

# Cabinet Decision Sheet

The following decisions were taken by the Cabinet on Wednesday 29 November 2023 and will be implemented on Friday 8 December 2023 unless the call in procedure has been triggered.

The below sets out a summary of the decisions that have been taken by Cabinet. It is intended to represent the formal record of the decisions taken and to facilitate the Council's call-in process. The minutes of the meeting shall be published separately, alongside the decision sheet.

## Agenda Item 6

### Report Title:

In-year Monthly Budget Update

### Decision Made:

That Cabinet:

- i) noted the forecast revenue outturn for the year was an overspend on services of £7.396m which reduced to an overspend of £3.688m when including unallocated contingency budgets and changes to funding budgets (para 4);
- ii) noted that the Council's approach to in-year budget monitoring and management was being strengthened – as part of a wider approach to improving corporate governance at RBWM - as set out in within the report; and
- iii) noted the forecast capital outturn was expenditure of £46.332m against a budget of £87.784m (para 11).

### Reason for Decision:

To note the Council's Outturn.

### Alternative options considered and rejected at time of the decision:

To not note the Council's Outturn.

### Any Conflicts of interest declared by any Cabinet Member:

None

### Call-In Deadline:

7 December 2023

## Agenda Item 7

### Report Title:

EV ChargePoint Procurement

### Decision Made:

That Cabinet noted the report and accepted an invitation to tender and tender evaluation documents for the delivery, operation and maintenance of EV charge points, that were prepared for issue through the Oxford Dynamic Purchasing System and included in a bid for government Local EV Infrastructure funding.

### Reason for Decision:

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Utilising Oxford DPS would enable the preparation of a full set of procurement documentation ahead of a bid for £927,000 over two years of earmarked Local EV Infrastructure funding, providing assurance within that bid that the Council has a robust plan for securing contractual relationships with the necessary supplier(s) and deliver the value for money and infrastructure quality that the Department for Transport (as funder) are looking to see.

**Alternative options considered and rejected at time of the decision:**

- Draft tender documentation from scratch, for submission with the bid.
- Utilise another procurement framework or dynamic purchasing system.
- Do nothing.

**Any Conflicts of interest declared by any Cabinet Member:**

None

**Call-In Deadline:**

7 December 2023

## Agenda Item 8

**Report Title:**

Annual update on demand for school places

**Decision Made:**

That Cabinet noted the report and:

- i) Supported discussions around a potential bulge class at Datchet St Mary's CE Primary School for September 2025.
- ii) Delayed the opening of a new primary school at Chiltern Road, Maidenhead, until at least September 2026, and requested that this be reconsidered in Autumn 2024.
- iii) Requested that further places for junior age children were provided in Maidenhead using existing spare physical capacity.
- iv) Requested that proposals for temporary reductions in Published Admission Numbers were agreed with Windsor first and middle schools, to reduce the number of projected surplus places in the town.
- v) Requested that public consultation was carried out for changes to the Royal Borough's school admissions arrangements for September 2025, as set out in paragraph 5.7.
- vi) Requested that officers work with Alexander First School and the Ministry of Defence on plans to rethink education and community provision on the Broom Farm Estate in Windsor.
- vii) Requested further investigation of the potential to expand Churchmead School, in consultation with neighbouring local authorities.

**Reason for Decision:**

To ensure that the borough continues the provision of school places for its pupils.

**Alternative options considered and rejected at time of the decision:**

Do nothing.

**Any Conflicts of interest declared by any Cabinet Member:**

None

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**Call-In Deadline:**  
7 December 2023

## Agenda Item 9

**Report Title:**  
Highway Services Contracts – Award

**Decision Made:**

That Cabinet noted the report and delegated authority to the Executive Director of Place Services in consultation with the Cabinet Member for Highways and Transport, Customer Service Centre and Employment to:

- i) Approve the appointment of the identified Preferred Bidders (PART II – Appendix B) following a Tender process which had been undertaken by the Council for the following Highways Services Contracts:
  - Lot 1 – Highways Maintenance and Capital Works
  - Lot 2 – Street Cleansing
  - Lot 3 – Highway, Transport and Bridge Professional Service
  - Lot 4 – Traffic Signal & ITS Maintenance
- ii) Award the Lot 1 contract to the Preferred Bidder for an initial period of 7 years with options for two extension periods of 4 and 3 years. (7+4+3).
- iii) Award the Lot 2 contract to the Preferred Bidder for an initial period of 7 years with options for two extension periods of 4 and 3 years. (7+4+3).
- iv) Award the Lot 3 contract to the Preferred Bidder for an initial period of 7 years with options for two extension periods of 4 and 3 years. (7+4+3).
- v) Award the Lot 4 contract to the Preferred Bidder for an initial period of 7 years with options for two extension periods of 4 and 3 years. (7+4+3).

**Reason for Decision:**

The Preferred Bidders were selected following a compliant, competitive procurement exercise following the 2015 Public Contracts Regulations and RBWMs Contracts and Tendering Rules.

**Alternative options considered and rejected at time of the decision:**

- Extend the existing contracts.
- Do nothing and/or re-tender.

**Any Conflicts of interest declared by any Cabinet Member:**  
None

**Call-In Deadline:**  
7 December 2023

## Agenda Item 10

**Report Title:**  
York Road Phase I, Maidenhead

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## Decision Made:

That Cabinet noted the report and:

- i) Approved RBWM entering into a formal contract with Countryside outside of the Development Agreement to capture the capital value from Countryside's headlease sale as relates to the notional 4,000 sq. ft commercial floorspace.
- ii) Delegated authority to the Executive Director of Place in consultation with the Cabinet Member for Planning, Legal and Asset Management and Managing Director of the Property Company to complete the contract with Countryside.

## Reason for Decision:

By approving the formal contract, it would enable and provide a welcomed capital receipt to RBWM which it may otherwise not have realised. The receipt will enable the delivery of part of the Council's strategic objectives. It formed part of the Property Company's Business Plan, as well as a strategic delivery objective for RBWM.

## Alternative options considered and rejected at time of the decision:

Do nothing.

## Any Conflicts of interest declared by any Cabinet Member:

None

## Call-In Deadline:

7 December 2023

## Agenda Item 11

### Report Title:

Early Adoption of Fees & Charges

### Decision Made:

That Cabinet noted the report and:

- i) To increase fees and charges detailed at Appendix A, from 1 January 2024. This included a wide range of fees and charges but excluded parking.
- ii) To go out to public consultation on the proposed parking fees and charges set out at Appendix B, for 21 days, ahead of proposed implementation of revised fees and charges from February 2024.
- iii) Agreed that the Executive Director of Place Services in consultation with the Leader of the Council, Cabinet Member for Finance and Cabinet Member for Highways and Transport, will approve revised parking fees and charges, following the end of the consultation period and analysis of the feedback; and implement these after the mandatory 28-day notice period.
- iv) That the headings of 'Fixed Penalty Notice for fly tipping' and 'Fixed Penalty Notice for failing to produce documentation for the transfer of waste' be removed from Appendix A, with the further remaining headings under 'Environmental Protection' to be reviewed, with an updated version to be published within the consultation.
- v) That the headings 'Fixed Penalty Notice for Littering', 'Fixed Penalty Notice for Graffiti (New Fee)' and 'Civil Penalty of Littering for Vehicle (New Fee)' under

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'Community safety / anti-social behaviour' be removed from Appendix A and included elsewhere within the report.

## **Reason for Decision:**

The financial outlook for RBWM continued to be very challenging, as set out in the Month 6 and 7 Budget Monitoring Reports, which were discussed by Cabinet. The Council was taking urgent and continued action to reduce spend and generate income, as seen with the report in question.

## **Alternative options considered and rejected at time of the decision:**

- To amend the proposed schedule of fees and charges prior to implementation and / or public consultation.
- To delay the timeline for consulting on and implementing the revised fees and charges.
- To not approve the proposed fees and charges that were outlined within Appendix B.

## **Any Conflicts of interest declared by any Cabinet Member:**

None

## **Call-In Deadline:**

7 December 2023

## **Agenda Item 12**

### **Report Title:**

Council Tax Base 2024/25

### **Decision Made:**

That Cabinet noted the report and:

- i) Approved the Council Tax base for the whole of the Borough area, for 2024/25 at 69,742.5 as detailed in the report and appendices. This was a decrease of 507.7 over the 2023/24 base, a 0.72% decrease.
- ii) Noted a Council Tax collection rate of 98.5% for 2024/25.
- iii) Noted an estimated deficit on the Council Tax Collection Fund in 2023/24 of £0.801m of which the Council's share was £0.633m

### **Reason for Decision:**

Section 33 of the Local Government Finance Act 1992 and the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012 required the Council as the Billing Authority to calculate a Council Tax Base for its area by 31 January each year. Under Government regulations it was necessary for the Council to review its Collection Fund and decide the following:

- The Council Tax Base to be used for setting its 2024/25 Council Tax.
- Its Council Tax Collection Rate for 2024/25; and
- The estimated Council Tax deficit for 2023/24.

### **Alternative options considered and rejected at time of the decision:**

Do nothing.

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Royal Borough  
of Windsor &  
Maidenhead

**Any Conflicts of interest declared by any Cabinet Member:**  
None

**Call-In Deadline:**  
7 December 2023