

To: Councillor Brock (Chair)
Councillors Page, Barnett-Ward, Emberson,
Ennis, Hoskin, Leng, McElroy, McEwan,
Mitchell, Robinson, Rowland, Terry,
Thompson and White

Direct: ☎ 0118 9372303

3 June 2022

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

NOTICE OF MEETING - POLICY COMMITTEE 13 JUNE 2022

A meeting of the Policy Committee will be held on Monday, 13 June 2022 at 6.30 pm in the Council Chamber, Civic Offices, Reading, RG1 2LU. The Agenda for the meeting is set out below.

1. CHAIR'S ANNOUNCEMENTS
2. DECLARATIONS OF INTEREST
3. MINUTES 5 - 14
4. PETITIONS AND QUESTIONS

To receive any petitions from the public and any questions from the public and Councillors.
5. DECISION BOOKS
6. APPROVAL TO ENTER INTO BRIGHTER FUTURES FOR CHILDREN LEASES BOROUGH WIDE 15 - 22

This report provides background and an update on the Brighter Futures for Children (BFfC) company property portfolio and seeks authority to enter into appropriate agreements on various properties.
7. APPOINTMENTS TO OUTSIDE BODIES BOROUGH WIDE 23 - 24

CIVIC OFFICES EMERGENCY EVACUATION: If an alarm sounds, leave by the nearest fire exit quickly and calmly and assemble on the corner of Bridge Street and Fobney Street. You will be advised when it is safe to re-enter the building.

This report asks the Committee to make appointments or nominations to outside bodies for the Municipal Year 2022/23, or longer where required. A schedule of outside body appointments showing the Group Leaders' recommendations will be circulated prior to the meeting.

ITEMS FOR CONSIDERATION IN CLOSED SESSION

8. EXCLUSION OF THE PRESS AND PUBLIC

The following motion will be moved by the Chair:

“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”

9. DECLARATIONS OF INTEREST FOR CLOSED SESSION ITEMS

- | | | |
|--|--------------|----------------|
| 10. CRESCENT UNDER FIVES PRE-SCHOOL AT ALFRED SUTTON PRIMARY SCHOOL | PARK | 25 - 32 |
| 11. 1 FRIAR STREET | ABBAY | 33 - 38 |

WEBCASTING NOTICE

Please note that this meeting may be filmed for live and/or subsequent broadcast via the Council's website. At the start of the meeting the Chair will confirm if all or part of the meeting is being filmed. You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during a webcast will be retained in accordance with the Council's published policy.

Members of the public seated in the public gallery will not ordinarily be filmed by the automated camera system. However, please be aware that by moving forward of the pillar, or in the unlikely event of a technical malfunction or other unforeseen circumstances, your image may be captured. **Therefore, by entering the meeting room, you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes.**

This page is intentionally left blank

Present: Councillors Page (Vice-Chair, in the Chair), Ennis, Hoskin, McElroy, McEwan, Mitchell, O'Connell, Pearce, Robinson, Skeats, Terry, Challenger (substitute) and Leng (substitute)

Remote attendance: (non-voting) Councillors Brock (Chair), Barnett-Ward, Emberson, Rowland and White

89. CHAIR'S ANNOUNCEMENTS

The Chair invited Councillor Skeats to address the Committee on the occasion of her last meeting after serving as a Councillor since 1996.

90. MINUTES

The Minutes of the meeting held on 7 March 2022 were agreed as a correct record and signed by the Chair.

91. QUESTIONS

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

	<u>Questioner</u>	<u>Subject</u>	<u>Reply</u>
1.	Will Cross	Road Repairs in Redlands	Cllr Page

Questions on the following matters were submitted by Councillors:

	<u>Questioner</u>	<u>Subject</u>	<u>Reply</u>
1.	Cllr Singh	Environmental Impact of Development of Land Surrounding Tilehurst Allotments	Cllr Page
2.	Cllr White	Tackling Fly-tipping of Bulky Waste	Cllr Barnett-Ward

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

92. CAVERSHAM COURT STABLES

The Executive Director of Economic Growth and Neighbourhood Services submitted a report seeking approval for the disposal of Caversham Court Stables (the Property) on a 10-year lease. The Property was shown on a plan attached to the report at Appendix A. Confidential information relating to the disposal was also set out in Appendices B-F which had been submitted to the Committee in closed session (Minute 98 below refers).

The report explained that the Property, a Grade II listed building, was currently vacant and had been declared surplus. In 2015/16 it had been marketed for short-term

POLICY COMMITTEE MEETING MINUTES - 4 APRIL 2022

commercial leases, but the preferred letting had not progressed due to parking issues raised during the planning application process. In February 2018, the Property had been re-marketed but issues had been raised with the presence of the gardener's office within the building complex. The gardening service was a requirement of the capital and revenue lottery grant for the upgrade of Caversham Court Gardens and a range of options had been considered, with the only viable option being to relocate to a new purpose-built office within the adjacent allotment. A detailed design feasibility had been carried out including costings, but issues raised during the Listed Building application process meant the proposed site building had not been suitable. As a condition of any lease the gardener's office would remain in situ either using the current separate welfare facilities or with a reconfigured layout at an estimated one-off cost to the Council of circa £10,000.

The report explained that the Property had been remarketed in 2021 on the open market and in accordance with the Third Sector Policy, and that a total of nine offers had been received: three from the third sector and six from private individuals/developers. The offers included retaining the Property for office use as well as a change of use to educational and residential uses. All offers had been on the basis of a leasehold disposal with the Council retaining the freehold and a landlord role to enable better control on enforcing future uses and obligations in the context of the listed gardens. Further information on the bids was provided in the Confidential Summary Information Appendix B and Confidential Bid Application Summary Table Appendix C considered in closed session.

The report explained that the top Third Sector offer had been made by Rabble Theatre Group and was an unconditional offer, subject to survey, to lease the Property for 10 years with an option to purchase on a 999-year leasehold. They had submitted a detailed Business Plan and Third Sector Bid and had undertaken a range of building, financial and professional due diligence as part of the submission. The offer did not require the reconfiguration of the gardener's office. The full bid was set out at Appendix D (submitted in closed session) and was supported by Cultural Services, whose comments were set out in Appendix E (considered in closed session), and by the Council's Conservation and Urban Design Officer in the context of the proposed use of the listed building.

The report stated that the highest commercial offer was a leasehold, unconditional, owner-occupier's offer subject to surveys. The proposal was to keep the building as offices and potentially subdivide them into separate units. This was an unconditional offer and represented Best Consideration in accordance with section 123 of the Local Government Act 1972.

The report explained, although the offer from Rabble did not represent Best Consideration under the requirements of S.123 of the Local Government Act 1972 the Council could dispose of the Property to Rabble under the General Disposal Consent (England) 2003 (General Consents) if it considered that in doing so, the disposal would help secure the promotion or improvement of the economic, social or environmental wellbeing of its area. In this instance, Rabble's proposals would meet these criteria and it was therefore proposed to grant Rabble Theatre Group a lease of the Property for a

POLICY COMMITTEE MEETING MINUTES - 4 APRIL 2022

period of 10 years with an option to purchase after 10 years on a 999-year basis. The detailed terms were set out in the Confidential Summary information Appendix B considered in closed session. Rabble would work with the Council and partners, including grant organisations to deliver the key outputs of their business plan, summarised in Appendices D and E, and to support the Council's 'Made in Reading' identity, create opportunities through collaboration and support key elements of the Council's Corporate Plan.

Resolved -

- (1) That, taking into account the information provided in closed session, it be agreed to grant Rabble Theatre Group a 10-year lease at the Caversham Court Stables together with an option to purchase a 999-year leasehold interest;**
- (2) That, in the event that the bid proposal or offer price was subsequently reduced or altered or the purchaser did not perform to an acceptable timescale, the Executive Director for Economic Growth & Neighbourhood Services, in consultation with the Director of Finance, Leader of the Council, the Lead Councillor for Corporate and Consumer Services and the Assistant Director of Legal and Democratic Services, be authorised to:**
 - a) agree a revised bid proposal or offer price;**
 - b) re-engage with other bidders as appropriate or remarket the Property for disposal at best consideration.**

93. CONTRACTS FOR GRANT FUNDED SERVICES FOR THOSE ROUGH SLEEPING / AT RISK OF ROUGH SLEEPING

The Executive Director for Economic Growth and Neighbourhood Services submitted a report outlining funding applications to the Department for Levelling Up, Communities and Housing (DLUHC) for the Rough Sleeping Initiative (RSI) 2022-25 and Rough Sleeping Accommodation Programme (RSAP) 2021-2024 to relieve and prevent rough sleeping in Reading. Subject to approval and award from DLUHC the report sought authority to procure and award contracts utilising the grant funds and authorisation to enter into new contract arrangements from 1 October 2022.

The report explained that the Council had applied for DLUHC grant funding of a maximum sum of £1.8m to fund Housing First and tailored off the streets support under RSI 2022-25, for which allocation announcements were due in April 2022. This three-year funding award from RSI 2022-25 would provide the opportunity for longer contracts than had been possible through previous iterations of RSI. The full application for RSI 2022-25 grant also included funds of circa £1m for extending existing interventions until new contract start dates in October 2022 to ensure smooth implementation and that no vulnerable people

POLICY COMMITTEE MEETING MINUTES - 4 APRIL 2022

were disadvantaged, increasing FTE internal operational and strategic capacity and seasonal demand/surge funding for emergency accommodation.

The report proposed that, subject to grant funds being allocated and awarded to Reading under RSI 2022-25, an open tender exercise be carried out and 30-month contracts of a maximum sum of £1.8m awarded to the successful tenderer(s) for Housing First and tailored off the street support functions with contract start dates of 1 October 2022.

The report also stated that grant funds had been applied for and awarded to the value of £220k under DLUHC's Rough Sleeping Accommodation Programme (RSAP) 2021-24 to deliver "Move-on Homes". Funds would support couples with multiple needs to move on from supported housing into settled accommodation with intensive tenancy sustainment support. It was proposed that, an open tender exercise be carried out and a 24-month contract awarded, with an overall contract value of £220k, to the successful tenderer for support to couples in "Move-on Homes" with a contract start date of 1 October 2022.

Resolved -

- (1) That the following be noted:**
 - (a) the application to the DLUHC for Rough Sleeping Initiative (RSI) 2022-25 funding in the maximum sum of £1.8m to commission (a) Housing First and (b) tailored support from the streets into settled accommodation including navigators, outreach/in-reach & out of hours tenancy sustainment;**
 - (b) the DLUHC award of funding in the sum of £220k from the Rough Sleeping Accommodation Programme (RSAP) 2021-24 to deliver "Move-on Homes";**
- (2) That, subject to the successful outcome of the application in 1(a) above, the Assistant Director of Housing and Communities, in consultation with the Lead Councillor for Housing, be authorised to:**
 - (i) enter into a grant agreement with DLUHC for it to provide Rough Sleeping Initiative (RSI) 2022-25 funding of a maximum sum of £1.8m; and**
 - (ii) procure the necessary contracts to implement the RSI 2022-25 funding conditions and enter into contracts with the successful tenderers in respect of the services referred to 1(a) above;**
- (3) That the Assistant Director of Housing and Communities, in consultation with the Lead Councillor for Housing, be authorised to procure the necessary contracts to implement RSAP 2021-24 funding conditions and enter into contracts with the successful tenderers in respect of services to deliver "Move-on Homes" referred to in 1(b) above.**

94. ANNUAL PARKING SERVICES REPORT 2020-2021

The Executive Director for Economic Growth and Neighbourhood Services submitted a report presenting the Annual Report on Civil Parking Enforcement, as required by the Traffic Management Act. The Parking Services Annual Report 2020 - 2021 was attached to the report at Appendix 1 and a Climate Impact Assessment was attached at Appendix 2.

The report noted that the 202-2021 annual report set out financial details relating to total income and expenditure on the parking account and statistical information relating to the number of Penalty Charge Notices (PCNs) issued, paid, cancelled, and challenged, as required by the Statutory Guidance. It also included information on Residents Parking Permits, Bus Lane Enforcement, Blue Badge Issues and Enforcement, Car Parks, Pay and Display and Freedom of Information requests.

Resolved -

- (1) That the Parking Services Annual Report 2020-21 be noted;**
- (2) That it be noted that the annual reports for 2015-2020 were available on the Council's website and that the 2020/21 annual report would be published in April 2022.**

95. STRATEGIC HR & PAYROLL SYSTEM - CONTRACT PROCUREMENT

The Deputy Chief Executive submitted a report seeking authority to procure and award a contract for the provision of a third party hosted, strategic HR & Payroll system for a period of two years, with a possible extension period of a further two years.

The report noted that the Council required an HR & Payroll system to effectively manage and pay employees in compliance with relevant legislation, and to meet its obligations in respect of statutory reporting. Midland HR's iTrent software had been used for a number of years, primarily for payroll and pensions provision, the most recent contract extension being for five years from 2017 with the contract due to expire in May 2022. The system was hosted by Midland HR who also provided helpdesk support and upgrades funded as part of the ongoing annual system costs.

The report explained that since 2019 the Council had transformed its HR service and the development and utilisation of iTrent had increased significantly with additional modules and functionality now including: Recruitment & Onboarding, Performance Management, Absence Management, Annual Leave, HR Case Management and Employee and Manager Self Service. The implementation costs of £280,318 had been met from the Council's Delivery Fund due to their transformational nature.

The report proposed that, due to the investment in the use of iTrent since 2019, its integral position in the Council's processes, and the results of benchmarking showing that this solution was approximately 20% less expensive than the next best priced alternative, the Council retain the iTrent system for a further period with a proposed procurement route to award via the G-Cloud Framework. The new agreement would see all existing

functionality retained with new provision added, including E-signatures, interactive payslips and Chatbot providing an enhanced user experience. A reciprocal clause would be included to ensure that significant changes in staffing numbers were reflected in the annual charges. The contract would be structured over two years, with the option to extend by two further years.

Resolved -

That the Deputy Chief Executive, in consultation with the Lead Councillor for Corporate and Consumer Services, be authorised to procure and award a contract for provision of a third party hosted, strategic HR & Payroll system for a period of two years, with a possible extension period of a further two years.

96. 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 97 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.

97. EDUCATION MANAGEMENT SYSTEM REPLACEMENT

The Deputy Chief Executive submitted a report seeking authority to enter a contract for the replacement of the Education Management System currently used by Brighter Futures for Children (BFfC). The provision and maintenance of the system were delivered to BFfC through the ICT Service Level Agreement, with the system contract being the responsibility of the Council. The new system contract was required to deliver both service improvements and efficiencies which were detailed in the report.

Resolved -

That the Deputy Chief Executive, in consultation with the Chief Digital and Information Officer and the Assistant Director of Procurement & Contracts, be authorised to award the contract for a replacement Education Management System.

(Exempt information as defined in Paragraph 3).

98. CAVERSHAM COURT STABLES - ADDITIONAL INFORMATION

Further to the report submitted to the Committee on a proposal to dispose of Caversham Court Stables (Minute 92 above refers), the Executive Director for Economic Growth and Neighbourhood Services submitted a report setting out additional confidential information which the Committee were asked to take into account in making a decision on the proposed disposal. The following documents were attached to the report:

POLICY COMMITTEE MEETING MINUTES - 4 APRIL 2022

- Appendix B - Confidential Summary information
- Appendix C - Confidential Bid Application Summary Table
- Appendix D - Confidential RABBLE Theatre Group Third Sector Bid
- Appendix E - Confidential Culture Development Officer Comments
- Appendix F - Confidential Valuer's Report - Section 123 Under Value Report

Resolved -

That the information set out in Appendices B-F be noted and taken into account in the Committee's consideration of the proposal to dispose of Caversham Court Stables.

(Exempt information as defined in Paragraph 3).

(The meeting started at 6.30 pm and closed at 7.20 pm)

This page is intentionally left blank

POLICY COMMITTEE MINUTES - 25 MAY 2022

Present: Councillor Brock (Chair)
Councillors Barnett-Ward, Emberson, Ennis, Hoskin, Leng, McElroy, McEwan, Mitchell, Page, Robinson, Rowland, Terry, Thompson and White.

1. ESTABLISH A TRUSTEES SUB-COMMITTEE AND THE READING COVID-19 OUTBREAK ENGAGEMENT BOARD, APPOINT THE CHAIRS AND MEMBERS AND AGREE TERMS OF REFERENCE

Resolved:

- (1) That the Trustees Sub-Committee be established for the Municipal Year 2022/23 and the following Councillors be appointed to serve on the Sub-Committee:

Trustees Sub-Committee (5:2:0:1)

<u>Labour Councillors</u>	<u>Conservative Councillors</u>	<u>Green Councillor</u>
Ayub Brock Edwards Lanzoni Rowland	Kretchmer Singh	McCann

- (2) That the following Councillors be appointed as Chair/Vice-Chair of The Trustees Sub-Committee for the Municipal Year 2022/23:

<u>Chair</u>	<u>Vice-Chair</u>
Councillor Edwards	Councillor Ayub

- (3) That the Terms of Reference of the Sub-Committee be as set out in Appendix B to the Monitoring Officer's report to Council of 25 May 2022.

- (4) That the Reading Covid 19 Outbreak Engagement Board be established for the Municipal Year 2022/23 and the following Councillors be appointed to serve on the Sub-Committee:

The Reading Covid 19 Outbreak Engagement Board (6:1:1:1)

<u>Labour Councillors</u>	<u>Conservative Councillors</u>	<u>Liberal Democrat</u>	<u>Green Councillor</u>
Brock Ennis Hoskin Leng McEwan	Robinson	O'Connell	McGonigle

POLICY COMMITTEE MINUTES - 25 MAY 2022

Page

- (5) That the following Councillors be appointed as Chair/Vice-Chair of The Reading Covid 19 Outbreak Engagement Board for the Municipal Year 2022/23:

Chair

Councillor McEwan

Vice-Chair

Councillor Brock

- (6) That the Terms of Reference of the Board be as set out in Appendix B to the Monitoring Officer's report to Council of 25 May 2022.

- (7) That the following appointments (or nominations, where indicated) be made for the Municipal Year 2022-23:

- (a) Joint Waste Disposal Board

2 Representatives

Councillor Page
Councillor Rowland

- (b) Royal Berkshire Fire Authority

3 Representatives

Councillor Gittings
Councillor Lovelock
Councillor McElroy

- (c) Local Government Association

General Assembly

Councillor Page

READING BOROUGH COUNCIL

REPORT BY EXECUTIVE DIRECTOR OF ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES

TO:	POLICY COMMITTEE		
DATE:	13 JUNE 2022		
TITLE:	APPROVAL TO ENTER INTO BRIGHTER FUTURES FOR CHILDREN LEASES		
LEAD COUNCILLOR:	COUNCILLOR LENG	PORTFOLIO:	PLANNING & ASSETS
SERVICE:	PROPERTY & ASSET MANAGEMENT	WARDS:	BOROUGHWIDE
LEAD OFFICER:	CHARAN DHILLON	TEL:	07817 085309
JOB TITLE:	AD PROPERTY & ASSET MANAGEMENT	E-MAIL:	Charan.dhillon@reading.gov.uk

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 To provide background and an update on the Brighter Futures for Children (BFfC) company property portfolio at time of transfer and requirements for the future portfolio.
- 1.2 This paper seeks authority to enter into appropriate agreements on the properties identified in this report.

2. RECOMMENDED ACTION

It is recommended that Policy Committee:

- 2.1 Delegate authority to the Executive Director for Economic Growth & Neighbourhood Services, in consultation with the Leader of the Council, the relevant Lead Councillor and the Director of Finance and Assistant Director Procurement & Contracts to approve BFfC property (non-education) changes, new leases, including under-valued properties for the assets specified in 4.1.2 below.

3. POLICY CONTEXT

- 3.1 The Council has 100% ownership of BFfC, which is run by a senior management team reporting to the Company board of directors. In turn, the Board reports to the Council (Policy Committee) as its sole member. At Full Council on the 16th October 2018, it was agreed to transfer the delivery of the Council's children's services to a newly established, wholly owned subsidiary Company of the Council, Brighter Futures for Children Limited ('BFfC' /the 'Company'). As part of the transition to service delivery by the Company, leases were put in place for the Council properties occupied by BFfC. There have been some changes to the properties required, both from BFfC service changes and associated requirements as well as from known (or expected) property moves.

- 3.2 The Executive Director for Economic Growth & Neighbourhood Services has delegated authority, in consultation with the Leader of the Council, the Lead Councillor responsible for the property in question and the Head of Financial Services to approve any BfFC property (non-education) changes, new leases. This includes to -
- Commence preliminary negotiations with respect to any land/property to be acquired/sold/leased, so as to be able to ascertain questions of willingness to sell/acquire/lease and general terms (p107 of the agreement);
 - Agree disposal of land/property as freeholder, leaseholder or licensor (S123 Local Government Act 1972) up to £500k or £50,000 p.a. However, all land/property disposed of at below market value to be reported through the Decision Book or Policy Committee (p108 of the agreement).
 - In the above delegation cases, the Head of Legal and Democratic Services is authorised to enter into the necessary legal agreements.
- 3.3 As all BfFC leases are market rent less 30% and where peppercorn rent is applied, Policy and/or Decision Book authorisation is needed for any BfFC lease, regardless of value. Therefore, the above delegated authority cannot be applied.
- 3.4 Any property portfolio changes mean an amendment to the property schedule in the services contract, which in turn means a contract change in line with the RBC/BfFC Services Contract change process in schedule 8 -
- This states the contract change being authorised by the Company Representative and the Council Representative, subject to relevant internal approvals
 - Clearly, this links to the above ref Policy/member authorisation for property
 - The Assistant Director for Procurement & Contracts is the Company Representative in the contract, so the variation needs their signature and consultation with relevant Council officers.
- 3.5 A local authority (LA) has a legal duty to provide services to work with youth offenders. The Council meets this requirement through its contract with Brighter Futures for Children.
- 3.6 We have an obligation under our leases that where we serve notice to BfFC, we will work with them to find a suitable alternative.
- 3.7 As per para (3.5), it is in our interest to support BfFC with property requirements to enable them to deliver their services.

4. THE PROPOSAL

4.1 Current Position - Property Portfolio

4.1.1 The original property portfolio for BfFC on transfer from RBC was as follows:

Ref	Building	Space Leased	Net Rental Charge (£GBP)	FM Charge (£GBP)	TOTAL CHARGES (£GBP)
1	The Civic	Dedicated areas 1 st floor North and South	621,789	611,187	1,232,977

		Ground Floor			
2	The Avenue	Dedicated Area 1 st floor	231,356	190,615	421,971
3	Southcote Community Hub	Various dedicated rooms	5,463	9,591	15,054
4	Katesgrove Community Centre	Dedicated area and shared rooms with community	77,011	39,698	116,709
5	Southcote Children's Centre	Whole building	39,550	32,584	72,134
6	South Reading Hub	Dedicated areas	25,213	54,060	79,273
7	Whitley Health Building	Dedicated area on 1 st floor	0	32,933	32,933
8	Ranikhet Children's Centre	Whole of Annexe building	0	728	728
9	Pinecroft	Whole building	16,800	52,481	69,281
10	Cressingham	Whole building	21,840	70,709	92,549
11	16 North Street	Whole building	28,000	20,811	48,811
12	Caversham Children's Centre	Whole building	76,279	4,195	80,474
Grand Total			1,143,301	1,119,592	2,262,892

4.1.2 The future & present property portfolio for BFfC is as follows:

Ref	Building	Space Used	Net Rental Charge (£GBP)	FM Charge (£GBP)	TOTAL CHARGES (£GBP)	NOTES
1	The Civic	Dedicated areas 1 st floor North and South	591,816	519,693	£1,111,509	Space reduced – Contact Centre move to Dunsfold
2	Southcote Community Hub	Various dedicated rooms	5,463	11,930	17,393	
3	Southcote Children's Centre	Whole building	39,550	42,984	82,534	
4	South Reading Hub	Dedicated areas	25,213	44,505	69,718	
5	Sun Street Youth & Community Centre	Various dedicated rooms	4,725	19,623	24,348	Midwifery Service agreement being compiled.
6	Whitley Health Building	Dedicated area on 1 st floor	0	36,109	36,109	

7	Pinecroft	Whole building	16,800	52,481	69,281	
8	Cressingham	Whole building	21,840	70,709	92,549	
9	Caversham Children's Centre	Whole building	76,279	4,195	80,474	
10	1 Dunsfold Road	Dedicated area	15,750	23,569	39,319	Intended use - new Contact Centre. This lease is subject to spend and scheme approval for capital works proceeding to fit out space at Dunsfold for BfC.
11	Dee Park Community Centre – Contained Area for Children's Nursery	Whole of Annexe building	0	289	289	Intended use - replacement for Ranikhet. Lease subject to building being completed in the Dee Park development.
12	330 Northumberland Avenue	Dedicated area in building	11,550	15,045	26,595	No car parking provision. However, should provision be made a variation of the lease and revised charges will be issued.
13	Katesgrove Community Centre	Dedicated area and shared rooms with community	7,000	39,698	46,698	Accommodate Youth Offending Service and Community groups. This lease is subject to spend and scheme approval for capital works proceeding to fit out space at Katesgrove for BfC. It should also be noted there will be additional revenue costs for BfC for ad hoc bookings of community rooms in this building.
Grand Total			815,986	880,830	1,696,816	

4.1.3 From the 16th Oct 2018 Council, there is authority for the Assistant Director Legal & Democratic Services to agree leases linked to the BfC Company set up, which can be extended to Sun Street and Katesgrove as these were listed in the original report.

4.1.4 As additional properties such as Dee Park Children's Centre, 330 Northumberland Avenue and 1 Dunsfold Road are not listed in the original transfer, a new authority to enter into the necessary leases is required.

4.1.5 This report seeks delegated authority to enter into new leases for these additional properties.

4.1.6 **Sun Street**

The BFfC intent was to vacate Katesgrove Community Centre and move into Sun Street Community Hub once the refurbishment was complete. This move has been completed and the relevant lease needs to be granted.

The Lease will also permit ad hoc use of rooms within the BFfC demise by the midwifery service

4.1.7 Ranikhet Childrens Centre move to Dee Park Community Centre

BFfC are currently in occupation of part of Ranikhet Primary School. The Council are freeholder lease back the property from Reach2 Academy Trust via an underlease dated 30th October 2015.

There is also a development agreement in place for a new school site (Dee Park regeneration project - DPP) between the parties which mirrors the relevant obligation of the Dee Park development agreement between the Council and DPP (Catalyst Housing Association and Willmot Dixon).

The Councils sublease has not been assigned to BFfC, so BFfC are effectively an unauthorised user/occupant of the property. The Council will be required to serve 6 months' notice to terminate the lease prior to the move to Dee Park.

Ranikhet Rainbows Pre-School Ltd (Rainbows) have a sub-underlease lease of part of the property from the Council at a peppercorn rent. The lease includes termination provisions linked to the development agreement and is not a protected tenancy, therefore the Council is not obliged to relocate Rainbows.

Prior to the transfer, BFfC had a provisional agreement to move from Ranikhet to the new Dee Park Community Centre. The building is under construction and completion is targeted for September 2022.

A new sub underlease to BFfC is required.

BFfC wish to continue supporting Rainbows and would look to grant a sub underlease of part of their demise to Rainbows on peppercorn rent, in order to remain the immediate Landlord. BFfC (not the Council) will need to grant this sub underlease.

The contractual structure needs to sit within the requirement of the Dee Park development agreement.

4.1.8 330 Northumberland Avenue

Due to the agreement to develop the Avenue for SEN provision, notice was advised to BFfC for The Avenue Centre. BFfC are reducing their office requirements in line with a more flexible way of working, so a full like for like replacement for The Avenue Centre is not required. BFfC have requested some alternative office accommodation and 330 Northumberland Avenue has been proposed as the alternative.

We have delegation "for the letting of land and premises not exceeding 180 days and to agree its availability for such letting" (Policy 06.06.00 min17).

4.1.9 16 North Street to Katesgrove Community Centre

The Youth Offending Service (YOS) under BFfC currently delivers services from a leased in building at 16 North Street. There is a continued risk that the Landlord can serve notice to seek possession and the recommendation is to relocate the service to provide secure council owned premises.

Katesgrove Community centre is currently underutilised following the refurbishment of Sun Street community hub. Katesgrove Community Centre has been identified by Facilities Management, the Estates team and BFfC colleagues as the best fit in terms of size, location and functionality while also being the most favourable economic solution. Katesgrove Community Centre will be retained and enhanced for community use alongside the work to relocate the Youth Offending Service.

Capital works are being planned for the property with a potential move date of December 2022 and the relevant Lease of part of the property to BFfC needs to be granted.

4.1.10 1 Dunsfold Road

The BFfC Family Contact Centre is currently sited in the Civic Offices. BFfC would like to relocate the centre to a more residential setting. 1 Dunsfold is currently part vacant and part occupied by a nursery provider, Stepping Stones and has been identified as a suitable site. Capital works are required to the demise with occupation in August 2022 and a new Lease will be required.

4.1.11 Berkshire Sensory Consortium (BSC)

Due to the vacation of BFfC from The Avenue Centre, a storage issue has been encountered with storage space limited over the Council's portfolio and officers are working with BFfC and BSC to identify suitable accommodation.

4.2 Option Proposed:

4.2.1 That officers proceed and enter into agreements with BFfC for use of the properties added to the portfolio as specified above in 4.1.2.

4.4 Other Options Considered

4.4.1 'Do Nothing' approach -

If BFfC do not occupy the additional properties then this will affect their ability to deliver children's services. Leases need to be granted to protect both parties interests.

The proposed Leases to BFfC are of parts of existing buildings so it is not possible to release the assets for disposal without closing or relocating other existing services and community uses

By not formalising the property portfolio occupancy arrangements, BFfC will continue to occupy RBC assets without the necessary formal agreements in place and at 'tenancy of will', which makes both RBC and BFfC at risk and non-compliant with the partnership agreement.

5. CONTRIBUTION TO STRATEGIC AIMS

5.1 In Spring 2021 the Council refreshed its Corporate Plan, incorporating a number of major change projects under 3 themes:

- Healthy Environment
- Thriving Communities
- Inclusive Growth

5.2 The recommendation contained in this report support BFfC in the delivery of statutory duties, enabling delivery of all of Thriving Communities by supporting children & young people within Reading.

Formalising arrangements for all the property portfolio occupied by BfFC to deliver services, will help build relationships and strengthen the capacity enabling the company to deliver essential services to our vulnerable children in our communities without having to worry about property related matters. This encourages RBC and BfFC to work Together positively and in partnership, putting our communities at the heart of what we do. Having fit for purpose buildings will support BfFC to manage the demand for services, maximise the impact and outcomes for children and families and use collective resources wisely.

6 ENVIRONMENT AND CLIMATE CHANGE IMPLICATIONS

6.1 There would be no significant environmental or climate implications arising from the recommendations in this report.

7. COMMUNITY ENGAGEMENT AND INFORMATION

7.1 No community engagement has been carried out in the creation of or as a result of this report.

8. EQUALITY IMPACT ASSESSMENT

8.1 An Equality Impact Assessment (EIA) is not relevant to the report or its recommendations.

9. LEGAL IMPLICATIONS

9.1 The partnership agreement between RBC and BfFC set our arrangement for formalising property portfolio use by BfFC, it is important that there is compliance with this agreement as outlined in section 3 above.

9.2 Council has a statutory duty to provide youth offending service. The hire agreements entered into by community groups has the appropriate break clause to identify and assess the special education needs (SEN) of children and young people who they are responsible for and to secure the 'best possible outcomes' for them.

9.3 Heads of terms for the grant of BfFC leases and a service level agreement will be agreed and signed by all parties as soon as possible.

9.4 RBC Valuations and Legal Teams have been consulted in the production of this report and will work collaboratively with RBC and BfFC to deliver the leases.

9.5 The Assistant Director of Legal Services should be authorised to enter into the necessary legal agreements.

10. FINANCIAL IMPLICATIONS

10.1 The Contract Sum agreed between RBC and BfFC includes funding to BfFC for all property lease and associated FM costs, which are then paid back to RBC on a monthly basis.

10.2 The costs for Council property portfolio for the assets that formed part of the original agreement is £2,262,892. Since the partnership was set up, there has been a reduction in the portfolio and the future value is estimated at £1,696,816, a reduction of £566,076.

10.3 Currently, when new leases are agreed with BfC, stamp duty applies. This is a charge that would be paid by BfC. It had initially been agreed on the set-up of BfC that RBC would cover stamp duty costs, as part of the cost of set-up of the Company. There have been no discussions or agreement on coverage of future stamp duty liability. This is not a cost that is provided for within BfC budgets or the RBC MTFP. One option to not incur this liability would be for new leases to be offered with a peppercorn rent or where the value of the asset is less than £16k stamp duty would not apply.

11. BACKGROUND PAPERS

11.1 None

READING BOROUGH COUNCIL

REPORT BY ASSISTANT DIRECTOR OF LEGAL & DEMOCRATIC SERVICES

TO:	POLICY COMMITTEE		
DATE:	13 JUNE 2022		
TITLE:	APPOINTMENTS TO OUTSIDE BODIES		
LEAD CLLR:	COUNCILLOR BROCK	PORTFOLIO:	LEADERSHIP
SERVICE:	LEGAL AND DEMOCRATIC SERVICES	WARDS:	BOROUGHWIDE
AUTHOR:	SIMON HILL	TEL:	0118 937 2303/ Internal 72303
JOB TITLE:	PRINCIPAL COMMITTEE ADMINISTRATOR	E-MAIL:	simon.hill@reading.gov.uk

1. EXECUTIVE SUMMARY

- 1.1 This report asks the Policy Committee to make appointments or nominations to outside bodies for the Municipal Year 2022/23, or longer where required. A schedule of outside body appointments showing the Group Leaders' recommendations will be circulated prior to the meeting.

2. RECOMMENDED ACTION

- 2.1 That the Committee make appointments or nominations to the outside bodies listed on the schedule (to be circulated);
- 2.2 That the appointments or nominations be made on an "or nominee" basis where the organisation in question is willing to accept this arrangement.

3. OUTSIDE BODIES

- 3.1 The Weller Centre Advisory Board and Reading Hampshire Property Partnership (officer appointment) have been added to the register in 2021/22.
- 3.2 Appointments to the Royal Berkshire Fire Authority, Joint Waste Disposal Board and LGA General Assembly were made by Policy Committee motion at the Council AGM on 25 May 2022 - see the Minutes elsewhere on the agenda.

4. LEGAL AND FINANCIAL IMPLICATIONS

- 4.1 Attendance by Councillors appointed to the above bodies will be an approved duty for the purposes of the Council's scheme made in accordance with the provisions of the Local Authorities (Members' Allowances) Regulations 1991.

This means that travel and subsistence claims may be made in respect of expenses incurred in attending meetings.

- 4.2 The Council cannot legally provide personal liability cover for representatives serving on outside bodies (*Burgoine v Waltham LBC 1996*) and it is the responsibility of the outside body to secure the appropriate insurance and personal liability cover for people on it. Local authorities do not have a legal power to extend their insurance policies to cover the liabilities of third parties.
- 4.3 All Councillors, officers and other people appointed by Reading - and any other local authority - are therefore advised of the need to check directly with the outside body about its insurance cover, and how far it protects them.
- 4.4 Non-Councillors who are appointed to represent the Borough on outside bodies may claim financial loss allowance and travel and subsistence, if applicable.

5. CONTRIBUTION TO STRATEGIC AIMS

- 5.1 Representation on joint committees and outside bodies gives the Council an opportunity, through its representatives, to work with partner organisations to achieve the vision and priorities set out in the Corporate Plan.

6. COMMUNITY ENGAGEMENT AND INFORMATION

- 6.1 Representation on outside bodies gives the Council an opportunity, through its representatives, to engage with the community on matters that affect the Borough.

7. BACKGROUND PAPERS

Outside Bodies correspondence and questionnaires.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank