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Notice of Meeting

Council

Councillors Neil Knowles (Chair), Simon Bond (Vice-Chair), Clive Baskerville, Adam Bermange, George Blundell, David Buckley, Mandy Brar, Catherine Del Campo, Alison Carpenter, Richard Coe, Suzanne Cross, Carole Da Costa, Wisdom Da Costa, Devon Davies, Karen Davies, Jack Douglas, Genevieve Gosling, Jodie Grove, Geoff Hill, Mark Howard, Maureen Hunt, Lynne Jones, Ewan Larcombe, Sayonara Luxton, Asghar Majeed, Siân Martin, Chris Moriarty, Helen Price, Gary Reeves, Joshua Reynolds, Julian Sharpe, George Shaw, Gurch Singh, Kashmir Singh, John Story, Helen Taylor, Amy Tisi, Julian Tisi, Leo Walters, Simon Werner and Mark Wilson

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Tuesday 27 June 2023 7.00 pm

Council Chamber - Town Hall - Maidenhead & on [RBWM YouTube](#)

A handwritten signature in black ink, appearing to read 'Stephen Evans'.

**Stephen Evans
Chief Executive**

Agenda

Item	Description	Page
1	Apologies for Absence To receive any apologies for absence	
2	Declarations of Interest To receive any declarations of interest	3 - 4
3	Mayor's Communications To receive such communications as the Mayor may desire to place before the Council	
4	Appointment of Statutory Officers To consider approval for the statutory appointments of Section 151 Officer and Monitoring Officer.	5 - 14
5	Datchet Neighbourhood Plan - Making of the Plan To consider 'making' the Datchet Neighbourhood Plan as part of the Development Plan for the Royal Borough of Windsor and Maidenhead, and for it to be used in decision making for relevant planning applications in the Neighbourhood Plan area. This is following the referendum on 4 May 2023, where a significant majority of votes were cast in favour of the Neighbourhood Plan.	15 - 26

6	<p>Amendments to the 2023/24 Children’s Services Capital Programme</p> <p>To consider adjustments to the Royal Borough’s 2023/24 approved capital programme as follows:</p> <ul style="list-style-type: none"> • an adjustment to the borough’s budget for the delivery of the school maintenance programme in 2023/24, following confirmation of the borough’s School Condition Allocation for 2023/24; • capital budgets to allow for the delivery of new provision for children with special educational needs, following on from Cabinet’s approval of the new Special Educational Needs and Disabilities (SEND) and Alternative Provision (AP) Capital Strategy in March 2023; and • an increase to the budget for the expansion of Windsor Girls’, to enable school funded elements of that scheme to be included within the main contract. <p><i>Please note that this report contains a restricted appendix which has been circulated to Councillors separately and will require moving into closed session to be discussed in detail.</i></p>	27 - 38
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By attending this meeting, participants are consenting to the audio & visual recording being permitted and acknowledge that this shall remain accessible in the public domain permanently.

Please contact Kirsty Hunt, kirsty.hunt@rbwm.gov.uk, with any special requests that you may have when attending this meeting.

Published: Monday 19 June 2023



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:

- a) any unpaid directorships
 - b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
 - c) any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
- of which you are a member or in a position of general control or management

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, or a body included under Other Registerable Interests in Table 2 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 financial interest or well-being of a body included under Other Registerable Interests as set out in Table 2 (as set out above and in 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 (referred to in the paragraph above) **affects** the 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.

Report Title:	Statutory Officer Appointments
Contains Confidential or Exempt Information	No - Part I
Cabinet Member:	Councillor Werner, Leader of the Council and Cabinet Member for Community Partnerships, Public Protection and Maidenhead
Meeting and Date:	Extraordinary Council – 27 June 2023
Responsible Officer(s):	Stephen Evans, Chief Executive
Wards affected:	All

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REPORT SUMMARY

This report requests approval for the statutory appointments of Section 151 Officer and Monitoring Officer.

1. DETAILS OF RECOMMENDATIONS

RECOMMENDATION: That Council notes the report and appoints:

- i) Elizabeth Griffiths as the Council’s Section 151 Officer following her appointment to the role of Executive Director of Resources.**
- ii) Elaine Browne, currently Head of Law and Governance and Interim Monitoring Officer, as the Council’s permanent Monitoring Officer.**

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

Options

Table 1: Options arising from this report

Option	Comments
To approve the statutory appointments of Section 151 Officer and Monitoring Officer. This is the recommended option	The officers proposed for appointment are suitably qualified and experienced to undertake these statutory responsibilities.
Do Nothing	This not an option as the council would statutorily uncompliant and therefore in breach of its duties.

Section 151 (s151) Officer

2.1 The Council is required under s151 of the Local Government Act 1972 to appoint a suitably qualified officer responsible for the proper administration of its affairs to the statutory position of s151 Officer. Following the resignation and departure of the Council’s Executive Director of Resources and s151 Officer in March 2023,

Council approved interim arrangements at its meeting on 21 February 2023. These were to remain in place pending a review of how the vacant Executive Director functions and consequently s151 Officer duties would be most appropriately carried out going forward. The outcome of the review was to proceed with external recruitment to the Executive Director of Resources post. This has now been completed and Elizabeth Griffiths appointed to the role.

2.2 The s151 Officer, which is also referred to in the Council's Constitution as the Chief Finance Officer works closely with the Council's Chief Executive and Monitoring Officer to lead the promotion and delivery of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively.

2.3 There are five functions of the Chief Finance Officer:

1. Ensuring lawfulness and financial prudence of decision making: After consulting with the Head of Paid Service and the Monitoring Officer, the Chief Finance Officer will report to the full Council, (s114 of the Local Government Finance Act 1988) or to the Cabinet in relation to an executive function, and the Council's external auditor if he/she considers that the authority:

- a. has made or is about to make a decision which involves or would involve the authority incurring expenditure which is unlawful,
- b. has taken or is about to take a course of action which, if pursued to its conclusion, would be unlawful and likely to cause a loss or deficiency on the part of the authority, or
- c. is about to enter an item of account the entry of which is unlawful.

Under the same act the Chief Finance Officer shall make a report under this section if it appears to him/her that the expenditure of the authority incurred (including expenditure it proposes to incur) in a financial year is likely to exceed the resources (including sums borrowed) available to it to meet that expenditure.

2. Administration of financial affairs: The Chief Finance Officer will have responsibility for the administration of the financial affairs of the Council (section 151 of Local Government Act 1972) and will certify the robustness of the council's estimates of expenditure and the adequacy of the level of reserves in the proposed budget as required by Section 25 of the Local Government Act 2003.

3. Contributing to corporate management: The Chief Finance Officer will contribute to the corporate management of the Council, in particular through the provision of professional financial advice.

4. Providing advice: The Chief Finance Officer will provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to all Councillors and will support and advise Councillors and Officers in their respective roles.

5. Give financial information: The Chief Finance Officer will provide financial information to the media, members of the public and the community.

2.4 Elizabeth Griffiths has been appointed to the role of Executive Director of Resources by the Council's Appointment Panel following a national search and rigorous selection process. Elizabeth is a qualified accountant and Associate of

the Chartered Institute of Management Accountants. Currently Chief Finance Officer (s151 Officer) and Deputy Chief Executive at West Oxfordshire District Council, Elizabeth also has significant private sector experience ranging from small entrepreneurial start-ups to international retailers. More recently she has moved into more community focused roles, working with companies with charitable and social objectives, before moving into the public sector several years ago. If approved, Elizabeth will formally take up the duties of s151 Officer from the date of commencement of employment with the Council, this is expected to be around early September 2023. Andrew Vallance, the Council's Head of Finance and Deputy s151 Officer, will continue to fulfil the full statutory s151 Officer role on an interim basis until Elizabeth starts.

Monitoring Officer (MO)

- 2.5 The Council is required under the Local Government and Housing Act 1989 to appoint one of its officers to the statutory position of MO. Following the resignation and departure of the Council's Director of Law, Strategy & Public Health and Monitoring Officer in March 2023, Council approved interim arrangements at its meeting on 21 February 2023. These were to remain in place whilst a review of how the vacant Director functions and consequently MO Officer duties would be most appropriately carried out going forward. The outcome of this review is to not replace the Director position and a realignment of the Council's senior management structure has been implemented accordingly. The statutory MO duties will now be incorporated into the role of Head of Law and Governance, which has previously been assigned as Deputy MO.
- 2.6 The role of MO is a statutory appointment and serves as the guardian of the Council's Constitution and the decision-making process. The MO is responsible for advising the Council on the legality of its decisions and providing guidance to councillors and officers on the Council's Constitution and its powers. The role has a responsibility to report breaches of the law or maladministration to the Council.
- 2.7 The MO works closely with the Council's Chief Executive to assist in the role of promoting and maintaining high standards of conduct and probity within the Council.
- 2.8 There are six functions of the Monitoring Officer as set out in the constitution:
- 1. Maintaining the Constitution:** The Monitoring Officer will maintain an up to date version of the Constitution and will ensure that it is widely available for consultation by Members, staff and the public.
 - 2. Ensuring lawfulness and fairness of decision making:** After consulting with the Head of Paid Service and Director of Resources, the Monitoring Officer will report to the Council or to Cabinet in relation to an executive function if he or she considers that any proposal, decision or omission would give rise to unlawfulness or if any decision or omission has given rise to maladministration. Such a report will have the effect of stopping the proposal or decision being implemented until the report has been considered.
 - 3. Proper Officer for access to information:** The Monitoring Officer will ensure that Cabinet decisions, together with the reasons for those decisions and relevant Officer reports and background papers are made publicly available as soon as possible.
 - 4. Advising whether Cabinet decisions are within the budget and policy framework in accordance with the requirement under the Budget and Framework Rules:** The Director of Resources in consultation with the

Monitoring Officer will advise whether decisions of the Cabinet are in accordance with the budget and policy framework.

5. Providing advice: The Monitoring Officer will provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to all councillors and will support and advise councillors and officers in their respective roles.

Royal Borough of Windsor and Maidenhead Constitution Part 5

6. Contributing to corporate management: The Monitoring Officer will contribute to the corporate management of the Council, in particular through the provision of professional advice on the lawfulness or probity of any matter.

2.9 Elaine Browne is the Council's Head of Law and Governance and Deputy MO and was appointed Interim MO by Council on 21 February 2023. This arrangement will now be made permanent. Elaine has been a qualified solicitor and member of the Law Society for over 18 years and has worked within local government legal services throughout that time. If appointed Elaine will take up the permanent duties with immediate effect.

3. KEY IMPLICATIONS

It is essential that the Council remains compliant with its legal obligations by ensuring statutory posts are filled and the associated duties being undertaken at all times. The table below sets out the key implications.

Table 2: Key Implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Statutory Officers appointed					27 June 2023

4. FINANCIAL DETAILS / VALUE FOR MONEY

4.1 There are no additional financial implications, appointments are contained within existing revenue budgets.

5. LEGAL IMPLICATIONS

5.1 Section 151 of the Local Government Act 1972 requires every local authority to appoint a suitably qualified officer responsible for the proper administration of its affairs. The Council must provide that officer with such staff and resources which, in that person's opinion, is necessary to allow them to carry out their duties.

5.2 Section 113 of the Local Government Finance Act 1998 requires the responsible officer under Section 151 of the 1972 Act to be a member of a specified accountancy body.

5.3 Section 5 (1) of the Local Government and Housing Act 1989 places a duty on the Council to appoint one of its officers to the statutory position of Monitoring Officer and provide that officer with such staff and resources which, in that person's opinion, is necessary to allow them to carry out their duties.

5.4 Under Part 2A of the Constitution, Council must confirm the appointment of the Monitoring Officer.

6. RISK MANAGEMENT

6.1 There are no risks associated with this decision.

7. POTENTIAL IMPACTS

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

7.2 Climate change/sustainability. No impact.

7.3 Data Protection/GDPR. No impact.

8. CONSULTATION

8.1 Council approved the interim arrangements with regard to statutory officer appointments and Appointment Panel have been fully involved in the permanent recruitment process.

9. TIMETABLE FOR IMPLEMENTATION

9.1 Implementation date if not called in: Immediately.

9.2 The full implementation stages are set out in table 4.

Table 4: Implementation timetable

Date	Details
27/06/2023	Council decision
28/06/2023	Permanent MO commences duties
Sept 2023	Permanent s151 commences duties, interim arrangements to continue until that time.

10. APPENDICES

10.1 None.

BACKGROUND DOCUMENTS

10.2 None.

11. CONSULTATION

Name of consultee	Post held	Date sent	Date returned
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Directors			
Stephen Evans	Chief Executive	08.06.23	08.06.23
Other consultees:			
Kirsty Hunt	Service Lead - Electoral and Democratic Services	16.06.23	19.06.23

Confirmation relevant Cabinet Member(s) consulted	Councillor Werner, Leader of the Council and Cabinet Member for Community Partnerships, Public Protection and Maidenhead	Yes
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REPORT HISTORY

Decision type:	Urgency item?	To follow item?
Council decision	No	No

Report Author: Kathy Hook, Service Lead – HR Business Partnering, 01628 796414
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Equality Impact Assessment

For support in completing this EQIA, please consult the EQIA Guidance Document or contact equality@rbwm.gov.uk

1. Background Information

Title of policy/strategy/plan:	<u>Appointment of Statutory Officers</u>
Service area:	<u>Not applicable</u>
Directorate:	<u>Not applicable</u>

Provide a brief explanation of the proposal:

- What are its intended outcomes?
- Who will deliver it?
- Is it a new proposal or a change to an existing one?

Following the resignations and subsequent departures of the former Executive Director of Resources and s151 Officer and the Director of Law, Strategy and Public Health and Monitoring Officer, replacement permanent Statutory Officer appointments are legally required.

The recommended appointment of the incoming new Executive Director of Resources as s151 Officer follows a national search and recruitment campaign. The Head of Law and Governance is already Deputy Monitoring Officer and has been undertaking the full Monitoring Officer duties on an interim basis, this will now be made permanent.

2. Relevance Check

Is this proposal likely to directly impact people, communities or RBWM employees?

- If No, please explain why not, including how you've considered equality issues.
- Will this proposal need a EQIA at a later stage? (for example, for a forthcoming action plan)

No. One new joining employee will be appointed as s151 Officer and an existing employee will be appointed as Monitoring Officer on a permanent basis. Both have the appropriate qualification, skills and experience. There is no wider direct impact on RBWM staff.

If 'No', proceed to 'Sign off'. If unsure, please contact equality@rbwm.gov.uk

3. Evidence Gathering and Stakeholder Engagement

Who will be affected by this proposal? For example, users of a particular service, residents of a geographical area, staff
Among those affected by the proposal, are protected characteristics (age, sex, disability, race, religion, sexual orientation, gender reassignment, pregnancy/maternity, marriage/civil partnership) disproportionately represented? For example, compared to the general population do a higher proportion have disabilities?
What engagement/consultation has been undertaken or planned? <ul style="list-style-type: none">• How has/will equality considerations be taken into account?• Where known, what were the outcomes of this engagement?
What sources of data and evidence have been used in this assessment? Please consult the Equalities Evidence Grid for relevant data. Examples of other possible sources of information are in the Guidance document.

4. Equality Analysis

Please detail, **using supporting evidence**:

- How the protected characteristics below might influence the needs and experiences of individuals, in relation to this proposal.
- How these characteristics might affect the impact of this proposal.

Tick positive/negative impact as appropriate. If there is no impact, or a neutral impact, state 'Not Applicable'

More information on each protected characteristic is provided in the Guidance document.

	Details and supporting evidence	Potential positive impact	Potential negative impact
Age			
Disability			
Sex			
Race, ethnicity and religion			
Sexual orientation and gender reassignment			
Pregnancy and maternity			
Marriage and civil partnership			
Armed forces community			
Socio-economic considerations e.g. low income, poverty			
Children in care/Care leavers			

5. Impact Assessment and Monitoring

If you have not identified any disproportionate impacts and the questions below are not applicable, leave them blank and proceed to Sign Off.

What measures have been taken to ensure that groups with protected characteristics are able to benefit from this change, or are not disadvantaged by it?

For example, adjustments needed to accommodate the needs of a particular group

Where a potential negative impact cannot be avoided, what measures have been put in place to mitigate or minimise this?

- For planned future actions, provide the name of the responsible individual and the target date for implementation.

How will the equality impacts identified here be monitored and reviewed in the future?

See guidance document for examples of appropriate stages to review an EQIA.

6. Sign Off

Completed by: Kathy Hook	Date: 07.06.2023
Approved by:	Date:

If this version of the EQIA has been reviewed and/or updated:

Reviewed by:	Date:
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Report Title:	Datchet Neighbourhood Plan – Formal Making of the Plan
Contains Confidential or Exempt Information	No - Part I
Cabinet Member:	Councillor Bermange, Cabinet Member for Planning, Legal and Asset Management
Meeting and Date:	Council – 27th June 2023
Responsible Officer(s):	Andrew Durrant – Executive Director of Place
Wards affected:	Datchet, Horton and Wraysbury



REPORT SUMMARY

This report recommends the Council ‘make’ the Datchet Neighbourhood Plan as part of the Development Plan for the Royal Borough of Windsor and Maidenhead, and for it to be used in decision making for relevant planning applications in the Neighbourhood Plan area.

This follows the successful referendum on 4th May 2023, where a significant majority of votes were cast in favour of the Neighbourhood Plan.

1. DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Council notes the report and:

- i) In accepting the result of the referendum, agrees to formally ‘make’ the Datchet Neighbourhood Plan part of the Development Plan for the Royal Borough of Windsor and Maidenhead and;**
- ii) Delegates authority to the Head of Planning in consultation with the Cabinet Member for Planning, Legal and Asset Management to make minor non material amendments to the Neighbourhood Plan prior to its publication.**

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

Options

Table 1: Options arising from this report

Option	Comments
Accept the result of the referendum and formally ‘make’ the Datchet Neighbourhood Plan part of the Development Plan for the Royal Borough of Windsor and Maidenhead. This is the recommended option.	This is the next step in the process of preparing a neighbourhood plan. If ‘made’, the Neighbourhood Plan will be used by the Council for determining planning applications in the Datchet Neighbourhood Plan area.

- 2.1 The National Planning Policy Framework (NPPF) and the Localism Act (2011) give local communities direct power to develop their shared vision for their neighbourhood and deliver the sustainable development they need. The formal 'making' of the plan is the final stage of the neighbourhood plan production process.
- 2.2 The Royal Borough encourages neighbourhood planning. There are currently six neighbourhood plans which have been formally made and are part of the development plan: Ascot, Sunninghill and Sunningdale in 2014, Hurley and the Walthams in 2017, Eton and Eton Wick in 2018, Old Windsor in 2019, Horton and Wraysbury in 2020 and Windsor in 2021.
- 2.3 The draft Datchet Neighbourhood Plan was submitted to the Borough Council on 18 July 2022 and there was a 'Regulation 16' consultation from 5 September to 17 October 2022. Following this, the Neighbourhood Plan was examined by an independent examiner who was appointed by the Royal Borough, with the agreement of the Datchet Neighbourhood Plan Steering Group. The [examiner's report](#) was received on 8 February 2023. It recommended that, subject to modifications, the Neighbourhood Plan should proceed to referendum. The modifications considered necessary by the independent examiner ensure that the Neighbourhood Plan meets the Basic Conditions, as required by the Localism Act.
- 2.4 On 23 February 2023, Cabinet approved the Datchet Neighbourhood Plan going to referendum with a single question (as set by the Neighbourhood Planning (Referendums) Regulations 2012, "*Do you want the Royal Borough of Windsor and Maidenhead to use the neighbourhood plan for Datchet to help it decide planning applications in the area?*").
- 2.5 The referendum took place on the 4 May 2023 in the areas covered by the Neighbourhood Plan area. The Returning Officer reports that on a turnout of 30.38%, 1014 votes were cast in support of the Plan and 127 votes were cast against the Plan. As a majority of those voting in the referendum voted 'yes', under the terms of the relevant legislation, the Plan is now part of the statutory development plan for Datchet Neighbourhood Plan Area, but it also needs to be formally 'made' (adopted) by the Royal Borough. This 'making' of the Neighbourhood Plan is the reason for this report to Council.
- 2.6 The Council can only decline to adopt the plan if:
- Council consider it would breach any EU obligations (the Habitat Regulations Assessment and/or Strategic Environmental Assessment) or any Convention rights (The Human Rights Act); or
 - If there is a majority 'no' vote or a tied vote, then the Neighbourhood Development Plan will not come into legal force.

Neither of these circumstances is considered to apply in this case.

3. KEY IMPLICATIONS

Table 2: Key Implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
A made Neighbourhood Plan that delivers the wishes of the community.	Not made on 27/06/2023	27/06/2023	N/A	N/A	27/06/2023
Developments are shaped in accordance with the policies of the Neighbourhood Plan	Not made on 27/06/2023	27/06/2023	N/A	N/A	Ongoing

4. FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 The Council has received grants from the Department of Levelling Up, Housing and Communities (DLUHC) in association with the progress of the Plan.
- 4.2 Following Cabinet's decision to proceed to referendum, the Council was able to apply for a further grant of £20,000 from DLUHC to cover the cost of the previous examination and referendum (as set out under Regulation 18 of the Neighbourhood Planning (General) Regulations 2012). The Council submitted its claim for this grant in March of this year. It is expected to be paid to the Council in June/July 2023 and will form the final tranche of grant funding in relation to this Neighbourhood Plan.

5. LEGAL IMPLICATIONS

- 5.1 The Localism Act (2011) and The Neighbourhood Planning (General) Regulations (2012) give power to Local Planning Authorities to approve a neighbourhood plan to proceed to referendum. Under the Neighbourhood Planning Act 2017 if the referendum results in a simple majority 'Yes' vote the Neighbourhood Plan will immediately form part of the Development Plan for the Royal Borough.
- 5.2 This report seeks formal confirmation from the Council that the Datchet Neighbourhood Plan forms part of the Development Plan for the Royal Borough. The Council has authority to take that decision.

6. RISK MANAGEMENT

Table 4: Impact of risk and mitigation

Threat or risk	Impact with no mitigations in place or if all mitigations fail	Likelihood of risk occurring with no mitigations in place.	Mitigations currently in place	Mitigations proposed	Impact of risk once all mitigations in place and working	Likelihood of risk occurring with all mitigations in place.
The community will not have an opportunity to guide development in their area.	Major	Medium	N/A	Approve the Neighbourhood Plan to be a made part of the Development Plan.	Low	Low
There is a risk of legal challenge if a successful referendum result is not honoured, and the Council decide not to formally 'make' the Neighbourhood Plan.	High	Medium	N/A	Approve the Neighbourhood Plan to be a made part of the Development Plan.	Low	Low
Development in the Neighbourhood plan area may continue to receive significant levels of objection from residents and not meet some local needs.	Moderate	High	N/A	Approve the Neighbourhood Plan to be a made part of the Development Plan.	Low	Low

7. POTENTIAL IMPACTS

Equalities.

- 7.1 The neighbourhood plan has been subject to examination by an independent examiner. One of the basic conditions that the examiner is required to be satisfied on is that the Plan is compatible with Convention Rights (Human Rights Act 1998). The Examiner confirmed this to be the case and noted that:

“In the above regard, information has been submitted to demonstrate that people were provided with a range of opportunities to engage with plan making in different places and at different times. A Consultation Statement was submitted alongside the Neighbourhood Plan and the role of public consultation in the plan-making process is considered later in this Report.” Officers have also completed a EQIA screening report and conclude that the plan does not require an Equality Impact Assessment.

Climate change/sustainability.

- 7.2 Another of the Basic Conditions is to contribute to the achievement of sustainable development. The neighbourhood plan was supported by a Strategic Environmental Assessment screening and report that concluded that the plan would not trigger significant environmental effects. One of the key objectives of the Neighbourhood Plan is to ensure that development is sustainable and sensitively designed to be attractive, to minimise flood risk, mitigate climate change, promote biodiversity, reduce our carbon footprint, and enhance the existing community's wellbeing.

Data Protection/GDPR.

- 7.3 The referendum took place on 4th May 2023. This was undertaken in accordance with the GDPR regulations.

8. CONSULTATION

- 8.1 During the production of the Neighbourhood Plan the Neighbourhood Plan Steering Group undertook several consultations and engagement events with Local Stakeholders in the Neighbourhood Plan Area, including a dedicated website, leaflet distribution and information stalls at various events. After the draft Neighbourhood Plan was submitted to the Royal Borough a formal process of consultation was undertaken by planning officers and the results of this were forwarded to the independent examiner for their consideration during the examination process. The independent examiner concluded that the consultation process met the legal requirements and could proceed to referendum.

9. TIMETABLE FOR IMPLEMENTATION

- 9.1 The full implementation stages are set out in table 5.

Table 5: Implementation timetable

Date	Details
4 May 2023	Successful referendum vote in favour of the Neighbourhood Plan
27 June 2023	Formal making of the Datchet Neighbourhood Plan.

10. APPENDICES

- 10.1 This report is supported by 3 appendices:
- Appendix A – Equalities Impact Assessment
 - Appendix B – Datchet Neighbourhood Plan

11. BACKGROUND DOCUMENTS

- 11.1 This report is supported by 6 background documents:

- National Planning Policy Framework (NPPF) - <https://www.gov.uk/government/publications/national-planning-policy-framework--2>
- Localism Act (2011) <http://www.legislation.gov.uk/ukpga/2011/20/contents/enacted>
- Neighbourhood Planning (General) Regulations (2012) (as amended) [The Neighbourhood Planning \(General\) Regulations 2012 \(legislation.gov.uk\)](http://www.legislation.gov.uk/ukpga/2012/24/contents/enacted)
- Neighbourhood Planning (Referendum) Regulations (2012) [The Neighbourhood Planning \(Referendums\) Regulations 2012 \(legislation.gov.uk\)](http://www.legislation.gov.uk/ukpga/2012/24/contents/enacted)
- Neighbourhood Planning Act 2017 <http://www.legislation.gov.uk/ukpga/2017/20/contents/enacted>
- Town and Country Planning Act (1990) <https://www.legislation.gov.uk/ukpga/1990/8/section/61E>

12. CONSULTATION

Name of consultee	Post held	Date sent	Date returned
<i>Mandatory: Statutory Officer (or deputy)</i>			
Andrew Vallance	Head of Finance / interim S151 Officer	9.5.23	9.5.23
Elaine Browne	Head of Law & Governance / Interim Monitoring Officer	9.5.23	15.5.23
<i>Mandatory: Data Protection Officer (or deputy) - if decision will result in processing of personal data; to advise on DPIA</i>			
Samantha Wootton	Data Protection Officer	9.5.23	13.5.23
<i>Mandatory: Equalities Officer – to advise on EQiA, or agree an EQiA is not required</i>			
Ellen McManus-Fry	Equalities & Engagement Officer	9.5.23	12.5.23
<i>Other consultees:</i>			
<i>Directors (where relevant)</i>			
Stephen Evans	Chief Executive	9.5.23	
Andrew Durrant	Executive Director of Place	9.5.23	
<i>Heads of Service (where relevant)</i>			
Adrien Waite	Head of Planning	9.5.23	15.5.23

Confirmation relevant Cabinet Member(s) consulted	Cllr Bermange, Cabinet Member for Planning, Parking, Highways and Transport	Yes – 13/06/2023
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REPORT HISTORY

Decision type:	Urgency item?	To follow item?
Council Decision	No	No

Appendix A

Equality Impact Assessment

For support in completing this EQIA, please consult the EQIA Guidance Document or contact equality@rbwm.gov.uk

1. Background Information

Title of policy/strategy/plan:	<u>Datchet Neighbourhood Plan</u>
Service area:	<u>Planning</u>
Directorate:	<u>Place</u>

Provide a brief explanation of the proposal:

- What are its intended outcomes?
- Who will deliver it?
- Is it a new proposal or a change to an existing one?

This report recommends that the Council agrees to act upon the result of the Datchet Neighbourhood Plan referendum by formally 'making' the Datchet Neighbourhood Plan as part of the Development Plan for the Royal Borough of Windsor and Maidenhead, and for it to be used in decision making for relevant planning applications in the Neighbourhood Plan area.

This is a new proposal linked to ongoing work.

The referendum was held on the 4th May 2023.

2. Relevance Check

Is this proposal likely to directly impact people, communities or RBWM employees?

- If No, please explain why not, including how you've considered equality issues.
- Will this proposal need a EQIA at a later stage? (for example, for a forthcoming action plan)

Yes, the Neighbourhood Plan will directly impact people in the Borough. The principal purpose of the Neighbourhood Plan is to guide development within Datchet Parish. Following approval at referendum, the document has become part of the Council's Development Plan.

If 'No', proceed to 'Sign off'. If unsure, please contact equality@rbwm.gov.uk

3. Evidence Gathering and Stakeholder Engagement

Who will be affected by this proposal?

For example, users of a particular service, residents of a geographical area, staff

Predominantly, it will be residents of Datchet Parish who will be directly affected by the Neighbourhood Plan as it will help decide planning applications.

Council Planning Officers will also be affected as they will have to take the Document into account during their decision-making process in relation to any planning applications received within the Datchet Parish area.

Among those affected by the proposal, are protected characteristics (age, sex, disability, race, religion, sexual orientation, gender reassignment, pregnancy/maternity, marriage/civil partnership) disproportionately represented?

For example, compared to the general population do a higher proportion have disabilities?

Disabilities may have made it more difficult to participate in the previous consultation events, which were arranged by Datchet Parish Council and not RBWM. In Datchet, 5.4% of residents have limited activity due to their health. It may also have been the case that some parts of the community were less likely to have taken part in some events, for example, poverty and ethnicity can be major barriers that need to be tackled if real inclusion is to be achieved. At 27.5% Datchet has one of the highest proportions of non-white ethnicities in the entire Borough. Furthermore, 10.6% of the population of Datchet live in Social Housing, with the Datchet area ranking highly within the Borough on the indices of multiple deprivation measurement. This could suggest that some residents may not have been represented proportionately during the production of the Neighbourhood Plan up to this point.

On referendum day, the Council's Election Team ensured that persons with disabilities or with other protection characteristics were able to use the polling stations and vote at the referendum.

What engagement/consultation has been undertaken or planned?

- How has/will equality considerations be taken into account?
- Where known, what were the outcomes of this engagement?

Yes, engagement has taken place throughout the various previous stages of the Plan's production, mainly by the parish council but more recently by RBWM. Several consultation and engagement events have been held with Local Stakeholders in the Neighbourhood Plan Area, including a dedicated website, leaflet distribution and information stalls at various events. After the draft Neighbourhood Plan was submitted to the Royal Borough a formal process of consultation was undertaken by planning officers and the results of this were forwarded to the independent examiner for their consideration during the examination process.

The Neighbourhood Plan has now also been voted upon in a public referendum.

What sources of data and evidence have been used in this assessment?

Please consult the Equalities Evidence Grid for relevant data. Examples of other possible sources of information are in the Guidance document.

The Council's Datchet ward profile and the Council's Equalities Evidence Grid.
The Datchet Neighbourhood Plan (submission version).

4. Equality Analysis

Please detail, **using supporting evidence**:

- How the protected characteristics below might influence the needs and experiences of individuals, in relation to this proposal.
- How these characteristics might affect the impact of this proposal.

Tick positive/negative impact as appropriate. If there is no impact, or a neutral impact, state 'Not Applicable'

More information on each protected characteristic is provided in the Guidance document.

	Details and supporting evidence	Potential positive impact	Potential negative impact
Age	The Datchet Neighbourhood Plan contains Policy DAT1: Housing Suitable for the Needs of Older people.	✓	
Disability	The Datchet Neighbourhood Plan contains Policy DAT12: Key Movement Routes states that pedestrian routes should ensure that access by disabled users, those with sensory impairments and users of mobility scooters is secured.	✓	
Sex	There is no policy within the Neighbourhood Plan which is considered to disproportionately impact or discriminate against a person on the basis of their sex.	Not applicable.	
Race, ethnicity and religion	There is no policy within the Neighbourhood Plan which is considered to disproportionately impact or discriminate against a person on the basis of their race, ethnicity or religion.	Not applicable.	
Sexual orientation and gender reassignment	There is no policy within the Neighbourhood Plan which is considered to disproportionately impact or discriminate against a person on the basis of their sexual orientation or gender.	Not applicable.	
Pregnancy and maternity	There is no policy within the Neighbourhood Plan which is considered to disproportionately impact or discriminate against a person who is pregnant or a mother.	Not applicable.	
Marriage and civil partnership	There is no policy within the Neighbourhood Plan which is considered to disproportionately impact or discriminate against a person on the basis of their marital status.	Not applicable.	
Armed forces community	There is no policy within the Neighbourhood Plan which is considered to disproportionately impact or discriminate against a person who is in the armed forces community.	Not applicable.	
Socio-economic considerations e.g. low income, poverty	There is no policy within the Neighbourhood Plan which is considered to disproportionately impact or discriminate against a person on the basis of their socio-economic situation.	Not applicable.	

Children in care/Care leavers	There is no policy within the Neighbourhood Plan which is considered to disproportionately impact or discriminate against a person who is in care or a care leaver.	Not applicable.	
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5. Impact Assessment and Monitoring

If you have not identified any disproportionate impacts and the questions below are not applicable, leave them blank and proceed to Sign Off.

<p>What measures have been taken to ensure that groups with protected characteristics are able to benefit from this change, or are not disadvantaged by it? For example, adjustments needed to accommodate the needs of a particular group</p>
<p>The Neighbourhood Plan was subject to a referendum and will only now come into force as a majority of those entitled to vote in the referendum support the proposals/policies. This has ensured that the groups less likely to participate in developing the Neighbourhood Plan had an opportunity to express their views. Where persons with protected characteristics are adversely affected, this would have increased the likelihood of the referendum not demonstrating the required level of popular support. However, the Election Team ensured that persons with disabilities or with other protection characteristics were able to use the polling stations and vote at the referendum.</p>
<p>Where a potential negative impact cannot be avoided, what measures have been put in place to mitigate or minimise this?</p> <ul style="list-style-type: none"> • For planned future actions, provide the name of the responsible individual and the target date for implementation.
<p>Where persons with protected characteristics are adversely affected, this would increase the likelihood of the referendum not demonstrating the required level of popular support. However, as stated above, all sections of the community, including those with disabilities, will be able to vote at the referendum as measures are put into place such as ramps into polling stations and specially designed booths.</p>
<p>How will the equality impacts identified here be monitored and reviewed in the future? See guidance document for examples of appropriate stages to review an EQIA.</p>
<p>As the referendum was successful and the Neighbourhood Plan now becomes part of the Council's Development Plan, the policies could be reviewed in the future by formally inviting all local planning authorities and groups representing potentially affected groups to advise us on any equality impacts that they have become aware of.</p>

6. Sign Off

Completed by: Garry Thornton	Date: 09/05/23
Approved by: Adrien Waite	Date: 09/05/23

Appendix B – Datchet Neighbourhood Plan – included as a PDF attachment

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Report Title:	Amendments to the 2023/24 Children's Services Capital Programme
Contains Confidential or Exempt Information	Yes – Appendix A is Part II. Main report is Part I. Not for publication by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.
Cabinet Member:	Councillor Tisi, Cabinet Member for Children's Services, Education and Windsor
Meeting and Date:	Council, 27 June 2023
Responsible Officer(s):	Lin Ferguson, Director of Children's Services and Education
Wards affected:	All

REPORT SUMMARY

This report recommends adjustments to the Royal Borough's 2023/24 approved capital programme as follows:

- *an adjustment to the borough's budget for the delivery of the school maintenance programme in 2023/24, following confirmation of the borough's School Condition Allocation for 2023/24.*
- *capital budgets to allow for the delivery of new provision for children with special educational needs, following on from Cabinet's approval of the new Special Educational Needs and Disabilities (SEND) and Alternative Provision (AP) Capital Strategy in March 2023.*
- *an increase to the budget for the expansion of Windsor Girls', to enable school funded elements of that scheme to be included within the main contract.*

These adjustments are externally funded, and do not require additional council funding.

These recommendations will help the borough achieve its corporate objective of 'Thriving Communities' by making it easier for children and young people to achieve their ambitions and fulfil their potential. The budget amendments will also help provide quality infrastructure for children and young people, meeting the corporate objective of 'Inspiring Places'.

1. DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Council notes the report and:

- Approves amending the budget for the 2023/24 school condition programme to £1,170,524.**
- Approves the budgets for the delivery of the Royal Borough's SEND and AP Capital Strategy, as set out in Table 2.**
- Approves an increase of £95,000 to the budget for the expansion of Windsor Girls' School, to be fully funded by a contribution from the Windsor Learning Partnership.**

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

Options

Background

- 2.1 Full council approved the Royal Borough's 2023/24 capital programme on 21st February 2023¹. The schemes relevant to this report are set out in Table 1 and appear in Appendix 3² to the Council report.

Table 1: Selected approved projects in 2023/24 capital programme

Cost-centre	Name	Budget (£,000)	Funding source
CSMP	Significant maintenance and upgrade of schools	£1,100	School Condition Allocation grant
CSMQ	Provision improvement for Special Educational Needs	£3,421	High Needs Provision Capital Allocation
CSKC	Windsor Girls' School expansion 2022	£2,748	Basic Need Grant and council funding.

School Condition Allocation

- 2.2 Council has approved a budget of £1,100,000 for works to improve the condition of community and voluntary controlled schools in 2023/24. This capital budget is funded by the School Condition Allocation (SCA) from the Department for Education (DfE). Cabinet will shortly (27th April 2023) be considering schemes to be funded using this budget.
- 2.3 The government does not confirm the figures for the SCA until late March/early April each year, which means that the 2023/24 allocation was not known when the borough's capital programme was approved. The £1,100,000 figure was, therefore, an estimate based on previous allocations.
- 2.4 The DfE has now confirmed the 2023/24 SCA for the Royal Borough as £1,170,524. Accordingly, it is recommended that the budget figure for cost-centre CSMP is changed to £1,170,524 to accurately reflect available funding.

SEND and AP Capital Strategy

- 2.5 Council has approved a budget of £3,421,000 for improvement to provision for special educational needs. This capital budget is funded by the High Needs Provision Capital Allocation (HNPCA) and is currently held in cost-centre CSMQ.
- 2.6 Following public consultation, Cabinet agreed the projects listed in Table 2 in March 2023³, and recommended to Council that the associated budgets be approved. As several of the proposed budgets are over £500,000, the virements out of CSMQ to new cost-centres need to be approved by Council.

¹ [2023/24 Budget, Report to Council](#), The Royal Borough of Windsor and Maidenhead, 21st February 2023.

² Page 36, [Appendix 3 – Capital, Report to Council](#), The Royal Borough of Windsor and Maidenhead, 21st February 2023.

³ [SEND and AP Capital Strategy, Report to Cabinet](#), The Royal Borough of Windsor and Maidenhead, 30th March 2023.

2.7 Table 2 provides the full list of schemes in the capital strategy, some of which have been completed and/or already have budgets approved. Appendix A (Part II) provides the list of schemes with proposed budgets.

Table 2: SEND and AP Capital Strategy

School	Proposal	Timing	Proposed budget	Funded by HNPCA	Funded by S106
Charters School	Improvements to the Resourced Provision for Cognition and Learning	Completed	n/a	n/a	n/a
Chiltern Road site	New SEND Careers Hub	September 2023	n/a	n/a	n/a
Manor Green School	Access improvements	Summer 2023.	-	-	-
The Lawns Nursery School	New Early Years School Readiness Hub	September 2023	-	-	-
Hilltop First School	New Resourced Provision for Communication and Interaction	September 2024	-	-	-
Trevelyan Middle School	New Resourced Provision for Cognition and Learning	September 2024	-	-	-
Cox Green School	New Resourced Provision (in principle) with need to be determined.	September 2025	-	-	-
Desborough College	New Resourced Provision (in principle) with need to be determined.	September 2025	-	-	-
West of Windsor	New special school, funding of abnormal costs	September 2026	-	-	-
All schools	Fund for minor adaptations to support local placement of children & young people with EHCPs.	Ongoing	-	-	-
Total	-	-	£3,238,000	£3,207,260	£30,740

- 2.8 The schemes in Table 2 are fully funded by the HNPCA, with the exception of the access improvements at Manor Green School, where education S106 contributions are available to support the scheme.
- 2.9 It is recommended that the funding available in cost-centre CSMQ be allocated to the projects set out in Table 2.

Windsor Girls' School

- 2.10 The project to expand Windsor Girls' School in order to meet local demand is underway and expected to complete by 31st August 2023. A budget of £3.5m for this project was approved by Council in June 2022 (as a Part II item). This was subsequently adjusted upwards to £3.64m to take account of inflation. The budget for this scheme is under cost-centre CSKU.
- 2.11 It was agreed with the Windsor Learning Partnership (WLP) – the multi-academy trust for the school – that related refurbishment works to the main school building would be funded by them. Initially, the WLP intended to procure those works themselves, but an opportunity has arisen to include these within the main contract. This will be more cost-effective for the WLP and has no negative implications for the borough. The cost of the additional works is estimated at £95k.
- 2.12 It does require, however, that the overall budget for the Windsor Girls' School expansion is increased by £95k. This additional cost will be funded by the WLP, who pay this upfront, before works are procured.
- 2.13 Table 3 sets out the resulting budget and funding sources for the scheme.

Table 3: amended budget for Windsor Girls' expansion project

Funding source	Budget
Basic Need grant	£2,140,033
Carbon Offsetting fund	£40,000
WLP contribution	£95,000
Council funding	£1,459,697
Total	£3,734,730

- 2.14 The changes to this budget will not affect the council contribution. It is recommended, therefore, that the budget for cost-centre CSKU is increased by £95,000.

Options

Table 4: Options arising from this report

Option	Comments
Approves amending the budget for the 2023/24 school condition programme to £1,170,524. This is the recommended option	This will adjust the budget so that it reflects the available funding and is therefore accurate. If the figure is not amended it may cause confusion at a later date.
Approves the budgets for the delivery of the Royal Borough's SEND and AP Capital Strategy, as set out in Table 2. This is the recommended option	This will allow cost-centres to be set up for the approved projects, allowing design and procurement to proceed. If budgets are not approved, it will not be possible to deliver the Royal Borough's SEND and AP Capital Strategy.
Approves an increase of £95,000 to the budget for the expansion of Windsor Girls' School, to be fully funded by a contribution from the Windsor Learning Partnership. This is the recommended option	This will allow the additional works to be procured via the borough's main contract. If this is not approved, the WLP will still be able to procure the works, but it is likely to take longer and cost them more.
Do Nothing	If the recommendations are not approved, it will not be possible to deliver some elements of the planned capital programme.

3. KEY IMPLICATIONS

- 3.1 There are no new key implications arising from this report.

4. FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 The proposed amendments to the capital programme will have no impact on council funding, as the schemes will be funded externally. This will mostly be from grant (i.e. the School Condition Allocation and the High Needs Provision Capital Allocation), but also by a contribution from the Windsor Learning Partnership.

Table 5: Financial impact of report's recommendations

REVENUE COSTS	2023/24	2024/25	2025/26
Additional total	£0	£0	£0
Reduction	£0	£0	£0
Net Impact	£0	£0	£0

REVENUE COSTS	2023/24	2024/25	2025/26
Additional total	£0	£0	£0
Reduction	£0	£0	£0
Net Impact	£0	£0	£0

5. LEGAL IMPLICATIONS

5.1 There are no new legal implications arising from this report.

6. RISK MANAGEMENT

6.1 There are no new risks arising from this report.

7. POTENTIAL IMPACTS

7.1 Equalities. Equality Impact Assessments have previously been completed as part of the Cabinet reports associated with the projects and programmes referred in this report.

7.2 Climate change/sustainability. There are no new climate change or sustainability impacts arising from this report.

7.3 Data Protection/GDPR. There are no GDPR implications arising from this report.

8. CONSULTATION

8.1 No additional consultation has been carried out in preparation for this report.

9. TIMETABLE FOR IMPLEMENTATION

9.1 Implementation date if not called in: budget amendments will be made immediately.

10. APPENDICES

10.1 There is one appendix for this report.

- Appendix A -

11. BACKGROUND DOCUMENTS

11.1 This report is supported by two background documents:

- [2023/24 Budget, Report to Council](#), The Royal Borough of Windsor and Maidenhead, 21st February 2023.
- [Page 36, Appendix 3 – Capital, Report to Council](#), The Royal Borough of Windsor and Maidenhead, 21st February 2023.
- [SEND and AP Capital Strategy, Report to Cabinet](#), The Royal Borough of Windsor and Maidenhead, 30th March 2023.

12. CONSULTATION

Name of consultee	Post held	Date sent	Date returned
<i>Mandatory: Statutory Officer (or deputy)</i>			
<i>Deputies:</i>			
Andrew Vallance	Head of Finance (S151 Officer)	30/03/23	04/04/23
Elaine Browne	Head of Law (Interim Monitoring Officer)	30/03/23	04/04/23
<i>Mandatory: Procurement Manager (or deputy) - if report requests approval to go to tender or award a contract</i>			
Lyn Hitchinson	Procurement Manager	30/03/23	
<i>Mandatory: Data Protection Officer (or deputy) - if decision will result in processing of personal data; to advise on DPIA</i>			
Samantha Wootton	Data Protection Officer	30/03/23	
<i>Mandatory: Equalities Officer – to advise on EQiA, or agree an EQiA is not required</i>			
Ellen McManus-Fry	Equalities & Engagement Officer	30/03/23	
<i>Other consultees:</i>			
<i>Directors (where relevant)</i>			
Tony Reeves	Interim Chief Executive	30/03/23	
Andrew Durrant	Executive Director of Place	30/03/23	
Lin Ferguson	Executive Director of Children's Services and Education	30/03/23	
Kevin McDaniel	Executive Director of Adult Services	30/03/23	
Stuart Lines	Director of Public Health	30/03/23	
<i>Heads of Service (where relevant)</i>			
<i>External (where relevant)</i>			
N/A			

Confirmation relevant Cabinet Member(s) consulted	Cabinet Member for Children's Services, Education, Health, Mental Health and Transformation.	Yes
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REPORT HISTORY

Decision type:	Urgency item?	To follow item?
Council decision	No	No

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

Document is Restricted

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