULY 2019		
TITLE:	READING TRANSPORT LTD - OPERATIONAL UPDATE		
LEAD COUNCILLOR:	COUNCILLORS PAGE, BROCK & EMBERSON	AREA COVERED:	TRANSPORT & STRATEGIC ENVIRONMENT AND FINANCE
SERVICE:	COUNCIL-OWNED COMPANY	WARDS:	BOROUGHWIDE
AUTHOR:	JACQUELINE YATES	TEL:	
JOB TITLE:	EXECUTIVE DIRECTOR OF RESOURCES	E-MAIL:	Jackie.Yates@reading.gov.uk

1. EXECUTIVE SUMMARY

- 1.1 Reading Transport Ltd (RTL) is a wholly owned company of Reading Borough Council. The company's Articles of Association set out its obligations in terms of reporting to the Council as Shareholder as well as the matters which are reserved to the Shareholder.
- 1.2 The Operational Update appended at Appendix 1 has been submitted by the Company in respect of its reporting obligations.
- 1.3 This covering report sets out the key points arising from the Company's update.
- 1.4 Appendix 1 - Reading Transport Limited Operational Update, June 2019

2. RECOMMENDED ACTION

- 2.1 That the Policy Committee, acting as Shareholder of Reading Transport Ltd, note the Operational Update attached at Appendix 1.

3. BACKGROUND

- 3.1 Reading Transport Ltd's Articles of Association require that the Company submit an interim review to the Shareholder not later than nine months after the end of its accounting period.
- 3.2 The Company's current financial year end is 30th September.
- 3.3 Additionally, the Articles set out the reserved matters for the Shareholder, these include approving in writing:

- The appointment or removal of a director of the Company

POINTS TO NOTE

- 3.4 Reading Transport Ltd. (RTL) acquired Newbury and District Ltd. In September 2018 and Courtney Coaches Ltd. on the 30th April 2019, both are operating as subsidiaries of RTL. RTL incurred significant one off expenditure as a result of the acquisitions.
- 3.5 New ticketing technology, the roll out of contactless payments and the introduction of a phone app during the period have reduced boarding times. However, journey times on some routes are still suffering due to congestion.
- 3.6 The Company proposes to continue with its fleet replacement programme (10% per annum) ensuring the fleet remains fit for purpose.
- 3.7 The Company have won or been shortlisted for a number of industry awards as set out in paragraph 1.8 of the appendix.
- 3.8 Tony Pettit; the Company's Chief Finance and Information Officer and a Director of the Company is retiring at the end of August 2019. A new Finance Director is in the process of being appointed. The Shareholder's approval will be required if the Board wish the new appointee to become a Director of the Company in due course.

4. FINANCIAL IMPLICATIONS

- 4.1 Whilst RTL report they have had a challenging time financially (see para 1.4 of the appendix), there are no financial implications arising directly from this report.

5. LEGAL IMPLICATIONS

- 5.1 There are no legal implications arising directly from this report.

6. ENVIRONMENTAL IMPLICATIONS

- 6.1 RTL contribute to the Council's Corporate Plan priority of ensuring Reading's environment is clean, green and safe, in particular by improving air quality.
- 6.2 As set out in paragraph 1.2 of the Appendix, RTL in collaboration with the Council have invested in a new and expanded gas compression facility during the period supporting their investment in gas powered vehicles. The Company currently has 62 gas powered vehicles in its fleet.
- 6.3 Overall, RTL are reporting passenger journeys up 2.5% year on year.

BACKGROUND PAPERS

None

SHAREHOLDER UPDATE REPORT

INTERIM REVIEW

PREPARED FOR READING BOROUGH COUNCIL

June 2019

1. OPERATIONAL UPDATE

Service Overview

- 1.1 Only relatively minor changes to our core services were implemented in September 2017. These included the extension of the Leopard to Bracknell to serve the new Lexicon shopping centre, later evening journeys on the Lion 4/X4, also responding to the Lexicon and associated increased night time economic activity in the town, and changes to our school bus services to better reflect demand and more closely align them with our mainstream bus network. An interim contract for Woodley community services was awarded to us by Wokingham Borough Council in September 2017.
- 1.2 In line with the previously approved fleet replacement strategy new buses were introduced on the Purple 17 in December 2017 (17 x ADL E400CNG dual-door, double deck buses, bringing the total number of gas-powered vehicles in our fleet to 62). The introduction of these additional gas vehicles was supported by the commissioning of an expanded and relocated gas compression facility (the “Station in the Sky”) which was installed above the link road between the east and west parking yards at Great Knollys Street, at the northern end of the workshop buildings. The new vehicles triggered a cascade of re-powered and re-furbished buses across the fleet (in part dealing with the hybrid warranty issue previously reported) that has continued throughout the year. Our objective remains to replace approximately 10% of the front-line fleet each year, in order to maintain the average age of the vehicles deployed on the core services at around five years. This approach includes the concurrent refurbishment of mid-life vehicles enabling us to deliver two tranches of route upgrades whenever new vehicles are brought into the fleet
- 1.3 The 2017/18 financial year was a period of rapid development for the Company. Significant network changes implemented in the year included:
 - Introducing the Leopard shuttle service to Thames Valley Science Park (October 2017);
 - Taking over operation of First in Berkshire’s Green Line 702 “coach-class” local bus service between Bracknell and London Victoria in December 2017;
 - Award of emergency contracts to secure other services being withdrawn by First in Slough and Windsor (with an additional short-lived commercial operation - Service 2- between Windsor & Slough) from January 2018;
 - Establishing a low-cost out-station for the new Slough operation (branded as Thames Valley Buses)
 - The difficult implementation of revised routes and frequency reductions

- on the Caversham (Pink) services in February 2018, after extensive consultation;
- Acquisition from Stagecoach of part of Route 7 between Fleet and Reading (introduced April 2018);
 - Modification of Green Line services to create a Bracknell-Heathrow (703) service, with a residual tourist-focussed Windsor-London route (702), in May 2018;
 - Launch of the Henley Town Service (under a contract awarded by the Town Council) in August 2018;
 - Re-launch of the supported Woodley services branded “little oranges” from the beginning of September 2018 under a new substantive contract with Wokingham Borough Council;
 - A further round of revisions to Caversham services, to help bring costs more closely into line with the revenue being achieved, from September 2018;
 - Relaunch of Route 7 as “tiger 7” from September 2018;
 - Launching the operation of the Woking 925 RailAir service, under contract to National Express, from September 2018;
 - The acquisition of local bus operator Newbury & District Ltd in September 2018.
- 1.4 Whilst underlying trading conditions remained relatively stable, and the significant increases in patronage previously in evidence across most parts of the core commercial network continued, the year also saw significant one-off-costs associated with mobilisation of the new routes. As services were adjusted and new routes introduced at various points throughout the year, a substantial overhead in terms of planning and marketing activity was incurred, although by year-end the new routes were cumulatively making a positive contribution to the financial position. Taken together with the late conclusion of pay negotiations (and the subsequent back-dating of the pay award), which resulted in a delay to the implementation of some of the management actions planned to offset rising wage costs, and the substantial cost of maintaining additional resource to deliver timetables during Q2 when congestion and roadworks were at their worst, it was a challenging year
- 1.5 The migration to longer period smartcard products and the advances in ticketing technology, mobile phone payment applications and contactless bank card acceptance, have all continued to play their part in improving boarding times. The first sections of Red Route in Reading were introduced in February 2018 and will eventually cover the full length of the Purple 17, also helping to improve journey times on that corridor. Our mobile phone app, which supports journey planning, ticket purchase and provides real time bus arrival information, was re-launched on a more robust platform during the year. Contactless bank card payments (23%) and mobile ticketing (14%) accounted for 37% of all fare revenue (cash vault takings now represent 36%

of such income). Smartcard use is still declining and is now 31% of ticket income (down from 39% a year ago).

- 1.6 The underlying trading conditions for public transport operations continued to improve with growth in the local economy but at the same time, the overall increase in demand for travel by all modes brought further evidence of the corrosive effect of congestion in deteriorating journey times on key corridors. The company again secured a growing modal share, as measured by the Council's independent cordon surveys in central Reading, indicating that passenger numbers increased by more than the base level of economic demand. Previous investment in supporting front-line service operation and developer-funded service enhancements once again enabled delivery of an overall growth in turnover. Passenger journeys on the overall network increased by 0.65m trips, up 2.5% year on year and revenue on all routes was up £2.47m (+7.6%). Revenues on the core network marginally increased (by 0.1%) although passenger numbers fell by 2.5% reflecting the withdrawal of some services and the part-year effect of reductions in concessionary travel validity.
- 1.7 With the steadily rising levels of congestion, renewed expectation of a financial contribution and the strategic focus on profitable expansion, 2017/18 proved to be a year of dramatic change as the Company adapted to new financial and operational challenges. Longer-term investments, particularly those strategic services introduced south of the M4 and on the A33 corridor, all continue to develop as anticipated, with local authority, developer and business support. Contributions from all our contract operations, despite continuing local authority budget pressures resulting in fewer tendered services being sought, have had a positive impact on profit.
- 1.8 The company continues to be recognised as an outstanding operator at a national level and in 2018 was shortlisted and/or successful in the following awards:

Awards title	Category	Result
Nat West Venus Awards Thames Valley	Marketing & PR (Nikki Ball)	WON
Nat West Venus Awards National	Marketing & PR (Nikki Ball)	Finalist
Reading Cultural Awards	Business Champion of the Arts	WON
CILT Annual Awards for Excellence	Diversity Champion	Shortlisted
routeOne Operators Excellence Awards	Operator Training Award	Shortlisted
	Best Use of Technology	Shortlisted
	Environment Award	Shortlisted
	Large Bus Operator of the Year	Shortlisted
	Manager of the Year (Dan Bassett)	Shortlisted
	Engineer of the Year (John Bickerton)	Shortlisted
Pride of Reading Awards	Smile of the Year	Shortlisted
UK Bus Awards	Bus & the Community	Finalist
	Innovation in Road Safety	Silver Award
	Top Shire Operator	Silver Award
European Diversity Awards	Company of the Year	Shortlisted

Key Staff Update

- 1.9 The Chief Finance & Information Officer, Tony Pettitt, has given notice of his intention to retire at the end of August 2019. A recruitment exercise has been undertaken and the preferred candidate has accepted a slightly modified position as Finance Director, subject to receipt of satisfactory references and the confirmation of a start date.

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READING BOROUGH COUNCIL

REPORT BY DIRECTOR OF RESOURCES

TO:	POLICY COMMITTEE (ACTING AS SHAREHOLDER OF READING TRANSPORT LIMITED)		
DATE:	15 JULY 2019		
TITLE:	READING TRANSPORT LIMITED - APPOINTMENT OF DIRECTORS		
LEAD COUNCILLOR:	COUNCILLOR BROCK	PORTFOLIO:	LEADERSHIP
SERVICE:	LEGAL & DEMOCRATIC SERVICES	WARDS:	BOROUGHWIDE
AUTHOR:	SIMON HILL	TEL:	937 2303 (ext 72303)
JOB TITLE:	PRINCIPAL COMMITTEE ADMINISTRATOR	E-MAIL:	simon.hill@reading.gov.uk

1. EXECUTIVE SUMMARY

- 1.1 This report asks the Committee, acting as shareholder of Reading Transport Limited (RTL), to appoint directors to the RTL Board.
- 1.2 There are four vacancies, arising from Trish Thomas, Mike Townend, Cllr Woodward and Martin Adams (employee representative) coming to the end of their four-year terms.

2. RECOMMENDED ACTION

- 2.1 That Trish Thomas, Chris Gavin, Cllr R Williams and Martin Adams (employee representative) be appointed as Directors of Reading Transport Ltd.

3. POLICY CONTEXT

- 3.1 The Council is the shareholder of Reading Transport Ltd. The relationship between the Council as shareholder and the Board is set out in the company's Articles of Association, which were authorised by the former Transportation Committee of the Borough Council on 21 February 1986 (Minute 190 refers).

4. CONTRIBUTION TO STRATEGIC AIMS

- 4.1 The Board is responsible for setting the policy base for Reading Transport Ltd, including addressing considerations of equality and sustainability in the company's employment practices, and in its delivery of service.

5. LEGAL IMPLICATIONS

5.1 Reading Transport Ltd was set up in 1986 as a company separate from the Council under the provisions of the Transport Act 1985. The Company's Memorandum and Articles of Association were incorporated on 27 March 1986. This document includes provisions for the Council as shareholder to appoint Directors to the Board.

5.3 The current shareholder-appointed Directors, and their dates of appointment and retirement, are as follows:

Appointed	Director	Retirement
2015	Ms T Thomas	2019
	Mr M Townend	2019
	Cllr Woodward	2019
	Mr M Adams (Employee representative)	2019
2016	Mr D Sutton	2020
	Mr K Moffat	2020
	Mr F Connolly	2020
2018	Cllr Stanford-Beale	2022

5.4 The Transport Act 1985 requires the Council to ensure that there are no more than seven Directors who are not full-time employees of the company.

5.5 There are currently eight shareholder-appointed Directors of the company, as shown in 5.3 above, one of whom is a full-time employee of the company.

5.6 Under Article 85 of the Articles of Association (which has not been amended), any Director who, when appointed, was a Councillor will automatically retire when he/she ceases to be a Councillor.

5.7 Under Article 83(ii), the Council as shareholder may remove any Director before his/her period of office has expired, and appoint another person to fill the resultant casual vacancy, in which case the appointment will be for four years.

5.8 All Directors may be re-appointed. Directors who are appointed this year will serve for four years, expiring in 2023.

5.9 Mr M Townend no longer lives in the area covered by Reading Buses services. Councillor Woodward has also decided to stand down from the Board at the end of his term.

6. FINANCIAL IMPLICATIONS

6.1 None direct for the Council. The Directors have a fiduciary duty to Reading Transport Ltd to ensure that it is solvent and is able to meet its day-to-day liabilities to its creditors.

7. BACKGROUND PAPERS

7.1 Articles of Association of Reading Transport Ltd.

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