

## **POLICY COMMITTEE MEETING MINUTES - 12 JUNE 2023**

**Present:** Councillor Brock (Chair);  
Councillors Barnett-Ward, Emberson, Ennis, Hoskin, Leng,  
McEwan, Mitchell, Robinson, Rowland, Thompson and White

**Apologies:** Councillors Terry and Gittings

### **2. CHAIR'S ANNOUNCEMENTS**

The Chair made the following announcement:

'We have all been deeply saddened to hear that Councillor Colette Dennis, member for Norcot Ward, passed away suddenly and unexpectedly on Friday the 9th of June. Colette was a good friend to very many of us and I know that losing her will be felt across the Chamber and most especially in the Labour Group. She was a wonderful Ward Councillor, an active member of the community in Norcot especially around Dee Park and the Dee Caf Community café, at the Norcot Mission Church and its Lunch Club and at the Oak Tree Care Home. As for her work on the Council, she always displayed compassion, commitment and insatiable spirit to stand up for her residents and challenge any inequities she saw. She showed a particular interest in the Council's adult social care and children's services and had just been appointed chair of the older People's Working Group.

I'm very proud of the contribution Colette made to her community and to our Council and we will miss her very greatly. My thoughts and I'm sure the thoughts of everyone around the Council are with her husband, Councillor Glenn Dennis, and with all Colette's family and friends.'

The Committee and others in attendance stood for a minute's silence.

### **3. MINUTES**

The Minutes of the meetings held on 3 April 2023 and 24 May 2023 were agreed as a correct record and signed by the Chair.

### **4. CIVIL ENFORCEMENT CONTRACT (PARKING SERVICES) - DELEGATED AUTHORITY TO SPEND AND AWARD CONTRACT**

The Executive Director of Economic Growth & Neighbourhood Services submitted a report providing information on the ongoing procurement process for the Civil Enforcement (Parking) Contract(s) to be implemented in November 2023 and seeking authority to enter into a contract(s).

The report explained that the Council currently outsourced the provision of its Civil Enforcement Services through one contract. This had been running for ten years and would expire on 31 October 2023. The proposal would be to award new contracts from 1 November 2023 for a period of four years with the option of extending the contract for a

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further 3+3 years, subject to performance. Some functions were proposed to move in-house, primarily delivery of customer services in relation to informal PCN challenges to align with the Council's aims and values in relation to the customer journey.

To allow for flexibility of the delivery of services the contracts would be split over three lots comprising:

- Lot 1: Civil Enforcement Services
- Lot 2: Civil Parking Enforcement PCN and Permit Software and Associated Hardware
- Lot 3: Combined bid

### **Resolved –**

- (1) That the recommended procurement route and process as described in the associated report be noted;**
- (2) That the Interim Executive Director for Economic Growth and Neighbourhood Services, in consultation with the Leader of the Council, the Director of Finance and the Assistant Director of Legal and Democratic Services, be authorised to finalise the terms of and enter into a contract(s) to provide civil enforcement services with the most economically advantageous tenderer(s).**

### **5. THE LODGE AT COLEY PRE-SCHOOL**

The Executive Director of Children's Services submitted a report seeking delegated authority to go to external consultation on the proposal for the closure of The Lodge at Coley Pre-School nursery.

The report explained that The Lodge was a small 16 place nursery for the use of 2 year-old children only, operating from one room on the grounds of St. Mary's and All Saints Primary School. A viability analysis of The Lodge had been undertaken following an inadequate Ofsted inspection in June 2022. After the inspection The Lodge had received a programme of improvement which included senior staff being seconded to The Lodge to provide additional support. When re-inspected in December 2022 the facility had been graded good in all areas. However, the Lodge had never run at full capacity and the viability analysis results showed that significant risks remained around both the quality of day-care and financial viability of the service that would require considerable additional ongoing investment.

The report stated there was a small risk in closing the unit due to the changes around places for 2-year-olds announced by the government earlier in the year. However, four additional childcare providers would be in place later during the year and would offer 300 additional places across Reading.

The report also sought delegated authority for discussions to take place with the headteacher of St Mary and All Saints Primary School for the possible use of the facility as

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an additional provision for children with SEND. Based on the outcomes of the consultation and discussion with St Mary and All Saints Primary headteacher, delegated authority was also sought to decide on the future of the facility.

### Resolved –

- (1) That the current service model for The Lodge at Coley pre-school nursery presented quality and financial risks be agreed and that the Executive Director of Children’s Services be authorised to commence consultation on the impact of the potential closure of The Lodge at Coley;
- (2) That the Executive Director of Children’s Services be authorised to discuss with the headteacher of St Mary’s and All Saints Primary school regarding the possible use of the provision for a SEND facility with the school;
- (3) That the Executive Director of Children’s Services in consultation with the Lead Councillor for Children’s Services be authorised to decide on the future of the facility based on the outcomes of (1) and (2) above.

## 6. OUTSIDE BODY APPOINTMENTS

The Assistant Director of Legal and Democratic Services submitted a report asking the Committee to make appointments or nominations to outside bodies for the Municipal Year 2023/24, or longer where required. A schedule of outside body appointments showing the Group Leaders’ recommendations was tabled at the meeting.

### Resolved –

- (1) That appointments or nominations to the listed outside bodies be made as follows:

Organisation	Representative	Role	Term of Office	End
Age UK Berkshire - Board observer			1 year	
Association of Public Service Excellence (APSE)	Councillor Jason Brock		1 year	
Association of Public Service Excellence (APSE)	Councillor Paul Gittings		1 year	
AWE Aldermaston – Local Liaison Committee	Councillor Clarence Mitchell		1 year	
AWE Aldermaston – Local Liaison Committee	Councillor Mark Keeping		1 year	
Berkshire Healthcare Foundation Trust – Governor	Councillor Deborah Edwards		3 years	

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<b>Berkshire Local Transport Body</b>	Councillor John Ennis	Deputy	1 year	
<b>Berkshire Local Transport Body</b>	Councillor Jason Brock		1 year	
<b>Berkshire Maestros</b>	Councillor Paul Gittings		1 year	
<b>Berkshire Pension Fund Panel</b>	Councillor Glenn Dennis		1 year	
<b>Parking and Traffic Regulations Outside London Adjudication Joint Committee</b>	Councillor Will Cross	Deputy	1 year	
<b>Parking and Traffic Regulations Outside London Adjudication Joint Committee</b>	Councillor John Ennis		1 year	
<b>Caversham Park Village Association</b>	Councillor Stephen Goss		1 year	
<b>Citizens' Advice Reading Trustee Board</b>			1 year	
<b>Citizens' Advice Reading Trustee Board</b>	Councillor Wendy Griffith		1 year	
<b>Community Alcohol Partnerships CIC</b>	Public Protection Manager	Officer		
<b>Conservation Area Advisory Committee</b>			1 year	
<b>Conservation Area Advisory Committee</b>	Councillor Wendy Griffith		1 year	
<b>Flexible Home Improvements Limited</b>	James Crosbie	Officer		
<b>Hexham Community Association Management Committee</b>	Councillor Will Cross		1 year	
<b>Homes for Reading Limited</b>	Councillor Jan Gavin		3 years	
<b>Homes for Reading Limited</b>	Councillor Jo Lovelock		3 years	
<b>Homes for Reading Limited</b>	Councillor Liam Challenger		3 years	
<b>Homes for Reading Limited</b>	Councillor Raj Singh		3 years	
<b>Homes for Reading Limited</b>		Officer	3 years	
<b>Improvement and Efficiency Social Enterprise</b>	Councillor Jason Brock		1 year	
<b>Improvement and Efficiency Social Enterprise</b>	Councillor Liz Terry		1 year	
<b>Kenavon Drive</b>	Councillor Richard		1 year	

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<b>Management Company</b>	Davies			
<b>Kennet and Avon Canal Trust</b>	Councillor Paul Gittings		1 year	
<b>Kennet Day Nursery Association</b>	Councillor Ruth McEwan		1 year	
<b>Launchpad Reading</b>	Councillor Rachel Eden		1 year	
<b>LGA Unitary Councils Network</b>	Councillor Jason Brock	Substitute		
<b>LGA Unitary Councils Network</b>	Councillor Liz Terry			
<b>Local Enterprise Partnership</b>	Councillor Jason Brock		1 year	
<b>Local Government Association (Conference)</b>	Councillor Jason Brock		1 year	
<b>Local Government Association (Conference)</b>	Councillor Tony Page		1 year	
<b>Local Government Information Unit Management Committee</b>	Councillor Alice Mpofu-Coles	Deputy	1 year	
<b>Local Government Information Unit Management Committee</b>	Councillor Rachel Eden		1 year	
<b>Mapledurham Playing Fields Management Committee</b>	Councillor Isobel Ballsdon		3 years	
<b>Mapledurham Playing Fields Management Committee</b>	Councillor Sam Juthani		3 years	
<b>Mid and West Berkshire Local Access Forum</b>	Councillor Adele Barnett-Ward		1 year	
<b>Pakistani Community Association</b>	Councillor Wendy Griffith		1 year	
<b>Queen Victoria Institute</b>	Councillor Karen Rowland		4 years	
<b>Queen Victoria Institute</b>			4 years	
<b>Readibus Board of Directors</b>	Councillor Andrew Hornsby-Smith		1 year	
<b>Readibus Board of Directors</b>	Councillor Jacopo Lanzoni		1 year	
<b>Readibus Board of Directors</b>	Councillor Mohammed Ayub		1 year	
<b>Readibus Board of Directors</b>			1 year	
<b>Readibus Board of Directors</b>			1 year	
<b>Reading Climate Change Partnership</b>	Ben Burfoot	Officer	1 year	

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<b>Reading Climate Change Partnership</b>	Chris Maddocks	Officer	1 year	
<b>Reading Climate Change Partnership</b>	Councillor John Ennis		1 year	
<b>Reading College Business Advisory Board</b>	Councillor Jason Brock		1 year	
<b>Reading Deaf Centre</b>	Councillor Will Cross		1 year	
<b>Reading Hampshire Property Partnership</b>	Mike Graham	Officer	1 year	
<b>Reading In Bloom Committee</b>	Councillor Karen Rowland		1 year	
<b>Reading Sports Aid Fund</b>	Councillor Adele Barnett-Ward		3 years	
<b>Reading Sports Aid Fund</b>	Councillor Tony Page	Mayor	Mayoral term	
<b>Reading Voluntary Action</b>	Councillor Adele Barnett-Ward		1 year	
<b>REDA - Reading's Economy and Destination Agency</b>	Councillor Jason Brock		1 year	
<b>REDA - Reading's Economy and Destination Agency</b>		Officer	1 year	
<b>Royal Berkshire NHS Foundation Trust - Governor</b>	Councillor Deborah Edwards		1 year	
<b>South East Employers</b>	Councillor Liz Terry		1 year	
<b>South East Employers</b>	Councillor Jason Brock	Substitute	1 year	
<b>South East England Councils</b>	Councillor Jason Brock		1 year	
<b>South East England Councils</b>	Councillor Liz Terry	Substitute	1 year	
<b>South East Strategic Leaders</b>	Councillor Jason Brock		1 year	
<b>South East Strategic Leaders</b>	Councillor Liz Terry	Substitute	1 year	
<b>St Laurence Relief in Need Trust</b>			4 years	
<b>St Laurence Relief in Need Trust</b>			4 years	
<b>Standing Committee On Archives</b>	Councillor Jason Brock		1 year	
<b>Thames Valley Police &amp; Crime Panel</b>	Councillor Karen Rowland		1 year	
<b>Thames Valley Police &amp; Crime Panel</b>	Councillor Liz Terry	Substitute	1 year	
<b>Trading Standards South-East Ltd</b>	James Crosbie	Officer	1 year	
<b>Trading Standards South-</b>	Public Protection	Officer	1 year	

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East Ltd	Manager			
University of Reading Court	Councillor Tony Page	Mayor	Mayoral term	

- (2) That the appointments or nominations be made on an “or nominee” basis where the organisation in question was willing to accept this arrangement;
- (3) That the Monitoring Officer, in consultation with the Leader of the Council and any relevant Group Leaders, be authorised to appoint the Council’s representative(s) to any outside body vacancies arising mid-year or otherwise not filled in the annual round of appointments;
- (4) That the Trustees Sub-Committee be authorised to conduct a review of the appointments and nominations to outside bodies and report back to Policy Committee with recommendations.

### 7. 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 items 9 and 10 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.

### 8. DECLARATIONS OF INTEREST FOR CLOSED SESSION ITEMS

Councillor Ennis declared a non-prejudicial interest in item 9. Councillor Ennis left the meeting while discussions were taking place.

### 9. PROPERTY IN CENTRAL READING

The Executive Director of Economic Growth & Neighbourhood Services submitted a report seeking approval to grant a reversionary lease to the tenant set out in the report. The lease would commence on the expiry of the existing lease.

The report provided two options with the recommended option to grant the lease to the current tenant on the same terms as the existing lease.

#### Resolved –

**That a reversionary lease be granted to the current tenant as per the terms detailed in the report.**

(Exempt information as defined in Paragraph 3).

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### 10. PROPERTY IN SOUTH CENTRAL READING

The Executive Director of Economic Growth & Neighbourhood Services submitted a report seeking approval to grant a reversionary lease to the sub-tenant set out in the report.

The report provided four options, with the recommended option to grant the lease to the sub-tenant on the terms set out in the report. A site plan was attached to the report at Appendix 1.

#### **Resolved –**

**That a reversionary lease be granted to the sub-tenant on the terms detailed in the report.**

(Exempt information as defined in Paragraph 3).

(The meeting started at 6.30 pm and closed at 7.10 pm)