

NOTICE OF MEETING

CABINET

will meet on

THURSDAY, 27TH OCTOBER, 2022

At 7.00 pm

in

GREY ROOMS - YORK HOUSE, WINDSOR AND ON [RBWM YOUTUBE](#)

TO: MEMBERS OF CABINET

COUNCILLORS: ANDREW JOHNSON GROWTH & OPPORTUNITY (CHAIRMAN),

STUART CARROLL ADULT SOCIAL CARE, CHILDREN'S SERVICES, HEALTH, MENTAL HEALTH, & TRANSFORMATION (VICE-CHAIRMAN),

DAVID CANNON ANTI-SOCIAL BEHAVIOUR, CRIME, AND PUBLIC PROTECTION,

DAVID COPPINGER ENVIRONMENTAL SERVICES, PARKS & COUNTRYSIDE & MAIDENHEAD,

SAMANTHA RAYNER BUSINESS, CORPORATE & RESIDENTS SERVICES, CULTURE & HERITAGE, & WINDSOR,

PHIL HASELER PLANNING, PARKING, HIGHWAYS & TRANSPORT,

DAVID HILTON ASSET MANAGEMENT & COMMERCIALISATION, FINANCE, & ASCOT

DONNA STIMSON CLIMATE ACTION & SUSTAINABILITY

ROSS MCWILLIAMS DIGITAL CONNECTIVITY, HOUSING OPPORTUNITY, & SPORT & LEISURE

Karen Shepherd – Head of Governance - Issued: Wednesday, 19 October 2022

Members of the Press and Public are welcome to attend Part I of this meeting. The agenda is available on the Council's web site at www.rbwm.gov.uk or contact the Panel Administrator **Karen Shepherd** karen.shepherd@rbwm.gov.uk or 07766 778286

Recording of Meetings – In line with the council's commitment to transparency the Part I (public) section of the virtual meeting will be streamed live and recorded via Zoom. By participating in the meeting by audio and/or video, you are giving consent to being recorded and acknowledge that the recording will be in the public domain. If you have any questions regarding the council's policy, please speak to Democratic Services or Legal representative at the meeting.

AGENDA

PART I

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MEMBERS' GUIDE TO DECLARING INTERESTS AT MEETINGS

Disclosure at Meetings

If a Member has not disclosed an interest in their Register of Interests, they **must make** the declaration of interest at the beginning of the meeting, or as soon as they are aware that they have a Disclosable Pecuniary Interest (DPI) or Other Registerable Interest. If a Member has already disclosed the interest in their Register of Interests they are still required to disclose this in the meeting if it relates to the matter being discussed.

Any Member with concerns about the nature of their interest should consult the Monitoring Officer in advance of the meeting.

Non-participation in case of Disclosable Pecuniary Interest (DPI)

Where a matter arises at a meeting which directly relates to one of your DPIs (summary below, further details set out in Table 1 of the Members' Code of Conduct) you must disclose the interest, **not participate in any discussion or vote on the matter and must not remain in the room** unless you have been granted a dispensation. If it is a 'sensitive interest' (as agreed in advance by the Monitoring Officer), you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted by the Monitoring Officer in limited circumstances, to enable you to participate and vote on a matter in which you have a DPI.

Where you have a DPI on a matter to be considered or is being considered by you as a Cabinet Member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

DPIs (relating to the Member or their partner) include:

- *Any employment, office, trade, profession or vocation carried on for profit or gain.*
- *Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses*
- *Any contract under which goods and services are to be provided/works to be executed which has not been fully discharged.*
- *Any beneficial interest in land within the area of the council.*
- *Any licence to occupy land in the area of the council for a month or longer.*
- *Any tenancy where the landlord is the council, and the tenant is a body in which the relevant person has a beneficial interest in the securities of.*
- *Any beneficial interest in securities of a body where:*
 - a) that body has a place of business or land in the area of the council, and*
 - b) either (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body **or** (ii) the total nominal value of the shares of any one class belonging to the relevant person exceeds one hundredth of the total issued share capital of that class.*

Any Member who is unsure if their interest falls within any of the above legal definitions should seek advice from the Monitoring Officer in advance of the meeting.

Disclosure of Other Registerable Interests

Where a matter arises at a meeting which **directly relates** to one of your Other Registerable Interests (summary below and as set out in Table 2 of the Members Code of Conduct), you must disclose the interest. **You may speak on the matter only if members of the public are also allowed to speak at the meeting** but otherwise **must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation**. If it is a 'sensitive interest' (as agreed in advance by the Monitoring Officer), you do not have to disclose the nature of the interest.

Other Registerable Interests (relating to the Member or their partner):

You have an interest in any business of your authority where it relates to or is likely to affect:

- a) any body of which you are in general control or management and to which you are nominated or appointed by your authority*
- b) any body*
 - (i) exercising functions of a public nature*
 - (ii) directed to charitable purposes or*

one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

Disclosure of Non- Registerable Interests

Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a DPI) or a financial interest or well-being of a relative or close associate, you must disclose the interest. **You may speak on the matter only if members of the public are also allowed to speak at the meeting** but otherwise **must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation**. If it is a 'sensitive interest' (agreed in advance by the Monitoring Officer) you do not have to disclose the nature of the interest.

Where a matter arises at a meeting which **affects** –

- a. your own financial interest or well-being;
- b. a financial interest or well-being of a friend, relative, close associate; or
- c. a body included in those you need to disclose under DPIs as set out in Table 1 of the Members' code of Conduct

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied.

Where a matter **affects** your financial interest or well-being:

- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise **must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation**. If it is a 'sensitive interest' (agreed in advance by the Monitoring Officer, you do not have to disclose the nature of the interest.

Other declarations

Members may wish to declare at the beginning of the meeting any other information they feel should be in the public domain in relation to an item on the agenda; such Member statements will be included in the minutes for transparency.

Agenda Item 3

CABINET

THURSDAY, 29 SEPTEMBER 2022

PRESENT: Councillors Andrew Johnson (Chairman), Stuart Carroll (Vice-Chairman), David Cannon, David Coppinger, Samantha Rayner, David Hilton and Donna Stimson

Also in attendance: Councillor Julian Sharpe and Councillor Helen Price. Ian Brazier-Dubber (RBWM PropCo).

In attendance virtually: Councillors John Baldwin, Mandy Brar, Catherine Del Campo, Phil Haseler, Ross McWilliams, Gurch Singh and Simon Werner.

Officers: Louisa Dean, Emma Duncan, Andrew Durrant, Sarah Harper, Chris Joyce, Kevin McDaniel, Adele Taylor, Alysse Strachan, Karen Shepherd and Andrew Vallance.

APOLOGIES FOR ABSENCE

Councillors Haseler and McWilliams attended virtually, therefore took no part in the voting on any item.

DECLARATIONS OF INTEREST

None

MINUTES

RESOLVED UNANIMOUSLY: That the Part I minutes of the meeting held on 25 August 2022 be approved, subject to the following amendment:

Item G to read:

RESOLVED UNANIMOUSLY: That Cabinet notes the report and:

- i) Notes the risk in relation to the grant of planning consent**
- ii) Approves the option to sell Cedar Tree House (option C) as a family dwelling for best market consideration, *and to consider the option to sell as three flats.***

APPOINTMENTS

None

FORWARD PLAN

Cabinet noted the Forward Plan for the next four months including the following additional changes:

- The item 'Budget Implications of Replacement Adult Social Care Case Management System' would be considered by the Cabinet Transformation Sub Committee on 7 November 2022.

- The item 'School Place Planning Annual Report' would be deferred from October 2022 to December 2022.

REFERRAL FROM OVERVIEW & SCRUTINY - CEDAR TREE HOUSE, 90 ST LEONARDS ROAD, WINDSOR

Members considered a referral from the Corporate Services Overview and Scrutiny Panel to reconsider the decision taken at the Cabinet meeting held on 25 August 2022. The Chairman explained that the O&S Panel had requested further clarity on Cabinet's agreed option to dispose of the property at market value. Earlier in the meeting, Cabinet had agreed to amend the minutes from the August meeting, to include reference to the option to consider selling the property for conversion into three flats alongside the agreed option to sell as a single dwelling. Whichever option offered best value would be pursued.

Karin Falkentoft, a registered public speaker, stated that she did not wish to address Cabinet, given the recommendation was still to sell the property.

Councillor Hilton commented that costs were increasing therefore it was the right decision to sell as a refurbished single dwelling.

Cabinet agreed to reconfirm the decision taken at August Cabinet as below:

RESOLVED UNANIMOUSLY: That Cabinet notes the report and:

- i) Notes the risk in relation to the grant of planning consent**
- ii) Approves the option to sell Cedar Tree House (option C) as a family dwelling for best market consideration, and to consider the option to sell as three flats.**

CABINET MEMBERS' REPORTS

A) PETITION - SPEED LIMIT ON LONDON ROAD, ASCOT

Cabinet considered a petition requesting a reduction in the speed limit on London Road, Ascot. Councillor Haseler, Cabinet Member for Planning, Parking, Highways and Transport, explained that in October 2021 a petition with 174 signatures had been submitted by local residents to request that the existing speed limit on the A329 London Road, Ascot was reduced from its current 40mph to 30mph between the junctions with Cheapside Road and Sunninghill Road.

A speed survey was carried out in December 2021 which showed that 85% of the vehicles travelling east, towards Virginia Water, were travelling at a speed of 38mph or less. The corresponding speed for westbound, towards Ascot, traffic was 36.2mph or less. Although there were a number of vehicles that were exceeding the speed limit, this would indicate that the current 40mph speed limit was correctly set for the road and the majority of drivers were obeying it.

Councillor Haseler explained that London Road, Ascot between the junction with Cheapside and Sunninghill Road, was rural in appearance with few houses and frontages. It was an A class road and carried between 6500 – 7000 vehicles in either direction each day, thereby providing through route options for a large number of residents and visitors. The 40mph speed limit provided a link to the newly reduced

speed limit, from 50mph to 40mph, on the Virginia Water side of Sunninghill Road that now ran along the A329 London Road to the Surrey County Council boundary.

Members noted the collision history for the road as detailed in paragraph 2.5 of the report. Councillor Haseler highlighted that there was little commonality in the incidents and speed had been a contributory factor in only one. In light of the safe record of the road and the compliance of drivers, it was considered that the road was safe at the current speed limit and that no further action should be taken. Councillor Haseler commented that he had undertaken a site visit and considered the issue in light of his professional career in the police as a collision investigator. He believed a 40mph limit was fair and reasonable for the road.

As Councillor Haseler was in attendance virtually, the recommendation was proposed by Councillor Johnson. Councillor Hilton seconded the proposal.

Kate Valance, lead petitioner, addressed the Cabinet. Photographs of a recent collision on the road were circulated to Members of Cabinet.

Kate Vallance stated that she wished to appeal the decision not to reduce the speed limit. The report said that 85% of vehicles were travelling at less than 40mph, but this was not her experience. She could only conclude that drivers slowed down when they saw the speed check survey board. It had been stated that 40mph would be in line with driver expectations, but she felt that safety should be the priority. The section of the London Road was narrow with zigzag bends and poor visibility; because of the speed of vehicles, it was difficult to enter and exit properties. The photographs she had submitted showed a car that had lost control on a bend and crashed into her neighbour's fence and broken a steel lamppost into five pieces. The pavement was very narrow and only ran on one side. The Victory Fields were accessed from the road, yet parents would not let a child walk or cycle there. A child had been knocked down recently. Near the roundabout, the road narrowed further, and lorries were forced to use both lanes. Local residents knew to drive down there slowly but visitors would not. Kate Vallance concluded that 40mph was too fast for this section of road. 30mph, or more preferably 20mph, would be the appropriate limit. Alternatively, speed reduction measures could be introduced. The increased volume of traffic with all the development in the area meant she was virtually certain there would soon be a serious injury or death.

Councillor Johnson thanked Kate Vallance for addressing Cabinet.

Councillor Hilton commented that he understood some of the concerns as he used the road regularly. However, the statistics in the report supported the fact that the limit was well respected. Crossing the road was a challenge; he would not expect children to do so without parental supervision. However, he did not think many people accessed the Victory Fields from this direction as the majority of the population served was to the north.

Councillor Haseler commented that he understood the points made by the lead petitioner, however the speed limit had to be realistic for the nature of the road. The council received numerous requests from residents for speed reductions and perceptions were often higher than reality. The situation here was the 85th percentile. Most houses on the road were set back with walls that may restrict views; any overgrown hedges were the responsibility of the property owner. It was a rural road and therefore a 40mph limit was appropriate. A 30mph limit would not be expected by

most motorists. When the council was looking to reduce a speed limit it would consult with the police. If the police did not believe a reduction was justified, it would object, and the council would struggle to get the police to enforce a lower limit. Traffic calming measures were unlawful in anything above a 30mph zone. The volume of people crossing the road would not justify a zebra or pelican crossing. The matter could be kept under review but at the current time a reduction was not justified.

Councillor Hilton commented that the council did act to address issues where appropriate based on the evidence, for example when there had been a series of accidents at the junction with Silwood Road a few years previously, the issue had been investigated and measures put in including a traffic island.

Councillor Rayner suggested the idea of a review could be added to the recommendation. Councillor Johnson commented that he was relaxed about that idea. It was becoming apparent that enforcement of the existing 40mph limit was probably a more effective route than a reduction. Enforcement was a matter for the police, but they could be more proactive. More visibility of the enforcement of the current limit should be considered initially; if this was not effective then a review could be undertaken.

Councillor Sharpe commented that he knew the road well as the councillor who lived closest. The pavement was very narrow, and it was difficult to use for anyone with a child or a mobility scooter. Access to Victory Fields was very difficult. Visibility was very low considering the speed of the road and people did not obey the speed limit. The volume of traffic would have increased significantly since the survey undertaken in December 2021 therefore, he suggested another survey should be undertaken.

Councillor Johnson suggested the idea of a community speed watch to increase the deterrence factor. In relation to the photographs circulated of a recent collision, he commented that the conditions looked damp and greasy, and it was possible the driver had not taken into account the conditions.

Councillor Baldwin commented that there had been several references to the attitude of the police to any changes. He had met with local police recently and found them to be very helpful, he therefore questioned why the debate sounded so different. He also commented that he could understand referring to the operational expertise of serving police officers, but not one recently retired.

Councillor Johnson responded that feedback had been given on the unwillingness of the police to enforce inappropriate speed limits. Councillor Haseler was in a unique position having been involved in collision investigations in his professional career. Councillor Johnson stated that he would raise the issues of targeted enforcement with the police at a meeting he had the next day. The council should work with the police to enforce the current limit and if the situation had not markedly improved in 12 months other options could be considered.

RESOLVED UNANIMOUSLY: That Cabinet notes the report and:

- i) Recommends that the existing speed limit of 40mph is retained on the A329 London Road, Ascot.**

B) APPROVAL OF THE COOKHAM VILLAGE CONSERVATION AREA APPRAISAL

Cabinet considered approval of the Cookham Village Conservation Area Appraisal (CAA).

Councillor Haseler, Cabinet Member for Highways, Transport, Planning and Parking, explained that the CAA described the important features and characteristics of the area and would be used in determining planning applications. It was part of a long-term project to review all existing CAAs in the borough and complete ones for new areas.

A CAA identified specific buildings of architectural or historical interest, defined the Conservation Area boundary, increased public awareness of the need for preservation, and provided a framework to inform planning decisions.

The Cookham Village CAA included a five-year management plan which summarised the actions the council would take to ensure the area was preserved or enhanced. A public consultation had been undertaken to inform the CAA, including letters to all properties in the area and public meetings. There had been strong local support for the CAA. Once adopted, the CAA would replace the previous 2002 appraisal. Councillor Clark, ward councillor, had written to Councillor Haseler to say he was delighted with the updated CAA and residents had been grateful for the opportunity to help shape the document through the consultation process.

As Councillor Haseler was in attendance virtually, the proposal was recommended by Councillor Johnson. Councillor Coppinger seconded the proposal.

Councillor Rayner stated that she fully supported the proposal. The borough had an incredible wealth of heritage and culture, and anything done to preserve and enhance it should be applauded.

Councillor Hilton commented it was an excellent document that would protect the area. There were a few more areas in the borough that could benefit from Conservation Area status.

Councillor Stimson commented that she supported the proposal. As work was undertaken to retrofit old buildings to make them more comfortable to live in, the CAA would ensure the heritage and appearance of the area was preserved.

Councillor Coppinger commented that two areas in his ward had benefited from Conservation Area status. He was delighted the area covered in Cookham was being expanded.

Councillor Brar commented that she was very pleased with the proposal. Cookham was a unique place. She had been disappointed that the Railway Cottages on Station Road and High Road were not included and asked if there was any opportunity for them to be added at a later stage.

It was confirmed that there was a five-year review period for the CAA therefore other areas could be included in future.

RESOLVED UNANIMOUSLY: That Cabinet notes the report and:

i) Agrees the revised conservation area appraisal document and notes the change of name of the conservation area from the Cookham High Street Conservation Area to the Cookham Village Conservation Area.

ii) Agrees the revised boundary of the conservation area to encompass the additional areas identified as part of the boundary review and their publication in the London Gazette and one local paper as required under Section 70 (5) and (8) of the Planning (Listed Building and Conservation Areas) Act 1990.

iii) Agrees that all addresses in the extensions to the conservation area will be notified by letter advising of the new boundary and the changes that this will mean for residents and owners.

iv) Notes that once designated, Historic England and the Historic Environment Record (HERS), administered by Berkshire Archaeology, will be advised of the changes. The Council's GIS will be updated, and the appraisal document will be made available on the Council's web site.

c) 2022/23 MONTH 4 BUDGET MONITORING REPORT

Cabinet considered the 2022/23 Month 4 Budget Monitoring Report.

Councillor Hilton, Cabinet Member for Asset Management & Commercialisation, Finance, & Ascot reported an adverse movement of £303,000 from Month 2 which moved the year end forecast to an overspend of £2.108m. This reduced to £333,000 after taking into account unused contingency.

Adult social care was forecasting an overspend of £376,000 which was the outcome of a number of movements. Paragraph 4.3 stated that £2.15m of earmarked reserves and Better Care Fund had been used to manage the overspend along with £750,000 of contingency that was included in the budget for demographic growth. In real terms this was an overspend of £3.276m. Appendix G included a table on social care client numbers which provided an explanation. There were 143 more older people in residential and care homes than the 619 included in the budget; an increase of 23% which, assuming an average cost of placements, would predicate a £4.6m overspend.

During the pandemic hospitals were provided funds to support early discharge and they used these funds to moved patients from hospital to care homes. The usual protocol was to use reablement to help patients re-establish their lives in their own homes. The unintended consequence of early discharge was that older people had been admitted to care or residential settings earlier than they might have been, and few returned to their homes but stayed longer in a residential setting, significantly increasing care costs. Optalis were now better managing the process, but it showed the unintended consequences of some actions taken during the pandemic.

The increase in budget for Director & Support expenditure related to the Homes for Ukrainians scheme where the council has received £1.876m for guests arriving in quarter 1, of which £1.1m was committed. Some of the balance was likely to be used

on temporary accommodation. Councillor Hilton knew of one host in the south of the Borough who wished the family staying with him to leave in October.

In Housing, income from Hackney Carriage and street performing licenses was down by £140,000 and temporary accommodation was forecasting an overspend of £93,000 to be funded by the homelessness prevention grant. There was concern that the recent increase in the cost of living would impact on numbers.

Children's services showed an overspend of £649,000, which was driven by the impact of the Children's National Transfer scheme for unaccompanied asylum seekers where the council would receive 15 more children to bring it up to the 0.07% quota, but the quota was set to increase to 0.1% and push up costs further. Legal services were overspent by £241,000 and the difficulty in recruiting to permanent positions had increased agency staff costs to £260,000.

To manage the Dedicated Schools Grant deficit of £2.467m, apart from the Deficit Management Plan, Achieving for Children was participating in the DfE Delivering Better Value in SEND support programme.

Covid continued to impact on the Place directorate, which, despite support from the Covid reserve, was forecasting an overspend of £1.186m, most of which was associated with pay and display, penalty charge notices and season tickets. However, £171,000 related to VAT arrangements at the Braywick leisure centre. The borough opted to tax the Braywick Leisure Centre as a new build, so that it could reclaim the VAT on the construction costs but as a consequence it must pay VAT on the proportion of the contract payments it received from Leisure First, that was derived from the building.

Resources were reporting a favourable variance of £250,000 and Law and Governance £114,000.

There were a number of budgets virements that required Cabinet's approval, shown in table 12. None of the virements changed the budget. The first was a movement between two accounts in revenues and benefits and housing to better reflect expenditure and government grants. The second was a transfer of the budget of the Berkshire Records office from Adults, Health and Housing to Governance. The third was an additional government grant to help the council to prepare for the implementation of Adult Social Care reforms.

On capital, following planning approval, £2.708m had been added to the capital programme for Windsor Girls' School for a new sixth form block and all-weather pitch netball courts and staff car parking.

Councillor Hilton concluded that all councils were facing significant financial headwinds and it was crucial that the council took positive action to bring the current year's budget back into balance. That was not just to achieve a fourth year of budget surplus, but to retain reserves to help create a balanced budget for 2023/24.

Councillor Johnson seconded the proposal. At full Council earlier in the week he had articulated the challenges being faced by all local authorities, particularly in relation to pressures in adult and children's social care. The council did have a record of getting itself back on track with a modest underspend by year end. There was lots of work underway to get closer to this year's target.

Councillor Hilton confirmed that season ticket income was down, which was not surprising as more people were working from home. Overall parking income was down by 20%, a figure of around £2m. The Head of Neighbourhood Services explained that, historically the income targets had been unrealistic. A mid-year sale and promotion of season tickets was under consideration.

Councillor Werner commented that he had raised concerns earlier in the year about unrealistic expectations for parking income. He asked if the figures included additional revenue from the Jubilee and State Funeral events in Windsor in recent months and whether Members were still confident the overall figures would rebound. Councillor Werner commented that it felt like a return to the 'bad old days' and asked if a proper budget surplus would be identified or would the council rely on donations from the Property Company or government grants.

Councillor Johnson responded that it was not a return to the 'bad old days'. The council had proactively asked CIPFA to address a number of structural issues. The administration had been the only one to set a balanced budget at the start of the year. He restated the determination to remain on balance and close the year on balance.

Councillor Hilton commented that in his view it was perfectly legitimate to use contingency built into the budget for eventualities such as demographic growth, and earmarked reserves.

Councillor Price asked how much unallocated contingency was left and for further information on the decision related to taxation and Leisure Focus. She commented that quite a few overspends were being mitigated by one-off funds. The savings tracker showed a pattern of difficulties in recruitment with a number of the posts ones that were intended to generate income; she therefore asked about the impact on the budget next year.

Adele Taylor, Executive Director of Resources, explained that the forecast predicted the position at the end of the year therefore all contingency was effectively being allocated to deal with in year issues. However, this did not mean actions were not being taken to identify ways to reduce demand and expenditure. The forecast did not include additional parking income from the last few weeks in Windsor. In relation to the VAT issue, it was acknowledged that the budget had been missed as it had come out quite close to budget setting. One-off funds were being used to mitigate overspends, however all officers were looking to identify ways not to rely on these going forward. Sometimes one-off use was appropriate, for example funding related to Ukrainian families or where reserves were earmarked. Recruitment was an issue for all employers. The council would prioritise the resources it had where recruitment was difficult.

Councillor Baldwin commented that the £2m underspend at the end of last year had been surprising to everyone, including the administration. Based on the controls and financial probity, the council could equally have found itself overspent by £2m. The drop in revenue from season tickets was predictable. He asked why there was not a plan to discount season tickets for the remainder of the year with a condition they came with a season ticket for 23/24.

Councillor Johnson responded that the head of Neighbourhood Services had dealt with the issue of season tickets in earlier comments.

The Director of Resources stated that if any councillor or member of the public had concerns about the financial probity of the council, which was her personal responsibility, details of the external auditor could be found on the council website. Part of the underspend at the end of last year related to the late notification of funds from government departments.

RESOLVED UNANIMOUSLY: That Cabinet:

- i) notes the forecast revenue outturn for the year is an overspend on services of £2.108m which reduces to £0.333m when taking into account unallocated contingency budgets (para 4.1);**
- ii) approves three budget virements (para 12); and**
- iii) notes the forecast capital outturn is expenditure of £58.787m against a budget of £60.066m (para 14).**

D) RBWM DOMESTIC ABUSE STRATEGY 2022-24

Cabinet considered the RBWM Domestic Abuse Strategy 2022-24. Councillor Carroll, Cabinet Member for Adult Social Care, Children's Services, Health, Mental Health & Transformation stated that he was pleased to bring the update to Cabinet. Although the report was only for noting, he had brought it to Cabinet because of the absolute importance of the issues. The strategy built on the work of the previous 2012-2020 strategy. It renewed the commitment to build on achievements, maintain and improve best practice and develop services for anyone experiencing domestic abuse in the borough. Councillor Carroll paid tribute to the DASH charity which provided key services across the borough.

Members noted that strategy had been developed around four priorities, closely aligned with those in the Government's Tackling Domestic Abuse Plan (March 2022):

1. Prevention and early intervention
2. Provision of services
3. Pursuing perpetrators
4. Working in partnership

It also linked to a number of other key local and regional strategies and action plans including:

- Thames Valley Police & Criminal Justice Plan 2021-2025 (Office of the Police and Crime Commissioner - OPCC)
- Thames Valley Police Violence Against Women and Girls Strategy 2022-2023
- RBWM Community Safety Plan 2021-24
- RBWM Safeguarding Partnership Strategy 2022-25
- RBWM Domestic Abuse Safe Accommodation Strategy 2021-24
- Thames Valley Police Strategic Plan 2021-2022
- Berkshire Suicide Prevention Strategy 2021-2026

Councillor Carroll concluded that sadly, due to the pandemic, the incidence of domestic abuse had increased and therefore the council must redouble its efforts to ensure victims were protected, and work harder to provide prevention and intervention services.

Councillor Johnson seconded the proposal, highlighting that bringing the report to Cabinet demonstrated a powerful intent.

Councillor Stimson endorsed the strategy. The DASH charity was soon moving premises to ensure it was as comfortable as possible for victims to access services.

Councillor Rayner highlighted the partnership working with Street Angels and Project Vigilance. Councillor Cannon highlighted partnership working with the Community Safety Partnership and the Police and Crime Commissioner.

Councillor Del Campo welcomed the report. She commented that she understood the strategy was a living document and therefore made a number of suggestions. It was encouraging to see in the EQIA that work was being done to see how different groups experienced the situation and how they accessed support, however she did not feel that the issues of disadvantage had been specifically addressed in the main body of the report. She was glad to see support for perpetrators was included as this was essential to prevention. However, she asked if the scheme was available to those outside of a setting involving children. She would also like to see more information, including the link to mental health, drug and alcohol abuse and multi-agency support.

The Safe Accommodation Strategy identified a number of gaps in the service around refuge support, tailored support for protected characteristics, lack of data on victims' socio-economic status, and the movement of victims between authorities. Her own experience helping residents was that the strategy was not always consistently applied. Councillor del Campo suggested that delivery of the action plan could be an ongoing item on the People O&S Panel work programme.

Councillor Carroll welcomed the suggestion for Overview and Scrutiny, but noted the decision would be a matter for the Panel. A holistic approach had been taken for some time, for example he and Councillor McWilliams had worked closely in terms of housing and homelessness, and he had worked with the drug and alcohol service on mental health, resilience and working with the NHS. He was happy to consider what more could be done to ensure the offer remained prominent. It was important to distinguish between equality of access, and hard to reach groups. The offer was universal, but it was recognised that there were hard to reach groups. It was important to find ways to ensure all individuals could immediately access services.

The Director of People Services confirmed that the perpetrator support programme was run by Thames Valley Police and was open to all regardless of age, gender, or family circumstances.

Councillor Price commented that she was delighted to see the service covered all genders. The EQIA was excellent and an example to others.

Councillor Baldwin commented that it was an unbelievably important issue which had been exaggerated by the pressures of the pandemic. Abuse was a scourge on society. He looked forward to the strategy being carried forward in every aspect of the council's performance.

Councillor Carroll commented that abuse of any nature should be stamped out. A victim first approach was at the heart of the strategy.

Councillor Sharpe welcomed the report. He wanted to ensure the good work of the DASH charity was publicised in the south of the borough. He asked if the council was working with housing associations on the issue.

Councillor Carroll confirmed that DASH worked borough-wide. Partnership working with Housing Associations was covered in the Accommodation Strategy.

Councillor Hilton reassured Councillor Sharpe that DASH was present in Ascot. He ran a small charity in the area that provided a grant to DASH.

Councillor Carroll placed on record his thanks to the officers involved in preparing the strategy and for all the partners who ensured the issue was a critical priority.

RESOLVED UNANIMOUSLY: That Cabinet notes the report and:

i) the contents of the RBWM Domestic Abuse Strategy 2022-24

E) TIVOLI CONTRACT FOR GROUNDS MAINTENANCE

Cabinet considered the Tivoli Contract for Grounds Maintenance.

Councillor Coppinger, Cabinet Member for Environmental Services, Parks & Countryside & Maidenhead, explained that the council was judged by its residents across a wide range of issues. He was responsible for possibly the two most visible: Waste and recycling and grounds maintenance. In partnership with SERCO, the borough now had one of the best waste and recycling operations in the country. The contract with Tivoli for grounds maintenance now needed the same level of attention that had been given to SERCO.

Grounds maintenance included a wide range of services: Grass cut regularly, hedges and shrubs maintained, cemeteries and burials, litter and dog waste bins, parks, open spaces and sports pitches.

Last year the contract was not operating to the standard the council and residents required and both parties issued a Notice of Dispute which highlighted two areas: inaccurate bills of quantity and a failure to follow the variation process.

Quite rightly, Overview and Scrutiny had asked that Tivoli attend a meeting to explain themselves and state what action they would take. One of the key issues for Tivoli was cost escalation, together with shortages of labour and equipment shortages. This did not apply solely to them but to all companies operating in the sector. The meeting was constructive but with a lot to do by both parties.

At this stage the council had two choices: end the contract and go out to tender, or work with the supplier to find a solution. The council decided to do the latter as it would give the lowest risk and avoid a very steep rise in fees. Officers had worked very closely with Tivoli over the last 12 months and explored a range of options both on improving the service and other ways of achieving the desired result. Service had

improved and was now at or above the target, and there have been no formal complaints as at the end of July. Councillor Coppinger accepted that there were still issues but given the weather conditions earlier in the year this was not surprising. He highlighted the amazing work that had been done by Tivoli and council officers to ensure Windsor looked pristine during the recent events surrounding the state funeral.

Officers now accepted that in order to meet the original contract specification would cost an additional £200,000 per annum. However, to offset this there were a number of initiatives that had been identified and that officers were following up, including:

- Options for the provision of pets corner on Ray Mill Island. Councillor Coppinger was not saying it would close but there were many ideas that would raise income.
- A number of functions were duplicated with other contracts, could they be combined
- A revision of the KPIs to better match the requirements and with new indicators around a number of areas
- A joint project on mapping highway verges to ensure that all had the appropriate maintenance regimes. This would also give the opportunity to consider biodiversity improvements and where areas could be managed differently

Officers were aiming to agree the new performance indicators by the end of October, and these would apply retrospectively to cover the financial year. Details of the negotiation were available to Members in Part II.

Councillor Johnson seconded the proposal.

Councillor Stimson commented that there was some sensitivity around the animals, but she felt it was no longer sensible to keep animals in cages at Ray Mill Island.

Ed Wilson addressed Cabinet. He explained that he had raised the issue of cemeteries before. The borough was giving Tivoli another £200,000 for failing in cemeteries, grass verges and in open spaces. He had also previously raised that the 'Report It' function did not include cemeteries. Ed Wilson acknowledged there had been some improvement in the service but commented the 40-degree heat had given time for other work to take place. Lots of residents were bemused and confused that Tivoli was being put before residents. Ed Wilson did not think the council was set up for community engagement in this area. He suggested there was a big opportunity for engagement with charities and suggested Edinburgh as an example.

Councillor Coppinger commented that another proposed change was to consider whether residents could take responsibility for gate opening and closing. The proposals for a new open space at Deerswood included working with residents to give guidance on what they wanted. He would be happy to follow up on the charity idea.

Councillor Rayner commented that open green space was very valued by residents. She felt it was a good idea to consider charities and other groups; the format had worked well in Eton Wick.

Councillor Hilton commented that in his area the parish council managed all the parks, recreation grounds and cemeteries and there were none of the sorts of issues experienced in other areas. This was because parish councillors were on the ground

and talked to residents about the standards required. Where footways were narrow and verges overgrown, residents wanted to be able to clear them themselves but had been told by the borough this was not possible on safety grounds.

The Head of Neighbourhood Services responded that she would need to look into the specific details of the case, but highlighted that public safety had to be paramount. Organisations would need public liability insurance.

Councillor Stimson commented that she had received requests from residents to be able to look after local cemeteries in non-parished areas. She took on board of the useful idea of charity engagement.

Councillor Price commented that sadly there was no parish or town council in Windsor to undertake the work suggested by Councillor Hilton. Without that level of infrastructure she did her best and worked with other willing residents, but there was a limit to how much could be done. She encouraged the idea to be referred to the Place Overview and Scrutiny Panel.

Councillor Baldwin commented there was enormous potential for community engagement. A proper 'Adopt a Park' policy was needed. He understood that financial constraints meant the council was increasingly looking to the voluntary sector; there was nothing wrong with that, but it could be done better. People were willing to help but they needed tactical support and supplies.

Councillor Sharpe commented that requirements in individual areas needed to be considered. There had been issues with the contract, but he was confident it would come to a successful conclusion. There was space to pass responsibilities to other bodies.

Councillor Coppinger thanked all participants for their helpful suggestions. He had spent time with a Windsor councillor and could see the good work going on. He believed all parishes looked after their land and open space well. He agreed that community engagement should be encouraged and supported.

RESOLVED UNANIMOUSLY: That Cabinet notes the report and associated information and:

- i) Notes the necessary contractual uplift of £200,000**
- ii) Supports officer's ongoing investigation and dialogue with Tivoli to mitigate additional contract costs**
- iii) Supports further exploration of initiatives outlined in Table 4 and delegates the decision for alternative solutions to the Head of Neighbourhood Services in conjunction with the Cabinet Member for Environmental Services, Parks & Countryside & Maidenhead in consultation with Ward Members where appropriate**
- iv) Notes the initiatives in Table 3 to be explored with a different service delivery model.**

LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC

RESOLVED UNANIMOUSLY: That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the remainder of the meeting whilst discussion takes place on the grounds that the items involve the likely disclosure of exempt information as defined in Paragraphs 1-7 of part I of Schedule 12A of the Act

PART II

MINUTES

RESOLVED UNANIMOUSLY: That the Part II minutes of the meeting held on 25 August 2022 be approved.

REFERRAL FROM OVERVIEW & SCRUTINY - CEDAR TREE HOUSE, 90 ST LEONARDS ROAD, WINDSOR

Cabinet noted the Part II appendices to the earlier Part I report.

CABINET MEMBERS' REPORTS

A) TIVOLI CONTRACT FOR GROUNDS MAINTENANCE

Cabinet noted the Part II appendices to the earlier Part I report.

The meeting, which began at 7.00 pm, finished at 9.13 pm

CHAIRMAN.....

DATE.....

Agenda Item 5

CABINET FORWARD PLAN - CHANGES MADE SINCE LAST PUBLISHED:

ITEM	SCHEDULED CABINET DATE	NEW CABINET DATE	REASON FOR CHANGE
Budget Implications of Replacement Adult Social Care Case Management System	27 Oct 2022	7 Nov 2022 – Cabinet Transformation Sub Committee	Moved from Cabinet to Cabinet Sub Committee
Update on Community Transformation	-	7 Nov 2022 – Cabinet Transformation Sub Committee	New item
Council Tax Base	-	24 Nov 2022	New item
Finance Update	-	24 Nov 2022	New item
Draft Capital Programme 2023/24	-	24 Nov 2022	New item
School Place Planning Annual Report	27 Oct 2022	15 Dec 2022	To allow further time for supporting analysis
Biodiversity Action Plan	24 Nov 2022	15 Dec 2022	To allow for further consultation with stakeholders across the Borough
Disabled Facilities Grant Policy	24 Nov 2022	15 Dec 2022	To allow for further consultation
Allocations Policy	24 Nov 2022	15 Dec 2022	To allow for further consultation
Adoption of the South West Maidenhead Development Framework Supplementary Planning Document	-	15 Dec 2022	New item
Renewal of Microsoft Licencing Agreement	-	15 Dec 2022	New item
2023/24 School Condition Works Programme	-	26 Jan 2023	New item
Award of Contract for Adult Social Care Case Management system	15 Dec 2022	23 Feb 2023	Amended procurement timetable

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FORWARD PLAN OF CABINET DECISIONS

All enquiries, including representations, about any of the items listed below should be made in the first instance to Democratic Services, Town Hall, St Ives Road, Maidenhead. Email: democratic.services@rbwm.gov.uk

FORWARD PLAN

ITEM	Private Meeting - contains exempt/confidential information? See categories below.	Short Description	Key Decision, Council or other?	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings	Date and name of meeting	Date of Council decision (if required)
Budget Implications of Replacement Adult Social Care Case Management System	Open -	Report on budget implications of procurement of an ASC Case Management System to ensure compliance with statutory Care Funding Reform from October 2023	Yes	Deputy Chairman of Cabinet & Cabinet Member for Adult Social Care, Children's Services, Health, Mental Health, & Transformation (Councillor Stuart Carroll)	Kevin McDaniel	Internal	Cabinet Transformation Sub Committee 7 Nov 2022	
Update on Community Transformation	Open -	To receive an update	No	Deputy Chairman of Cabinet & Cabinet Member for Adult Social Care, Children's Services, Health, Mental Health, & Transformation (Councillor Stuart Carroll)	Jesal Dhokia	Internal process	Cabinet Transformation Sub Committee 7 Nov 2022	
Annual Consultation on School Admission Arrangements	Open -	To consult on admission arrangements	Yes	Deputy Chairman of Cabinet & Cabinet Member for Adult Social Care, Children's Services,	Kevin McDaniel	Internal process	Cabinet 24 Nov 2022	

N.B. All documents to be used by the decision maker to be listed in the report to Cabinet

ITEM	Private Meeting - contains exempt/confidential information? See categories below	Short Description	Key Decision, Council or other?	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings.	Date and name of meeting	Date of Council decision (if required)
				Health, Mental Health, & Transformation (Councillor Stuart Carroll)				
24 Procurement of the Highways Maintenance and Management Contract.	Open -	The highways maintenance management contract, which is currently awarded to Volker Highways is due to expire in April 2024. The report outlines recommendations to how the highways function should operate in the future and seeks approval to go out to tender based on this approach.	Yes	Cabinet Member for Planning, Parking, Highways & Transport (Councillor Phil Haseler)	Alysse Strachan	Internal	Cabinet 24 Nov 2022	
Draft 2023/24 Budget Report	Open -	To approve the draft budget.	Yes	Cabinet Member for Asset Management & Commercialisation, Finance, & Ascot (Councillor David Hilton)	Adele Taylor	Internal	Cabinet 24 Nov 2022	
Council Tax Base	Open -	To approve the tax base	Yes	Cabinet Member for Asset Management & Commercialisation, Finance, & Ascot (Councillor David	Adele Taylor, Andrew Vallance	Internal process	Cabinet 24 Nov 2022	

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				Hilton)				
Draft Capital Programme 2023/24	Open -	To approve the draft capital programme	Yes	Cabinet Member for Asset Management & Commercialisation, Finance, & Ascot (Councillor David Hilton)	Adele Taylor, Andrew Vallance	Internal process	Cabinet 24 Nov 2022	
Finance Update	Open -	Latest finance update	Yes	Cabinet Member for Asset Management & Commercialisation, Finance, & Ascot (Councillor David Hilton)	Andrew Vallance	Internal process	Cabinet 24 Nov 2022	
Biodiversity Action Plan	Open -	To consider the action plan	Yes	Cabinet Member for Climate Action & Sustainability (Councillor Donna Stimson)	Chris Joyce, James Thorpe		Cabinet 15 Dec 2022	
Allocations Policy	Open -	The allocation policy sets out our priorities for how social rented housing in The Royal Borough will be allocated, and the guidelines which determine entitlement and eligibility to that housing for people living in the borough. It also explains what help people can expect	No	Cabinet Member for Digital Connectivity, Housing Opportunity, & Sport & Leisure (Councillor Ross McWilliams)	Tracy Hendren	Formal consultation with all partner agencies	Cabinet 15 Dec 2022	

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ITEM	Private Meeting - contains exempt/confidential information? See categories below	Short Description	Key Decision, Council or other?	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings.	Date and name of meeting	Date of Council decision (if required)
		from us in meeting their housing needs and sets out the system and processes by which we make nominations for housing owned and managed by our partner registered providers.						
Disabled Facilities Grant Policy 26	Open -	Disabled Facilities Grants (DFG's) provide funding to improve accessibility and enable people to remain living independently in their own homes. This policy will set out the mandatory legal framework for DFGs, and how the Council intends to use its powers under the RRO to provide interventions to promote independent living and wellbeing.	No	Cabinet Member for Anti-Social Behaviour, Crime, and Public Protection (Councillor David Cannon), Cabinet Member for Digital Connectivity, Housing Opportunity, & Sport & Leisure (Councillor Ross McWilliams)	Emma Congerton, Tracy Hendren	Formal consultation with all partner agencies	Cabinet 15 Dec 2022	

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ITEM	Private Meeting - contains exempt/confidential information? See categories below	Short Description	Key Decision, Council or other?	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings.	Date and name of meeting	Date of Council decision (if required)
Contract for Parking Enforcement, Moving Traffic Enforcement, Environmental Enforcement and Highways Enforcement	Fully exempt - 3	A report to set out future options for the contracts across the Borough.	Yes	Cabinet Member for Anti-Social Behaviour, Crime, and Public Protection (Councillor David Cannon)	Alysse Strachan	Internal	Cabinet 15 Dec 2022	
School place planning annual report	Open-	This report provides an update on projected demand for school places in the Royal Borough and may propose options for further development and consultation.	Yes	Deputy Chairman of Cabinet & Cabinet Member for Adult Social Care, Children's Services, Health, Mental Health, & Transformation (Councillor Stuart Carroll)	Kevin McDaniel	Internal process	Cabinet 15 Dec 2022	
Renewal of Microsoft Licencing Agreement	Open -	To obtain delegated approval for the Director of Resources to award the new Microsoft licensing contract to the successful bidder once the tender is complete based on the recommendations provided in the	Yes	Deputy Leader of the Council & Cabinet Member for Business, Corporate & Residents Services, Culture & Heritage, & Windsor (Councillor Samantha Rayner)	Nikki Craig, Rebecca Stafford	Internal process	Cabinet 15 Dec 2022	

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ITEM	Private Meeting - contains exempt/confidential information? See categories below	Short Description	Key Decision, Council or other?	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings.	Date and name of meeting	Date of Council decision (if required)
		formal cabinet report						
28 Adoption of the South West Maidenhead Development Framework Supplementary Planning Document	Open -	This report will recommend the adoption of the South West Maidenhead Development Framework Supplementary Planning Document, following public consultation on a draft document in the summer	Yes	Cabinet Member for Planning, Parking, Highways & Transport (Councillor Phil Haseler)	Adrien Waite	External consultation has already been undertaken	Cabinet 15 Dec 2022	
Review of Local Development Scheme	Open -	The report will update the Local Development Scheme for the Borough which sets out the programme of work on local plans for the next three years. This includes work on the Traveller Local Plan.	Yes	Cabinet Member for Planning, Parking, Highways & Transport (Councillor Phil Haseler)	Adrien Waite	Internal process	Cabinet 15 Dec 2022	
2023/24 School Condition Works Programme	Open -	This report proposes the schemes to be funded in 2023/24	No	Deputy Chairman of Cabinet & Cabinet Member for Adult Social Care,	Kevin McDaniel	Internal process	Cabinet 26 Jan 2023	

N.B. All documents to be used by the decision maker to be listed in the report to Cabinet

ITEM	Private Meeting - contains exempt/confidential information? See categories below	Short Description	Key Decision, Council or other?	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings.	Date and name of meeting	Date of Council decision (if required)
		using the School Condition Allocation. This funding is used to maintain the sites and buildings of community and voluntary controlled schools.		Children's Services, Health, Mental Health, & Transformation (Councillor Stuart Carroll)				
29 Finance Update	Open -	Latest financial update	No	Cabinet Member for Asset Management & Commercialisation, Finance, & Ascot (Councillor David Hilton)	Adele Taylor, Andrew Vallance	Internal	Cabinet 26 Jan 2023	
Budget 2023/24	Open -	To approve the budget to recommend to full Council	Yes	Cabinet Member for Asset Management & Commercialisation, Finance, & Ascot (Councillor David Hilton)	Adele Taylor, Andrew Vallance	External consultation	Cabinet 9 Feb 2023	Council 21 Feb 2023
Award of Contract for Adult Social Care Case Management system	Fully exempt - 3	Report to Cabinet requesting approval to award contract for the supply of a case management system	Yes	Deputy Chairman of Cabinet & Cabinet Member for Adult Social Care, Children's Services, Health, Mental Health, & Transformation (Councillor Stuart Carroll)	Kevin McDaniel	Internal	Cabinet 23 Feb 2023	
Special Educational Needs and Disabilities (SEND) and	Open -	This report provides a draft SEND and AP	No	Deputy Chairman of Cabinet & Cabinet Member for Adult Social Care,	Kevin McDaniel	Internal process	Cabinet 23 Feb 2023	

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ITEM	Private Meeting - contains exempt/confidential information? See categories below	Short Description	Key Decision, Council or other?	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings.	Date and name of meeting	Date of Council decision (if required)
Alternative Provision (AP) Capital Strategy		Capital Strategy, following public consultation on a number of proposals to be included.		Children's Services, Health, Mental Health, & Transformation (Councillor Stuart Carroll)				
Determination of admission arrangements	Open -	To approve amended admission arrangements	No	Cabinet Member for Asset Management & Commercialisation, Finance, & Ascot (Councillor David Hilton)	Kevin McDaniel	External consultation	Cabinet 23 Feb 2023	

ITEM	Private Meeting - contains exempt/confidential information? See categories below	Short Description	Key Decision, Council or other?	REPORTING MEMBER (to whom representations should be made)	REPORTING OFFICER / DIRECTOR (to whom representations should be made)	Consultation (please specify consultees, dates (to and from) and form of consultation), including other meetings.	Date and name of meeting	Date of Council decision (if required)
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DESCRIPTIONS OF EXEMPT INFORMATION: ENGLAND

- 1 Information relating to any individual.
- 2 Information which is likely to reveal the identity of an individual.
- 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information).
- 4 Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
- 5 Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
- 6 Information which reveals that the authority proposes:
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) to make an order or direction under any enactment.
- 7 Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

N.B. All documents to be used by the decision maker to be listed in the report to Cabinet

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Report Title:	Draft Electric Vehicle Chargepoint Implementation Plan – Approval to Consult
Contains Confidential or Exempt Information	No – Part I
Cabinet Member:	Councillor Haseler, Cabinet Member for Planning, Parking, Highways & Transport
Meeting and Date:	Cabinet – 27 October 2022
Responsible Officer(s):	Andrew Durrant, Executive Director of Place Services, and Chris Joyce, Head of Infrastructure, Sustainability and Economic Growth
Wards affected:	All

www.rbwm.gov.uk



REPORT SUMMARY

It is projected that half of all cars and vans in the borough will be electric by 2035, rising to virtually all such vehicles by 2040, as a result of both growing consumer demand and the incoming national bans on the sale of petrol and diesel vehicles, just seven years away. Increasingly, the borough’s residents, businesses and visitors will need and expect the infrastructure to be in place to support electric vehicles.

Whilst the majority of charging will take place on residential driveways and in fleet depots, there is a need for the council to support the delivery of chargepoints on land that we manage – i.e. on streets and in council car parks – as part of a range of places where vehicles will need to be charged.

A ten-year Electric Vehicle Chargepoint Infrastructure Plan is being drafted to set out the actions the council will need to take to enable the transition to electric vehicles. To make sure that the plan accurately reflects the experience, needs and circumstances of those that will use it, it is recommended that this draft plan proceed to a public consultation.

The draft plan will fully support our Corporate Plan to create a sustainable borough of opportunity and innovation and our priorities for quality infrastructure and take action on climate change.

1. DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Cabinet notes the report and:

- i) Delegates authority to the Head of Infrastructure, Sustainability & Economic Growth Service in consultation with the Cabinet Member for Planning, Parking, Highways & Transport to approve the draft plan progress to public consultation**

2. REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

Options

Table 1: Options arising from this report

Option	Comments
Progress to public consultation This is the recommended option	For the plan to effectively enable many more people to switch to electric vehicles, it is vitally important that it accurately reflects the experience, needs and circumstances of those that will use it. The draft plan will benefit from public input, ahead of finalising a plan ready for delivery from the start of the 2023/24 financial year.
Discontinue development of an Electric Vehicle Chargepoint Implementation Plan (i.e. do nothing) This is not recommended	Without a plan, chargepoints will not be installed at the pace or in the locations that many of our residents, businesses and visitors will need, if they are to make their next vehicle electric.
Immediately adopt the plan and move to implementation. This is not recommended	The draft plan will benefit from the further input of residents and other stakeholders. The consultation will enable the plan to be improved, whilst still ensuring delivery can begin in the next financial year

Context

- 2.1 The sale of new petrol and diesel cars and vans in the UK will end in 2030, as set out in last year’s national Decarbonising Transport strategy. Earlier this year, in Taking Charge: The Electric Vehicle Infrastructure Strategy, the government tasked local authorities with developing local strategies for ensuring the necessary infrastructure will be in place to support this transition, with a particular responsibility for developing the needed network of chargepoints on local authority streets.
- 2.2 It is projected that half of all cars and vans in the borough will be electric by 2035 (based upon University of Oxford’s SCATE tool), rising to virtually all such vehicles by 2040, as a result of both growing consumer demand and the incoming national bans on the sale of petrol and diesel vehicles, just seven years away. Increasingly, the borough’s residents, businesses and visitors will need and expect the infrastructure to be in place to support electric vehicles.
- 2.3 Faced with the climate emergency, transitioning to electric vehicles is essential to efforts to decarbonise transport, which is the largest source of the borough’s carbon emissions accounting for one third of the borough’s total. Our Environment and

Climate Strategy identifies that the pathway to net zero will need to involve a substantial drop of 75% emissions reduction by 2030 and an 88% reduction by 2035. Infrastructure, particularly chargepoints, has a vital role to play in enabling people to make their next vehicle electric by providing the charging opportunities that people need.

- 2.4 The introduction of chargepoints as a prominent new feature of our roads and car parks also serves to accelerate the transition by demonstrating that driving electric is set to become a normal part of everyday life, and offering reassurance to non-users that they will be able to find chargepoints when they need them if they switch to electric.
- 2.5 It is projected that the majority of electric vehicle charging will take place overnight on private residential driveways and in depots, which will often be the cheapest and most convenient place to charge. Residents and businesses will have chargepoints installed on their properties for their own use, linked to the purchase of their electric vehicle.
- 2.6 This will be supported by a growing nationwide privately-run network of premium 'rapid' and 'ultra-rapid' chargepoints that recharge a vehicle in 15 to 30 minutes, particularly suited to service station locations along main roads. On longer journeys, drivers will be able to recharge their vehicles on route, usually as part of the rest stops they would make along the journey anyway.
- 2.7 The role for local authorities to fill is the provision of chargepoints on streets and in council car parks. Residents without off-street parking will need to be able to charge near their home. The times that cars spend parked in car parks will often be a convenient time to top a battery up too, and having our car parks offer charging facilities will ensure our towns continue to meet public expectations and attract shoppers and day-trippers.
- 2.8 Local authority involvement is needed in on-street and car park provision firstly because these are public spaces that we manage, and secondly because typically these types of sites are not commercially viable for chargepoint operators in the near-term. These sites are expected to become commercially viable as the number of electric vehicles on the road increases with time, but local authorities are being encouraged by government to accelerate the transition to electric vehicles by beginning to provide these facilities now. The government are supporting this through their On Street Residential Chargepoint Scheme (ORCS) and Low Emission Vehicle Infrastructure (LEVI) funding pots. Some chargepoint suppliers are willing to take these sites on commercially too, in return for a long concession period for the site.

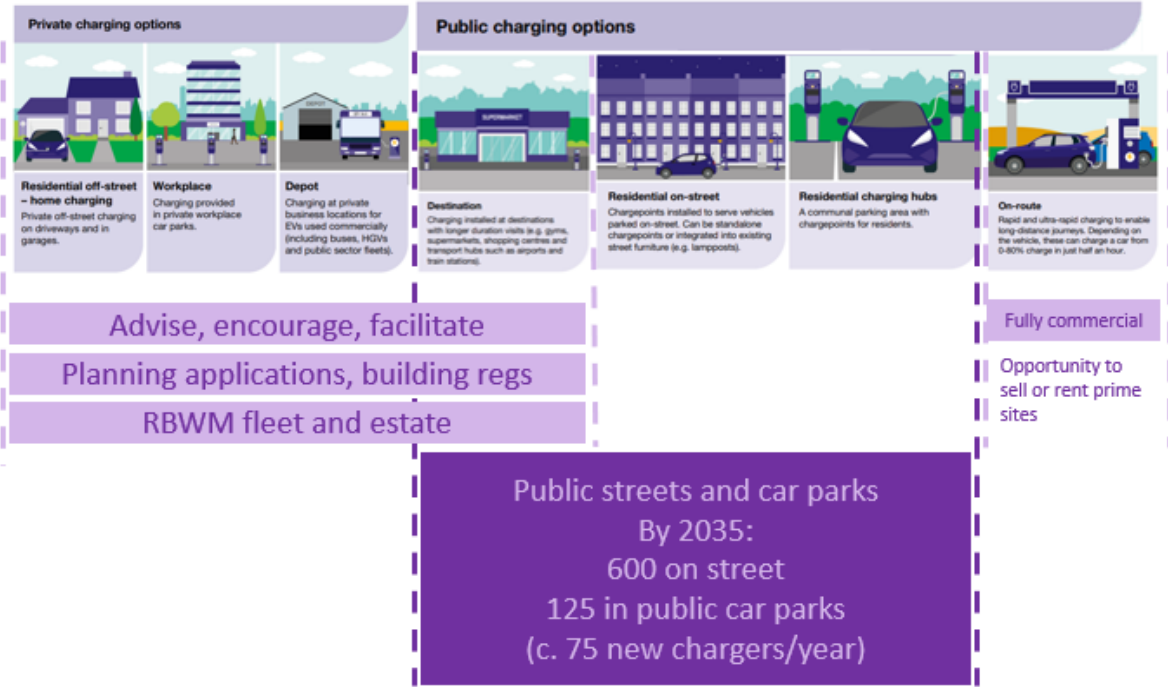
Development of the plan

- 2.9 A draft Electric Vehicle Chargepoint Implementation Plan has been developed following a review of existing chargepoint trials within the authority, as well as learning and best practice from other local authorities. An early supplier engagement exercise with 12 chargepoint suppliers representing the breadth of business models and technology solutions available has enabled us to develop a plan against which the market can deliver. The council has additionally benefited from expert support offered by the Energy Saving Trust through their government-funded Local Authority Support Programme.

2.10 We now seek to publicly consult on the draft plan. To ensure that the infrastructure that is rolled out will give people the ability and confidence to switch, we want to be sure that our plan accurately reflects the experience, needs and circumstances of those who will use it.

Proposed approach

2.11 In a typical week, an electric vehicle will need charging once based on average mileage. Combined with projections of the rate of EV take-up in the borough, the plan identifies that by 2033 the borough will need approximately 600 on-street chargepoints, and a further 125 chargepoints in council car parks. The plan proposes that the borough look to deliver approximately 75 chargepoints per year for the next 10 years to meet this demand, which will offer a manageable delivery programme that spreads the investment over time, whilst ensuring that provision remains ahead of demand and stimulates confidence that there is good availability of charging opportunities.



2.12 The majority of demand for on-street charging will be in Windsor and Maidenhead, as a result of both the concentration of the borough’s population in these towns and also in that away from the towns homes are considerably more likely to have their own driveways where people will choose to charge. The plan recognises that it will be critical to avoid ‘not spots’ in provision, however, and will provide a greater concentration of chargepoints where there is more demand whilst also ensuring there is suitable geographic coverage.

2.13 The plan has looked to understand and incorporate known consumer needs and preferences with regards the positioning and design of chargepoints and the facilities that they offer. This includes ensuring chargepoints are short walks from the homes they serve, availability of contactless payment, live data on chargepoint availability, and simple transparent per unit pricing that is prominently displayed.

- 2.14 It additionally has sought to understand and mitigate the impact of introducing new infrastructure into public spaces, including ensuring accessibility and safety of other users of the space by keeping footways clear of cables and obstructions, utilising existing assets where possible. Additionally, care will be taken to avoid adding to parking pressure on streets by recommending placement at ends of streets where parking demand tends to be lower, which will often make it possible to dedicate the bays or the use of charging EVs only (subject to local circumstances). The public consultation will provide an additional opportunity to better understand public needs and refine the plan accordingly before it is adopted.
- 2.15 The plan offers general principles for an approach to chargepoint provision, but all sites will need to be individually designed and consulted on with the local communities they are designed to serve.
- 2.16 The plan also acknowledges other activities for the council to take in supporting the transition to electric vehicles, including making information available and promoting electric vehicles by embedding these into the council’s communications and activities, ensuring new developments incorporate adequate chargepoint provision through compliance with new national building regulations (Building Regulations Approved Document S) and developing plans to transition our own fleet and estate to electric.
- 2.17 As a landowner, the plan also proposes that the council investigate opportunities to identify land that may be suitable for rent or sale to companies seeking land near main roads for new rapid and ultra-rapid charging stations, to both generate income or receipts and facilitate the introduction of these facilities around the borough.

3. KEY IMPLICATIONS

Table 2: Key Implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Scaled-up chargepoint rollout commences in 2022/23 financial year	No plan in place	Approved plan in place	N/a	N/a	31 January 2023
Proportion of cars and vans in the borough are electric (and the figure is still growing)	<50%	50% - 59%	60% - 69%	70%+	31 December 2035

3.1 Helping residents and businesses to switch to electric vehicles will reduce the borough’s carbon emissions, contributing towards our net zero target.

3.2 Electric vehicles contribute to improved air quality in relation to reducing the release of nitrous oxides, which can exacerbate symptoms of lung and heart conditions, increase susceptibility to respiratory infections and allergens, and has a harmful effect on biodiversity. (Electric vehicles do however still emit particulate matter pollution from tyre and brake wear.)

4. FINANCIAL DETAILS / VALUE FOR MONEY

4.1 The recommendation of this paper to progress the draft plan to public consultation does not commit the council to any new spending. However, it is made in the context of the draft plan recommending the introduction of new infrastructure in the future.

4.2 With regards on street and public car park chargepoints, it is estimated that the plan will require an investment of c. £5 million in chargepoint infrastructure, over the 10-year plan period, funded in the first instance by chargepoint operators and government ORCS and LEVI grants. Early supplier engagement has confirmed that the plan can be delivered without new capital investment from the borough, and with existing staff resources.

4.3 Optionally, the borough could invest capital from CIL or other sources in on street and car park chargepoints. Chargepoint operators typically offer a share of profits if local authorities invest some of their own capital. In such an agreement, the operation and maintenance costs of the chargepoint are met by the chargepoint operator. Returns for the council would initially be very modest, but by 2033 a combination of increased chargepoint profitability from there being more electric vehicles on the roads and the significant number of chargepoints that will be in the borough by that time create an opportunity for the council to benefit from a significant new income stream, estimated to be worth between £250,000 and £500,000 per year to the council, dependent upon the scale to which the council has invested.

4.4 The plan proposes awarding concessions in annual batches over the plan period, with a target of introducing around 75 chargepoints per year. This will give flexibility each year for the council to decide whether, and to what extent, it will invest capital in that financial year. The concessions awarded will be subject to an evaluation of options and best value at the time they are made. It is not necessary for the council to commit to a single chargepoint supplier for the full plan period. Any decision to invest would be subject to a business case at the time, as well as the usual capital project and budget approval process for the year.

4.5 Separately to the introduction of on street and public car park chargepoints, there is an opportunity to generate income or capital receipts from the rent or sale of council land to businesses looking for locations for new rapid and ultra-rapid charging stations. The plan proposes that the council investigates sites with surplus land that may be suitable to make available for this purpose.

5. LEGAL IMPLICATIONS

5.1 The recommendation of this paper to progress the draft plan to public consultation does not have direct legal implications.

5.2 Providing chargepoints on street and in car parks would involve contracts with chargepoint operators. There is considerable flexibility about the type of contract the council enters into, and this plan leaves the council open to making individual contractual decisions each year of the plan, which would be made with input from the council’s procurement team. The details of any contract would be presented for approval at the time they are proposed to be taken forward.

6. RISK MANAGEMENT

Table 3: Impact of risk and mitigation

Risk	Level of uncontrolled risk	Controls	Level of controlled risk
Infrastructure installed in the near term may be made obsolete by changes in technology, as electric vehicles are an emerging technology	Medium	Deliver with commercial chargepoint operators, who would take appropriate level of risk and reward	Low
Chargepoint operators do not deliver a level of service that meets resident expectations, or go out of business	Medium	Award concessions in batches, and work with multiple chargepoint operators	Low
Demand for electric vehicles or charging either increases or decreases relative to the assumptions in the plan	Medium	The speed of delivery can be reviewed on an annual basis based upon actual take up and amended accordingly	Low

7. POTENTIAL IMPACTS

7.1 Equalities. An Equality Impact Assessment is available as Appendix A.

7.2 Climate change/sustainability. This plan will contribute to the lowering of carbon emissions from travel in the borough and is consistent with the Borough’s Environment and Climate Strategy.

7.3 Data Protection/GDPR. No impact.

8. CONSULTATION

8.1 The development of this plan has been informed by:

- Technical support from the Energy Saving Trust’s Local Government Support Scheme
- Early supplier engagement with 12 chargepoint suppliers representing the breadth of business models and technology solutions available
- Resident expressions of interest for future chargepoint locations
- Participation in the Energy Saving Trust’s national LA-EV Forum and Transport for the South East’s Regional Decarbonisation Forum, where local authorities share knowledge and experience

8.2 This paper seeks approval for the draft report to progress to public consultation. It is proposed that a four-week consultation take place during November and December 2022, utilising the council’s RBWM Together engagement platform together with appropriate offline options for viewing the document and responding.

9. TIMETABLE FOR IMPLEMENTATION

9.1 Proposed implementation date (subject to call in): 14 November 2022. The full implementation stages are set out in table 4.

Table 4: Implementation timetable

Date	Details
14 November 2022	Public consultation commences
12 December 2022	Public consultation closes
24 January 2023	Final plan presented to Cabinet
1 April 2023	Rollout begins in new financial year

10. APPENDICES

10.1 This report is supported by one appendix:

Appendix A – Equality Impact Assessment

11. BACKGROUND DOCUMENTS

11.1 This report is supported by five background documents:

- [Royal Borough of Windsor & Maidenhead Corporate Plan 2021-26](#)
- [Environment & Climate Strategy \(Royal Borough of Windsor & Maidenhead\)](#)
- [Decarbonising Transport \(Department for Transport\)](#)
- [Taking Charge: The Electric Vehicle Infrastructure Strategy \(HM Government\)](#)
- [The Building Regulations 2010 – Approved Document S– Infrastructure for the charging of electric vehicles](#)

12. CONSULTATION

Name of consultee	Post held	Date sent	Date returned
<i>Mandatory: Statutory Officers (or deputies)</i>			
Adele Taylor	Executive Director of Resources/S151 Officer	24/8/22	31/8/22
Emma Duncan	Director of Law, Strategy & Public Health/ Monitoring Officer	24/8/22	25/08/22
<i>Deputies:</i>			
Andrew Vallance	Head of Finance (Deputy S151 Officer)	24/8/22	n/a
Elaine Browne	Head of Law (Deputy Monitoring Officer)	24/8/22	n/a
Karen Shepherd	Head of Governance (Deputy Monitoring Officer)	24/8/22	25/8/22
<i>Mandatory: Procurement Manager (or deputy) - if report requests approval to go to tender or award a contract</i>			
Lyn Hitchinson	Procurement Manager		
<i>Mandatory: Data Protection Officer (or deputy) - if decision will result in processing of personal data; to advise on DPIA</i>			
Emma Young	Data Protection Officer		
<i>Mandatory: Equalities Officer – to advise on EQiA, or agree an EQiA is not required</i>			
Ellen McManus	Equalities & Engagement Officer		
<i>Other consultees:</i>			
<i>Directors (where relevant)</i>			
Duncan Sharkey	Chief Executive/DASS		
Andrew Durrant	Executive Director of Place	24/8/22	24/8/22
Kevin McDaniel	Executive Director of People Services		
<i>Heads of Service (where relevant)</i>			
Chris Joyce	Head of Infrastructure, Sustainability & Economic Growth	19/8/22	30/09/22
Alysse Strachan	Head of Neighbourhood Services	24/8/22	08/09/22
<i>External (where relevant)</i>			
N/A			

Confirmation relevant Cabinet Member(s) consulted	Cabinet Member for Planning, Parking, Highways & Transport	Yes
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REPORT HISTORY

Decision type:	Urgency item?	To follow item?
Key decision First entered into the Cabinet Forward Plan: 17 August 2022	No	No

Report Author: Dug Tremellen, Transport Policy Manager, 01628 796220

APPENDIX A - EQUALITY IMPACT ASSESSMENT

Essential information

Items to be assessed: (please mark 'x')

Strategy		Policy		Plan	x	Project		Service/Procedure	x
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Responsible officer	Dug Tremellen	Service area	Infrastructure, Sustainability & Economic Growth	Directorate	Place Services
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Stage 1: EqIA Screening (mandatory)	Date created: 17/08/2022	Stage 2 : Full assessment (if applicable)	N/A
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Approved by Head of Service / Overseeing group/body / Project Sponsor:

"I am satisfied that an equality impact has been undertaken adequately."

Signed by (print): Chris Joyce

Dated: 30/09/2022

Guidance notes

What is an EqlA and why do we need to do it?

The Equality Act 2010 places a 'General Duty' on all public bodies to have 'due regard' to:

Eliminating discrimination, harassment and victimisation and any other conduct prohibited under the Act.

Advancing equality of opportunity between those with 'protected characteristics' and those without them.

Fostering good relations between those with 'protected characteristics' and those without them.

EqlAs are a systematic way of taking equal opportunities into consideration when making a decision, and should be conducted when there is a new or reviewed strategy, policy, plan, project, service or procedure in order to determine whether there will likely be a detrimental and/or disproportionate impact on particular groups, including those within the workforce and customer/public groups. All completed EqlA Screenings are required to be publicly available on the council's website once they have been signed off by the relevant Head of Service or Strategic/Policy/Operational Group or Project Sponsor.

What are the "protected characteristics" under the law?

The following are protected characteristics under the Equality Act 2010: age; disability (including physical, learning and mental health conditions); gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation.

What's the process for conducting an EqlA?

The process for conducting an EqlA is set out at the end of this document. In brief, a Screening Assessment should be conducted for every new or reviewed strategy, policy, plan, project, service or procedure and the outcome of the Screening Assessment will indicate whether a Full Assessment should be undertaken.

Openness and transparency

RBWM has a 'Specific Duty' to publish information about people affected by our policies and practices. Your completed assessment should be sent to the Strategy & Performance Team for publication to the RBWM website once it has been signed off by the relevant manager, and/or Strategic, Policy, or Operational Group. If your proposals are being made to Cabinet or any other Committee, please append a copy of your completed Screening or Full Assessment to your report.

Enforcement

Judicial review of an authority can be taken by any person, including the Equality and Human Rights Commission (EHRC) or a group of people, with an interest, in respect of alleged failure to comply with the general equality duty. Only the EHRC can enforce the specific duties. A failure to comply with the specific duties may however be used as evidence of a failure to comply with the general duty.

Stage 1: Screening (Mandatory)

What is the overall aim of your proposed strategy/policy/project etc and what are its key objectives?

The aim of the Electric Vehicle Chargepoint Implementation Plan is to set out how the council will play its role in ensuring chargepoints are provided around the borough to enable a transition away from petrol and diesel cars and vans, and to meet resident needs and expectations relating to their provision.

The aim of the public consultation is to gather public feedback on a draft of the plan, to inform the development of a final version of the document, ensuring it will deliver the needed infrastructure.

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1.2 What evidence is available to suggest that your proposal could have an impact on people (including staff and customers) with protected characteristics? Consider each of the protected characteristics in turn and identify whether your proposal is Relevant or Not Relevant to that characteristic. If Relevant, please assess the level of impact as either High / Medium / Low and whether the impact is Positive (i.e. contributes to promoting equality or improving relations within an equality group) or Negative (i.e. could disadvantage them). Please document your evidence for each assessment you make, including a justification of why you may have identified the proposal as “Not Relevant”.

Protected characteristics	Relevance	Level	Positive/negative	Evidence
Age	Relevant	Medium	Participation in online consultation – would have the potential to be negative, but mitigation in place	Whilst making consultation materials available online can expand the number of people that the exercise can reach, feedback from previous consultations has shown that a significant number of older persons lack access to or otherwise are unable to participate in online consultations. The consultation will make hard copies available to view in person, and feedback can be submitted by post / hand delivered to Town Hall.
Disability	Relevant	Medium	Participation in online consultation – would have the potential to be negative, but mitigation in place Introduction of charging infrastructure not designed with the needs of disabled persons in mind – negative	Whilst making consultation materials available online can expand the number of people that the exercise can reach, attention will be paid to ensure consultation materials and ways to feedback are available in a variety of suitably accessible formats. Across the UK, many early examples of chargepoint installations have proved to be inaccessible to some disabled people through their design and positioning. Additionally, some have reduced the accessibility of street environments through poor positioning, eg. blocking footways
Gender re-assignment	Not relevant	N/a	N/a	N/a
Marriage/civil partnership	Not relevant	N/a	N/a	N/a
Pregnancy and maternity	Not relevant	N/a	N/a	N/a

Race	Not relevant	N/a	N/a	N/a
Religion and belief	Not relevant	N/a	N/a	N/a
Sex	Relevant	Medium	Introduction of charging infrastructure in isolated locations where women may not feel safe, particularly at night	Across the UK, many early examples of chargepoint installations did not consider personal safety and security, at the chargepoint and on walking routes between the chargepoints and people's homes
Sexual orientation	Not relevant	N/a	N/a	N/a

Outcome, action and public reporting

Screening Assessment Outcome	Yes / No / Not at this stage	Further Action Required / Action to be taken	Responsible Officer and / or Lead Strategic Group	Timescale for Resolution of negative impact / Delivery of positive impact
Was a significant level of negative impact identified?	Not at this stage	<p>We are ensuring that the consultation offers alternative ways to access materials and respond, to ensure that everyone can participate</p> <p>The plan has recognised the known impacts of chargepoint design, positioning and personal security considerations on people with protected characteristics, based upon national experience of chargepoint installation so far, and proposed that the council adopts policies to remove or effectively mitigate these impacts, including adoption of government and British Standards Institute (forthcoming) standards and guidance. The public consultation will offer an additional opportunity to check that the needs of people with protected characteristics have been identified and understood, and are reflected in the final plan that the council adopts</p>	Dug Tremellen, Transport Policy Manager	<p>Within the public consultation</p> <p>Within final published plan</p>
Does the strategy, policy, plan etc require amendment to have a positive impact?	Not at this stage	The strategy has considered the known needs of persons with protected characteristics, based on learning from experience nationally. The public consultation will offer an additional opportunity to check that the needs of people with protected characteristics have been identified and understood, and are reflected in the final plan that the council adopts	Dug Tremellen, Transport Policy Manager	Within final published plan

If you answered **yes** to either / both of the questions above a Full Assessment is advisable and so please proceed to Stage 2. If you answered “No” or “Not at this Stage” to either / both of the questions above please consider any next steps that may be taken (e.g. monitor future impacts as part of implementation, re-screen the project at its next delivery milestone etc).

Stage 2 : Full assessment

2.1 : Scope and define

2.1.1 Who are the main beneficiaries of the proposed strategy / policy / plan / project / service / procedure? List the groups who the work is targeting/aimed at.

2.1.2 Who has been involved in the creation of the proposed strategy / policy / plan / project / service / procedure? List those groups who the work is targeting/aimed at.

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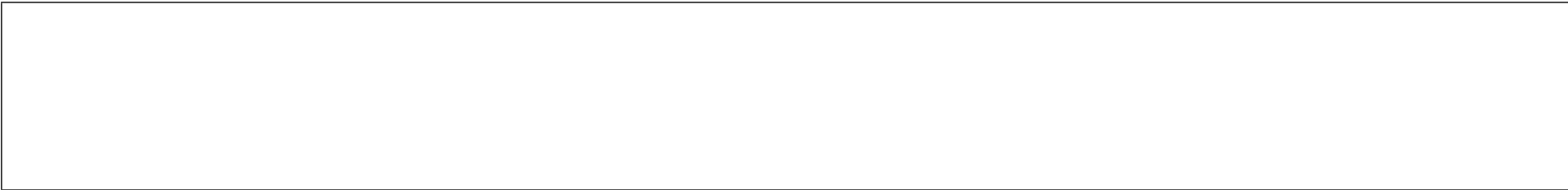
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2.2 : Information gathering/evidence

2.2.1 What secondary data have you used in this assessment? Common sources of secondary data include: censuses, organisational records.

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2.2.2 What primary data have you used to inform this assessment? Common sources of primary data include: consultation through interviews, focus groups, questionnaires.



Eliminate discrimination, harassment, victimisation

Protected Characteristic	Advancing the Equality Duty : Does the proposal advance the Equality Duty Statement in relation to the protected characteristic (Yes/No)	If yes, to what level? (High / Medium / Low)	Negative impact : Does the proposal disadvantage them (Yes / No)	If yes, to what level? (High / Medium / Low)	Please provide explanatory detail relating to your assessment and outline any key actions to (a) advance the Equality Duty and (b) reduce negative impact on each protected characteristic.
Age					
Disability					
Gender reassignment					
Marriage and civil partnership					
Pregnancy and maternity					
Race					
Religion and belief					
Sex					
Sexual orientation					

Advance equality of opportunity

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Protected Characteristic	Advancing the Equality Duty : Does the proposal advance the Equality Duty Statement in relation to the protected characteristic (Yes/No)	If yes, to what level? (High / Medium / Low)	Negative impact : Does the proposal disadvantage them (Yes / No)	If yes, to what level? (High / Medium / Low)	Please provide explanatory detail relating to your assessment and outline any key actions to (a) advance the Equality Duty and (b) reduce negative impact on each protected characteristic.
Age					
Disability					
Gender reassignment					
Marriage and civil partnership					
Pregnancy and maternity					
Race					
Religion and belief					
Sex					
Sexual orientation					

Foster good relations

Protected Characteristic	Advancing the Equality Duty : Does the proposal advance the Equality Duty Statement in relation to the protected characteristic (Yes/No)	If yes, to what level? (High / Medium / Low)	Negative impact : Does the proposal disadvantage them (Yes / No)	If yes, to what level? (High / Medium / Low)	Please provide explanatory detail relating to your assessment and outline any key actions to (a) advance the Equality Duty and (b) reduce negative impact on each protected characteristic.
Age					
Disability					
Gender reassignment					
Marriage and civil partnership					
Pregnancy and maternity					
Race					
Religion and belief					
Sex					
Sexual orientation					

2.4 Has your delivery plan been updated to incorporate the activities identified in this assessment to mitigate any identified negative impacts? If so please summarise any updates.

These could be service, equality, project or other delivery plans. If you did not have sufficient data to complete a thorough impact assessment, then an action should be incorporated to collect this information in the future.

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Report Title:	Council Carbon Emissions – Plan for Delivery
Contains Confidential or Exempt Information	No - Part I
Cabinet Member:	Councillor Stimson, Cabinet Member for Climate Action and Sustainability
Meeting and Date:	Cabinet – 27 October 2022
Responsible Officer(s):	Chris Joyce, Head of Infrastructure, Sustainability and Economic Growth Andrew Durrant, Executive Director of Place
Wards affected:	All

www.rbwm.gov.uk



REPORT SUMMARY

The Council's Environment and Climate Strategy sets out an ambitious carbon reduction target for the Council's operational emissions. Between 2018/19 and 2025/26, the Council has committed to reducing its emissions by 50%, as part of our longer-term plan to reduce emissions to net zero by 2050 at the latest.

This paper sets out how the Council will achieve its target through a mix of operational changes, buildings improvements and grid decarbonisation. It outlines the work that has already been completed and planned for this financial year.

The paper also identifies the required level of emissions reductions required to achieve our corporate plan goals and a programme of works to achieve that. This is based on the feasibility studies undertaken by independent specialists to identify opportunities for decarbonisation of the council's estate.

The paper further out how the plan will transition the Council away from fossil fuel heating systems, improving the Council's energy security and mitigating against the significant price rises being seen on international energy markets.

1. DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Cabinet notes the report and:

- i) Approves the plan to deliver a 50% carbon reduction in the Council's emissions by 2025/26 based on a 2018/19 baseline in line with the Council's Environment and Climate Strategy.**

2. REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

Options

Table 1: Options arising from this report

Option	Comments
Note the report and support the work to achieve the Council’s carbon reduction targets. This is the recommended option	This will support our Environment & Climate Strategy and Corporate Plan priority to take action to tackle climate change as well as the specific plan goal to reduce the council’s own emissions.
Develop a new plan to reduce carbon emissions by 50% by 2025/26	This will delay action and put at risk the delivery date
Not approve the plan	This will result in the failure to meet a Corporate Plan goal

Context

2.1 Taking action on climate change is a priority of the Council in its Corporate Plan. There are three goals that directly link to this plan including:

- A decrease in the borough and council’s own emissions by 50% by 2025 – and net zero by 2050, at the latest.
- The council commits to spend £1 million on reducing emissions through energy efficiency improvements over the period, and will seek external funding to accelerate the plans.
- Enable an increase in renewable energy generation in the borough, by 10 fold by 2026 (from a baseline of 13,067 MWh in 2018).

2.2 The Corporate Plan states that our approach will be to, “Make the most effective use of resources - delivering the best value for money.” The Council’s energy spend is very significant and ensuring we use energy efficiently is an important element of delivering on that commitment to deliver best value to residents.

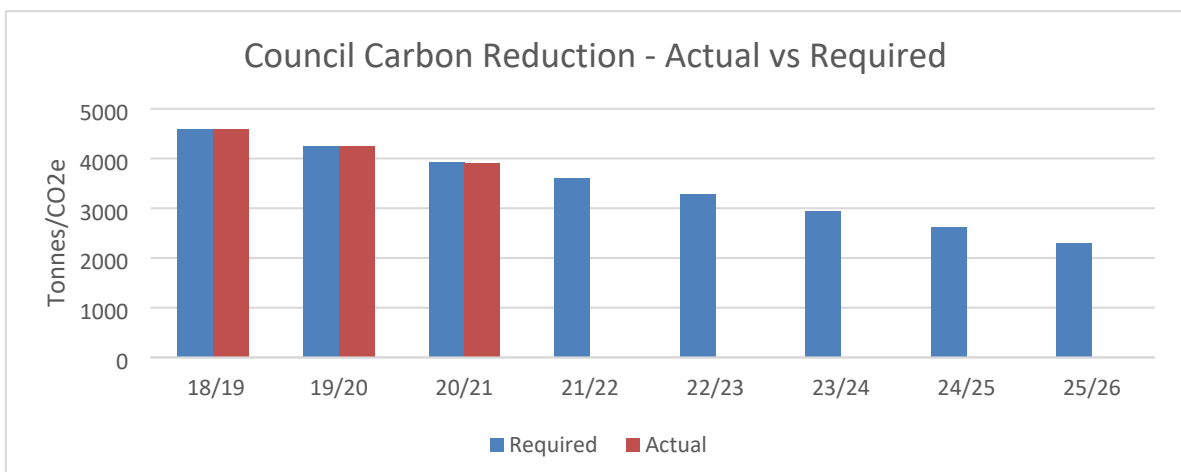
2.3 In its Environment and Climate Strategy, the Council made a commitment to a science-based carbon reduction trajectory both for the Borough and for its own organisational emissions. The Council’s organisational carbon emissions in 2018/19 were 4,585 tonnes / CO2e. A 50% reduction target by 2025/26 therefore requires a reduction of 2292.5 tonnes / CO2e

Baseline

2.4 The Council has already reported emissions 3903tonnes/CO2e for 2020/21 and will report shortly on its 2021/22 emissions once all the data is available. Using a straight-line trajectory between 2018/19 and 2025/26, the Council is emitting less carbon emissions than would be expected at this stage (3903 (actual) vs 3930 (required by the trajectory) tonnes/CO2 in 2020/21). Initial analysis suggests the Council remains ahead of target for 2021/22.

2.5 The Council has achieved these reductions through a number of projects that have been delivered over the last few years. These include

- Replacement of lighting systems with LED's across the majority of Council buildings.
- Further roll out of LED street-lighting
- Installation of new double glazed windows at its Tinkers Lane site and schools such as Alexander First, All Saints Junior, Alwyn Infant, Holy Trinity (Cookham) and Wessex Primary.
- Improved use of IT and a positive approach to flexible working to reduce the need for travel
- Solar photovoltaic installations across a number of schools
- Awareness raising and education support with school children and staff to support behaviour change



Planned Projects - Schools Energy Efficiency Upgrade Project – 2022/23

2.6 Following the preparation of a bid by the Sustainability and Climate Change Team, Property Services and Achieving for Children, the Council was successful in a £1.567m bid for capital funding from the Public Sector Decarbonisation Scheme Phase 3. The schools included in the application were Alexander First, Boyne Hill Infants, Braywood First, Courthouse Junior and Oakfield First. All these schools used oil-fired boilers which are both carbon intensive and expensive to run.

2.7 The total project cost is estimated to be approximately £2.2 million. This will be confirmed once detailed design work is completed. Securing the grant funding meant £476k could be released for other projects in schools.

2.8 The deadline for project completion is 31st March 2023, subject to installer capacity, COVID-19 and access to each school. The project team are working hard to mitigate any risks to the delivery schedule of the project.

2.9 The works, by school, are set out in Table 3:

Table 3: Schools projects being delivered in 2022/23

Building name	Fabric Measures (these include improvements to the building such as insulation, windows or pipework)	Heat Generation
Boyne Hill C of E Infant School, Maidenhead	<ul style="list-style-type: none"> ○ Heating - distribution pipework improvements ○ Hot water - distribution improvements ○ Insulation - dry wall lining, roof insulation, draught proofing, Heating pipework insulation (internal) ○ Double glazing with metal frames ○ Solar PV 	Air source heat pump (air to water)
Courthouse Junior School, Maidenhead	<ul style="list-style-type: none"> ○ Heating pipework insulation (internal) ○ Heating - distribution pipework improvements 	Ground source heat pump
Oakfield First School, Windsor	<ul style="list-style-type: none"> ○ Heating pipework insulation (internal) ○ Heating - distribution pipework improvements ○ Double glazing with metal frames ○ Solar PV 	Ground source heat pump
Alexander First School, Windsor	<ul style="list-style-type: none"> ○ Heating pipework insulation (internal) ○ Heating - distribution pipework improvements ○ Double glazing with metal frames ○ Solar PV 	Ground source heat pump
Braywood First School, Windsor	<ul style="list-style-type: none"> ○ Heating – distribution pipework improvements ○ Insulation – Draught proofing, dry wall lining, roof insulation, heating pipework insulation (internal) ○ Double glazing with metal frames ○ Hot water distribution improvements ○ Solar PV 	Air source heat pump (air to water)

2.10 The total carbon saving for these projects is estimated to be 185 tonnes/CO₂e. To maximise the educational benefit of the projects, the Council is committed to engaging with the schools and children. The environmental education team based out of the Council's Braywick Nature Centre are looking how they would deliver sessions/workshops.

Proposed Projects

2.11 Feasibility work has been undertaken to understand opportunities on the Council's estate to reduce energy and carbon emissions including across majority of the school's estate. Further work will be undertaken over the next 12 months in more buildings.

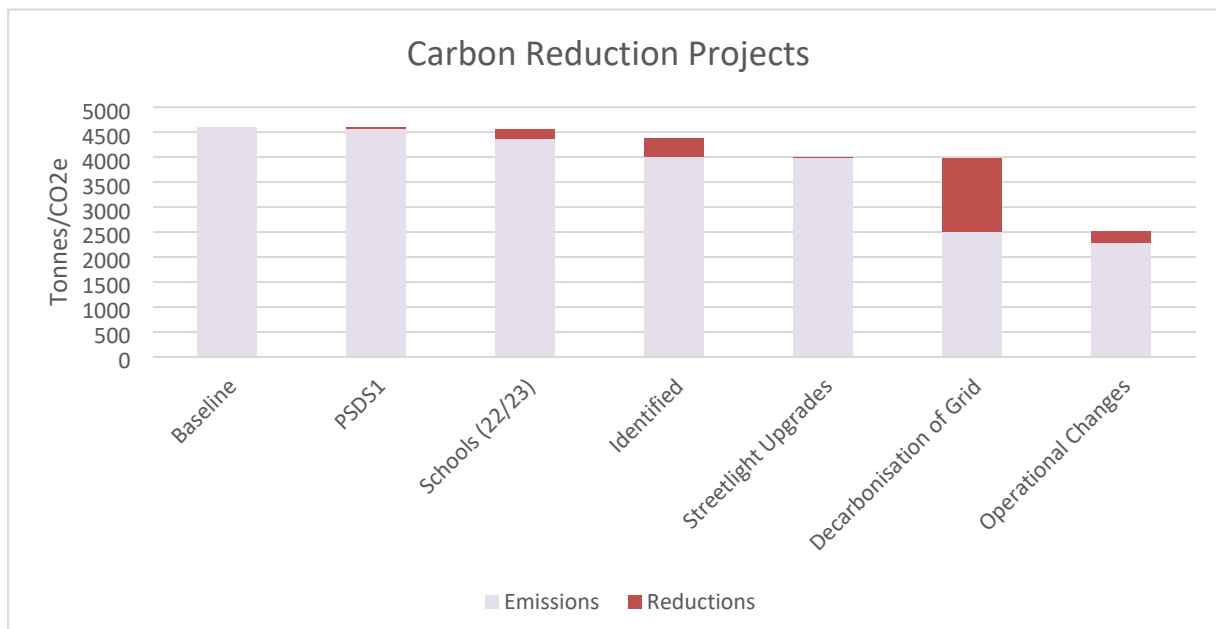
2.12 The table below details a summary carbon reduction projects either undertaken, planned or identified across the Council's estate. These have been identified by independent, external consultants appointed by the Council through money secured from the Government's Low Carbon Skills Fund Phase 1 and Phase 2.

Table 2: Carbon Reduction Projects Identified

Project Detail	Tonnes/CO2e Saved	Status
Lighting Upgrades in 12 schools, Maidenhead Library and Tinkers Lane Depot. This was funded through the Public Sector Decarbonisation Scheme.	21	Delivered
Heating, fabric and solar projects across 5 schools. These schools were identified as using mainly heating oil with end-of-life heating systems. This work is being funded jointly by the Council and the Public Sector Decarbonisation Scheme (Further detail on these works is provided below).	185	Underway for delivery during 2022/23
Heat decarbonisation surveys have been conducted across 30 buildings to identify how best to reduce emissions. This work has been completed recently and will be prioritised to ensure we undertake work when most appropriate.	376	Identified
The Council has converted most of its streetlights to LED however there are still a number remaining which will be undertaken this year.	20	Planned for 2022/23
Total	602	

2.13 These projects combined with the carbon savings from decarbonisation of the grid mean the Council has identified 2072 of the 2295.5 tonnes / CO2e. This represents 90% of the savings required.

2.14 An important factor in whether the Council achieves its carbon reduction target will be how successful the country is in decarbonising grid electricity. Over the last four years, grid electricity has decarbonised by, on average, approximately 11% per year. If this continues and using a more conservative 10% figure, grid decarbonisation will contribute 1470 tonnes / CO2e to the overall 2292.5tonnes / CO2e reduction required.



2.15 Work has been undertaken to look at how the Council can make operational / behavioural changes to reduce its organisational utility costs. This has been possible through improved metering that has been rolled out, giving the Council better visibility of its energy and water consumption. In light of significant energy price rises, this work will be accelerated to provide immediate cost and carbon savings. These could include centralising utilities management to enable better identification of excess energy consumption, reducing out of hours consumption across Council facilities and optimising heating systems to run more efficiently.

2.16 At this stage, the analysis indicates that the council is on track to achieve its operational carbon reduction targets.

3. KEY IMPLICATIONS

3.1 The proposed works to the council estate will support delivery of an important Corporate Plan goal. This paper is not seeking approval for funding at this stage, as this will need to be assessed as part of the Council’s capital programme process and the normal approval of the budget through Cabinet and Full Council.

3.2 Individual business cases will be developed that set out the capital and revenue funding implications. These will be assessed on a case by case basis to ensure there are robust delivery and funding plans and that the projects represent value for money.

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
50% reduction in carbon emissions by 2025/26	< 50% reduction by 2025/26	50% reduction by 2025/26	> 50% reduction by 2025/26	> 50% reduction earlier than 2025/26	31 st March 2026

4. FINANCIAL DETAILS / VALUE FOR MONEY

4.1 The proposed approach to delivering the programme will be to maximise external funding. This will include further funding bids to the Public Sector Decarbonisation Fund, which is expected to reopen for a further round later this year. The council has been successful in securing funding from the previous two rounds for both capital projects and to deliver feasibility studies to assess decarbonisation potential.

4.2 We will prioritise investment where capital spending would still be required due to heating and other systems coming to the end of their life. Where appropriate other funding such as schools grant funding, CIL and our own carbon offsetting fund will be used to minimise the need for borrowing to fund the projects

Planned Project Costs

4.3 The Council secured a grant from government of £1.567 million which combined with funding from the School Condition Allocation Grant ensures the schools energy improvement projects during 2022/23 are funded. This was agreed by Full Council on the 26th April 2022.

4.4 The Project team, made up of Officers from Sustainability & Climate Change, Property Services and AfC, will continue to work closely to ensure we match funding applications to the school's improvement programme. This will maximise the funding available for deliver carbon reduction projects in a similar way to has been achieved in 2022/23.

Proposed Project Costs

4.5 The total cost of the work that has been identified by consultants to achieve the 376tonnes/CO₂e is £21,836,200 which will need to be invested between now and 2025/26.

4.6 Nearly 80% of that total is heating system interventions. The Council will prioritise the replacement of heating systems at the end of their life. This ensures the work is undertaken as cost effectively as possible as much of the work and capital spend will be required regardless.

4.7 It's likely that significant further grant funding will be secured by the Council to deliver its carbon reduction programme.

4.8 There are a variety of sources of funding that the Council can use to deliver the works set out which include;

- ii) External grant funding (E.g. PSDS)
- iii) Schools Allocation Grant
- iv) Section 106 / CIL
- v) Carbon Offsetting Fund
- vi) Community Energy Funds
- vii) Internal Capital Funding

- 4.9 The Council will prioritise external grant funding to ensure best value for residents.
- 4.10 Where internal capital funding is required, this will be subject to the capital funding approval process. This will ensure that individual projects represent value for money. The Council has invested in the capacity of the Sustainability and Climate Change Team to manage projects in partnership with officers from Property Services and Achieving for Children therefore there are no revenue implications for delivering this scheme.
- 4.11 Where appropriate, the Council will look to work with local partners to deliver carbon reduction projects. As an example, the Council has worked closely with Maidenergy in the past to deliver solar photovoltaic projects on schools.
- 4.12 There is significant volatility in energy prices currently which has been made worse by the invasion of Ukraine. This makes forecasting estimated savings from projects difficult.
- 4.13 The data provided from consultants estimates the energy cost savings from fabric improvements will be £80,700 and solar installations will be £14,300. There is likely to be an increase in energy costs when undertaking heating system improvements as we move away from fossil fuels. This is due to gas currently being a cheaper source of fuel than electricity however the difference is predicted to narrow in the medium term. This however is likely to be offset by the fabric and solar savings and will provide better resilience against international energy markets.
- 4.14 The transition away from fossil fuel-based heating systems better protects the Council from international energy markets. Whilst electricity costs are linked, the increasing renewable energy capacity in the country and the borough provide more stable energy supplies. The Council is forecasting the gas price increase to be far larger than for electricity. This provides important stability and security to the Council and mitigates against the significant price rises we are seeing in international markets.
- 4.15 If any of the projects require funding from borrowing there would be a revenue funding implication. Although Cabinet is not being asked to approve the funding for any particular project, an indicative revenue cost has been set out for context. Assuming the Council needs to fund 25% of the total cost (with the remainder coming from external grant funding), the cost would be approximately £650,000/annually over a ten-year period.

5. LEGAL IMPLICATIONS

- 5.1 The Project Team for delivery of the Schools Energy Efficiency Upgrade Project have worked closely with Procurement to ensure the work is procured in line with the Council's constitution. This would be the case for any future projects delivered as part of the programme.
- 5.2 The Council has the right to undertake the work detailed in this paper and there are no further legal implications.

6. RISK MANAGEMENT

6.1 Table 6 details a number of the specific project risks that are likely to be relevant as we manage projects going forward. These are based on our current experience of delivering projects across the Council's estate.

Table 6: Impact of risk and mitigation

Risk	Level of uncontrolled risk	Controls	Level of controlled risk
Installer capacity and availability The availability of installers could be a risk as the pandemic has increased the pressure on enough trained installers for the surplus works required.	Moderate	Fortnightly meetings with the project management team to discuss any delays and issues of installer availability. There is ongoing work across Berkshire with educational facilities such as BCA and Newbury College to help train more qualified installers.	Low
Material supply The supply of materials could be a risk as the pandemic has increased the pressure for resources and has been a concern for the industry over the last two years.	Moderate	Fortnightly meetings with the project management team to discuss any delays and issues concerning the supply of materials, supply chain difficulties and material delivery challenges.	Low
Project timeline The project timeline becoming a risk is a minor concern at this stage as the deadline is 31 st March 2023. This will most likely become a concern if issues such as installer and material availability, delay the projects progression.	Low	Fortnightly meetings with the project management team to discuss any delays and issues concerning the availability of qualified installers, supply of materials, supply chain difficulties, material delivery challenges. The project forecasts will also be updated regularly to reflect up to date expectations.	Low
Decarbonisation of grid electricity	Low	The government remain committed to delivering net zero. There are	Low

<p>The UK has been very successful in decarbonising electricity generation through a reduction in coal generation and an increase in renewables. There is a risk that if this progress slows or reverses because of national or international events, emission reduction targets will be more difficult to achieve.</p>		<p>significant new renewables projects in development across the country. The Council will keep grid decarbonisation under review and can look to increasing renewables generation across its estate if required.</p>	
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6.2 In addition to the project specific risks, there are a number of programme risks. The main one focuses on availability and success of securing government funded to deliver the programme. As the Environment and Climate Strategy set out, the work to deliver significant carbon reduction requires the support of central government. Whilst the Council has a strong track record of securing funding and central government has committed to achieving net zero, any change in national policy will impact on the Council's ability to reach its carbon target.

7. POTENTIAL IMPACTS

7.1 Equalities. Climate Change will effect the most vulnerable in society and therefore taking action to reduce carbon emissions is an important equality issue. Further, the work to improve schools will ensure children in the Borough are taught in low carbon, efficient schools.

7.2 Climate change/sustainability. The work detailed in this paper will deliver a headline target from the Council's Environment and Climate Strategy. It will significantly reduce the Council carbon emissions in line with the science and will demonstrate important leadership on climate change in the Borough.

7.3 Data Protection/GDPR. There are no data protection/ GDPR implications. No personal data will be used.

7.4 The projects detailed will deliver important improvements to the Council's estate. The condition of buildings will be improved making them better places to work/study in line with the Council's Value of investing in strong foundations.

8. TIMETABLE FOR IMPLEMENTATION

8.1 Implementation date if not called in: Immediately.

Officers will prioritise the identified projects to ensure an effective delivery plan is established. Preparations will also be made for further funding rounds of the Public Sector Decarbonisation Scheme.

9. APPENDICES

9.1 This report is supported by 1 appendix:

- Appendix A – Equality Impact Assessment

10. CONSULTATION

Name of consultee	Post held	Date sent	Date returned
<i>Mandatory: Statutory Officers (or deputies)</i>			
Adele Taylor	Executive Director of Resources/S151 Officer	13/10/22	14/10/22
Emma Duncan	Deputy Director of Law and Strategy / Monitoring Officer	04/08/22	04/08/22
<i>Other consultees:</i>			
<i>Directors (where relevant)</i>			
Duncan Sharkey	Chief Executive	04/08/22	05/08/22
Andrew Durrant	Executive Director of Place	04/08/22	16/08/22
<i>Heads of Service (where relevant)</i>			
Chris Joyce	Head of Infrastructure, Sustainability and Economic Growth		

Cllr Stimson	Cabinet Member for Climate Action and Sustainability	Yes
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REPORT HISTORY

Decision type:	Urgency item?	To follow item?
Non-key decision	No	No

Report Author: James Thorpe, Sustainability and Climate Lead
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ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD
EQUALITY IMPACT ASSESSMENT

EqlA : Title of EQIA

Essential information

Items to be assessed: (please mark 'x')

Strategy		Policy		Plan	X	Project		Service/Procedure	
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Responsible officer	James Thorpe	Service area	Infrastructure, Sustainability & Economic Growth	Directorate	Place
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Stage 1: EqlA Screening (mandatory)	Date created: 25/8/2022	Stage 2 : Full assessment (if applicable)	N/A
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Approved by Head of Service / Overseeing group/body / Project Sponsor:
I am satisfied that an equality impact has been undertaken adequately.

Signed by (print): Chris Joyce

Dated: 30/8/2022

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ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

EQUALITY IMPACT ASSESSMENT

EqlA : Title of EQIA

Guidance notes

What is an EqlA and why do we need to do it?

The Equality Act 2010 places a 'General Duty' on all public bodies to have 'due regard' to:

- Eliminating discrimination, harassment and victimisation and any other conduct prohibited under the Act.
- Advancing equality of opportunity between those with 'protected characteristics' and those without them.
- Fostering good relations between those with 'protected characteristics' and those without them.

EqlAs are a systematic way of taking equal opportunities into consideration when making a decision, and should be conducted when there is a new or reviewed strategy, policy, plan, project, service or procedure in order to determine whether there will likely be a detrimental and/or disproportionate impact on particular groups, including those within the workforce and customer/public groups. All completed EqlA Screenings are required to be publicly available on the council's website once they have been signed off by the relevant Head of Service or Strategic/Policy/Operational Group or Project Sponsor.

What are the "protected characteristics" under the law?

The following are protected characteristics under the Equality Act 2010: age; disability (including physical, learning and mental health conditions); gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation.

What's the process for conducting an EqlA?

The process for conducting an EqlA is set out at the end of this document. In brief, a Screening Assessment should be conducted for every new or reviewed strategy, policy, plan, project, service or procedure and the outcome of the Screening Assessment will indicate whether a Full Assessment should be undertaken.

Openness and transparency

RBWM has a 'Specific Duty' to publish information about people affected by our policies and practices. Your completed assessment should be sent to the Strategy & Performance Team for publication to the RBWM website once it has been signed off by the relevant manager, and/or Strategic, Policy, or Operational Group. If your proposals are being made to Cabinet or any other Committee, please append a copy of your completed Screening or Full Assessment to your report.

Enforcement

Judicial review of an authority can be taken by any person, including the Equality and Human Rights Commission (EHRC) or a group of people, with an interest, in respect of alleged failure to comply with the general equality duty. Only the EHRC can enforce the specific duties. A failure to comply with the specific duties may however be used as evidence of a failure to comply with the general duty.

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

EQUALITY IMPACT ASSESSMENT

EqlA : Title of EQIA

Stage 1 : Screening (Mandatory)

1.1 What is the overall aim of your proposed strategy/policy/project etc and what are its key objectives?

The Council's Environment and Climate Strategy sets out an ambitious carbon reduction target for the Council's operational emissions. Between 2018/19 and 2025/26, the Council has committed to reducing its emissions by 50%, as part of our longer-term plan to reduce emissions to net zero by 2050 at the latest.

This paper sets out how the Council will achieve its target through a mix of operational changes, buildings improvements and grid decarbonisation. It outlines the work that has already been completed and planned for this financial year.

The paper also identifies the required level of emissions reductions required to achieve our corporate plan goals and a programme of works to achieve that. This is based on the feasibility studies undertaken by independent specialists to identify opportunities for decarbonisation of the council's estate.

1.2 What evidence is available to suggest that your proposal could have an impact on people (including staff and customers) with protected characteristics? Consider each of the protected characteristics in turn and identify whether your proposal is Relevant or Not Relevant to that characteristic. If Relevant, please assess the level of impact as either High / Medium / Low and whether the impact is Positive (i.e. contributes to promoting equality or improving relations within an equality group) or Negative (i.e. could disadvantage them). Please document your evidence for each assessment you make, including a justification of why you may have identified the proposal as "Not Relevant".

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ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD
EQUALITY IMPACT ASSESSMENT

EqlA : Title of EQIA

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Protected characteristics	Relevance	Level	Positive/negative	Evidence
Age	Relevant	Medium	Positive	Climate change and the biodiversity crisis are likely to have a disproportionate impact on the young. By delivering the plan we will mitigate climate change which will have a positive impact on the environment. Much of the work will focus on improvements to school facilities where children will be the main beneficiary of the work.
Disability	Relevant	Low	Positive	People with a disability are more likely to use Council facilities. By delivering this work, we will improve Council buildings, making them warmer, more comfortable places to visit and work in.
Gender re-assignment	Not relevant			
Marriage/civil partnership	Not relevant			
Pregnancy and maternity	Not relevant			
Race	Not relevant			
Religion and belief	Not relevant			
Sex	Not relevant			
Sexual orientation	Not relevant			

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD
EQUALITY IMPACT ASSESSMENT

EqlA : Title of EQIA

Outcome, action and public reporting

Screening Assessment Outcome	Yes / No / Not at this stage	Further Action Required / Action to be taken	Responsible Officer and / or Lead Strategic Group	Timescale for Resolution of negative impact / Delivery of positive impact
Was a significant level of negative impact identified?	No			
Does the strategy, policy, plan etc require amendment to have a positive impact?	No			

If you answered **yes** to either / both of the questions above a Full Assessment is advisable and so please proceed to Stage 2. If you answered “No” or “Not at this Stage” to either / both of the questions above please consider any next steps that may be taken (e.g. monitor future impacts as part of implementation, re-screen the project at its next delivery milestone etc).

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