



Reading
Borough Council
Working better with you

DECISION BOOK

Issue: 584 Date: 7 February 2020

Decisions set out in the book have been made under delegated powers by the Chief Executive, Corporate Directors or the Chief Finance Officer and Monitoring Officer, in consultation either with the relevant committee or Lead Councillor.

This issue of the decision book will be in public circulation up until Monday 17 February 2020. During that period three Councillors may request in writing to the Head of Legal and Democratic Services that a decision should be referred either to a committee, or to the Council (as appropriate) for formal resolution.

The decision book is open to public inspection at the Civic Offices between 9.00 am and 5.00 pm, Mondays to Fridays and can be accessed on the Council's website - www.reading.gov.uk/decisionbooks.

The officer reports accompanying the decisions are attached.

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DECISION BOOK - ISSUE 584 - 7 FEBRUARY 2020

1. APPOINTMENT OF SCHOOL GOVERNORS

<u>DECISION</u>	<u>LEAD COUNCILLOR(S)</u>	<u>WARDS AFFECTED</u>	<u>PAGE NO.</u>
1. APPOINTMENT OF SCHOOL GOVERNORS	COUNCILLOR PEARCE	BATTLE	1

This report sets out the decision to appoint Local Authority governors to Reading schools.

It is the decision of the Director of Education, in consultation with the Lead Councillor for Education that the proposals as set out in paragraph 4 be approved.

2. 7 SOUTHCOTE PARADE, READING

<u>DECISION</u>	<u>LEAD COUNCILLOR(S)</u>	<u>WARDS AFFECTED</u>	<u>PAGE NO.</u>
2. 7 SOUTHCOTE PARADE, READING	COUNCILLOR EMBERSON	SOUTHCOTE	4

This report sets out the decision to grant a new lease to the existing tenants on the same terms as the existing lease. The previous lease was granted in accordance with the 3rd Sector Lettings Policy dated 15 February 2016.

It is the decision of the Executive Director for Economic Growth & Neighbourhood Services, in consultation with the Leader of the Council, the Lead Councillor for Housing, the Assistant Director of Finance and relevant Ward Councillors that the lease is renewed to Home-Start Reading for a further term of three years, on terms as set out in the Proposal, Section 5.

READING BOROUGH COUNCIL

REPORT BY THE DIRECTOR OF EDUCATION

LEAD COUNCILLOR:	COUNCILLOR PEARCE		
DATE:	7 FEBRUARY 2020		
TITLE:	APPOINTMENT OF SCHOOL GOVERNORS		
SERVICE:	SCHOOL STANDARDS	WARDS:	BATTLE
AUTHOR:	SARAH SHORTT	TEL:	9374355 EXT 74355
JOB TITLE:	GOVERNOR SERVICES	E-MAIL:	Sarah.shortt@brighterfuturesforchildren.org

1. EXECUTIVE SUMMARY

1.1 This report sets out the decision to appoint Local Authority governors to Reading schools.

2. DECISION

2.1 It is the decision of the Director of Education, in consultation with the Lead Councillor for Education that the proposals as set out in paragraph 4 be approved.

3. POLICY CONTEXT

3.1 As the Local Authority the Council has a duty to nominate governors for appointment to school governing boards in Reading.

4. THE PROPOSAL

That the following be nominated as an LA governor

LAURA GOW - Cranbury College

5. CONTRIBUTION TO STRATEGIC AIMS

5.1 Equal Opportunities - To meet the needs of the diverse community in Reading, governors are recruited from within the local black and minority ethnic groups during each recruitment campaign.

6. COMMUNITY ENGAGEMENT AND INFORMATION

N/A

7. LEGAL IMPLICATIONS

7.1 The School Standards and Framework Act 1998, Schedule 9, paragraph 3, provides for the appointment of LA governors to school governing boards within the Reading Borough Council boundary.

8. FINANCIAL IMPLICATIONS

8.1 Governing boards may decide to pay governors' expenses from the individual school budget.

9. BACKGROUND PAPERS

9.1 Information regarding the applicant.

READING BOROUGH COUNCIL

LEAD COUNCILLOR:	COUNCILLOR PEARCE		
DATE:	7 FEBRUARY 2020		
TITLE:	APPOINTMENT OF SCHOOL GOVERNORS		
SERVICE:	SCHOOL IMPROVEMENT	WARDS:	BATTLE
AUTHOR:	SARAH SHORTT	TEL:	9374355 EXT 74355
JOB TITLE:	GOVERNOR SERVICES	E-MAIL:	Sarah.Shortt@brighterfuturesforchildren.org

BACKGROUND PAPER:

Information regarding the applicants:

Cranbury College - Battle Ward.

Name: Laura Gow (nee Mathews)

Ms Gow states that: I spent 2018 working as a Leadership Consultant with Oasis Academies, so I have experience of holding Senior Leaders to account particularly with regard to outcomes at key Stages 4 and 5. Part of the development work I did with Oasis Academy Isle of Sheppey involved establishing the provision of onsite AP (as there is no Alternative Provision providers on the island or in nearby Kent), managing the transition to and from mainstream education and tracking both the academic progress but also the wellbeing of these pupils.

During my time as Assistant Headteacher, both at the West London Free School and here at Highdown, I have taken responsibility for Teaching and Learning, Child Protection and Safeguarding, Assessment and Outcomes, Attendance and Personal development so have a strong understanding of the various facets of leadership. I am also an English teacher, and examiner for AQA English Literature and discussed with Cranbury about how I can support with development of literacy as referenced in their most recent Ofsted report.

In the past I have been a Trustee of Durham University's Charity Committee (DUCK) and an advisory board member for Book Clubs in Schools.

READING BOROUGH COUNCIL

REPORT BY EXECUTIVE DIRECTOR OF ECONOMIC GROWTH & NEIGHBOURHOOD SERVICES

LEAD COUNCILLOR:	COUNCILLOR EMBERSON		
DATE:	7 FEBRUARY 2020		
TITLE:	7 SOUTHCOTE PARADE, READING		
SERVICE:	PROPERTY, ESTATES & VALUATION	WARDS:	SOUTHCOTE
AUTHOR:	TOM WHITE	TEL:	0118-9372531 (72531)
JOB TITLE:	VALUER	E-MAIL:	thomas.white@reading.gov.uk

1. EXECUTIVE SUMMARY

- 1.1 This report sets out the decision to grant a new lease to the existing tenants on the same terms as the existing lease. The previous lease was granted in accordance with the 3rd Sector Lettings Policy dated 15 February 2016.

2. DECISION

- 2.1 It is the decision of the Executive Director for Economic Growth & Neighbourhood Services, in consultation with the Leader of the Council, the Lead Councillor for Housing, the Assistant Director of Finance and relevant Ward Councillors that the lease is renewed to Home-Start Reading for a further term of three years, on terms as set out in the Proposal, Section 5.

3. POLICY CONTEXT

- 3.1 Home -Start have been in occupation for the last three years and would like continue to use 7 Southcote Parade as their base in Reading.
- 3.2 On 18 January 2016 Policy Committee approved the Policy Statement on Premises occupied by the Third Sector which provides a policy context for future decision on leases to third sector organisations occupying Council owned buildings or land. The Policy Statement and Guidance Notes set out clearly and transparently the Council's way of managing these assets, including those that are leased at less than market value.

- 3.3 At the expiration of a lease the Council will consider the future use of the property which will include letting the property at market value to an alternative occupier, disposing of the freehold of the asset to an alternative organisation or re-letting to the current occupier.
In the latter case the occupier will be subject to the New Lettings policy.

4. OPTIONS

4.1 Letting the property at market value to an alternative occupier

Until 2013, when it was let to Home-Start Reading, the shop unit known as 7 Southcote Parade had been vacant since 2011 when the tenant exercised a break option in its lease and returned the Property to the Council. The Property was marketed at the time and despite several viewings no offers were received. Home-Start has occupied the property over the past 3 years.

4.2 Disposing of the freehold of the asset to an alternative organisation

The property is part of a larger block and would be difficult to sell separately.

4.3 Re-letting to the current occupier

Home-Start Reading has been a tenant of the Council since 1996. They originally occupied the Maples Centre, Lyon Square but were required to move by late 2013 so that the Dee Park Regeneration Programme could proceed.

The size and location of the Southcote Parade shop was deemed ideal by Home-Start as its base. The Council obtained Planning Consent for change of use from A1 Retail to Community Use. Home-Start refurbished the Property at its own cost.

The current lease will expire 6 August 2019 and Home-Start is keen to remain at the property for a further 3 years on the same terms as previously.

4.4 Financial Accountability

Accounts for the last 5 years are posted on the Charity Commission website showing income of £97k in 2010/11 rising to £123k in 2014/15, with income between 5%-20% in excess of expenditure with the exception of 2011/12 when there was a £5k deficit. Years ending 31/3/2018 and 2019 have shown a healthy income.

Home-Start Reading is not in receipt of any funding from the Council. They source their own funding and in 2013 secured a five year grant from the Big Lottery. This independent funding stream enables them to continue to offer a hands-on preventative whole family support service free of charge to families in need.

4.5 Quality Service Delivery

Home-Start helps young families going through difficult times, whether because of bereavement, illness or disability of the child or the parent, post-natal depression, family breakdown, loneliness and isolation, or stress in coping with a number of young children.

Volunteers, who are parent themselves, are trained and carefully matched with a family. They are supervised by experienced, qualified Home-Visiting Co-Ordinators and visit families weekly, in their own homes. By offering friendship, support and practical help, they enable parents to grow in confidence, strengthen their relationships with their children and widen their links with the local community.

Home-Start Reading has two “Family Groups”, one based in Whitley and the other in Dee Park. Groups are structured and provide support to isolated parents. Families are referred by health visitors, family support workers, GPs, Social Workers, Nurseries, Maternity Services or by the parents themselves.

Home-Start Reading has appropriate policies in place including Safeguarding, Confidentiality, Equality, Fairness and Diversity, and Health & Safety.

Home-Start UK conducts a four-yearly Quality Assurance review of all Home Start Schemes. The purpose is to validate the processes, endorse and build on good practice and identify areas of improvement.

4.6 Constitution Ability

Home-Start Reading registered as an independent Charity No. 1110638 in 2005 with good compliance showing over the last 5 years. The organisation has been established in Reading since 1984 and is part of Home-Start UK, a Charity with more than 300 similar groups around the country.

4.7 Efficient Property Management

Home-Start Reading refurbished/redecorated 7 Southcote Parade at their own cost at the commencement of the existing lease and have maintained the property in accordance with the terms of the Lease.

5. THE PROPOSAL, Main Heads of Terms

That the Lease is renewed for a further term of 3 years on the following terms:-

Property Address: 7 Southcote Parade
Reading RG30 3DT

Landlord: Reading Borough Council
Civic Centre
Reading RG1 2LU

Tenant: Home-Start Reading

Lease length:	3 years from 7 August 2019
Permitted Use:	Community Use in accordance with Planning Consent 12/00564/REG3
Break Clauses:	Either the Landlord or the Tenant may terminate the Lease on not less than 6 months notice in writing at any time.
Tenure:	Lease to be contracted out of security of tenure provisions of the Landlord & Tenant Act 1954.
Rent:	Nil, one peppercorn
Business Rates:	The tenant to be responsible for payment of the Business Rates. As a registered charity the Tenant will be entitled to statutory business rates relief of 80%.
Buildings Insurance:	The Landlord insures the property and will recover the premium from the Tenant.
Utilities:	The Tenant will be responsible for payment of all utilities relating to the Property.
Statutory regulations:	The Tenant will be required to comply with all statutory requirements (e.g. fire regs/legionella testing etc.)
Maintenance/Repairs:	The Tenant will be responsible for the maintenance, decoration and repairs to the interior of the Property, the shop front and rear yard.
Alterations:	The Tenant will be allowed to carry out non-structural work, subject to obtaining the consent of the Council.
Assignment and subletting:	The Tenant will be not permitted to assign or sublet the whole or any part of the Property.
Legal Costs:	Each party to be responsible for their own legal costs.

6. CONTRIBUTION TO STRATEGIC AIMS

Promotes equality, social inclusion and a safe and healthy environment for all.

7. ENVIRONMENTAL IMPLICATIONS

7.1 There are no new environmental implications from the reletting of the property.

8. COMMUNITY ENGAGEMENT AND INFORMATION

8.1 This took place through the Planning process prior to grant of the existing lease.

9. LEGAL IMPLICATIONS

9.1 The Head of Legal and Democratic Services will prepare the necessary documentation for the grant of the Lease.

10. EQUALITY IMPACT ASSESSMENT

10.1 Under the Equality Act 2010, Section 149, a public authority must consider whether the decision will or could have a differential impact on people, under the following headings:

- racial groups,
- gender,
- with disabilities,
- of a particular sexual orientation
- due to their age
- due to their religious beliefs

10.2 Failure to renew the lease to Home-Start Reading would significantly disadvantage a service for children and their carers, including children with a disability. The tenant provides a child-centred service that supports family structures with a focus on particular geographical areas of high need.

11. FINANCIAL IMPLICATIONS

11.1 The market value as a retail unit is estimated at around £5k per annum, but there is no guarantee a suitable commercial tenant could be found given the long void history before the Home-Start agreed a lease

Home-Start pays the Business Rates, utility costs and buildings insurance premium and maintains the property in repair.

12. BACKGROUND PAPERS

12.1 Council-owned Premises Occupied by the Third Sector - Policy Statement. Report to Policy Committee 18 January 2016.