

# Public Document Pack

## CABINET

**THURSDAY 15 DECEMBER 2022**

Present:

Councillors Andrew Johnson (Leader of the Council; Growth & Opportunity) (Chairman), Stuart Carroll (Deputy Chairman of Cabinet; Children's Services, Education, Health, Mental Health, & Transformation) (Vice-Chairman), Samantha Rayner (Deputy Leader of the Council; 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) and Gurpreet Bhangra (Environmental Services, Parks and Countryside)

Also in attendance virtually:

Councillors Brar, Price, Sharpe and Tisi

Officers present: Tony Reeves, Andrew Durrant, Adele Taylor, Kevin McDaniel and Karen Shepherd

Officers in attendance virtually: Emma Duncan, Rebecca Hatch, Adrien Waite, Lin Ferguson, Becky Anderson, Ian Manktelow, Jason Mills, Ian Motuel and James Thorpe

### **Apologies for Absence**

Apologies for absence were received from Councillors Cannon and Coppinger.

### **Declarations of Interest**

Councillor Rayner stated that Councillor Johnson would be presenting the report on the Platinum Jubilee Drinking Fountain as she felt uncomfortable doing so, given she had previously been a member of the Platinum Jubilee Committee. She left the room for the duration of the discussion and voting on the item.

### **Minutes**

**RESOLVED UNANIMOUSLY that the minutes of the meeting held on 1 December 2022 be approved.**

### **Appointments**

In accordance with Paragraph 16, Part 8E of the council constitution, the Chairman of the Corporate Overview and Scrutiny Panel had agreed that the decision to appoint a council representative to the outside body 'Frimley Council of Governors' could be taken at Cabinet on 15 December 2022, on the basis that it was not reasonable to defer the decision, to ensure the vacant position for Berkshire authorities was filled as soon as possible.

Cabinet considered two nominees: Councillor Stimson (nominated by Councillor Johnson) and Councillor Carole Da Costa (nominated by Councillor Wisdom Da Costa).

Members noted that Frimley Health Hospitals Foundation Trust had advised that they required an RBWM representative to be appointed to their Council of Governors. The Berkshire council seat on this body rotated between each Berkshire authority. And it was now RBWM's turn; the three-year term would end in November 2025. Councillor Johnson stated that it was important that the council took its opportunity to shape the health agenda. He proposed that Councillor Donna Stimson be appointed; the proposal was seconded by Councillor Rayner.

Councillor Johnson thanked Councillor Carole Da Costa for putting forward her expression of interest for the position.

**RESOLVED UNANIMOUSLY that Councillor Donna Stimson be appointed as the council representative on the Frimley Council of Governors.**

### **Forward Plan**

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

- A new item 'Corporate Peer Challenge - Progress Review' would be considered by Cabinet in January 2023
- Disabled Facilities Grant Policy was delayed due to further work needing to be undertaken so this would be considered by Cabinet in February 2023
- Electric Vehicle Chargepoint Implementation Plan was delayed due to postponed launch of consultation in order to respond to requests made at Overview & Scrutiny Committee so this would be considered by Cabinet in February 2023
- The Housing Allocations Policy report was delayed due to further work needing to be undertaken so this would be considered by Cabinet in March 2023
- 2023/24 School Condition Works Programme was delayed in order to provide time to complete more detailed investigations and surveys at schools to allow for prioritisation of schemes so this would be considered by Cabinet in March 2023
- Special Educational Needs and Disabilities (SEND) and Alternative Provision (AP) Capital Strategy was delayed as the start of the consultation had been delayed until January 2023, meaning that officers would not be able to report the outcome until the Cabinet meeting in March 2023
- Broadband Digital Lines was delayed due to a slight delay in commencing the procurement process so this would be considered by Cabinet in April 2023

Councillor Sharpe asked when the SPD for Ascot Redevelopment would come to Cabinet. The Executive Director of Place explained that the SPD was being worked on for 2023 but it was not yet on the Forward Plan as exact and defined timescales had not been agreed.

### **Biodiversity Action Plan**

Cabinet considered adoption of the Biodiversity Action Plan as part of the Council's Environment and Climate Strategy.

Councillor Stimson, Cabinet Member for Climate Action and Sustainability presented the Plan which had been produced following a thorough consultation. The Plan was the key pillar of the natural environment theme of the Environment and Climate Strategy. It sought to protect and enhance the natural environment, green towns and urban areas and raise awareness. Groups involved in the consultation included The Wilds groups and the Berkshire, Buckinghamshire and Oxfordshire Wildlife Trust (BBOWT) and latterly the Rural Forum.

The headline aim of the plan was to provide 30% of land in the borough as a space for nature by 2030. Currently the figure was 23%. There were three key items for action:

- Better data
- Stronger partnerships
- Direct action to improve biodiversity.

It was proposed by Councillor Stimson and seconded by Councillor Rayner.

Councillor Rayner commented that residents appreciated living in such a green and beautiful borough. The Plan would help the council engage better and make the most of opportunities in the borough. As Chairman of the Rural Forum she was grateful that the farming community was listened to.

Cabinet was addressed by Fiona Hewer, trustee of Wild Maidenhead. The Wilds groups welcomed the involvement of farmers and landowners as they were essential to taking the Plan forward. Biodiversity was in severe decline and action was needed to reverse this. The overall target was 30%; half of this would come from the SSSI and the local wildlife sites. As the Plan correctly recorded a lot of these sites were not in favourable conditions for wildlife although they had been designated with favourable status. Therefore more conservation was needed. The land was not owned by the council, but the plan explained that engagement with landowners was important. Fiona Hewer asked what resources had been put in place to ensure improvements to designated sites would be delivered and who in the council was responsible for tracking progress. She also asked which officers and councillors were responsible for the actions where the council was listed as directly responsible for, and for overall reporting and monitoring of all objectives and targets.

The Plan also stated that the land was 7% short of the target; this equated to 1400 hectares. Fiona Hewer asked what the council's strategy was for identifying those sites and managing wildlife. The Plan stated that lead partners would meet and update actions on an annual basis and meet to review progress every 6 months. She asked when the first meeting would take place and who would organise it.

Councillor Stimson responded that the officer environment team had expanded significantly, including four based at the Braywick Nature Reserve. There were five times the resources now. More time could be spent educating young people on the issues and allowed the council to find new sites and to bid more for opportunities. The Climate Partnership was helping to develop new relationships.

It was anticipated that the first meeting would be before summer 2023. Battlemead now have sheep as well as cattle, dramatically increasing biodiversity. She hoped that behaviour would be emulated elsewhere. With the King in residence the organic content of the Great Park had improved.

James Thorpe, Service Lead Sustainability and Climate Infrastructure, explained that responsibility for the actions in the plan sat with his team and in particular the Natural Environment Manager. Councillor Stimson would be the relevant Lead Member. The Plan included habitat action plans to meet the 30% target. Once data was obtained, a strategy for intervention could be implemented.

Councillor Bhangra thanked both the lead member and the community groups involved.

Councillor Hilton commented that many groups had come together including one in Ascot that was trying to change streams to improve diversity. Individuals gave up their time to support the projects. He thanked all the Wild groups for their work.

Councillor Johnson acknowledged that it had taken time for the Plan to come before Cabinet, but commented that it was important to get it right. He thanked all those closely involved in the process.

Councillor Price commented that there were two verge wildings in her urban ward. She asked how areas would be prioritised as most residents lived in urban areas in the borough. Councillor Stimson commented that early on there would be a first meeting which would start

to look at the priorities. Urban areas were important. One factor would be volunteer availability.

Councillor Brar was invited to speak but was unable to do so due to technical issues.

**RESOLVED UNANIMOUSLY that**

- i) the report be noted; and**
- ii) the Biodiversity Action Plan 2021-2026 be approved.**

**Platinum Jubilee Drinking Fountain 2022**

Cabinet considered a support request from The Windsor Platinum Jubilee Committee to commission the monument, align future responsibility & maintenance with other RBWM fountain assets once installed and a capital contribution towards the final costs on completion.

Councillor Rayner left the room for the duration of the debate and voting on the item.

Proposed by Councillor Johnson he explained that the committee has raised over £224k to fund design, manufacture and installation of the fountain. The Windsor Platinum Jubilee Committee required support from RBWM to take on the future responsibility of the monument once installed and a contribution towards the final costs on completion. The fountain would be fully accessible to all and aligned with the council's commitment to climate change and improving the natural environment, as it would provide clean drinking water and the reduction of single use plastics.

Councillor Bhangra seconded the proposal stating that it was a wonderful way to mark the Platinum Jubilee with a design reflecting existing monuments which would be for residents of Windsor and visitors to enjoy.

Councillor Hilton asked the rest of Cabinet to join him in formally thanking The Windsor Platinum Jubilee Committee for their work raising funds for this feature.

**RESOLVED UNANIMOUSLY that:**

- i) the report be noted;**
- ii) authority be delegated to the Executive Director of Place Services in consultation with the Leader of the Council to approve support to assist in commissioning the Platinum Jubilee Drinking Fountain;**
- iii) RBWM be approved to take on responsibility for the fountain once completed; and**
- iv) a contribution to the fountain of up to £40,000 be approved to cover VAT contributions to be funded through virements from underspends within the council's capital programme.**

**Demand for School Places**

Cabinet considered the projections of demand for school places within the borough, the requirements for a new primary school in South East Maidenhead and the measures required to manage capacity in Windsor first schools.

Councillor Carroll, Cabinet Member for Children's Services, Education, Health, Mental Health, & Transformation moved the proposals. He explained that the recommendations would 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 report sets out the latest projections of demand for school places in the Royal Borough and analysis of demand for school places by each tier of schooling. The projections continued to suggest that a new primary school may be needed in South East Maidenhead by September 2025, but further mainstream school places were not likely to be needed anywhere else in that period. In Windsor, the level of surplus places at Reception looked set to increase and action may be required to temporarily reduce capacity. Appendix A of the report summarised the progress on the expansion programme with the project to expand Windsor Girls School underway. Medium term projections were reported annually to the Department for Education taking into account new demographics and change of preferable choice. There was a level of uncertainty in those projections and it was important to consider confidence in schools.

The proposals were seconded by Councillor Johnson, Leader of the Council.

Kevin McDaniel, Executive Director of People Services explained that funding for schools directly related to the numbers on roll in order to fund management of the estate, employ staff and improve provision, however a fall in numbers made this even more challenging. It was noted some immediate actions were required as proposed in the report but this was a longer term issue for the borough to consider.

Gavin Henderson, CEO of the Windsor Learning Partnership Academy Trust attended in person to address the meeting. He thanked the Council for their support expanding Windsor Girls School and advised that the Department for Education had recently approved the Published Admission Number for the school. He wanted to speak to the meeting regarding the growing pupil number problem as this was already affecting operational viability for some First schools. He explained that a 5% reduction on numbers would see a financial difficulty but the projects were three or four times that. He considered that there was a serious risk management issue if no school wished to adjust their Published Admission Number. He asked the Council to consider some mid and long term solutions to help strengthen the financial viability of schools. He advised that the Windsor Learning Partnership believed the three tier system was increasing the issues as it increased the work required for transitions and Special Education Needs. He asked the Council to consider the changing pupil numbers as an opportunity to look at restructuring and improving the system in the borough by working with all school leaders and consulting the Windsor community.

The Executive Director of People Services agreed that the idea of getting education establishments together to co-design a plan for the future was a positive way forward and Councillor Carroll announced he would be happy to sponsor that proposal.

Councillor Rayner thanked Mr Henderson for attending and appreciated being challenged by education providers. She reflected that 97% of borough's schools were good to outstanding and the report showed progress. She also thanked all schools in the borough for the series of outstanding events during the Platinum Jubilee.

In response to Councillor Haseler's query the Executive Director of People Services confirmed that the report took into account the development being undertaken as well as that projected through the Local Plan.

In response to Councillor Price's concerns that significant disruption could potentially affect the borough's children in a move from a three to two tier system, the Executive Director of People Services agreed that any planned transition would put the children at the centre. He acknowledged that it would be a challenge as children were in the education system for 14 years.

Councillor Tisi echoed the comments that any consultation would need to be handled carefully and ensure that the right questions were asked so that it was clear that the initial consultation was about potential ideas.

Councillor Carroll concluded by thanking officers, teachers and support staff for the work they have done during the year, recognising it had been a challenging year in education due to a number of factors.

**RESOLVED UNANIMOUSLY that:**

- i) the report be noted;**
- ii) the delegation of authority be confirmed to the Executive Director of People Services, in consultation with the Deputy Chairman of Cabinet, Children's Services, Education, Health, Mental Health and Transformation, to start the free school competition process for a new primary school at Chiltern Road, having regard for the target of 5% surplus places, both locally and across Maidenhead as a whole; and**
- iii) requests that measures be taken to reduce the likelihood of excessive surplus places in Windsor first schools.**

**Microsoft Licensing Contract Renewal**

Cabinet considered the report delegating authority to award the Microsoft Licencing Agreement Contract on conclusion of the aggregated tender process.

Councillor Rayner, Cabinet Member for Business, Corporate & Residents Services, Culture & Heritage, & Windsor proposed the recommendations. She explained that the consideration to award the Microsoft Licencing Agreement Contract would be made on conclusion of the tender process being run by Crown Commercial Services via their Technology Products and Associated Services Framework, based upon a three-year contract. The current contract with the Council's Microsoft Partner, Bytes Software Services and was due to terminate on 31 March 2023. Microsoft licenses could only be procured through accredited Microsoft Partners, there was no direct route to Microsoft. The requirements scoped for the aggregated tender took into account the changes leveraged by the Modern Workplace and the Teams Telephony project supporting the IT Services Strategy. It was recognised that the business continuity of the Council relied upon its ICT infrastructure.

Councillor Carroll seconded the proposals stating that it was important that the Council stayed ahead of technology and digital security requirements.

**RESOLVED UNANIMOUSLY that**

- i) the report be noted; and**
- ii) authority be delegated to the Executive Director of Resources and Section 151 officer in consultation with the Deputy Leader of the Council & Cabinet Member for Business, Corporate & Residents Services, Culture & Heritage, & Windsor to award the new Microsoft Licensing Contract to the successful tenderer following the conclusion of Crown Commercial Services Aggregated Tender.**

**South West Maidenhead Development Framework Supplementary Planning Document**

Cabinet considered adoption of the South West Maidenhead Development Framework Supplementary Planning Document (SPD).

Councillor Haseler, Cabinet Member for Planning, Parking, Highways and Transport explained that the Borough Local Plan adopted in February 2022 after a rigorous and lengthy examination by an Independent Inspector, identified the South West Maidenhead area for major housing and employment development. The adoption of the SPD would help coordinate

development across the area, providing more detail to supplement the policies and proposals in the adopted Local Plan. It would be an important material consideration in the determination of planning applications. Policy QP1b of the Borough Local Plan indicated that a Development Framework SPD would be produced. The SPD provided the opportunity to ensure that development in the area came forward in a strategic and comprehensive manner. It set design principles to ensure coordinated and high quality development, outlined other key requirements and principles for development, and set out the infrastructure requirements and how they could be delivered in a timely manner.

The South West Maidenhead Placemaking Area comprised three BLP allocated sites:

- Site AL13 – Desborough, Harvest Hill Road, South West Maidenhead – housing allocation for approximately 2,600 homes, two schools and a new local centre.
- Site AL14 – “The Triangle site” – allocated for industrial and warehousing development.
- Site AL15 – Braywick Park – allocated for mixed use strategic green infrastructure accommodating indoor and outdoor sports facilities, public park, special needs school and wildlife zone Policy.

QP1b stated that to ensure the development of the placemaking area as a whole came forward in a strategic and comprehensive manner, planning applications on individual land parcels should accord with the principles and requirements set out in the Supplementary Planning Document (SPD). The policy indicated that the SPD would be produced by the Council in partnership with the developers, landowners, key stakeholders and in consultation with the local community.

Councillor Haseler explained that Supplementary Planning Documents added further detail to policies in the development plan. They could be used to provide further guidance for development on specific sites, or on particular issues. They did not create new policy, they did not replace existing policy and they could not amend existing policy in the Borough Local Plan. An SPD was a material consideration in planning decisions but they did not form part of the development plan. In preparation of the SPD, early public engagement took place in the form of three online events together with the opportunity for everyone to submit written comments afterwards. There was extensive publicity about the events in advance including writing to nearly 1,000 homes in the vicinity of the main development sites, consulting an extensive list of people on the planning policy consultee database, holding a press briefing (with subsequent articles and publicity about the events in the local media), and regular use of social media to publicise the events. The draft SPD was published for a 6 week public consultation in July 2022, the Council again wrote to nearly 1,000 local residents and a wide range of consultees on the consultee database. Three staffed drop-in sessions were held, two at the Maidenhead Library and one at the Braywick Leisure Centre and an online event held via Microsoft Teams. About 90 written representations were received from residents and other stakeholders.

As expected, a wide range of comments were received. A Consultation Statement had been produced, summarising all engagement and consultation undertaken in the preparation of the SPD. It also summarised the responses received and provided a response to the issues raised. The changes made following consultation on the draft SPD were summarised at section 2.8 of the report.

Councillor Haseler explained the consequences of not adopting the SPD such as an uncoordinated approach to development across the area, a lack of coordination of key infrastructure provision with the risk that not all infrastructure was provided, or not provided for in a timely manner. It also risked the lack of joined up thinking in relation to key design principles across the area.

Councillor Haseler proposed the recommendations and Councillor Johnson seconded the proposals stating this was a critical piece of planning policy.

Councillor Hilton stated that the Supplementary Planning Document set out clearly how it would integrate and enhance the quality Maidenhead. He noted that the policy was promoting net zero carbon and taking a whole life carbon emissions approach would help the Council become carbon neutral.

Councillor McWilliams reiterated the importance of the site to resolve previous issues around the delivery of affordable housing and recognised the various targets set out within the document and the numbers of homes this equated to.

Councillor Johnson was pleased that the Supplementary Planning Document would ensure that local people would benefit from the affordable housing supply as well as from the significant infrastructure provision referred to.

In response to Councillor Stimson's query relating to the carbon calculation Councillor Haseler explained this was set out in section 6.7 of SPD itself as net zero carbon operational and that took into account whole life carbon and Council would therefore give weight to applications that considered this.

In response to Councillor Price's concerns that developers were not planning to build the affordable houses first Councillor Haseler stated that no applications had been received for the main site yet and therefore this would be dealt with as part of the planning process.

**RESOLVED UNANIMOUSLY that:**

- i) the report be noted;**
- ii) the adoption of the South West Maidenhead Development Framework Supplementary Planning Document, as set out in Appendix B of the Cabinet report, be approved; and**
- iii) authority be delegated for minor changes to the Supplementary Planning Document to be made prior to publication to the Head of Planning in consultation with the Cabinet Member for Planning, Parking, Highways and Transport.**

**Review of Local Development Scheme**

Cabinet considered approval of a new Local Development Scheme for the Royal Borough for the next three years to the end of 2025. This programme included work on the Traveller Local Plan.

Councillor Haseler, Cabinet Member for Planning, Parking, Highways & Transport, proposed the recommendations and explained that every Local Planning Authority was required to prepare and maintain a document known as a Local Development Scheme (LDS). The document set out the timetable for the preparation of planning documents such as Local Plans, it did not include supplementary planning documents. The LDS was a three-year project plan for preparing planning documents, it was not a policy document itself. It provided information to the local community and stakeholders regarding planning documents that were being prepared by the Council and the timetable for when these documents would be produced. In particular, it set out the timetable for the review and update of the Council's Local Plans and outlined the dates when there would be formal opportunities to get involved with the plan making process. Approving the document which would ensure the Council had an up-to-date programme for future local plan work, in accordance with its legal requirement to do so. Local residents and others would then be aware of the expected future work programme.

He advised that if the LDS was not approved it would mean that communities and other stakeholders would not know what planning documents were proposed to be produced and the Council would not be in line with the regulations. The Borough Local Plan was adopted in



February 2022, the Minerals and Waste Plan in November 2022. Progress on the Traveller Local Plan had been slower than anticipated due to a number of factors, particularly the need to prioritise officer resources into taking the BLP through to adoption. However, a consultation on issues and options was undertaken in 2019 with a consultation statement published in 2020. The 2018 Gypsy and Traveller Accommodation Assessment was updated in 2022 and this set out the need for pitches and plots up to 2036/37. National planning policy in the Planning Policy for Traveller Sites required that Councils identify a supply of deliverable and developable sites to meet the needs against locally set targets along with criteria-based policies to guide land supply allocations. Although the BLP included a criteria-based policy for the assessment of proposals for Gypsy & Traveller accommodation, it did not allocate any Gypsy & Traveller pitches or Travelling Showpeople plots. As such, it was necessary to produce a separate Local Plan to meet these needs and allocate new sites for these groups. Councillor Hasler concluded that the proposed timetable set out that the Traveller Local Plan would be submitted for examination by late Summer/early Autumn 2024 and, subject to a timely examination process, adopted by Summer 2025.

Councillor Johnson seconded the recommendations.

**RESOLVED UNANIMOUSLY that:**

- i) the report be noted;**
- ii) the Local Development Scheme for 2023-2025 be approved for planning policy purposes and to publish it on the Council's website to take effect from 1 January 2023; and**
- iii) authority be delegated to the Head of Planning, in consultation with the Cabinet Member for Planning, Parking, Highways and Transport to make any minor non-material corrections to the Local Development Scheme as considered necessary ahead of publication.**

**Housing Support Fund**

Cabinet considered the Council's policy for allocating the Winter 2022-23 tranche of the Department for Work and Pensions Household Support Fund and the use of delegated authority to approve the allocation of the Fund, on the grounds of urgency, in order to support those most in need.

Councillor Johnson, Leader of the Council advised the meeting that this fund was managed by the Department of Work and Pensions (DWP) and RBWM's allocation of funding was £587,905 for the period covering 1 October 2022 to 31 March 2023.

Rebecca Hatch, Head of Strategy explained that the Council was working with nine different delivery partners and 60 applications had been received. The first tranche of payments had been authorised and they were expecting numbers of applications to increase.

Councillor Johnson explained that the Chief Executive had approved the allocation and initial distribution of funding on the grounds of in consultation with him and the Chair of Corporate Overview and Scrutiny.

In response to Councillor Price's query as to whether all partners were working to the same definition of hardship the Head of Strategy explained that although they were, each partner was identifying residents in slightly different ways depending on the data they held and how they worked with residents to target different affected groups.

Councillor Tisi thanked officers improving the way the monies were distributed which was helping partners to focus on their core support activity. She also thanked everyone involved in distributing the support

The Executive Director for People advised that if the search terms 'RBWM household support fund' were used then a list of all the Council's partners and their contact details were available online.

**RESOLVED UNANIMOUSLY that:**

- i) the report be noted; and**
- ii) use of Delegated Authority by the Chief Executive be noted, in consultation with the Leader of the Council, Cabinet Member for Finance and Chair of Corporate Overview and Scrutiny, to approve the allocation and initial distribution of funding on the grounds of urgency.**

**Award of Contract for Case Management System**

Cabinet considered the joint paper relating to the procurement and tendering outcome for the Council's Case Management System.

Councillor Haseler, Cabinet Member for Planning, Parking, Highways & Transport, proposed the recommendations and explained that the report summarised the procurement and tendering outcome of a tender for a cloud based Case Management System to support services carried out by approximately 130 users within Planning, Environmental Health, Housing & Trading Standards; Licensing; Highways and the Local Land & Property Gazetteer custodian. This exercise had been undertaken because the current contract was due to end in March 2024. It recommended that a new contract be awarded to the winning bidder (Bidder A) whose bid had been considered as the most economically advantageous on the basis of the technical and financial evaluation undertaken. The new contract incorporated a specification that ensured continued service provision that would support the Council's transformation agenda, as well as lead to improved customer experience and more efficient ways of working. If the new contract was not awarded, the Council would be in breach of the Public Procurement Regulations (PCR 2015) as the Council would be out of contract and would not benefit from the proposed enhancements and transformation. Additionally, the Council would be unable to efficiently deliver statutory functions in a timely manner.

The response to the market engagement indicated, that based on the current market, the Authority should be moving from an on premise to a more up to date 'cloud' based, hosted option. This also aligned with the Council's IT preference of 'Cloud First' hosted solutions and, although the transition to this model would represent a significant change for the authority, it was anticipated that the benefits and associated efficiencies in ways of working would outweigh any investment required. Additionally, the Council had follow-up conversations with other authorities who had moved to a hosted model, and they confirmed it brings significant benefits. Procurement and legal officers had been involved in the process and their advice had been followed. Both procurement and legal colleagues had contributed to the procurement process and can confirm that advice has been provided to ensure that the exercise was fully compliant.

Councillor Rayner seconded the proposals explaining that the cross council report had seen ICT, highways and transport teams come together to agree the iCloud system to replace the iDox system. She explained that it was proposed to reduce the annual maintenance cost and allow the Council to transform services going forward.

**RESOLVED UNANIMOUSLY that:**

- i) the report be noted;**
- ii) the award of the case management system contract to the Bidder A on the basis of a 4 year contract, with the option to extend for a further 4 years in 1**

year periods be approved. The contract was due to commence in January 2023 with go-live in March 2024 and its value is detailed in Appendix A of the cabinet report which was Part II by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972; and

- iii) delegated authority be approved to the relevant Director to extend the contract beyond the initial 4 years, on a yearly basis, up to the maximum contract period of 8 years.

**Severe Weather Emergency Protocol (SWEP)**

Councillor McWilliams, Cabinet Member for Digital Connectivity, Housing Opportunity, & Sport & Leisure advised the meeting that due to the extreme cold temperatures the Council's Severe weather emergency protocol (SWEP) had been enacted. He advised that any person who was sleeping rough in the borough could receive support and the website had further details and emergency out of hours contact numbers for colleagues and residents to report anyone requiring assistance.

**Exclusion of Public and Press**

**RESOLVED UNANIMOUSLY:** That pursuant to Regulation 4 of the Local Authorities (Executive Arrangements) (Access to Information) Regulations 2012 and having regard to the public interest, members of the public and press be excluded from the meeting for the consideration of item 16 which involves the likely disclosure of exempt information under the following category of Schedule 12A of the Local Government Act 1972:

- (3) Information relating to the financial or business affairs of any particular person (including the authority holding that information).**

The meeting, which began at 7.00 pm, finished at 8.34 pm

CHAIR.....

DATE.....

This page is intentionally left blank