

Notice of Meeting

Executive – Advisory Meeting

Councillor Bettison OBE (Chairman),
Councillor Dr Barnard (Vice-Chairman),
Councillors D Birch, Brunel-Walker, Harrison, Mrs Hayes MBE,
Heydon and Turrell

Tuesday 19 October 2021, 5.00 pm

Online Only - Via MST



Agenda

Recommendations arising from this meeting will be considered in accordance with the delegations approved by Council on 28 April 2021.

Item	Description	Page
1.	Apologies	
2.	Declarations of Interest	
	<p>Members are asked to declare any Disclosable Pecuniary or Affected Interests in respect of any matter to be considered at this meeting.</p> <p>Any Member with a Disclosable Pecuniary Interest in a matter should withdraw from the meeting when the matter is under consideration and should notify the Democratic Services Officer in attendance that they are withdrawing as they have such an interest. If the Disclosable Pecuniary Interest is not entered on the register of Members interests the Monitoring Officer must be notified of the interest within 28 days.</p> <p>Any Member with an Affected Interest in a matter must disclose the interest to the meeting. There is no requirement to withdraw from the meeting when the interest is only an affected interest, but the Monitoring Officer should be notified of the interest, if not previously notified of it, within 28 days of the meeting.</p>	
3.	Minutes	5 - 6
	To consider and approve the minutes of the meeting of the Executive held on 21 September 2021.	
4.	Urgent Items of Business	
	Any other items which, pursuant to Section 100B(4)(b) of the Local Government Act 1972, the Chairman decides are urgent.	

Executive Key Decisions

The items listed below all relate to Key Executive decisions, unless stated otherwise below.

5.	Revised Local Development Scheme, 2021-2024	7 - 38
	To agree a revised Local Development Scheme containing updated timetables for producing Local Plans in Bracknell Forest. This fulfills the	

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	<p>statutory requirement to publish an up to date Local Development Scheme on the website so that local communities and interested parties can keep track of progress of Local Plans being prepared in an area.</p> <p>Reporting: Andrew Hunter</p>	
6.	<p>Making (adoption) of the Bracknell Town Neighbourhood Plan 2016-2036</p>	39 - 64
	<p>To agree that the Bracknell Town Neighbourhood Plan is 'made' if the majority of those who vote at the referendum on the Neighbourhood Plan are in favour of Bracknell Forest Council using the Neighbourhood Plan to help decide planning applications in the Bracknell Town neighbourhood area.</p> <p>Reporting: Andrew Hunter</p>	
7.	<p>Local Government and Social Care Ombudsman Annual Review Letter</p>	65 - 70
	<p>To provide an overview and commentary on the Local Government and Social Care Ombudsman (LGSCO) annual review letter.</p> <p>Reporting: Timothy Wheadon</p>	
8.	<p>Council Plan Overview Report</p>	71 - 98
	<p>To inform the Executive of the performance of the council for Q1 2021/22</p> <p>Reporting: Timothy Wheadon</p>	
9.	<p>Exclusion of Public and Press</p>	
	<p>To consider the following motion:</p> <p>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 items 10, 11 & 12 which involves the likely disclosure of exempt information under the following category of Schedule 12A of the Local Government Act 1972:</p> <p>(3) Information relating to the financial or business affairs of any particular person (including the authority holding that information).</p> <p><i>NB: No representations were received in response to the 28 day notice of a private meeting.</i></p>	
10.	<p>Market Street Options Report</p>	99 - 180
	<p>To consider the options report for the Council for "Block D" as part of the Market Street development.</p> <p>Reporting: Stuart McKellar</p>	
11.	<p>Buckler's Park Community Hub and Facilities</p>	181 - 200

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	To seek approval for the transfer of the Buckler's Park Community Hub and facilities to the Council and consider the options for the management of these facilities. Reporting: Andrew Hunter	
12.	Binfield Community and Health Care Hub	201 - 224
	To provide an update on the progress of the Binfield Community and Health Care Hub scheme and the supporting financial summary. Reporting: Andrew Hunter	

Sound recording, photographing, filming and use of social media is permitted. Please contact Hannah Stevenson, 01344 352308, hannah.stevenson@bracknell-forest.gov.uk, so that any special arrangements can be made.

Published: 11 October 2021

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**EXECUTIVE – ADVISORY MEETING
21 SEPTEMBER 2021
5.00 - 5.40 PM**

Present:

Councillors Dr Barnard (Vice-Chairman, in the Chair), Brunel-Walker, Harrison, Mrs Hayes MBE, Heydon and Turrell

Apologies for absence were received from:

Councillors Bettison OBE

Also Present:

Councillors Temperton

179. Declarations of Interest

Councillor Brunel-Walker declared an interest in relation to agenda number 10 being one of the Council's representatives on the Bracknell Forest Cambium Partnership and would leave the meeting for the item.

Councillor Heydon declared an interest in relation to agenda number 10 being one of the Council's representatives on the Bracknell Forest Cambium Partnership and would leave the meeting for the item.

180. Minutes

RESOLVED that the minutes of the meeting of the Executive on 31 August 2021 together with the accompanying decision records be confirmed as a correct record and signed by the Leader.

181. Executive Decisions

The Executive discussed the following items in an advisory capacity and made the following recommendations to the appropriate executive members who were to make the formal decisions under the powers delegated to them by the Leader:

182. Overview and Scrutiny Review of Food Waste in Flats and HMOs

RECOMMENDED to the Executive Member for the Environment to consider whether to agree the Environment and Communities Overview & Scrutiny Panel's recommendations as set out in the Panel report (attached as Appendix A) and paragraph 5.5, taking into account the comments of the Statutory Scrutiny Officer.

183. Overview and Scrutiny Review of Blue Badges

RECOMMENDED to the Executive Member for Adult Services, Health & Housing:

To consider whether to agree the Wellbeing and Finance Overview & Scrutiny Panel's recommendations as set out in the Panel report (attached as Appendix A) and paragraph 5.5, taking into account the comments of the Statutory Scrutiny Officer.

184. **Residents' COVID-19 Impact Survey 2021**

RECOMMENDED to the Executive Member of Council Strategy and Community Cohesion:

- i. To note the Covid-19 Impact Survey 2021 results report.
- ii. To endorse the communications plan.

185. **Council Plan Overview Report**

RECOMMENDED to the Executive Member for Council Strategy and Community Cohesion:

- i. To note the performance of the council over the period from January-March 2021 highlighted in the Overview Report.

186. **Exclusion of Public and Press**

RESOLVED that pursuant to Regulation 21 of the Local Authorities (Executive Arrangements) (Access to Information) Regulations 2000, members of the public and press be excluded from the meeting for the consideration of item 10 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).

187. **Surplus Land - Depot Site**

RECOMMENDED to the Executive Member for Council Strategy and Community Cohesion

- i. To offer the surplus land to be created by re-development of the Commercial Centre to the Bracknell Forest Cambium Partnership (the Joint Venture)) for development, subject to the satisfactory approval by the Executive of an Initial Site Development Plan within a 12 month exclusivity period commencing on 1 October 2021;
- ii. In the event that a Site Development Plan is not approved within the 12 month period, that the surplus land is sold on the open market for the best available consideration and this process is delegated to Assistant Director: Property.

CHAIRMAN

**TO: EXECUTIVE
19 OCTOBER 2021**

**REVISED LOCAL DEVELOPMENT SCHEME
2021 - 2024
Director of Place, Planning and Regeneration**

1 PURPOSE OF REPORT

- 1.1 The purpose of this report is to seek the Executive's approval to bring a revised Local Development Scheme (LDS) into effect covering the period 2021 - 2024.
- 1.2 The Council's work programme for preparing local plans is set out in the Local Development Scheme. The current LDS (2021-2024), February 2021 sets out timetables for the preparation of the:
- Bracknell Forest Local Plan,
 - Joint Minerals and Waste Local Plan (covering Bracknell Forest, Wokingham Borough, Royal Borough of Windsor and Maidenhead and Reading Borough), and
 - Policies Map.
- 1.3 Due to changes in circumstance since the current LDS was agreed, particularly around the submission of the Bracknell Forest Local Plan, it will not be possible to meet the outstanding milestones set out in the document.

2 RECOMMENDATION

- 2.1 **That the Executive resolves that the Local Development Scheme 2021 – 2024 (October 2021), attached as Appendix A, shall come into effect on 27th October 2021.**

3 REASONS FOR RECOMMENDATION

- 3.1 The Council is required to maintain an up to date LDS on its website. Preparation and approval of an up to date LDS aims to give residents, businesses and potential investors a clear indication of the timetable that the Council is working to in respect of the production of local development documents. It provides a starting point for stakeholders to see at what stages they can get involved in compiling these documents. The current version of the LDS does not contain up to date timetables for the local plans that are being prepared.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 The option of not updating the LDS has been considered, but there is a statutory requirement¹ for an up to date LDS. Due to the changes set out below, it is not possible to keep to the timelines set out in the current LDS. Additionally, not publishing an up to date LDS would mean a lack of clarity for local residents, developers and the business community about the Council's intended approach to producing planning policies to guide future development.

¹ Section 15 of the Planning and Compulsory Purchase Act requires the Council to prepare and maintain a Local Development Scheme

5 SUPPORTING INFORMATION

Background

- 5.1 National policy requires each local planning authority to have succinct and up-to-date local plans for the future development of their local areas. There is a statutory requirement² to review policies in local plans and to assess whether they need updating at least once every five years. They should then be updated as necessary. Account must be taken of changing circumstances affecting an area, or any relevant changes in national policy.
- 5.2 The Development Plan for the Borough currently comprises the following documents:
- South East Plan (May 2009) – Thames Basin Heaths Special Protection Area Policy NRM6 only
 - Saved policies in the Bracknell Forest Borough Local Plan (BFBLP) (2002)
 - Core Strategy (February 2008)
 - Saved policies in the Replacement Minerals Local Plan (2001) and Waste Local Plans (1998)
 - Site Allocations Local Plan (SALP) (2013)
 - Policies Map (2013)

Local Development Scheme agreed in February 2021

- 5.3 The current LDS (February 2019) identifies programmes for the preparation and adoption of the following new documents:
- Bracknell Forest Local Plan (target date for adoption: Spring 2022)
 - Joint Minerals and Waste Local Plan (target date for adoption: Winter 2021/Spring 2022)
 - Policies Map (to be progressed alongside the timetables for the Bracknell Forest Local Plan and the Joint Minerals and Waste Local Plan).

Changes since the February 2021 LDS was brought into effect

Bracknell Forest Local Plan

- 5.4 Whilst much work has already been undertaken, progress on the Bracknell Forest Local Plan has been delayed for a number of reasons which are summarised below:
- Extension of the originally planned consultation period to allow more time for responses to be submitted.
 - Further Duty to Co-operate work has been undertaken with relevant bodies.
 - Time taken to prepare proposed modifications to the plan and carry out sustainability appraisal of them.
 - The need for updated/more evidence on certain issues due to contextual changes and the publication of new data.

Joint Minerals and Waste Local Plan

- 5.5 This plan has now been submitted and examination hearings were held in September 2021. The programme has been slightly modified to reflect progress to date but the key milestones have not changed.

Suggested new timeline

² Regulation 10A of the Town and Country Planning (Local Planning) (England) Regulations 2012).

- 5.7 Due to the changes in circumstance summarised in paragraph 5.4 new dates for subsequent milestones of the Bracknell Forest Local Plan are required. The suggested timescales are set out below, although they incorporate some flexibility should circumstances change. They will also depend in part on the availability of a suitable planning inspector to carry out the Local Plan Examination.

Bracknell Forest Local Plan

- Submission: Autumn 2021
- Examination: Autumn/Winter 2021/22
- Report to Council/adoption: Summer/Autumn 2022

Joint Minerals and Waste Local Plan

- Examination: Autumn/Winter 2021/22
- Report to Council/Adoption: Early Summer 2022

Policies Map

A Policies Map must also be produced which illustrates geographically how the policies in the Local Plans will be applied. This will be developed alongside the relevant plans.

6 CONSULTATION AND OTHER CONSIDERATIONS

Legal advice (to be confirmed)

- 6.1 Section 15 of the Planning and Compulsory Purchase Act 2004 (as amended) requires local planning authorities to prepare and maintain an LDS. This must specify (amongst other matters) the development plan documents that are under preparation, including the subject matter and geographical areas to which they relate. To bring the scheme into effect, the local planning authority must resolve that the scheme is to have effect and in the resolution specify the date from which the scheme is to have effect. The LDS must be made publicly available through the publication on a web site and kept up to date.

Financial advice (to be confirmed)

- 6.2 The costs of developing the local plans, including staffing requirements, consultancy, consultation and examination will be met through existing budgets which have been reviewed and amended as part of the 2021/22 budget setting process to fully accommodate the programme costs. In the case of the Joint Minerals and Waste Local Plan, Bracknell Forest Council, Wokingham Borough Council, Royal Borough of Windsor and Maidenhead and Reading Borough Council have commissioned Hampshire Services to prepare the Plan on their behalf. The cost of the project is being shared equally amongst the four Authorities.

Equalities Impact Assessment

- 6.3 Since this report concerns amendments to timetables for committed local plans, rather than new local plans, it is not necessary to complete an Equalities Screening Record Form.

Strategic Risk Management Issues

- 6.4 The main risks to achieving and implementing the LDS timetable are the potential for further national legislative, policy and guidance changes, and the timetable for examination of Local Plans being set by the Planning Inspectorate (and not by BFC).

Consultation requirements

- 6.5 There is no statutory requirement to consult on an LDS due to the nature of the document.
- 6.6 Local plans have to follow prescribed procedures and are subject to wide public consultation and ultimately independent public examination before they can be adopted. Various methods of engagement have already been used, including exhibitions, leaflets, the Council's website, letters and press releases, as appropriate. A considerable amount of consultation has already been undertaken on both local plans and their associated evidence base studies.

Appendices

Appendix A Local Development Scheme 2021 – 2024

Background Papers

Local Development Scheme 2021 – 2024 (February 2021 version)

<https://www.bracknell-forest.gov.uk/planning-and-building-control/planning/planning-policy/about-planning-policy>

Contact for further information

Max Baker, Head of Planning – 01344 351902

Max.Baker@bracknell-forest.gov.uk

Local Development Scheme 2021-2024

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1 Purpose of a Local Development Scheme

Context

1.1 The Planning and Compulsory Purchase Act 2004 (as amended by the Planning Act 2008 and Localism Act 2011) requires a Local Planning Authority to prepare and maintain a Local Development Scheme (LDS) which is effectively a three-year work program for all Local Plan documents. Its main purposes are:

- to inform the local community and other interested parties of the development plan documents that are being prepared for the area, along with the envisaged timescales for their preparation.
- to establish the Council's priorities for the preparation of the new development plan documents and their associated work programmes, as well as their impact on resources (including financial).

1.2 This LDS supersedes the previous version dated February 2021 and deals with the three-year period up to Winter 2024. This LDS takes effect from 27th October 2021.

1.3 Since the publication of the last LDS in February 2021, there have been changes in circumstance which have resulted in the need to revise milestones set out in the LDS.

2 Current Development Plan

Development Plan for Bracknell Forest

2.1 The Development Plan guides planning decisions and ensures these are rational and consistent, having regard to material considerations. Documents forming the Development Plan require updating to ensure decisions are made based on up-to-date planning policies and that future needs are appropriately planned for. The revised National Planning Policy Framework (NPPF) (2021) and accompanying Planning Practice Guidance (PPG) are material considerations but do not form part of the Development Plan. The Development Plan for Bracknell Forest comprises the documents listed below which can be found on the Council's website⁽¹⁾.

South East Plan

2.2 The South East Plan (SEP) was approved in May 2009. However, most of its content was revoked in March 2013, with the exception of Policy NRM6 which is concerned with the Thames Basins Heaths Special Protection Area (SPA).

Core Strategy

2.3 The Core Strategy was adopted in 2008. It is an overarching document which sets out the Council's long-term planning framework and vision for the Borough up to 2026.

Site Allocations Local Plan

2.4 The Site Allocations Local Plan (SALP) was adopted in 2013. The primary purpose of the SALP was to identify sites to meet the housing requirement of 11,139 dwellings between 2006 and 2026, as set out in the Core Strategy. It therefore allocated sites for a further 4,346 dwellings, including previously developed and greenfield sites that were outside defined settlement boundaries.

Bracknell Forest Borough Local Plan

2.5 The Bracknell Forest Borough Local Plan (BFBLP) was adopted in January 2002. It contains a number of detailed development management policies that were "saved" by the Secretary of State beyond 27 September 2007⁽²⁾. Although some of these policies have subsequently been superseded by policies in the Core Strategy and Site Allocations Local Plan, many remain in effect. These remain part of the Development Plan until such time as they are replaced by new policies.

Minerals and Waste Local Plans

2.6 The Replacement Minerals Local Plan for Berkshire (RMLP) was adopted by the former County Council in 1995, with alterations adopted in 1997 and 2001 to include the areas of Colnbrook and Poyle. It was intended to ensure that minerals were extracted at the right pace throughout the plan period (until 2006), and that there were enough planning permissions for mineral extraction at the end of that period for a further seven years of extraction (to the end of 2013). The Plan also contains a number of development management policies. The Waste Local Plan for Berkshire (WLPB) was adopted in 1998. It looked at where new waste

¹ <http://www.bracknell-forest.gov.uk/developmentplan>

² <https://www.bracknell-forest.gov.uk/planning-and-building-control/planning/planning-policy/development-plan/local-plan-2002>

management facilities should be provided and methods of disposing of waste. The majority of the policies introduced by the RMLP and the WLPB were "saved" by the Secretary of State indefinitely until replaced by national, regional or local minerals and waste policies⁽³⁾.

Neighbourhood Plans

2.7 The Neighbourhood Planning (General) Regulations 2012 include the process and procedures for setting up Neighbourhood Areas, preparing Neighbourhood Development Plans, and Neighbourhood Development Orders (including Community Right to Build Orders). The first step in the neighbourhood planning process is for the 'relevant body' to apply to the local planning authority for the designation of a Neighbourhood Area. Any plan or order needs to meet the 'basic conditions' set out in paragraph 8(2) of Schedule 4B of the Town and Country Planning Act 1990. These include the need to contribute to the achievement of sustainable development and to be in general conformity with the strategic policies of the Development Plan. Once the independent Examiner has issued the report, the Local Planning Authority considers it to reach its own view and then take a decision on whether to send the plan/order to local referendum. If more than 50% of the votes are in favour of the plan/order, then the Council 'makes' the plan/order. It will then form part of the Development Plan and be taken into account when making decisions on planning applications in the area.

2.8 Six Neighbourhood Areas have been designated by the Council covering the following Parish/Town Councils:

- Binfield
- Bracknell
- Crowthorne
- Sandhurst
- Warfield
- Winkfield

2.9 This means that there is the potential for the whole of Bracknell Forest to be covered by Neighbourhood Plans. As they are not prepared by the Council and their timetables are dependent on the progress made by the respective communities, they cannot be included in the LDS. At the time of preparing this LDS, progress was as follows.

2.10 The **Binfield Neighbourhood Plan** (April 2016) was brought into legal force following a successful referendum in March 2016. It now forms part of the statutory Development Plan for Bracknell Forest.

2.11 The **Crowthorne Neighbourhood Plan** was brought into legal force following a successful referendum in May 2021. It now forms part of the statutory Development Plan for Bracknell Forest.

2.12 The **Bracknell Town Neighbourhood Plan** has also undergone examination and the Examiner's Report is available on the Council's website⁽⁴⁾. The Examiner's Report recommended that the Bracknell Town Neighbourhood Plan be sent to referendum subject to the implementation of the Examiner's recommendations.

3 <https://www.bracknell-forest.gov.uk/planning-and-building-control/planning/planning-policy/development-plan/minerals-and-waste>

4 <https://www.bracknell-forest.gov.uk/sites/default/files/documents/bracknell-town-neighbourhood-plan-examiners-report.pdf>

The Bracknell Town Neighbourhood Plan passed a referendum held on 9th September 2021. At the time of preparing this LDS, the Bracknell Town Neighbourhood Plan was programmed to be 'made' following a meeting of the Council's Executive to be held on 19 October 2021.

2.13 The **Warfield Neighbourhood Plan** is at examination.

2.14 **Sandhurst Town Council** and **Winkfield Parish Council** have not yet reached the stage of publishing draft plans for consultation.

Other documents

2.15 The Development Plan is supplemented by other documents as outlined below. However, local planning authorities do not need to specify timetables for producing 'other' planning documents in their LDS.

Supplementary Planning Documents (SPDs)

2.16 These provide more advice to explain the policies and proposals set out in Local Plans. Unlike Local Plans, their preparation is not subject to examination, although consultation is a key element of their preparation. Examples of adopted SPDs that the Council has are Design, Planning Obligations and Parking.

2.17 The Council is aware that it is useful for the community to know the Council's intentions in respect of SPDs. Consequently, a summary of adopted SPDs and a list of those that the Council is proposing to prepare and review are available on the web site in a separate document titled 'Quick Guide to Planning Policy and Guidance'⁽⁵⁾. This approach has been taken to enable the list to be updated on a more regular basis.

Statement of Community Involvement (SCI)

2.18 The SCI was adopted in February 2014. It sets out the standards and approach the Council takes to involving individuals, groups and organisations in preparing or revising policy documents and considering planning applications. A review of the SCI has commenced and found no fundamental problems. However, the process has been impacted by the Covid19 restrictions and rapidly changing government legislation and advice. As a result of this, the Council has published a temporary changes addendum to the SCI which addresses Covid19 related issues. This ensures that the Council can continue its statutory planning functions, in particular making progress with local development documents and neighbourhood plans.

2.19 There is no requirement in legislation for local planning authorities to consult when reviewing and updating their SCI, although normally Bracknell Forest follows good practice and informs the public of its intentions to update the document and the changes that have been made.

Community Infrastructure Levy (CIL)

2.20 The Council adopted CIL in April 2015. CIL is a locally set charge on development. It provides greater certainty to developers over how much their development will need to contribute towards meeting the costs of infrastructure. It is intended to supplement other

~~funding streams to ensure that new community infrastructure can be provided to mitigate~~

<https://www.bracknell-forest.gov.uk/sites/default/files/documents/quick-guide-planning-policy-march-2019.pdf>

impacts of local growth and give communities more choice and flexibility in how they fund infrastructure. The CIL is supported by a detailed Charging Schedule which sets out the CIL rate for specific types of development in different zones in Bracknell Forest.

2.21 The following documents help explain the Council's CIL charging regime:

- CIL Charging Schedule - sets out the CIL rates and charging zones
- CIL Instalment Policy - according to the amount of CIL payable, this sets out when payment to the Council will be due
- CIL 'Regulation 123' list - lists those infrastructure types and projects to be funded wholly or partly by CIL

2.22 Further information is available on the Council's website⁽⁶⁾.

Authority Monitoring Report (AMR)

2.23 See Section 5 below.

Background Evidence

2.24 Local Plans are prepared using a range of evidence (including primary data) prepared by the Council and by consultants on behalf of the Council. The purpose of establishing an evidence base is to ensure that all future planning policies and decisions are based on robust and up-to-date information. The importance of local planning authorities having an up to date, relevant and robust evidence base is emphasised in national planning policy (NPPF). These documents will also provide the evidence for supporting the Council's position through the planning application process. The preparation of the new Local Plans specified in this LDS provides the opportunity to review existing evidence and update and expand on elements of it, where necessary.

6 <https://www.bracknell-forest.gov.uk/planning-and-building-control/planning/planning-policy/community-infrastructure-levy/what-community-infrastructure-levy>

3 Planned documents

Local Plan Regulations

3.1 The Town and Country (Local Plan) (England) Regulations 2012 came into force on 6 April 2012. These Regulations (and subsequent amendments) prescribe the form and content of a Local Plan and Policies Map and set out procedural arrangements for preparing Local Plans. They also list the prescribed bodies in relation to the Duty to Co-operate (Regulation 4), the requirements in relation to the Authority Monitoring Report (Regulation 34) and set out how information should be made available for inspection. Local Plans are prepared in accordance with a regulatory process. The process includes consultation with the community and stakeholders, as guided by the Council's SCI.

3.2 The four main stages in the preparation of a Local Plan are:

- a. The pre-production stage, including evidence gathering by the Council on key issues and development options, and consulting statutory bodies on the scope of the Local plan.
- b. The production stage, including public and stakeholder consultation by the Council on the development issues and options, and the scope of the Local Plan and the consideration of consultation responses.
- c. The submission and examination stage, where the Council submits the Local Plan to the Secretary of State and it is subject to scrutiny by an independent Planning Inspector who will assess it for its the legal compliance and soundness.
- d. Finally, the adoption stage, when the Local Plan formally becomes part of the development plan.

Bracknell Forest Local Plan

3.3 Work will continue on the preparation of a Bracknell Forest Local Plan (BFLP) and associated Policies Map in accordance with the timetable set out within this section.

3.4 This will:

- cover the period to 2037;
- support the 'Recovery and Renewal Plan' and economic strategies produced by the Thames Valley Local Enterprise Partnership (LEP) and the Council;
- identify the role of Bracknell Forest, following the partial revocation of the SEP;
- give confidence to investors and help leverage funding for any infrastructure needed to support a vision for the future;
- include policies to meet the requirements of the NPPF and PPG;
- be informed by a robust and up to date evidence base, including an assessment of housing needs (including Travellers), economic needs and recreational needs;
- include any site allocations to meet identified needs over the plan period to ensure development is well-planned;

- include policies to guide the delivery of development;
- include policies to fill 'policy gaps' left as a result of the revocation of the SEP such as heritage and green infrastructure; and,
- include a review of policies following changes to permitted development rights and the Use Classes Order.

3.5 The Bracknell Forest Local Plan will not contain minerals and waste policies as Hampshire Services (part of Hampshire County Council) has been appointed to undertake a joint plan – see below.

3.6 The Council has an Infrastructure Delivery Plan (IDP) which is being updated and reviewed as part of this process. In addition, other supporting evidence has been/is being produced, such as a viability assessment.

Resources

3.7 The broad resource and management arrangements for the BFLP and Policies Map are set out in the timetable on the following pages. Resources will be primarily drawn from the Planning Section of the Place, Planning and Regeneration Directorate, although input from other service areas and external resources may be used. Consultants are being engaged on specific projects where there is a lack of capacity in-house, or additional expertise is required. This particularly relates to technical baseline surveys, viability testing and other specialist areas where it is not economic to have an in-house resource.

Joint Minerals and Waste Local Plan

3.8 A joint Minerals and Waste Plan is being produced in partnership with three other Berkshire Authorities (Royal Borough of Windsor & Maidenhead, Reading Borough Council and Wokingham Borough Council). Hampshire Services have been appointed to undertake the work.

3.9 The JMWP:

- covers the period 2020 - 2036;
- sets out a vision and strategy for mineral provision and waste management;
- gives confidence and certainty to commercial operators and the local community over the plan period;
- takes into account the requirements of the NPPF, PPG, Waste Management Plan for England and National Planning Policy for Waste;
- includes development management policies for evaluating minerals and waste planning applications;
- includes any site allocations to meet identified needs over the plan period;
- is informed by a robust and up to date evidence base e.g. Local Aggregates Assessment, data on municipal waste arisings, transfer, treatment and disposal.

Resources

3.10 The broad resource and management arrangements for the JMWP and Policies Map are set out in the timetable on the following pages. Hampshire Services is contributing planning, specialist and managerial staff resources sufficient to prepare a sound plan. Whilst staff resources are primarily from Hampshire Services, there also a need for input from the Planning Section of the Place, Planning and Regeneration Directorate and other service areas at Bracknell Forest Council such as Legal and Waste Management.

Profile of Bracknell Forest Local Plan

Document title	Bracknell Forest Local Plan
Lead Section	Development Plan Team, Planning Division, Place, Planning and Regeneration Directorate.
Scope	Borough Wide
Priority	High
Synopsis	<ul style="list-style-type: none"> • Sets the Council's spatial vision, spatial objectives, and strategy for the distribution of development up to 2037; • reflects the most up-to-date national policies and guidance; • reviews and updates the existing Core Strategy policies, for example those dealing with housing and economic development; • reviews and updates 'saved' Bracknell Forest Borough Local Plan policies; • fills gaps in local policy, for example, those left by the partial revocation of the South East Plan e.g. green infrastructure; • establishes and enables the delivery of development needs for the Borough, including a housing target for the plan period, based on a local housing need assessment conducted using the standard method in national planning guidance; • promotes sustainable economic growth, including planning for future employment, retail and business needs; • reviews elements of the existing SALP and allocates further strategic sites to meet development needs; • reviews the Green Belt boundary, to allow the provision of a new garden community, and provides a site allocation policy for the development of this community; • reviews the existing settlement boundaries; • includes a suite of development management policies on issues such as design, heritage, affordable housing and green infrastructure;

Document title	Bracknell Forest Local Plan
	<ul style="list-style-type: none"> sets pitch and plot targets for Gypsies and Travellers and Travelling Showpeople; and identifies any necessary sites for Gypsies and Travellers and Travelling Showpeople
Chain of conformity	General conformity with national planning policy (National Planning Policy Framework)
Current Document (date of adoption)	<p>'Saved' policies of the Bracknell Forest Borough Local Plan (2002 and saved in 2007)</p> <p>Core Strategy (February 2008)</p> <p>Site Allocations Local Plan (July 2013)</p> <p>The South East Plan, Policy NRM6 only (May 2009)</p>
Timetable	
Key Milestone	Timescale
COMMENCEMENT OF REVIEW (Notification of bodies/persons of intention to prepare a Plan ⁽¹⁾ , SA scoping, evidence gathering and preparation of consultation documents)	<p>June 2015</p> <p>(June 2015 - June 2016)</p>
Issues and Options consultation	June/July 2016
Further evidence and analysis	July 2016 - February 2018
Draft Plan consultation (preferred option)	February/March 2018
Further consultation on new sites	September 2018
Further consultation on additional growth options	September - October 2019
Publication	March - May 2021
SUBMISSION	Autumn 2021

Document title	Bracknell Forest Local Plan
Pre-Examination Meeting/Examination Hearing/Inspector's Report (2)	Winter/Spring/Summer 2021/22
Report to Council/Adoption	Summer/Autumn 2022
Management Arrangements	Assistant Director: Planning - Executive Director, Place, Planning & Regeneration - Executive Member for Planning & Transport - Portfolio Review Group - Executive - Council
Resources	<p>Internal:</p> <ul style="list-style-type: none"> • Staff in the Development Plan Team; • Internal administrative and technical support; • Other Borough Council Officers' and Members' time; • Local Plan budget to cover consultation, printing and design costs, and examination costs. <p>External:</p> <ul style="list-style-type: none"> • Consultants and major landowners for some aspects of preparation; • Local Strategic Partnership to provide link with the community; • Representatives from stakeholder groups to attend meetings and contribute to preparation etc; • Development industry expertise; • Specific Local Plan budget for use of consultants / legal advice for specific aspects of preparation; • Duty to Co-operate bodies; • Other external agencies/consultees; • Amenity/Community groups.
Approach to involving stakeholders and community	Wide stakeholder and community involvement using a range of consultation methods described in the Statement of Community Involvement (SCI) (as amended by the Statement

Document title	Bracknell Forest Local Plan
	of Community Involvement temporary changes addendum), which also meets the requirements set out in relevant Regulations.

1. (Reg 18 Town and Country Planning (Local Planning) (England) Regulations 2012)
2. The Planning Inspectorate usually decides whether a Pre-Hearing meeting is needed. This could affect timing of subsequent stages. Assumes no further consultation on main modifications necessary following examination hearings.

Profile of Joint Minerals and Waste Local Plan

Document title	Joint Minerals and Waste Local Plan
Lead Section	Development Plan Team, Planning Division, Place, Planning and Regeneration Directorate, in conjunction with Hampshire Services as contractor
Scope	Bracknell Forest, Wokingham Borough, Royal Borough of Windsor and Maidenhead, Reading Borough
Priority	High
Synopsis	Set out policies on minerals and waste across the four authorities.
Chain of conformity	General conformity with national planning policy (the National Planning Policy Framework, Waste Management Plan for England and National Planning Policy for Waste)
Current Document (date of adoption)	Replacement Minerals Local Plan for Berkshire (including Alterations), 2001 (RMLP), Waste Local Plan for Berkshire, 1998 (WLPB)
Timetable	
Key Milestone	Timescale
COMMENCEMENT OF REVIEW (Notification of bodies/persons of intention to prepare a Plan ⁽¹⁾ , SA scoping, evidence gathering and preparation of consultation documents)	September 2016 - March 2017
Issues and Options consultation	March - September 2017
Further evidence and analysis	July 2017 – May 2018
Preferred Options consultation	June - November 2018
Bray Quarry extension consultation	July – August 2019
Focused consultation on Sand and Gravel Provision and Operator Performance	February – March 2020
PUBLICATION (6 weeks)	September – October 2020
Consideration of representations	Winter 2020/2021

Document title	Joint Minerals and Waste Local Plan
SUBMISSION	February 2021
Examination/ Hearings/Inspector's Report	Spring 2021 – Spring 2022
Report to Council/Adoption	Early Summer 2022
Management Arrangements	Assistant Director: Planning - Director, Place, Planning & Regeneration - Executive Member for Planning & Transport - Portfolio Review Group - Executive - Council
Resources	<p>Internal:</p> <ul style="list-style-type: none"> • Staff in the Development Plan Team; • Internal administrative and technical support; • Other Borough Council Officers' and Members' time; • Local Plan budget to cover consultation, printing and design costs, and examination costs. <p>External:</p> <ul style="list-style-type: none"> • Hampshire Services; • Representatives from stakeholder groups to attend meetings and contribute to preparation etc; • Commercial Operators' expertise; • Duty to Co-operate bodies; • Other external agencies/consultees; • Specific Local Plan budget.
Approach to involving stakeholders and community	Wide stakeholder and community involvement using a range of consultation methods described in the Statement of Community Involvement (as amended by the Statement of Community Involvement

Document title	Joint Minerals and Waste Local Plan
	temporary changes addendum), which also meets the requirements set out in relevant Regulations.

1. (Reg 18 Town and Country Planning (Local Planning) (England) Regulations 2012)

Profile of Policies Map

Document title	Policies Map
Lead Section	Development Plan Team, Planning Division, Place, Planning and Regeneration Directorate
Scope	Borough Wide
Priority	High
Synopsis	The adopted Policies Map spatially illustrates the policies of the Local Plans on an Ordnance Survey base (currently the Core Strategy, Site Allocations Local Plan policies, 'saved' policies in the Bracknell Forest Borough Local Plan, Replacement Minerals Local Plan for Berkshire (RMLP), Waste Local Plan for Berkshire (WLPB) and Binfield Neighbourhood Plan). It will be updated to incorporate any changes from specific area-based policies resulting from the adoption of the Bracknell Forest Local Plan and the Joint Minerals and Waste Local Plan.
Chain of conformity	Conformity with the adopted Local Plans.
Current Policies Map (date of adoption)	Bracknell Forest Borough Policies Map (July 2013). Policies Map associated with Replacement Minerals Local Plan for Berkshire (RMLP), Waste Local Plan for Berkshire (WLPB). Policies Map associated with the Binfield Neighbourhood Plan (2016)
Timetable	
Key Milestone	Timescale
	To be progressed alongside the timetables for the Bracknell Forest Local Plan and the Joint Minerals and Waste Local Plan.
Management Arrangements	Head of Planning - Director, Place, Planning & Regeneration - Executive Member for Planning & Transport - Portfolio Review Group - Executive - Council

Document title	Policies Map
Resources	<p>Internal:</p> <ul style="list-style-type: none"> • Staff from the Development Plan Team; • Internal administration and GIS technical support; • Other Borough Council Officers' and Members' time; • Local Plan budget to cover printing and design costs. <p>External:</p> <ul style="list-style-type: none"> • Local Plan budget to fund use of consultants.
Approach to involving stakeholders and community	As for Bracknell Forest Local Plan and the Joint Minerals and Waste Local Plan.

4 Risk assessment

4.1 As the Council is required to set out firm timetables for the delivery of Local Plans it is important to identify the risks that could affect the work programme set out in this LDS, and consider how the risks may be minimised and mitigated. The position is summarised in the table below:

Risk Factors affecting the LDS

Risk	Level of Risk	Impact	Mitigation
Covid-19 pandemic	High	The Coronavirus pandemic could affect the health of staff and others which could result in delays in document preparation or progress of examinations.	Staff are working in accordance with national public health guidance aimed at reducing infection rates.
Potential change in national and local political control/ leadership	High	<p>National changes could result in new legislation, policy and guidance which will need to be taken account of as and when published, which could be during document preparation and changes to the Use Class Order through the Town and Country Planning (Use Classes) (Amendment) (England) Regulations 2020 which introduce significant changes to the system of 'use classes').</p> <p>There may also be changes in the political composition and outlook of one or more of the Berkshire authorities. This could particularly effect decisions required in respect of the Minerals and Waste Local Plan.</p> <p>If such changes arise they could affect the ability to meet agreed timescales.</p>	<p>Changes in national legislation, policy and guidance will be monitored and assessed for their impact on the content of emerging documents. Any Local Plan will need to be based upon the information available at the time. Advice will be sought from the Ministry of Housing, Communities and Local Government (MHCLG) and the Planning Inspectorate, as appropriate.</p> <p>Locally, officers will work closely with Members through working groups and committees. In recognition of the fact that four local authorities are involved in the JMWP, a joint board has been set up to act as an advisory body/sounding board for decisions. Decisions regarding key milestones during the plan making process are being dealt with in accordance with the internal governance arrangements for each Authority.</p>
Staffing and Resources	Medium/ High	<p>Government spending cuts continue to affect resources across the Council. Over the past few years, there has been a reduction in staff available to carry out local planning work within Planning Policy.</p> <p>In addition, to work on drafting policies/guidance and the implementation of projects, other planning matters (for example neighbourhood planning, Duty to</p>	<p>The annual budget review will be used to identify budget needs.</p> <p>Consultants will be commissioned to undertake specialist areas of work and extend the capacity of the Local Plan Team.</p> <p>As minerals and waste planning requires specialist staff, the preparation of the Joint Minerals and Waste Plan (JMWP) is being dealt with by commissioning a specialist service</p>

Risk	Level of Risk	Impact	Mitigation
		<p>Co-operate, monitoring) now require the dedication of additional resources on an ongoing basis.</p> <p>Further reduction in resources available to progress the local plans could affect the quality of work and the ability to meet agreed timescales.</p>	<p>(Hampshire Services) to deliver the plan. Hampshire Services have a history of preparing successful minerals and waste plans. Close contact is being maintained with Hampshire Services and the contract is being carefully managed.</p> <p>Close contact will be maintained with Town/Parish Councils regarding timetables for progressing Neighbourhood Plans.</p>
Resources of External Agencies, including Planning Inspectorate	High	Preparation of a Local Plan requires considerable input from other organisations, including the Planning Inspectorate (due to the examination process) and Duty to Co-operate bodies. Many are involved in the preparation of other Local Plans. The Council relies upon collaborative working with certain partners to address cross-boundary issues and infrastructure. If these organisations do not have sufficient resources, the ability to meet the agreed timescales may be affected.	In order to minimise risk, the Council is seeking to talk to such organisations as early as possible when an issue arises. In most cases, the Council already has existing working relationships that can be built upon. The Council has an Infrastructure Delivery Plan which demonstrates partnership working - this is being updated. The Council is also keeping in close contact with the Planning Inspectorate and making it aware of any alterations to programmes.
Legal Compliance / Soundness / Legal Challenge	Medium	If either of the Local Plans fail the tests of soundness at examination this could significantly delay their progression. In addition, a legal challenge of either of the Local Plans could result in all or part of the Plan being quashed and the requirement to repeat work, significantly delaying progression.	<p>The Council (in conjunction with Hampshire Services) will:</p> <ul style="list-style-type: none"> • seek to ensure that the Local Plans are legally compliant, "sound", based upon a robust evidence base, and have well audited consultation processes in order to minimise the risk of legal challenge. • work closely with the Planning Inspectorate at all stages to ensure the tests of soundness are met. • take account of other advice available such as from the Planning Advisory Service and tools such as 'self assessment toolkits' in respect of the Local Plan process. • take legal advice on the plan process as appropriate.
Habitats sites	Medium	In accordance with the Conservation of Habitats and Species Regulations 2017 (as amended) the Bracknell Forest	The timetable recognises that the Plan cannot be submitted until this work is completed.

Risk	Level of Risk	Impact	Mitigation
		Local Plan requires a Habitats Regulations Assessment (HRA) to ensure it will not adversely affect the integrity of habitats sites. If this is not demonstrated the Plan is likely to be found unsound.	
High levels of public interest in consultations and large volumes of responses to consultations	Medium	High levels of interest in consultations and a large volume of responses could result in pressure on staff and other resources due to the need to support the process and consider representations. This could lead to delays and affect the ability to meet the agreed timescales.	It is recognised that in project planning for controversial documents (particularly any involving the allocation of sites), additional time is needed for early engagement and consultation and subsequent analysis of responses.
Dating of evidence base	Medium	Due to fluctuations in the economy, there is a risk that studies can become outdated before reaching the examination stage. This would mean new evidence is required, leading to delays and affecting the ability to meet the agreed timescales.	The Council will monitor the situation and update information where possible.
Joint Working	Medium	The Planning and Compulsory Purchase Act 2004 (as amended) and Local Planning Regulations (which prescribe the relevant bodies) impose the Duty to Co-operate and the need to work collaboratively on strategic issues in relation to the planning of sustainable development. The Council is required to engage constructively, actively and on an ongoing basis. If the Council is found to have not met the requirements of the Duty to Co-operate at examination the Plan would be found to be unsound.	<p>Joint working is taking place on the preparation of evidence studies relating to strategic issues that cross Borough boundaries, as appropriate. Studies most appropriately addressed through joint work are being identified at an early stage, bearing in mind local plan timetables. Consideration is being given to the governance of joint work and decision making at various milestones, prior to the commencement of work. Duty to Co-operate meetings are also being held at key points in the progression of the Local Plans.</p> <p>Whilst the Joint Minerals and Waste Plan does not cover Slough Borough or West Berkshire, contact is being maintained with these Authorities in the interests of planning for minerals and waste strategically and addressing any cross-border issues. Statements of Common Ground have been developed with various parties..</p>

5 Monitoring and review

5.1 The Council compiles Authority Monitoring Reports (AMRs), which include a report on progress on the LDS. The timetables for the Bracknell Forest Local Plan (BFLP) and Joint Minerals and Waste Local Plan (JMWP) set out in the LDS are reviewed in this document. In particular, the following matters are looked at:

- progress against specific milestones;
- reasons for any mismatch and proposed actions;
- any new technical information that warrants changes or reviews;
- any new legislation or guidance or reviews of other strategies that may have an impact; and
- any other unforeseen circumstances that may arise.

5.2 The AMR also monitors:

- policies in adopted documents to identify whether or not they are being implemented and identify actions to ensure implementation or replacement (if appropriate);
- whether targets and indicators within the Local Plans are being met (and identifies actions to overcome any areas where these are not being achieved);
- specifically on housing, the number of dwellings built during the monitoring period and forecast completions on remaining sites. This enables the housing trajectory to be updated and progress against the housing requirement to be assessed.

5.3 The AMR includes data published in the Council's annual report on 'Planning Commitments for Housing' and 'Planning Commitments for Employment Uses'.

5.4 The AMR and Commitments can be viewed at:

<https://www.bracknell-forest.gov.uk/planning-policy-monitoring>

Further Information

5.5 For further information about this document or on the preparation of Local Plans, please contact a member of the Local Plan team at:

- Planning Department
Place, Planning and Regeneration
Bracknell Forest Council
Time Square
Market Street
Bracknell
RG12 1JD
- [mail to: development.plan@bracknell-forest.gov.uk](mailto:development.plan@bracknell-forest.gov.uk)
- Telephone: 01344 352000
- Alternatively visit:
<https://www.bracknell-forest.gov.ukhttps://www.bracknell-forest.gov.uk/planning-policy-monitoring>

6 Glossary of terms

Term	Definition
Authority Monitoring Report (AMR)	<p>The Authority Monitoring Report (AMR) monitors progress in preparing documents in the Local Development Scheme and assesses the extent to which planning policies are being implemented successfully.</p> <p>The AMR also updates monitoring information in key subject areas, including housing, economic development and retail, and examines the implications of the information for the Development Plan.</p>
Basic Conditions (of Neighbourhood Plan)	<p>Basic Conditions for Neighbourhood Plans are specified by law. They must:</p> <ul style="list-style-type: none"> • be appropriate having regard to national policy and guidance • contribute to the achievement of sustainable development • be in general conformity with the strategic policies in the development plan for the local area • be compatible with EU obligations • meet the prescribed conditions (to not have a significant effect on a European site or a European offshore marine site).
Community Right to Build Order (CRTBO)	<p>A Community Right to Build Order (CRTBO) is a type of Neighbourhood Development Order (NDO), and can be used to grant planning permission for small scale development schemes (e.g. housing) for community benefit. Local community organisations that meet certain requirements or parish/town councils are able to prepare CRTBOs</p>
Development Plan	<p>Planning law (section 38(6) of the Planning and Compulsory Purchase Act 2004 and section 70(2) of the Town and Country Planning Act 1990) requires that decisions on planning applications should be made in accordance with the development plan unless material considerations indicate otherwise.</p> <p>The Development Plan for the Borough includes Policy NRM6 of the South East Plan, the Core Strategy, the Site Allocations Local Plan, saved policies in the Bracknell Forest Borough Local Plan, saved policies in the Minerals Local Plan, saved policies in the Waste Local Plan and the Binfield Neighbourhood Plan. It is important that all documents comprising the Development Plan are read together.</p>
Habitats sites	<p>Any site which would be included within the definition at Regulation 8 of the Conservation of Habitats and Species Regulations 2017 (as amended), including candidate Special Areas of Conservation, Sites of Community Importance, Special Areas of Conservation, Special</p>

Term	Definition
	Protection Areas and any relevant Marine Sites. Also any site which is designated under Regulations 12 and 13 after 1 January 2021 to extend the National Site Network.
Infrastructure Delivery Plan (IDP)	A document that identifies, as far as is possible, the infrastructure needs (e.g. provision for new open space, road/junction improvements, schools and other community uses) associated with the development of sites. It is compiled following engagement with infrastructure providers and partner organisations. The current IDP for Bracknell Forest relates specifically to strategic sites allocated through the Site Allocations Local Plan (SALP).
Localism Act 2011	The Act received Royal Assent in November 2011 and covers a wide range of measures that have an impact on local government. The principle of localism is that power and resources should be transferred from central government to the local level. It is based on the principle that decisions should be taken as closely as possible to the people they affect.
Local Plan	Local Plans have statutory development plan status and are subject to rigorous procedures involving community involvement and formal testing through examination by an independent Planning Inspector to assess whether a plan has been prepared in accordance with the Duty to Co-operate, legal and procedural requirements and whether it is sound.
National Planning Policy Framework	The revised National Planning Policy Framework (NPPF) (July 2021) superseded previous versions and is a single document that sets out the Government's planning policies for England and how these should be applied. Paragraph 8 sets out three overarching objectives (economic, social and environmental) which are interdependent and need to be pursued in mutually supportive ways. Sustainable development is to be delivered through the preparation and implementation of plans and the application of policies that are based on these objectives
Neighbourhood Area	Designating a Neighbourhood Area is the first stage of preparing a Neighbourhood Development Plan or Order. It defines the geographical area that the plan or order will affect. The application is submitted by the relevant body (parish/town council) to the local planning authority. Neighbourhood Areas must be coherent, consistent and appropriate in planning terms.
Neighbourhood Development Plan	A plan that establishes planning policies for the development and use of land in a neighbourhood. It may contain a vision, aims, planning policies, proposals for improving the area or providing new facilities, and, identify key sites for specific kinds of development.
Neighbourhood Development	A Neighbourhood Development Order (NDO) is a means for parish/town councils to grant planning permission for certain kinds of

Term	Definition
Order (Neighbourhood Plan)	development within a specified area. These orders may apply to the whole or just part of a Neighbourhood Area.
Planning Practice Guidance	Planning Practice Guidance (PPG) was launched in March 2014 and is updated as necessary by the Government. It is an online resource setting out further detail on the Government's national planning policies set out in the NPPF.
South East Plan	The South East Plan (SEP) was partially revoked in March 2013. Policy NRM6, which relates to new residential development near the Thames Basin Heaths Special Protection Area, an area designated under European Directives 79/409/EEC (now codified in 2009/147/EC) and 92/43/EEC, is retained.
Soundness Tests	A Local Plan must be 'sound'. The tests of soundness are set out in paragraph 35 of the NPPF. To be 'sound' a plan must be: <ul style="list-style-type: none"> • Positively prepared • Justified • Effective • Consistent with national policy.
Statement of Community Involvement (SCI)	A document which sets out how a Council will engage with communities in reviewing and preparing planning policy documents and consulting on planning applications.
Supplementary Planning Document (SPD)	A type of planning document that provides support, and additional detail on the implementation of policies contained in Local Plans. An SPD is a material consideration, but carries less weight than a Local Plan.
Sustainability Appraisal (SA)	Examines the impact of proposed plans and policies on economic, social and environmental factors, and ensures that these issues are taken into account at every stage so that sustainable development is delivered on the ground. It also appraises the different options that are put forward in the development of policies and the process of allocating sites. Each Local Plan that the Council produces is accompanied by its own SA. Although not a requirement for an SPD, the Council has, to date, prepared SAs for many of the SPDs in order to ensure that social, environmental and economic factors are considered.
Thames Basin Heaths Special Protection Area (TBHSPA)	A group of heathland sites distributed across Berkshire, Surrey and Hampshire that support important breeding populations of lowland heathland birds (especially the Nightjar, Dartford Warbler and Woodlark). The area is designated for its interest under a European Wildlife Directive (and subject to the assessment procedure set out in the Habitats Directive) in order to protect the important species of birds that live within them.

Term	Definition
Use Classes Order	The Town and Country Planning (Use Classes) Order 1987 (as amended) puts uses of land and buildings into various categories known as 'Use Classes' (such as Dwellinghouses (C3); Commercial, business and service (E); Learning and non-residential institutions (F.1) etc.). A 'Change of use' can occur within the same use class or from one use class to another as allowed by the General Permitted Development) Order 2015 (as amended).

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Nepali

यस प्रचारको सक्षेप वा सार निचोड चाहिं दिइने छ ठूलो अक्षरमा, ब्रेल वा क्यासेट सून्नको लागी । अरु भाषाको नक्कल पनि हासिल गर्न सकिने छ । कृपया सम्पर्क गर्नुहोला ०१३४४ ३५२००० ।

Tagalog

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To: THE EXECUTIVE
19 October 2021

BRACKNELL NEIGHBOURHOOD DEVELOPMENT PLAN 2016-2036
“MAKING” THE PLAN
SECTION 38A(4) OF THE PLANNING AND COMPULSORY PURCHASE ACT
2004 (AS AMENDED)

Executive Director: Place, Planning and Regeneration

1 Executive Summary

- 1.1 The Bracknell Town Neighbourhood Development Plan (“the Neighbourhood Plan”) came into legal force as part of the statutory Bracknell Forest Development Plan (“the Development Plan”) when the results of the community referendum on the Neighbourhood Plan were published, where the majority of those who voted were in favour of Bracknell Forest Council (“the Council”) using the Neighbourhood Plan to help decide planning applications in the Bracknell Town Neighbourhood Area. As the Council is satisfied that formally ‘making’ the Neighbourhood Plan (keeping it in legal force) would not breach, or otherwise be incompatible with, any EU or human rights obligations and there has been no legal challenge related to the referendum, the Council is required to formally make the Neighbourhood Plan as soon as reasonably practicable after the referendum is held and, in any event, within 8 weeks of the referendum.

2 Purpose of Report

- 2.1 The purpose of this report is to seek agreement from the Executive to formally make the Neighbourhood Plan, keeping it in legal force as part of the Development Plan, to be used in the determination of planning applications relating to land in Bracknell Town. The decision also seeks the Executive’s approval for the form, content and publication of the associated Decision Statement

3 Recommendations

- 3.1 **That the Executive approves:**
- (1) the formal “making” (keeping in legal force) of the Bracknell Town Neighbourhood Development Plan to continue to form part of the statutory Bracknell Forest Development Plan pursuant to Section 38A(4) of the Planning and Compulsory Purchase Act 2004 (as amended); and**
- (2) the form, content and publication of the Decision Statement (set out in Appendix B) pursuant to Regulation 19 of the Neighbourhood Planning (General) Regulations 2012 (as amended).**

4 Reasons for Recommendations

- 4.1 The Council in its capacity as the Local Planning Authority has a statutory duty, as set out in Section 38A(4) of the Planning and Compulsory Purchase Act 2004 (as amended) (“PCPA”), to make a neighbourhood development plan if more than half of those voting at referendum have voted in favour of making the neighbourhood development plan. This must be done as soon as reasonably practicable after the referendum is held and, in any event, within 8 weeks of the referendum (as prescribed by Regulation 18A of the Neighbourhood Planning (General) Regulations 2012 (as amended) (“the Regulations”). Regulation 19 requires the Council to then

publish a statement setting out the decision and details of where and when the decision statement may be inspected. This must be done as soon as possible after deciding to make the neighbourhood development plan.

5 Alternative options considered

- 5.1 If the Council considers that the making of the Neighbourhood Plan would breach, or otherwise be incompatible with any EU obligation or any of the Convention rights (within the meaning of the Human Rights Act 1998 (as amended)), it would not have a duty to make the Neighbourhood Plan, as set out in Section 38A(6) of the PCPA, in which case the Neighbourhood Plan would cease to form part of the Development Plan, as set out in Section 38(3B) of the PCPA.
- 5.2 The independent Examiner who reviewed the Neighbourhood Plan considered that it met the basic conditions and statutory requirements (incorporating modifications), including the basic condition that the Neighbourhood Plan is compatible with EU obligations and Convention rights (within the meaning of the Human Rights Act 1998 (as amended)). The Council concurred with the Examiner's conclusions as set out in the published 'Post Examination Decision Statement.' Therefore, it would be in breach of the Council's statutory responsibilities in respect of Neighbourhood Planning under Section 38A(4) of the PCPA to refuse to make the Neighbourhood Plan. It would also expose the Council to legal challenge and attendant costs.

6 Supporting information

Process

- 6.1 Bracknell Town Council is the Qualifying Body for the purposes of Neighbourhood Planning in the Bracknell Town administrative area. The Council designated Bracknell Town as a Neighbourhood Area for the purposes of Neighbourhood Planning on 11 February 2014. Bracknell Town Council submitted its Neighbourhood Plan and supporting documentation to the Council on 28 November 2018.
- 6.2 The Executive Director of Place, Planning and Regeneration confirmed in writing to Bracknell Town Council on 6 December 2018 that the submitted documentation complied with the statutory requirements as set out in the Town and Country Planning Act 1990 (as amended) ("the TCPA") and Regulation 15 of the Regulations. The Leader/Executive Member for Council Strategy & Community Cohesion agreed to the Council undertaking a statutory six-week publicity period on the submitted Neighbourhood Plan in accordance with Regulation 16 and the appointment of an independent examiner in accordance with Regulation 17 (decision on 18 December 2018). Public consultation was held between 7 January 2019 and 18 February 2019. The Council also submitted a representation during this consultation period which was agreed by the Executive Member for Council Strategy & Community Cohesion on 7 February 2019.
- 6.3 With the consent of Bracknell Town Council, the Council appointed Mr John Slater to undertake the independent examination of the Neighbourhood Plan. The Council submitted the Neighbourhood Plan along with the representations received during the consultation period and other supporting documentation for examination (under Regulation 17) following the close of the Regulation 16 consultation.
- 6.4 Following an initial assessment of the plan and accompanying documents, the examiner decided to hold a public hearing on Tuesday 14 May 2019 at Bracknell Town Council's offices.

- 6.5 Following that hearing, the examiner issued 'Interim Conclusions' and gave the Town Council 3 options for taking the Plan forward. The Town Council decided to follow option of reconfiguring the submitted documents. 1. In response to the Examiner's 'Interim Conclusions' (June 2019), Bracknell Town Council submitted an amended Plan, and Schedule of Changes. The Examiner then issued 'Further Comments' (November 2019).
- 6.6 A focused consultation (for those who commented at the Regulation 16 stage, was held between Monday 18 November and Monday 16 December 2019. Following the focused consultation, the Examiner issued 'Mapping and Document Issues' (February 2020), which required the Town Council to address some specific requirements before the Examiner could issue their final report:
- 6.7 The Examiner issued his report to the Council on the Examination of the Neighbourhood Plan on 23 April 2020 and the Council subsequently published the report on its website in accordance with paragraph 10(8) of Schedule 4B of the TCPA.
- 6.8 The Examiner's Report recommended that, subject to modifications put forward by the Examiner, the Neighbourhood Plan be submitted to referendum. It also recommended that the Neighbourhood Plan should proceed to a referendum based on the designated Bracknell Town Parish Neighbourhood Area. (A copy of the Examiner's report has been published on the Council's webpage). The Council considered each of the recommendations made in the Examiner's Report (and the reasons for them) and decided what action to take in response to each recommendation (in accordance with paragraph 12(2) of Schedule 4B of the TCPA and Regulation 18 of the Regulations).
- 6.9 These Council considerations and decisions were set out in a Post Examination Decision Statement. The Leader/Executive Member for Council Strategy & Community Cohesion approved the form and content of the Post Examination Decision Statement, its subsequent publication and to the submission of the modified Bracknell Town Neighbourhood Plan to a local community referendum in his decision of 9 July 2021. The Post Examination Decision Statement was published on the Council's website on 19 July 2021.
- Referendum arrangements*
- 6.10 As required by paragraph 14(2) of Schedule 4B of the TCPA and regulation 13(1) of The Local Government and Police and Crime Commissioner (Coronavirus) (Postponement of Elections and Referendums) Regulations 2020, the Council duly made arrangements to hold a referendum on the making of the Neighbourhood Plan on Thursday 9 September 2021.
- 6.11 In accordance with paragraph 12(5) of Schedule 4B of the TCPA, the referendum was held on the Neighbourhood Plan which incorporated the agreed modifications set out in the schedule of the Post Examination Decision Statement.
- 6.12 A person was entitled to vote in the referendum if on the prescribed date of the referendum a) the person was entitled to vote in an election of any councillors of a relevant council any of whose area was in the referendum area, and b) the person's qualifying address for the election was in the referendum area.

- 6.13 The referendum area was the designated Bracknell Town Neighbourhood Area. A separate business referendum was not held since the Bracknell Town Neighbourhood Area was not designated as a business area.

Referendum results and the Neighbourhood Plan coming into legal force

- 6.14 The referendum was held on Thursday 9 September 2021 between 7am and 10pm. The following question was asked to those entitled to vote in the referendum: *“Do you want Bracknell Forest Council to use the Neighbourhood Plan for Bracknell Town to help it decide planning applications in the neighbourhood area?”*

- 6.15 At the referendum a total of 4,085 votes were cast. Of these:
- the number of votes in favour of a ‘yes’ was 3,457
 - the number of votes in favour of a ‘no’ was 582
 - 28 votes were rejected, deemed unmarked or void for uncertainty
 - the turnout was 9.6 per cent.

The official result sheet is set out in Appendix A.

- 6.16 More than half of those in the community of Bracknell Town who voted were in favour of the Council making the Neighbourhood Plan. As set out in Section 38(3A) of the PCPA, this meant that the Neighbourhood Plan came into legal force as part of the Development Plan with immediate effect. It is therefore used in the determination of planning applications in the Bracknell Town Neighbourhood Area.

7 Bracknell Forest Council’s statutory duties following a successful referendum

Context

- 7.1 When 50% + one of those who vote at a neighbourhood plan referendum are in favour of a neighbourhood development plan being made, it comes into legal force with immediate effect. In this situation, the Council in its role as the Local Planning Authority is under a legal duty to ‘make’ the neighbourhood development plan (keeping it in legal force), apart from when narrow circumstances apply as outlined in paragraph 5.1 of this report. If made, the neighbourhood development plan continues to form part of the Development Plan and to be used in the determination of planning applications in the relevant designated neighbourhood area.

Making of the Neighbourhood Plan

- 7.2 As set out in paragraph 6.16 of this report and Appendix A, more than half of those that voted at the referendum were in favour of making the Neighbourhood Plan. The Neighbourhood Plan therefore came into legal force with immediate effect. As outlined in part 5 of this report, the Council is satisfied that ‘making’ the Neighbourhood Plan (keeping it in legal force) would not breach, or otherwise be incompatible with any EU or human rights obligations, and therefore in its capacity as the Local Planning Authority, has a legal duty to ‘make’ the Neighbourhood Plan. This must be done as soon as reasonably practicable after the referendum is held and in any event, within 8 weeks of the referendum (in accordance with Section 38A(4) of the PCPA). This is a decision that must be taken by the Executive.

- 7.3 Regulation 19 of the Regulations and Section 38A(9) of the PCPA require the Council to publish a statement setting out the decision, the reasons for making that decision and details of where and when the decision statement may be inspected. This Decision Statement is appended to this report in Appendix B, and sets out that the Council does not consider that the making of the Neighbourhood Plan would breach, or would otherwise be incompatible with, any EU obligation or any of the Convention rights. An initial Equalities Impact Screening Assessment (EIA) is

provided in Appendix C. This indicates that the policies in the Neighbourhood Plan are not considered to prejudice any particular section of the community.

- 7.4 If the Executive agrees the form and content of the Decision Statement set out in Appendix B, the Decision Statement will be published by the Council on its website and hard copies will be made available at Bracknell Central Library, Town Square, Bracknell, RG12 1BH.
- 7.5 Regulation 19 and Section 38A(10) of the PCPA additionally require the Council to send a copy of the Decision Statement to the qualifying body (Bracknell Town Council) and any person who asked to be notified of the decision at the Regulation 16 stage.
- 7.6 Once the Neighbourhood Plan is made, Regulation 20(a) of the Regulations requires the Council to publish the Neighbourhood Plan and details of where and when the Neighbourhood Plan may be inspected. The Regulations prescribe that it must be on the Council's website and advertised so that it is brought to the attention of people who live, work or carry on business in the Bracknell Town Neighbourhood Area. A hard copy of the Neighbourhood Plan will therefore be made available at Bracknell Central Library.
- 7.7 Regulation 20(b) requires the Council to notify any person who asked to be notified of the making of the Neighbourhood Plan that it has been made and where and when it may be inspected at the Regulation 16 stage.

Implementation of the Bracknell Town Neighbourhood Plan

- 7.8 If Executive agrees that the Neighbourhood Plan is made, the Neighbourhood Plan will continue to have full weight and be used, along with other adopted plans that together form the Bracknell Forest Development Plan, in the determination of planning applications relating to land in Bracknell Town Neighbourhood Area.
- 7.9 The Neighbourhood Plan will be made on 27 October 2021 (assuming that this decision is not subject to call in) and this will be the date of the Decision Statement set out in Appendix B.
- 7.10 Once made, the Neighbourhood Plan will alter the amount of Community Infrastructure Levy (CIL) receipts that are payable to Bracknell Town Council. Bracknell Town Council currently receives a neighbourhood funding element of CIL receipts of 15%; this is capped at £100 per dwelling. As a result of the Neighbourhood Plan being 'made', this increases to 25% of Levy receipts and is uncapped.
- 7.11 Bracknell Town Council will receive 25% (uncapped) of CIL payments received once the Neighbourhood Plan is made (on or after 27 October 2021) as set out in Regulation 59A of the Community Infrastructure Levy Regulations 2010 (as amended) ("CIL Regulations"). Regulation 59D of the CIL Regulations specifies that the neighbourhood portion of levy receipts must be paid every six months, at the end of October and the end of April unless otherwise agreed.
- 7.12 The neighbourhood funding portion of the levy can be spent on a wider range of things than the rest of the levy, provided that it meets the requirement to 'support the development of the area' (in accordance with Regulation 59C of the CIL Regulations). The wider definition means that the neighbourhood funding portion can be spent on things other than infrastructure, such as affordable housing to address the demands that development places on the area.

Resource Implications

- 7.13 The Council, as the local planning authority, has a statutory duty to provide advice and assistance and to carry out certain parts of the neighbourhood planning process. Any costs incurred have to be funded, although it has previously been possible to access some grant funding. To date the work has been resourced from within existing budgets supplemented by grant money from Government, although it is unclear at this stage what the final cost of 'making' the Neighbourhood Plan will be. The CIL receipts that Bracknell Town Council receives will increase from 15% capped to £100 per dwelling, to 25% uncapped.
- 7.14 So far, the work of supporting the preparation of the Neighbourhood Plan has been carried out predominantly by staff within Place, Planning and Regeneration. However other Services have been involved in dispensing the Council's statutory responsibilities, for example Electoral Services and Legal.

8 Advice received from statutory and other officers

Legal advice

- 8.1 The recommendation seeks the approval of the Executive for the Neighbourhood Plan to be made – to continue to form part of the Development Plan, pursuant to Section 38A(4) of the PCPA, and the Decision Statement (set out in Appendix B) to be published pursuant to Regulation 19 of the Regulations 2012 (as amended) ("the Regulations").
- 8.2 The Neighbourhood Plan meets the basic conditions as confirmed by the Examiner's report and "Post Examination Decision Statement" referenced at paragraph 5.2 of the report. It is considered that the Neighbourhood Plan has satisfactorily completed the necessary legal and procedural steps, to date, as required by the PCPA, TCPA and Regulations.
- 8.3 A neighbourhood development plan comes into legal force with immediate effect if more than half of those voting at a referendum have voted in favour of the neighbourhood development plan. This referendum was held on the 9 September 2021.
- 8.4 Section 38A(a) of the PCPA requires the Council to "make" a neighbourhood development plan (formally decide that it will continue to be in legal force) as soon as reasonably practicable if approved at a referendum and, in any event, within 8 weeks of the referendum. The Council is not subject to this if the making of the neighbourhood development plan would breach, or would otherwise be incompatible with, any EU obligation or any of the Convention rights (within the meaning of the Human Rights Act 1998 (as amended)), in which case the neighbourhood development plan would cease to form part of the Development Plan.
- 8.4 Paragraphs 6.15-6.16 of the report confirm that a positive referendum result was achieved and that at least (50% + 1) of voters were in favour of the Neighbourhood Plan (see Appendix A). The report also confirms that the Council is satisfied that the making of the Neighbourhood Plan would not breach, nor would otherwise be incompatible with, any EU obligation or any of the Convention rights (within the meaning of the Human Rights Act 1998 (as amended)), see paragraph 7.3.
- 8.5 Neighbourhood planning is a legal process which the Council has a statutory duty to facilitate and administer. The PCPA, TCPA, Regulations and the Local Government (Functions and Responsibilities Act) England Regulations 2010 are silent as to the

appropriate decision making process. Arrangements for the exercise of powers in decision making relating to neighbourhood planning were agreed by the Executive Member for Council Strategy and Community Cohesion (the Leader of the Council) and delegated to the Executive Member for Planning and Transport and the Director of Place, Planning and Regeneration (in respect of administrative decisions only), by way of a decision on 26 February 2016¹.

- 8.7 Decision 14 of the Revised Table A, Appendix B, of the 26 February 2016 decision reserves the decision to make a neighbourhood development plan, by bringing it into legal force, to the Executive. This reservation is made pursuant to Section 9D(1) of the Local Government Act 2000, which provides that all functions of an authority are to be the responsibility of the Executive unless specified in regulations made under that section or specified in any enactment passed or made after that Act was passed.
- 8.9 The Executive is also asked to approve the form and content of the Decision Statement. As advised in the report, this document sets out the Council's reasons for making the Neighbourhood Plan and details of where the Neighbourhood Plan can be inspected. The Council is under a statutory duty to publish this document pursuant to Regulation 19 of the Regulations and the decision making process governing this decision. In the event that the Executive approves the form and content of the Decision Statement set out in Appendix B, the administrative function of publicising the Decision Statement will be undertaken by the Executive Director: Place, Planning and Regeneration by way of delegated powers (decision 14A) of the Revised Table B to the 26 February 2016 decision.
- 8.10 Therefore, for the reasons set out above and in accordance with Part 2 of the Bracknell Forest Council Constitution 10 March 2021, paragraph 5.6 (Executive Committee Terms of Reference), which provides that the Executive is responsible for all Executive decision-making within the policy framework, the Recommendation falls within the reservation of the Executive.

Financial advice

- 8.11 The Council has a statutory duty to facilitate and administer the neighbourhood planning process. Any costs incurred have to be funded. Grant funding has been accessed on completion of previous stages of the neighbourhood planning process.
- 8.12 So far, the work of supporting the preparation of the Bracknell Town Neighbourhood Plan has been carried out predominantly by staff within Place, Planning and Regeneration. However other Services have been involved in dispensing the Council's statutory responsibilities, for example Electoral Services and Legal. In addition, the Examiner has had to be paid. To date the work has been resourced from within existing budgets. Although nearing the final stages, it is unclear at this stage what the final cost of the process of 'making' the Neighbourhood Plan will be. However, these costs should be met within existing budgets.
- 8.12 There are additional financial implications for making the Neighbourhood Plan. The CIL receipts that Bracknell Town Council receives will increase from 15% capped to £100 per dwelling, to 25% uncapped.

Equalities Impact Assessment (EqIA)

¹ Decision on amendments to arrangements for the exercise of powers relating to the Neighbourhood Planning Process: <https://democratic.bracknell-forest.gov.uk/ieDecisionDetails.aspx?Id=2390>

- 8.13 An EqlA screening exercise has been undertaken on the Bracknell Town Neighbourhood Plan (incorporating modifications), which can be found in Appendix C. This EqlA screening has found that the policies in the Bracknell Town Neighbourhood Plan are not considered to prejudice any particular section of the community.

Strategic Risk Management Issues

- 8.14 Planning policies in the Neighbourhood Plan would help ensure that development proposals align with some of the Council's priorities, including protecting and enhancing our environment, communities and economic resilience.
- 8.15 If the Bracknell Town Neighbourhood Plan is not brought into legal force, Bracknell Forest Council is at risk of non-compliance with Section 38A of the PCPA and the Regulations.

Climate Change

- 8.16 Some of the planning policies in the Neighbourhood Plan include measures that have the potential to reduce emissions, such as protecting retail and encouraging active uses thus reducing the need for residents to travel to meet day-to-day needs. They also include proposals to encourage non-car modes of transport and the protection and planting of trees and to encourage energy efficiency and use of sustainable construction materials.

Health

- 8.17 Policy measures aimed at protecting retail (Section 7 Economy and Employment) and encouraging active uses (Section 8 Transport & Infrastructure) have the potential to encourage the use of more sustainable forms of transport such as cycling and walking which have health benefits. Furthermore, Policy EV9 requires legislative limits for human health to be met by proposals for sensitive receptors (such as residential developments) within and adjacent to Air Quality Management Areas. Policies EV1 and EV2 include measures to protect new green spaces for the local community, which would assist psychological wellbeing and physical activity.

9 Consultation

Principal Groups Consulted

- 9.1 Those eligible to vote who lived in the Bracknell Town Neighbourhood Area on 9 September 2021.

Method of Consultation

- 9.2 A local community referendum was held on 9 September 2021.

Representations Received

- 9.3 84.6% of those who voted did so in favour of making the Bracknell Town Neighbourhood Plan. Turnout was 9.6%.

Background Papers

- The Neighbourhood Planning (General) Regulations 2012 (as amended)
- The Neighbourhood Planning (Referendum) Regulations 2012 (as amended)
- Town and Country Planning Act 1990 (as amended)
- The Planning and Compulsory Purchase Act 2004 (as amended)

- The Local Government and Police and Crime Commissioner (Coronavirus) (Postponement of Elections and Referendums) Regulations 2020
- The Community Infrastructure Levy Regulations 2010 (as amended)
- Planning Practice Guidance CIL: <https://www.gov.uk/guidance/community-infrastructure-levy#spending-the-levy>
- Amendments to the arrangements of powers relating to the Neighbourhood Planning Process (Leader decision of 26 February 2016):
<http://democratic.bracknell-forest.gov.uk/mglIssueHistoryHome.aspx?lId=58779&optionId=0>
- Bracknell Town Neighbourhood Plan, Bracknell Town Neighbourhood Area Designation, Examiner's report, Post Examination Decision Statement, and Consultation information: <https://www.bracknell-forest.gov.uk/planning-and-building-control/planning/planning-policy/neighbourhood-planning/bracknell-town-neighbourhood-area>
- Bracknell Town Neighbourhood Plan referendum information:
<https://www.bracknell-forest.gov.uk/elections-and-voting/current-elections>
- Background information on the Bracknell Town Neighbourhood Plan:
<https://bracknelltowncouncil.gov.uk/bracknell/bracknell-town-neighbourhood-plan/neighbourhood-planning/>

Appendices

Appendix A – Official result sheet of the referendum on the Bracknell Town Neighbourhood Plan

Appendix B – Decision Statement pursuant to Regulation 19

Appendix C – Initial Equalities Impact Screening Assessment on the Bracknell Town Neighbourhood Plan (incorporating modifications)

Contact for further information

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Declaration of Result of Poll

Referendum on the Neighbourhood Plan for Bracknell Town



I, Philip Sadler, being the Deputy Counting Officer for the above referendum, held on Thursday 9 September 2021 do hereby give notice that the number of votes cast on the question:

"Do you want Bracknell Forest Council to use the neighbourhood plan for Bracknell Town to help it decide planning applications in the neighbourhood area?"

were as follows:

	Votes Recorded	Result
Number of votes cast for Yes	3,475	DECLARED
Number of votes cast for No	582	

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more answers than required	3
C writing or mark by which voter could be identified	2
D being unmarked or wholly void for uncertainty	23
E rejected in part	0
Total	28

I do declare that more than half of those who have voted have voted in favour of the Neighbourhood Plan being used to determine planning applications in the Neighbourhood area.

Electorate: 42,387

Ballot papers issued: **4,085**

Turnout: **9.6%**

Philip Sadler
Deputy Counting Officer (Full Powers)
Dated: 10 September 2021

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Planning and Compulsory Purchase Act 2004 (as amended)

**DECISION STATEMENT MAKING
THE BRACKNELL TOWN NEIGHBOURHOOD PLAN**

This document is the Decision Statement required to be prepared under Section 38A(9) of the Planning and Compulsory Purchase Act 2004 (as amended) (“the 2004 Act”) and Regulation 19(a) of the Neighbourhood Planning (General) Regulations 2012 (as amended) (“the Regulations”). It sets out the Council’s considerations and formal decision to make the Bracknell Town Neighbourhood Plan following the successful local referendum held on 9 September 2021.

1.0 SUMMARY

- 1.1 Following a successful local referendum held on 9 September 2021, the Bracknell Town Neighbourhood Plan came into legal force as part of the statutory Development Plan for Bracknell Forest with immediate effect.
- 1.2 On 19 October 2021, Bracknell Forest Council’s Executive decided to formally make the Bracknell Town Neighbourhood Plan under Section 38A(4) of the 2004 Act. The Bracknell Town Neighbourhood Plan therefore continues to form part of the statutory Development Plan for Bracknell Forest.
- 1.3 In accordance with Regulation 19 of the Regulations, this Decision Statement can be viewed on the Council’s website: www.bracknell-forest.gov.uk/developmentplan
- 1.4 In accordance with Regulation 20 of the Regulations, the Bracknell Town Neighbourhood Plan can be viewed at Bracknell Central Library and on the Council’s website: www.bracknell-forest.gov.uk/developmentplan
- 1.5 Hard copies of this Decision Statement and the Bracknell Town Neighbourhood Plan can be inspected at: Bracknell Central Library, Town Square, Bracknell, RG12 1BH (Open: Monday 9:30am to 5pm; Tuesday, Thursday and Friday 9:30am to 7pm; Saturday 9:30am to 4pm).
- 1.6 It is not currently possible to make the Decision Statement available for inspection at the Bracknell Forest Council or Bracknell Town Council offices.

2.0 BACKGROUND

- 2.1 The Bracknell Town Neighbourhood Plan relates to the area that was designated by the Council as a Neighbourhood Area on 11 February 2014. This area is coterminous with the Bracknell Town boundary and is entirely within the Local Planning Authority area.
- 2.2 The Bracknell Town Neighbourhood Plan was examined by Mr. John Slater; the Council received his Examiner's report on 23 April 2020. The report concluded that subject to making the modifications recommended by the Examiner, the Plan met the basic conditions set out in the legislation and should proceed to a Neighbourhood Planning referendum. The Examiner also recommended that the referendum area was based on the Neighbourhood Area that was designated by the Council on 11 February 2014.
- 2.3 The Post Examination Decision Statement (a report that outlines all the Examiner's modifications and confirms the Council's consideration and decision on them) and the decision to submit the Bracknell Town Neighbourhood Plan to a referendum were both agreed by the Leader/Executive Member for Council Strategy and Community Cohesion on 9 July 2021. The Post Examination Decision Statement was published by the Council on its website on 19 July 2021.
- 2.4 On 9 September 2021, the Bracknell Town Neighbourhood Plan successfully passed referendum with 84.6% of those who voted casting ballots in favour of the Bracknell Town Neighbourhood Plan being used to help to decide planning applications in the Bracknell Town Neighbourhood Area. The Bracknell Town Neighbourhood Plan came into legal force as part of the statutory Bracknell Forest Development Plan with immediate effect.
- 2.5 On 19 October 2021, the Executive of Bracknell Forest Council resolved that the Bracknell Town Neighbourhood Plan (incorporating modifications set out in the Post Examination Decision Statement), be formally made and continue to form part of the statutory Development Plan for Bracknell Forest. It will sit alongside the other adopted Local Plans that together form the Development Plan.
- 2.6 Bracknell Forest Council is continuing to advance the Bracknell Forest Local Plan which will set the strategic context within which the Bracknell Town Neighbourhood Plan will sit.

3.0 DECISION AND REASONS

- 3.1 Section 38A(4)(a) of the 2004 Act requires the Council to make the Neighbourhood Plan if more than half of those voting in the referendum have voted in favour of the Plan being used to help decide planning applications in the Neighbourhood Area. The Bracknell Town Neighbourhood Plan was endorsed by more than the required threshold in the referendum on 9 September 2021 (84.6% voted in favour).
- 3.2 Section 38A(6) of the 2004 Act states that the Local Planning Authority is not subject to the duty if it considers that the making of the Plan would breach, or would otherwise be incompatible with, any EU obligation or any of the Convention rights (within the meaning of the Human Rights Act 1998 (as amended)). In the report to Executive on 19 October 2021, the Council appended an Initial Equalities Impact Screening Assessment which concluded that the policies in the Bracknell Town Neighbourhood Plan were not considered to prejudice any particular section of the community. The Council issued a Strategic Environmental Assessment (SEA) and

Habitats Regulations Assessment (HRA) Screening Determination in July 2018, which confirmed to Bracknell Town Council that a SEA and a full HRA were not required on the Bracknell Town Neighbourhood Plan. The Examiner also concluded in his April 2020 report that the Bracknell Town Neighbourhood Plan is compatible with the Convention rights (within the meaning of the Human Rights Act 1998 (as amended)) and EU obligations. The Council therefore does not consider that the Bracknell Town Neighbourhood Plan (incorporating modifications set out in the Post Examination Decision Statement) is in breach of the relevant legislation.

- 3.3 The Council considers that the Bracknell Town Neighbourhood Plan meets the basic conditions (set out in paragraph 8(2) of Schedule 4B of the Town and Country Planning Act 1990 (as amended)), its promotion process was compliant with legal and procedural requirement, it does not breach the legislation (set out in Section 38A(6) of the 2004 Act) and confirms that more than half of those who voted in the referendum on 9 September 2021, voted in favour of making the Plan.
- 3.4 As a result of the Executive resolution of 19 October 2021, Bracknell Forest Council has made the Bracknell Town Neighbourhood Plan, keeping it in legal force in accordance with Section 38A (4) of the 2004 Act. The Bracknell Town Neighbourhood Plan forms part of the statutory Development Plan for Bracknell Forest and can be used in decision making on planning applications in Bracknell Town Neighbourhood Area. Consequently, decisions on whether or not to grant planning permission in Bracknell Town will need to be made in accordance with Bracknell Town Neighbourhood Plan, unless material considerations indicate otherwise.

4.0 OTHER INFORMATION

- 4.1 In accordance with Regulation 19(b) of the Regulations, a copy of this Decision Statement has been sent to:
- The qualifying body, namely Bracknell Town Council
 - The persons who asked to be notified of the decision.
- 4.2 This Decision Statement, the Bracknell Town Neighbourhood Plan and relevant documents can be viewed as set out in paragraph's 1.3 to 1.5 of this Decision Statement.

Andrew Hunter, Executive Director: Place, Planning and Regeneration – 01344 351907
Andrew.Hunter@bracknell-forest.gov.uk

Date: 27 October 2021

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Initial Equalities Screening Record Form

Date of Screening: April 2021	Directorate: Place, Planning and Regeneration	Section: Planning
1. Activity to be assessed	Bracknell Town Neighbourhood Plan (Referendum version, incorporating modifications)	
2. What is the activity?	<input checked="" type="checkbox"/> Policy/strategy	
3. Is it a new or existing activity?	<input checked="" type="checkbox"/> New	
4. Officer responsible for the screening	Principal Planning Officer, Development Plan	
5. Who are the members of the screening team?	Assistant Director: Planning and Team Manager - Development Plan	
6. What is the purpose of the activity?	<p>Bracknell Town Council has written a Neighbourhood Development Plan (the Plan) for its area with the involvement and help of the local community.</p> <p>The Plan sets out objectives for the future of the area and contains planning policies to guide the development and use of land in Bracknell Town Parish, and covers the period 2016-2036. The Plan has been subject to two formal public consultations (under Regulation 14 and Regulation 16 of the Neighbourhood Planning (General) Regulations (2012) (as amended)) and has been examined by an Independent Examiner.</p> <p>The Examiner recommended that, subject to the modifications recommended in his report, the Bracknell Town Neighbourhood Plan is submitted to referendum. A referendum was duly held on 9 September 2021.</p> <p>As more than half of those voting, voted in favour of the Plan at a referendum, it will now become part of the statutory Development Plan for Bracknell Forest.</p>	
7. Who is the activity designed to benefit/target?	The Bracknell Town Neighbourhood Plan aims to create benefits for everyone who lives, works, shops or spends leisure time in Bracknell Town parish. The planning policies will be used when determining planning applications relating to land within the neighbourhood area of Bracknell Town. The Plan will be used by applicants and Council officers to shape new development within the parish. Neighbourhood Planning is an initiative which was brought in by the government to help empower local communities.	
Protected Characteristics	Please tick yes or no	Is there an equality impact? If so, what kind of equality impact may there be, and is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.
		What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data

<p>8. Disability Equality – this can include physical, mental health, learning or sensory disabilities and includes conditions such as dementia as well as hearing or sight impairment.</p>	Y		<p>There is likely to be an overall positive impact.</p>	<p>Whilst there are no specific policies in the Plan that make provision for specific groups of people, the Plan includes policies to support proposals which retain, improve and enhance community facilities and support development that will allow for complementary uses alongside present and future community facilities, together with the retention of community facilities, which are often used by various groups. There are also policies which support the retention of open space of public value, and protect local green spaces, which will be of benefit to all within the community in terms of physical and mental wellbeing. Policies which allow for reprovision of certain facilities under certain conditions, include criteria for these to be accessible by foot (for example allotments and open space). There are also policies which support the retention and enhancement of cycleways and footpaths between Bracknell Town Centre, schools and residential neighbourhoods.</p>
<p>9. Racial equality</p>			<p>There is likely to be a neutral impact.</p>	<p>It is not envisaged that there will be a differential impact based on racial equality, as there are no specific policies in the Plan that make provision for specific groups of people.</p> <p>The policies within the Plan relate to:</p> <ul style="list-style-type: none"> the protection and enhancement of the character of the environment and community (such as protection of open spaces, community facilities, heritage assets, policies relating to air quality and biodiversity, managing street scape and local character), supporting the local economy (such as small businesses, maintaining and enhancing existing neighbourhood shopping centres (including Bracknell Town Centre), and supporting the use of two centres for lifelong learning), and strengthening local transport infrastructure and ensuring Bracknell is sustainable (such as retaining and enhancing cycle ways and footpaths, supporting school pick up and drop off areas).

				These policies should have a positive impact on all who live and work within the neighbourhood plan area equally rather than specific groups, so there is not considered to be any equality impact.
10. Gender equality			There is likely to be a neutral impact.	<p>It is not envisaged that there will be a differential impact based on gender equality, as there are no specific policies in the Plan that make provisions for specific groups of people.</p> <p>The policies within the Plan relate to:</p> <ul style="list-style-type: none"> the protection and enhancement of the character of the environment and community (such as protection of open spaces, community facilities, heritage assets, policies relating to air quality and biodiversity, managing street scape and local character), supporting the local economy (such as small businesses, maintaining and enhancing existing neighbourhood shopping centres (including Bracknell Town Centre), and supporting the use of two centres for lifelong learning), and strengthening local transport infrastructure and ensuring Bracknell is sustainable (such as retaining and enhancing cycle ways and footpaths, supporting school pick up and drop off areas). <p>These policies should have a positive impact on all who live and work within the neighbourhood plan area equally rather than specific groups, so there is not considered to be any equality impact.</p>
11. Sexual orientation equality			There is likely to be a neutral impact.	<p>It is not envisaged that there will be a differential impact based on sexual orientation equality, as there are no specific policies in the Plan that make provision for specific groups of people.</p> <p>The policies within the Plan relate to:</p> <ul style="list-style-type: none"> the protection and enhancement of the character of the environment and community


				<p>(such as protection of open spaces, community facilities, heritage assets, policies relating to air quality and biodiversity, managing street scape and local character),</p> <ul style="list-style-type: none"> • supporting the local economy (such as small businesses, maintaining and enhancing existing neighbourhood shopping centres (including Bracknell Town Centre), and supporting the use of two centres for lifelong learning), and • strengthening local transport infrastructure and ensuring Bracknell is sustainable (such as retaining and enhancing cycle ways and footpaths, supporting school pick up and drop off areas). <p>These policies should have a positive impact on all who live and work within the neighbourhood plan area equally rather than specific groups, so there is not considered to be any equality impact.</p>
12. Gender re-assignment			There is likely to be a neutral impact.	<p>It is not envisaged that there will be a differential impact based on gender re-assignment equality, as there are no specific policies in the Plan that make provision for specific groups of people.</p> <p>The policies within the Plan relate to:</p> <ul style="list-style-type: none"> • the protection and enhancement of the character of the environment and community (such as protection of open spaces, community facilities, heritage assets, policies relating to air quality and biodiversity, managing street scape and local character), • supporting the local economy (such as small businesses, maintaining and enhancing existing neighbourhood shopping centres (including Bracknell Town Centre), and supporting the use of two centres for lifelong learning), and • strengthening local transport infrastructure and ensuring Bracknell is sustainable (such as retaining and enhancing cycle ways and

				<p>footpaths, supporting school pick up and drop off areas).</p> <p>These policies should have a positive impact on all who live and work within the neighbourhood plan area equally rather than specific groups, so there is not considered to be any equality impact.</p>
13. Age equality	Y		There is likely to be an overall positive impact.	<p>Whilst there are no specific policies in the Plan that make provision for specific groups of people, the Plan includes policies to support proposals which retain, improve and enhance community facilities, and support development that will allow for complementary uses alongside present and future community facilities retention of community facilities, which are often used by various groups of any age. There is also a policy which will support proposals for retention and continued use of Bracknell and Wokingham College and Bracknell Open Learning Centre for lifelong learning. There are also policies which support the retention of open space of public value, and protect local green spaces, which will be of benefit to all within the community. There are also policies which support the retention and enhancement of cycleways and footpaths between Bracknell Town Centre, schools and residential neighbourhoods.</p>
14. Religion and belief equality			There is likely to be a neutral impact.	<p>It is not envisaged that there will be a differential impact based on religion and belief equality, as there are no specific policies in the Plan that make provision for specific groups of people.</p> <p>The policies within the Plan relate to:</p> <ul style="list-style-type: none"> the protection and enhancement of the character of the environment and community (such as protection of open spaces, community facilities, heritage assets, policies relating to air quality and biodiversity, managing street scape and local character), supporting the local economy (such as small businesses, maintaining and enhancing existing neighbourhood shopping centres

				<p>(including Bracknell Town Centre), and supporting the use of two centres for lifelong learning), and</p> <ul style="list-style-type: none"> strengthening local transport infrastructure and ensuring Bracknell is sustainable (such as retaining and enhancing cycle ways and footpaths, supporting school pick up and drop off areas). <p>These policies should have a positive impact on all who live and work within the neighbourhood plan area equally rather than specific groups, so there is not considered to be any equality impact.</p>
15. Pregnancy and maternity equality	Y		There is likely to be an overall positive impact.	<p>Whilst there are no specific policies in the Plan that make provision for specific groups of people, the Plan includes policies to support proposals which retain, improve and enhance community facilities, and support development that will allow for complementary uses alongside present and future community facilities retention of community facilities, which are often used by health workers, and for play groups etc.</p>
16. Marriage and civil partnership equality			There is likely to be a neutral impact.	<p>It is not envisaged that there will be a differential impact based on marriage and civil partnership equality, as there are no specific policies in the Plan that make provision for specific groups of people.</p> <p>The policies within the Plan relate to:</p> <ul style="list-style-type: none"> the protection and enhancement of the character of the environment and community (such as protection of open spaces, community facilities, heritage assets, policies relating to air quality and biodiversity, managing street scape and local character), supporting the local economy (such as small businesses, maintaining and enhancing existing neighbourhood shopping centres (including Bracknell Town Centre), and supporting the use of two centres for lifelong learning), and

			<ul style="list-style-type: none"> strengthening local transport infrastructure and ensuring Bracknell is sustainable (such as retaining and enhancing cycle ways and footpaths, supporting school pick up and drop off areas). <p>These policies should have a positive impact on all who live and work within the neighbourhood plan area equally rather than specific groups, so there is not considered to be any equality impact.</p>
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.	<p>Overall the Plan aims to improve the social wellbeing, environment and economic prospects of the Plan area:</p> <ul style="list-style-type: none"> protect open space of public value and local green space (Policies EV1 and EV2), and support proposals which support improved public access to watercourses and river corridors (Policy EV8) protect/provide additional habitat resources for wildlife through protection of trees, new tree planting, and green space biodiversity corridors in private gardens (Policies EV3, EV4, EV5, and HO5) protect air quality (Policy EV9) safeguard heritage assets (Policies HE1-HE3) support proposals for smaller business (Policies EC1 and EC2), maintain and enhance neighbourhood shopping centres (Policy EC3), safeguard community facilities (Policy EV12), support proposals which ensure retention and continued use of centres which provide long-term learning opportunities (Policy EC4), and support proposals which incorporate a mix of uses in Bracknell Town Centre (Policy EC5) safeguard local character (Policies HO7 and HO8) retain, improve and enhance cycleways and footpaths (Policies TR2 and TR3), support provision of school pick up and drop off areas (TR5), seek to avoid severe cumulative impacts upon the highway network (Policy TR8). <p>The Plan therefore should result in a positive impact on the community overall. In addition, this is a Plan that has been prepared and written by the local community - not Bracknell Forest Council - and as such it reflects local community issues/views and aspirations.</p> <p>Furthermore, through the examination process, the independent Examiner concluded that 'I am also content that the plan has no conflict with the Human Rights Act and no representations on that issue have been submitted.'</p>		
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	N/A		
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the	No negative impacts have been identified in respect of any of the groups listed in 8-16, above.		

difference in terms of its nature and the number of people likely to be affected?			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?		N	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	The Bracknell Town Neighbourhood Plan will form part of the statutory Development Plan for Bracknell Forest once it is 'made' (brought into legal force), and therefore relevant planning policies will be monitored as part of the 'Authority Monitoring Reports'.		
22. On the basis of sections 7 – 17 above is a full impact assessment required?		N	Full assessment is not required, as no potentially negative impacts have been identified. The Plan has been produced by and for the local community of Bracknell Town. Furthermore, the electorate of Bracknell Town parish will have the opportunity to vote on whether the Plan is 'made' at a local community referendum.
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.			
Action	Timescale	Person Responsible	Milestone/Success Criteria
'Make' the Plan (bring into legal force) so that it can be used when determining planning applications.	19 October 2021	Executive	Executive agree to bring the Plan into legal force and a decision is published (in accordance with Regulation 19).
Monitor the effectiveness or otherwise of planning policies in the neighbourhood Plan.	On-going (following the making of the Plan)	Development Plan Team	As decisions on planning applications are made using policies in the Plan (both delegated, committee and appeals), an understanding of the effectiveness of the policies will be gained.
24. Which service, business or work plan will these actions be included in?	Planning		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	<p>The Council's Statement of Community Involvement (February 2014) sets out how the Council will consult on formulating planning policy documents. The stages and nature of consultations on neighbourhood plans are also stipulated in national legislation, policy (National Planning Policy Framework) and guidance (Planning Practice Guidance).</p> <p>Bracknell Town Council undertook consultation to inform the preparation of the Plan prior to submitting the Plan to the Council (Regulation 14 consultation between 9 June and 20 August 2018). Bracknell Forest Council</p>		

	<p>undertook a statutory 6-week public consultation on the submission version of the Bracknell Town Neighbourhood Plan (Regulation 16 consultation between 7 January and 18 February 2019). A focused consultation was also held during the course of the examination (between 18 November and 16 December 2019).</p> <p>The Plan was also subject to a local community referendum on 9 September 2021, in line with regulations, which ensures the process is democratic.</p>
26. Assistant Director's signature.	<p>Signature:  Date: 03/09/2021</p>

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To: The Executive
19 October 2021

**LOCAL GOVERNMENT AND SOCIAL CARE OMBUDSMAN
ANNUAL REVIEW LETTER
Chief Executive**

1 Purpose of Report

- 1.1 To provide an overview and commentary of the Local Government and Social Care Ombudsman (LGSCO) annual review letter, received July 2021.

2 Recommendation

- 2.1 To note the Local Government and Social Care Ombudsman's annual review letter 2021.

3 Reasons for Recommendation

- 3.1 The annual review letter provides the council with information to help assess the council's performance in handling complaints.

4 Alternative Options Considered

- 4.1 None considered.

5 Supporting Information

- 5.1 The annual review letter from the LGSCO provides local authorities with an overview of the council's performance in complaint handling, covering the financial year, April 2020 to March 2021 in this case. In addition, the review provides a general update on resources to support councils with complaints handling.
- 5.2 During the period covered in this letter, the pandemic has significantly affected operations in all councils. Indeed, the LGSCO even paused its operations at the end of March 2020 until later in June. This will have reduced the number of complaints investigated and decided during the year.
- 5.3 The overriding message from the LGSCO report is that there were only five findings of fault by the LGSCO against the council in the year. Given that the organisation is involved in, literally, millions of interactions with residents and businesses each year this is a strikingly low number. Nonetheless, it is important to look seriously at those cases where mistakes may have been made so that we can improve further in the future. This report is a part of that process.
- 5.4 The data provided in the review letter is available publicly on the online interactive map [‘Your Council's Performance’](#). This information also allows comparison against other councils. Given that the report is published, it is regrettable that the LGSCO has decided to comment on a number of private challenges that were made to their

approach during the year. There is little to be gained from entering into a public dispute with the LGSCO, but the various statements made about the council's approach represents a one-sided view and masks fundamental concerns about the way a small number of investigations were managed. As one example, the case in which the LGSCO's approach "was questioned at every stage of the investigation", related to events that occurred in 2017 and 2018 - which took the complaint well outside of the LGSCO's published guidelines for the timescales within which it will accept complaints for review. All staff involved had left the authority and the complainant had made serious and ongoing threats to previous and present members of staff. Other challenges were based upon equivalent issues and none were frivolous or vexatious and none of our comments were inappropriate.

- 5.5 That said, the LGSCO does have an important role. In 2020/21 the LGSCO conducted detailed investigations into eight cases at Bracknell Forest Council, which is two more than the previous year. This number is, however, amongst the lowest compared to the council's CIPFA neighbours, as illustrated in figure 1. It should be noted that due to the relatively low number of complaints, the figures can be skewed significantly and can fluctuate year on year. The number of complaints a council receives can vary significantly, for example in 2019/20 Bath and North East Somerset Council had 12 complaints investigations (three this year) and Milton Keynes Council had 13 (25 this year).

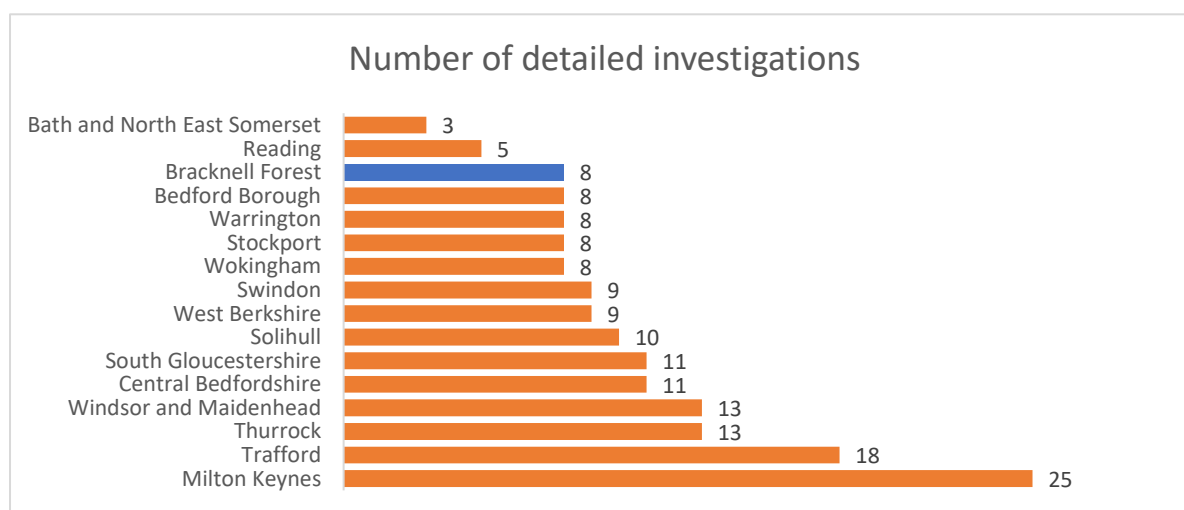


Figure 1. Number of detailed investigations conducted by the LGSCO, comparison of CIPFA neighbours.

- 5.6 In 2020/21, five of the detailed investigations (63%) resulted in the decision to uphold the complaint. This has reduced since the previous year (83%) and is now aligned with the average (63%) and is lower than the average amongst CIPFA neighbours as illustrated in figure 2. There is no correlation between the number of cases and the rate they are upheld across other authorities, nor a correlation between percentage upheld last year compared to this year.

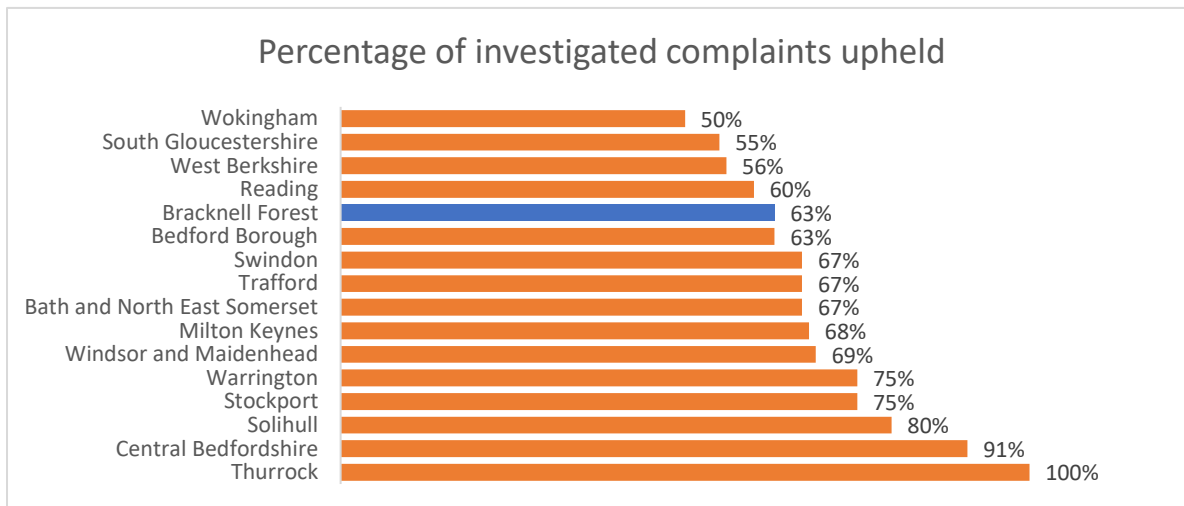


Figure 2. Proportion of detailed investigations with upheld complaints, comparison of CIPFA neighbours.

- 5.7 The majority of the upheld complaints were linked to education and children's services which is the case for most upper tier authorities. Two detailed investigations took place outside the People Directorate, in Place, Planning & Regeneration, however these were not upheld, one further from adult care services was not upheld. This is illustrated in figure 3.

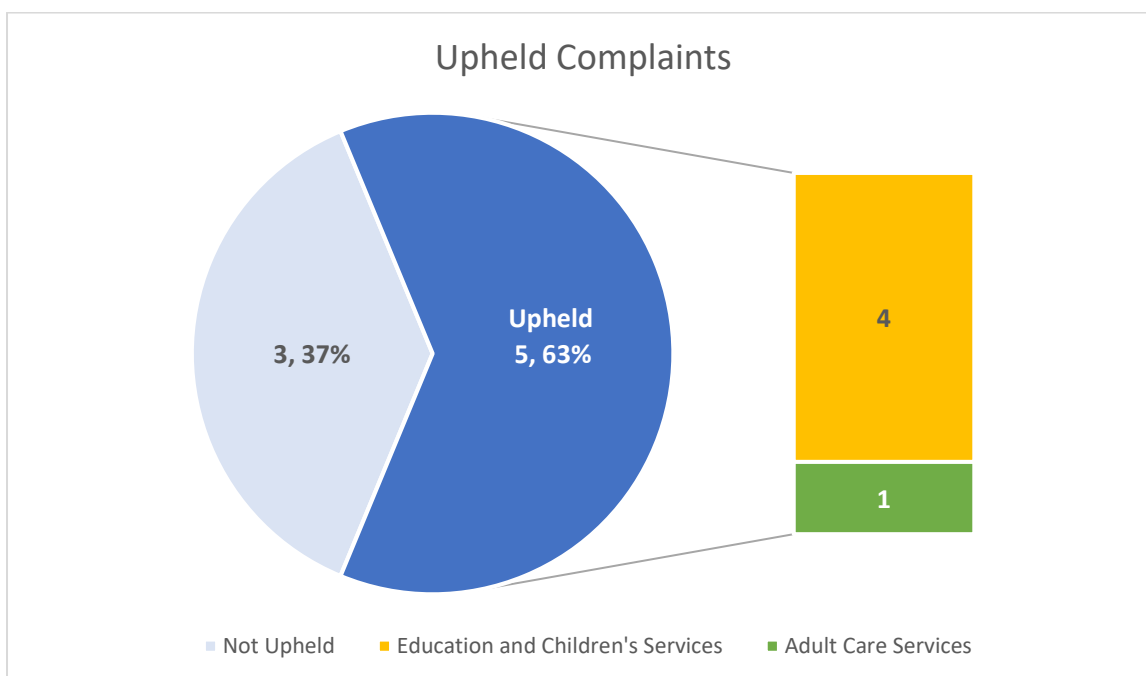


Figure 3. Services related to upheld complaints.

- 5.8 A summary of the upheld decisions is included in annex A, please note that one decision is not published by the LGSCO due to confidentiality and has therefore not been included.
- 5.9 The summaries illustrate that there are several services that have received multiple complaints, related to blue badges and Special Educational Needs (SEN). However, the majority of complaints to these services are not upheld. Lessons have been

taken from the findings and both services have put in place improvements to address conclusions where there has been the opportunity to develop the service.

- 5.10 In three cases, the outcome of the investigation required implementation of the LGSCO's recommendations. Bracknell Forest Council complied in 100% of these cases.
- 5.11 The LGSCO encourages councils to use these figures as the start of a conversation, and not an absolute measure of the health of the organisation. The council is currently reviewing the approach to managing corporate complaints, including taking consideration for the findings within the LGSCO's letter.
- 5.12 The LGSCO are unsighted on Stage 1 and 2 complaints so the Executive are reminded that Bracknell Forest Council takes all complaints seriously and looks to resolve complaints at stage 1 or 2 of the complaints process wherever possible to prevent them escalating any further. Complaints and their outcomes are monitored through the Quarterly Service Reports (QSRs).

6 Consultation and Other Considerations

Legal Advice

- 6.1 The Local Government and Social Care Ombudsman (LGSCO) is the independent body responsible for investigating complaints made against public bodies where it is alleged that there has been maladministration causing injustice.

The LGSCO can only investigate claims where there has been an allegation of **maladministration** by a public body that has **caused personal injustice** to the complainant.

There is no specific definition of "maladministration", but it can include cases where a public body has taken, or has failed to take, action. If there has been no maladministration, the LGSCO cannot investigate; it is only allowed to investigate the procedure behind the decision-making. This means that the LGSCO will not investigate cases where the complainant merely disagrees with a decision that a public body has made. Maladministration is concerned with the manner in which public body decisions were reached and the ways that they were or were not implemented; it is not concerned with the decision itself.

Once maladministration has been established, it must be confirmed that it has led to personal injustice for the complainant. Injustice can include:

- The time and trouble involved in pursuing a complaint against a public body.
- The loss of a right or service, which the complainant is legitimately entitled to.
- Costs associated with pursuing the complaint.
- Inconvenience, worry, distress, and hurt feelings.

It must also be proved that the injustice was caused by the public body and was not merely incidental.

Financial Advice

- 6.2 There are no financial implications arising from this report.

- 6.3 Other Consultation Responses
None

Equalities Impact Assessment

- 6.4 There are no direct impact issues to be considered.

Strategic Risk Management Issues

- 6.5 The information the LGSCO reports to the council in its annual letter is publicly available. This year, the LGSCO includes narrative that negatively impacts the council's reputation. The narrative includes subjectivity, and the council does not agree that this reflects the overall position for complaints handling.

It is imperative that the council continues to review complaints management information and has in place a robust complaint handling procedure to resolve complaints and ensure procedures are complied to.

Background Papers

LGSCO Annual Review Letter 2021

Contact for further information

Katie Flint - Policy Officer, Chief Executive's Office: 01344 352217

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Annex A – Summary of upheld decisions 1 April 2020 to 31 March 2021

Service area: School Transport	11 August 2020
The Ombudsman has discontinued his investigation into Mrs X's complaint about the Council's decision not to provide school transport for her son. The Council offered to pay Mrs X £500 to cover the costs of school transport which has resolved the outstanding issue and no further action by the Ombudsman is needed.	
Service area: Alternative Provision	12 November 2020
Mrs X complained that the Council failed to recognise it had a duty to provide alternative education for her son when he was out of school for health reasons and failed to ensure he received the support set out in his Education Health and Care Plan. The Council was at fault in failing to recognise its duties, failing to have proper policies and procedures in place, and failing to provide education. The Council has offered a suitable remedy including an apology, a payment for lost education and a review of policies and procedures.	
Service area: Transport	18 December 2020
Mr X complains the Council failed to properly assess his application for a Blue Badge. He says the Council's handling of his application caused him distress and inconvenience. The Ombudsman finds the Council at fault for the way it explained its decision to Mr X and for failing to have an appeals process. To remedy the injustice this caused Mr X, the Council has agreed to apologise and make Mr X a payment for the distress and uncertainty. It has also introduced service improvements, including a Blue Badge review process.	
Service area: Special educational needs	26 February 2021
Mrs X complains the Council delayed in issuing the final Education, Health and Care (ECH) plan for her son. She also complains the Council failed to provide suitable full-time education for her son after she stopped home education. We find fault with the Council. We have made recommendations.	

TO: The Executive
19 October 2021

Council Plan Overview Report **Chief Executive**

1 Purpose of Report

- 1.1 To inform the Executive of the performance of the council over the first quarter of the 2020/21 financial year (April-June 2021).

2 Recommendation

- 2.1 To note the performance of the council over the period from April-June 2021 highlighted in the Overview Report in Annex A.**

3 Reasons for Recommendation

- 3.1 To brief the Executive on the council's performance, highlighting key areas, so that appropriate action can be taken if needed.

4 Alternative Options Considered

- 4.1 None applicable.

5 Supporting Information

Quarterly Service Reports

- 5.1 The council's performance management framework provides for the preparation of Quarterly Service Reports (QSRs) by each department. These QSRs provide an update of progress and performance against departmental Service Plans and are published on the council website.

Council Plan Overview Report

- 5.2 The QSRs have been combined into the Council Plan Overview Report (CPOR), which brings together the progress and performance of the council as a whole. The CPOR enables the Corporate Management Team and the Executive to review performance, highlight any exceptions and note any remedial actions that may be necessary, either from under-performing or over-performing services, across the range of council activities.

Overview & Scrutiny

- 5.3 The CPOR will also be considered by Overview & Scrutiny. This process enables all Members to be involved in performance management.
- 5.4 The CPOR for the first quarter (April-June 2021) is shown in Annex A.

6 Advice Received from Statutory and Other Officers

Borough Solicitor

- 6.1 There are no specific legal issues arising from this report.

Borough Treasurer

- 6.2 There are no direct financial implications arising from this report.

Equalities Impact Assessment

- 6.3 Not applicable.

Strategic Risk Management Issues

- 6.4 Any specific issues are included in the QSRs and in the CPOR in Annex A.

Other Officers

- 6.5 Not applicable.

7 Consultation

Principal Groups Consulted

- 7.1 Not applicable.

Method of Consultation

- 7.2 Not applicable.

Representations Received

- 7.3 None.

Background Papers

QSR – People Directorate – Quarter 1 2021/22

QSR – Delivery Directorate – Quarter 1 2021/22

QSR – Central Directorates – Quarter 1 2021/22

Contact for further information

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John Ainsworth, Business Intelligence Analyst – 01344 352174

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COUNCIL PLAN OVERVIEW REPORT






Q1 2021 - 22
April – June 2021

Chief Executive:
Timothy Wheadon

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Key

	Performance is very good
	Performance is causing concern
	Performance is weak
n/a	RAG rating not applicable
	Missing data
	Missing target

Section 1: Chief Executive's Commentary

1 Introduction

- 1.1 This report sets out an overview of the council's performance for the first quarter of 2021/22 (April - June 2021). The purpose is to formally provide the Executive with a high-level summary of key achievements, and to highlight areas where performance was not matching targets or expectations, along with any remedial action that is being taken. It complements the detailed Quarterly Service Reports (QSRs) and is based upon the performance data that is available to all Members online.
- 1.2 As everyone will know the council continues to function in the context of the Covid-19 pandemic and many Members and staff have been focused on leading our community response. This is the first quarterly report of the 2021/22 financial year, and it reflects the changes made to the list of service plan actions as part of our annual service plan refresh. As part of this refresh, several new actions relating to the council's Covid-19 response have been included under a new heading labeled Covid-19 in section 3. With the new actions in place, at the end of the first quarter progress showed:
- 91 actions (88%) are green (4 complete, 87 in progress)
 - 11 actions (11%) are amber (1 complete, 10 in progress)
 - 1 action (1%) is red (in progress)
- 1.3 Section 3 of this report contains information on the performance indicators across the council for each of the strategic themes. Again, the picture was positive particularly in the face of the Covid-19 pandemic. Of course, in a number of the "red" cases, the indicator is meaningless in relation to performance. Obvious examples include number of events held at libraries which continue to operate at reduced capacity. The status for the key indicators in the Council Plan in the first quarter is:
- 28 (80%) green
 - 2 (6%) amber
 - 5 (14%) red
- 21 further indicators have no set target or data is currently unavailable.

2. Overview of Q1 and what went especially well

- 2.1 Putting these challenges to one side, teams delivered services to a high standard during the period, especially in response to Covid-19. I have highlighted here a small selection of examples from across the organisation.
- 2.2 Staff continue to work effectively almost exclusively from home, though an increasing number are starting to return to the office periodically. Plans for a gentle return to the workplace have been in hand with the budget agreed to undertake remodelling works at Time Square to create a community and collaboration hub. This will be helpful to facilitate closer joint working across the different services and ensure a consistency of approach to the organisation.
- 2.3 Following the departure of Trish Barnard on health grounds earlier in the year, a national recruitment campaign was undertaken to fill the vacant Assistant Director: HR and OD position. Having assessed a range of potential candidates, the Employment Panel unanimously agreed to appoint the internal candidate, Paul

Young. In parallel with this appointment, a revised structure for the HR and OD team was agreed in consultation with the staff and the Employment Committee endorsed a refreshed Workforce and OD strategy, which provides a clear focus for the team's work over the period to 2024.

- 2.4 One of the immediate activities highlighted in the new Workforce and OD strategy is delivery of a Mindful People Management programme, which has been attended by 190 managers across all service areas. Within the same broad strategy theme, attention has been drawn to the equality and diversity eLearning module, which has been completed by 144 staff since 1 April. In order to help inform development of a comprehensive learning and development offer a skills survey was undertaken across the organisation. The findings from this are being analysed and are soon to be presented for discussion with managers.
- 2.5 This quarter saw parts of the council adapting to the national changes in the Governments Covid Roadmap. This included the gradual re-opening of the town centre, with the Forest Giants event planned for late summer. The Look Out Discovery Centre has also moved towards increasing the access to services in line with national advice.
- 2.6 A key focus in this period was the cross-council approach to surge testing in College Town, Sandhurst which was led by the Public Health Team, and focussed on testing in the south of the Borough. This was a key priority during this period and was successfully completed with the aim of managing increasing outbreaks across the borough.
- 2.7 Within Highways and Transport the team successfully completed the A3095 highway improvement scheme which has been the largest project we have delivered in recent years. Works on the A322 Sports Centre Roundabout improvement scheme have started and are currently on programme.
- 2.8 The property Joint Venture with Countryside continues to make good progress developing detailed delivery plans for the Coopers Hill and Market Street sites. It is expected that a final site delivery plan including updated financial inputs and returns for Coopers Hill will be presented to the Council for formal consideration later in 2021, with Market Street following early in 2022, subject to planning approval being granted.
- 2.9 A major compliance milestone was achieved by legal services. The Information Commissioner's Office (ICO) completed their follow up audit of the council's Information Governance arrangements and reported back that the council's progress in strengthening our arrangements had continued in line with their expectations.
- 2.10 The Education and Learning team continue to work closely with colleagues from Children's Support Services to provide high quality support for the transition of children and young people with SEND. The Behaviour Support Team have provided schools with updated guidance and materials which schools are using with their vulnerable pupils to support personal development and wellbeing as they transition from Year 6 to Year 7. Recommendations proposed by the Transition Working Party were approved by all schools, leading to effective and consistent sharing of key information to support transition from primary to secondary school, both pastoral and academic.
- 2.11 Standards and Effectiveness Partners continue to work directly with individual schools to support them in ensuring that the curriculum is well matched to the needs of pupils with SEND, and that they are well supported at key transition points, including through the sharing of effective assessment information as they move on to

the next year group within the school. The Standards and Effectiveness Team have also provided additional support to schools on assessing pupils in the Early Years Foundation Stage, so that key gaps in learning can be identified as they move into Year 1.

- 2.12 The discretionary Additional Restrictions Grant proved to be particularly time consuming for the Revenue Services team to administer, as it was aimed at businesses not previously known to the service, as they were not paying business rates. With support from the wider Finance team, 100% of our £3.6m Additional Restrictions grant from central government was paid out to small local businesses including Taxi Drivers, Hairdressers, personal trainers, wedding photographers, beauticians and driving instructors. As we were successful in distributing our initial grant allocation, the council has been provided with an additional £800k to help those small businesses most in need over the remainder of this financial year.
- 2.13 Finally, quarter one saw the first meeting of the Members Climate Change Advisory Panel. The panel received their first report from the council's Climate Change action plan. This reported that our food waste collection project continues to receive strong support from the community, that work to decarbonise continues at pace, with the council's energy purchases completely moved over to renewables. In addition, that central governments funds have been secured for decarbonisation of schools and the completion of a retrofit scheme for domestic properties.
- 2.14 In picking out these highlights there is a real danger of overlooking the special efforts of teams who are not mentioned. The simple fact is that the whole organisation continues to adapt magnificently and is delivering effective services.

What are we doing about things not going so well?

- 3.1 The percentage of invoices paid within 30 days has fallen significantly during the first quarter of the year. This is in part due to a review of the calculation methodology, which highlighted some anomalies in approach taken, but also reflects increasing delays in the process of registering and approving invoices before they can be paid. Detailed investigations are on-going to highlight specific areas where improvements need to be made.
- 3.2 While returns being achieved on cash investments remain close to zero, the council's current healthy cash position means that overall borrowings have reduced, and Treasury costs are therefore lower than expected.

Forward Look

Going forward, the council's strategic objectives will continue to progress in the coming weeks albeit within the context of the council's community response to Covid-19 which has been incorporated into department service plans.

Timothy Wheadon
Chief Executive

Section 2: Budget Position

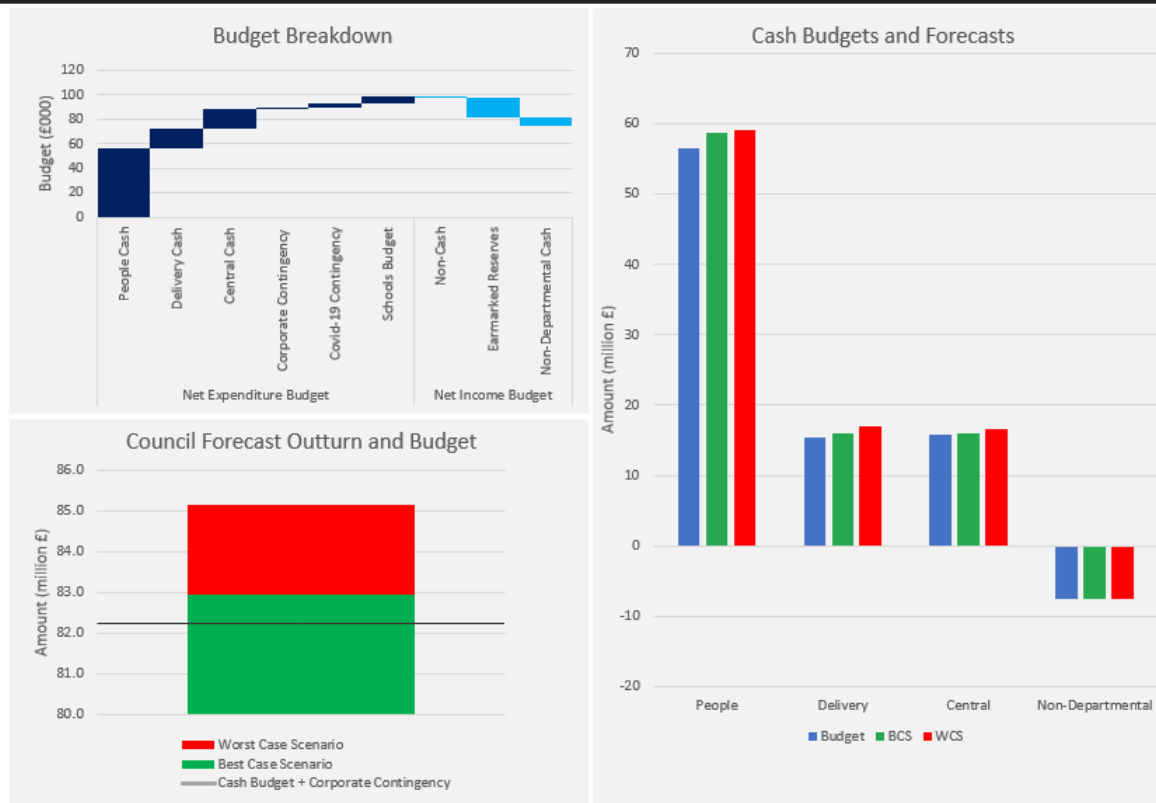
REVENUE BUDGET MONITORING

The monthly monitoring returns are set out in detail in each directorate's Quarterly Service Report (QSR).

Due to the impact of the pandemic on the current years' budget and the resulting uncertainty, a range of potential outcomes have been considered. The returns now include estimated best and worst case scenarios which reflect actual expenditure to date plus a range of financial predictions from Assistant Directors covering the remainder of the year. Across the Council, variances have been identified indicating expenditure is above the approved budget (£1.438m Best Case and £3.659m Worst Case) after taking into account the Corporate Contingency (£1.280m) and income compensation for the first quarter. This figure excludes use of the £3.417m balance on the COVID-19 Contingency which would produce an overall variance of -£1.979m Best Case and +£0.242m Worst Case.

Key information around directorate variances being reported follows.

Overall Summary



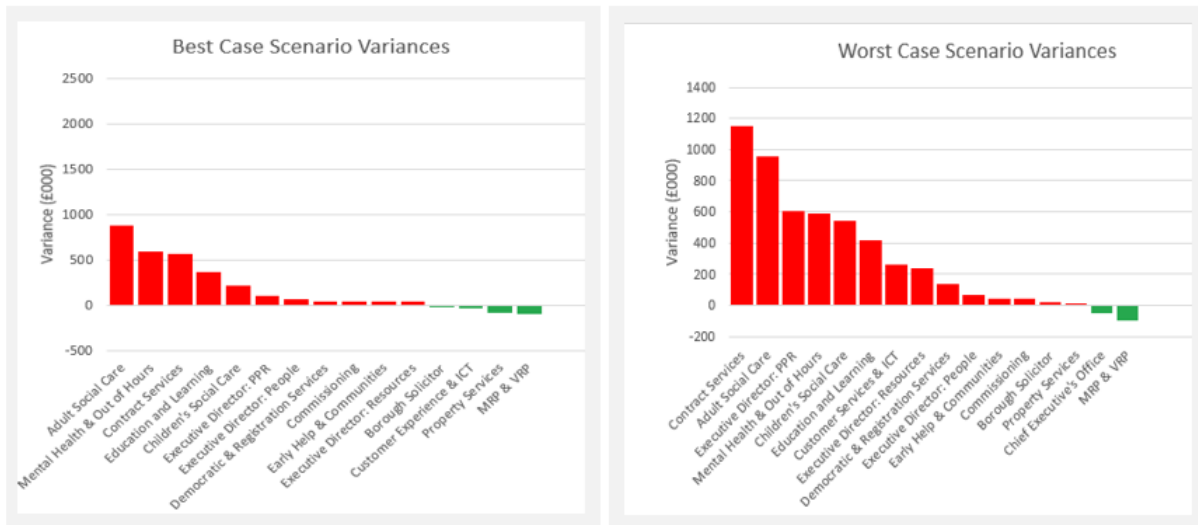
Summary – Assistant Director Level

	Original Cash Budget (£'000)	Virements & Budget C/Fwds (£'000)	Current Approved Cash Budget (£'000)	Variance – BCS (£'000)		Variance – WCS (£'000)	
				Last Month	This Month	Last Month	This Month
Director: Place, Planning & Regeneration	7,612	693	8,305	0	99	0	603
Director: Resources	5,384	349	5,733	0	35	0	241
Chief Executive's Office	1,857	-55	1,802	0	0	0	-49
CENTRAL	14,853	987	15,840	0	134	0	795
Executive Director of Delivery	225	9	234	0	0	0	0
Assistant Director: Customer Services & ICT	9,301	-37	9,264	0	-30	0	260
Assistant Director: Property Services	-5,915	-6	-5,921	0	-80	0	10
Borough Solicitor	567	0	567	0	-29	0	20
Head of Democratic & Registration Services	1,669	-5	1,664	0	42	0	135
Assistant Director: Contract Services	9,654	-11	9,643	0	570	0	1,148
DELIVERY	15,501	-50	15,451	0	473	0	1,573
Executive Director of People	1,329	-253	1,076	0	70	0	70
Education and Learning	2,075	168	2,243	0	370	0	421
Children's Social Care	17,467	88	17,555	0	217	0	541
Contribution to Costs from Schools Budget	-489	0	-489	0	0	0	0
Commissioning	2,658	246	2,904	0	41	0	41
Adult Social Care	19,355	-25	19,330	0	878	0	958
Mental Health & Out of Hours	9,240	11	9,251	0	590	0	590
Early Help & Communities	4,558	-2	4,556	0	40	0	45
Public Health	-85	85	0	0	0	0	0
PEOPLE	56,108	318	56,426	0	2,206	0	2,666

Summary – Assistant Director Level

	Original Cash Budget (£'000)	Virements & Budget C/Fwds (£'000)	Current Approved Cash Budget (£'000)	Variance – BCS (£'000)		Variance – WCS (£'000)	
				Last Month	This Month	Last Month	This Month
Interest and Investment Income	2,010	0	2,010	0	0	0	0
Minimum & Voluntary Revenue Provisions	2,064	0	2,064	0	-95	0	-95
Council Wide Items	1,363	0	1,363	0	0	0	0
New Homes Bonus Grant	-2,877	0	-2,877	0	0	0	0
Covid-19 LA Support Grant	-2,654	0	-2,654	0	0	0	0
Local Council Tax Support Grant	-827	0	-827	0	0	0	0
Business Rates Income Growth & Grants	-6,523	0	-6,523	0	0	0	0
Other	-55	0	-55	0	0	0	0
NON-DEPARTMENTAL	-7,499	0	-7,499	0	-95	0	-95
TOTAL	78,963	1,255	80,218	0	2,718	0	4,939
CORPORATE CONTINGENCY	2,250	-220	2,030	0	-1280	0	-1280
COVID-19 CONTINGENCY	3,417	0	3,417	0	0	0	0
TOTAL	84,630	1,035	85,665	0	1,438	0	3,659
EAR MARKED RESERVES	-15,168	-1,035	-16,203	0	0	0	0
OVERALL TOTAL	69,462	0	69,462	0	1,438	0	3,659
NON-CASH BUDGETS	-546	0	-546	0	0	0	0
SCHOOL BUDGET	5,170	0	5,170				
OVERALL TOTAL	74,086	0	74,086				

Cash Budget Summary



Cash Budget Summary – Variances

The variances reported by directorates, indicate expenditure above the approved budget (£1.438m Best Case and £3.659m Worst Case) after taking into account the Corporate Contingency (£1.280m) and income compensation for the first quarter. This figure excludes use of the £3.417m balance on the COVID-19 Contingency which would produce an overall variance of -£1.979m Best Case and +£0.242m Worst Case.

CENTRAL

Significant Variances

- An overspend is projected for The Look Out due to the continued impact of the pandemic on income (£0.099m Best Case and £0.393m Worst Case). The best case assumes that the new operating model for the catering and visitors centre will be fully operational from the second quarter, with no further disruptions. The worst case scenario takes into account delays in implementation of the new operating model and also makes assumptions on future impacts of Covid-19.
- Insurers are basing their estimate for Cyber Security cover on an income loss of £297m. Although work is underway to demonstrate that grant income should be excluded from the calculation, the costs are still anticipated to exceed the budget of £0.045m (£0.035m Best Case and £0.080m Worst Case).
- The Directorate has a combined managed vacancy factor (MVF) of £0.387m. Posts will be required to be held vacant if this is to be met but based on early projections there are currently insufficient vacancies to meet the target which will result in an overspend. DMTs will continue to act throughout the year to work towards balancing the staffing budget (£0.322m Worst Case).

DELIVERY

Significant Variances

- Digital and IT Services – the Best Case scenario assumes an underspend on Consultants' Fees (-£0.030m) and that additional Licences, Software and Maintenance costs can be absorbed. The Worst Case scenario assumes break-even on the Consultants' Fees and a £0.160m overspend on the latter.
- A potential overspend on Home to School Transport in the Worst Case Scenario (£0.100m).
- Registration of Electors/Elections – The Best Case scenario assumes there will be 2 Neighbourhood referendums in 21/22 and the cost of another election can be shared (£0.065). The Worst case scenario will also see the cost of implementing new computer software and licences impact in the year (£0.104m).
- Latest estimates from Reading suggest an overspend on Waste Management in the Worst Case scenario (£0.097m).
- Car parking continues to be affected with the impact depending on the speed of recovery (-£0.053m Best Case and £0.133m Worst Case).
- Leisure services continue to be impacted by the pandemic. An agreement with Everyone Active has resulted in the Management Fee (£0.111m) being waived for the first three months, as most of this can be recovered from income support, followed by a further 3 months where only any operating profit will be paid. The best case scenario assumes income to be 50% of budget and the worst case scenario assumes 35% of budget (£0.623m Best Case and £0.818m Worst Case)

Cash Budget Summary – Variances

The variances reported by directorates, indicate expenditure above the approved budget (£1.438m Best Case and £3.659m Worst Case) after taking into account the Corporate Contingency (£1.280m) and income compensation for the first quarter. This figure excludes use of the £3.417m balance on the COVID-19 Contingency which would produce an overall variance of -£1.979m Best Case and +£0.242m Worst Case.

DELIVERY CONTINUED

- An under-recovery of Cemetery and Crematorium income in the Worst Case scenario (£0.100m).

PEOPLE

Significant Variances

- Education and Learning - DSB overspend (£0.278m), most significantly in the SEN Team (£0.178m) where agency staff are covering vacant posts (this is in addition to the £0.164m funding agreed by CMT), plus loss of income, primarily at the Open Learning Centre. The worst case scenario assumes additional loss of income (£0.370m Best Case and £0.421m Worst Case).
- Within Children's Social Care the Transformation Project on CLA placements remains in a developmental stage with no savings currently forecast (£0.250m both scenarios). Whilst the Best-Case scenario anticipates no significant variance on CLA placement costs, the Worst Case scenario anticipates further placements plus knock effects to other associated costs (£0.322m Worst Case). The total variance is £0.217m Best Case and £0.541m Worst Case.
- An overspend of £0.976m on care packages within Adult Social Care (ACT and CTPLD) which reflects partly the non-delivery of budgeted transformation savings and that costs have continued to rise since the budget was set in December. An overspend on Equipment of £0.229m, based on April and May data, partly offset by underspends on staff costs (total variance £0.878m Best Case and £0.958m Worst Case).
- Mental Health & Out of Hours – An overspend of £0.283m on care packages (ACT and CTPLD) which reflects partly the non-delivery of budgeted transformation savings and that costs have continued to rise since the budget was set in December. The saving built into the budget for Forestcare is unlikely to be achieved (£0.095m) plus additional costs have been incurred due to an increase in usage (£0.068m), for office space at Waterside Park (£0.056m), for disaster recovery (£0.021m) and staffing - largely due to overtime (£0.029m). Total variance £0.590m both scenarios.

NON DEPARTMENTAL

Significant Variances

- Higher than forecast capital receipts in 2020/21 and significant capital carry forwards into 2021/22 have created an under spend against the Minimum Revenue Provision (-£0.095m both scenarios).

Cash Budget Summary – Variances

The variances reported by directorates, indicate expenditure above the approved budget (£1.438m Best Case and £3.659m Worst Case) after taking into account the Corporate Contingency (£1.280m) and income compensation for the first quarter. This figure excludes use of the £3.417m balance on the COVID-19 Contingency which would produce an overall variance of -£1.979m Best Case and +£0.242m Worst Case.

CONTINGENCY

- Allocations have been made from the Contingency to provide one-off funding for staffing pressures in the SEN team (£0.164m) and Independent Quality Assurance relating to Children's Social Care (£0.056m). £0.750m has also been set aside for the 2021/22 pay award (based on a 1.5% pay award). This leaves a balance of £1.280m which has been shown as an under spend.

Section 3: Strategic Themes

Value for money

Action	28/06/2021				
	Stage	Due Date	Percentage Complete	Status	Comment
<input checked="" type="checkbox"/> 1.01.01 Maintain Council Tax	Completed	31/03/2022	100%	★	Council Tax was approved as part of the 2021/22 budget by Council in February 2021 and remains within the bottom 10% of comparable authorities
<input checked="" type="checkbox"/> 1.01.02 Spending is within the approved budget for this year	In Progress	31/03/2022	0%	★	Variances reported by directorates indicate expenditure below the approved budget (£7.564m Best Case and £7.231m Worst Case), after taking into account the corporate contingency (£1.930m), income compensation and unspent government funding for Covid-19 (-£7.688m) but before carry forwards.
<input checked="" type="checkbox"/> 1.01.05 Delivery of the transformation programme	In Progress	31/03/2022	25%	★	The delivery of a number of business change projects recommenced this quarter and regular programme reporting to CMT restarted.
<input checked="" type="checkbox"/> 1.01.07 Delivery of Transformation Savings	In Progress	31/03/2022	10%	▲	Both the Children Social Care and Adults Social Care transformation programmes have been delayed due to the prioritisation of the pandemic within the service and in project management support.
<input checked="" type="checkbox"/> 1.01.08 Council Tax Financial Support	Completed	31/03/2022	100%	★	Council Tax bills were reduced by £150 for council tax support claimants for a further year.
<input checked="" type="checkbox"/> 1.02.03 Workforce and Organisational Development Strategy	In Progress	31/03/2022	0%	★	Work on an overarching workforce strategy is being scoped to include learning and development, talent management, organisational development and staff wellbeing. To inform the scope of the strategy participation in the COVID-19 renewal work is underway. Established and recovery specific OD activity has been ongoing and will continue to support the workforce, however it is anticipated that the scope and scheduling of the workforce strategy will not commence before November 2020.
<input checked="" type="checkbox"/> 1.02.04 Integration of service and workforce planning	In Progress	31/03/2022	0%	★	Workforce planning arrangements in place supporting service delivery across the department. Further development work required to use data workforce data.
<input checked="" type="checkbox"/> 1.02.06 Develop Recruitment and Retention Strategy	In Progress	31/03/2022	20%	★	Foundation research and development is taking place to inform the recruitment and retention strategy which will form part of an overarching Workforce Strategy. HR are working with Finance to review data taken from the agency system provided by the neutral provider 'Matrix' and the Councils financial accounting data sources which will provide a clearer picture of volumes and costs. This will then link to actions planned in each service area to develop a package of HR/OD support that will ensure the reduction of agency reliance and stabilise core staff base within the Adults workforce which is currently heavily reliant on agency staff.
<input checked="" type="checkbox"/> 1.02.10 Move services online and via self-service	In Progress	31/03/2022	30%	★	The Digital Services Team have completed training on the low code platform and are beginning to use it to develop services.
<input checked="" type="checkbox"/> 1.02.15 Review our digital offer to residents	In Progress	31/03/2022	30%	★	New system procured. Once the system is in place and running, the digital offer and website contents will be updated in partnership with Communications and Marketing
<input checked="" type="checkbox"/> 1.02.16 Deliver year one customer experience strategy	In Progress	31/03/2022	25%	★	The work programme for the customer experience strategy is being developed. Work is underway to design ways of managing in-person customer visits to Time Square.
<input checked="" type="checkbox"/> 1.02.17 Deliver year one of the Digital and ICT Strategy	In Progress	31/03/2022	25%	★	Good progress is being made on the delivery of the Digital & ICT Strategy. In particular, the Cloud Migration project is proceeding well.
<input checked="" type="checkbox"/> 1.02.18 Forestcare New System	In Progress	31/03/2022	50%	★	There is an action plan in place for the implementation of the new system at Forestcare. Bracknell Forest Council Officers are working in partnership with the new provider to migrate all information over to the new system. Currently there is testing taking place which will be followed by full staff training
<input checked="" type="checkbox"/> 1.03.01 Appraisal of Asset Management Plan	In Progress	31/03/2022	0%	★	
<input checked="" type="checkbox"/> 1.03.03 Review of Council's Commercial Property Assets	In Progress	31/12/2023	30%	★	The footprint and layout for the new office accommodation is agreed. Pre application submitted based on the agreed layouts. Consultants are currently developing the detailed design in readiness to send out the ITT to tender by the end of August 2021.
<input checked="" type="checkbox"/> 1.03.04 Implement Corporate Landlord Model	In Progress	31/03/2022	0%	★	
<input checked="" type="checkbox"/> 1.03.05 Redevelop Commercial Centre	In Progress	31/03/2022	30%	★	The overall footprint of the new accommodation has been agreed / signed off by the Project Board and pre-application submitted. Design development is currently underway.
<input checked="" type="checkbox"/> 1.04.02 Legal advice for Joint Property Venture Project	In Progress	31/03/2022	85%	●	Procurement complete. Residual advice around Coopers Hill appropriation and occasional governance matters.
<input checked="" type="checkbox"/> 1.04.04 One Public Estate	In Progress	31/03/2023	25%	★	Via the OPE 3 funding applications have been submitted for Brownfield Release Fund capital funding, total request is for £2.45m. Notification if the bids have been submitted is due end of September 2021
<input checked="" type="checkbox"/> 1.04.05 Asset Management Plan	In Progress	31/03/2022	25%	★	Properties continue to be managed as set out the Asset Management Plan

Quarterly Indicators	28/06/2021			
	Last Quarter	This Quarter	Current Target	RAG
> L051 % of council tax collected	97.9%	28.0%	29.0%	★
> L053 % of Business Rates collected in year	96.9%	19.1%	35.0%	▲
L220 Number of ICT Helpdesk Calls	4,541	5,594	4,100	▲
> L221 Satisfaction with Customer Services	84.6%	75.3%	85.0%	★
L257 Number of complaints received	42	46	55	★
L391 % of posts filled by agency staff	22%	18%	34%	★
L392 % of agency workers council wide	5%	6%	6%	★
L395 Number of self-service transactions processed via customer account			20,000	?
L397 % of IT estate delivered from cloud			50%	?
L444 Number of Facebook followers for Public Health	32	14		!
L445 Number of users accessing Thrive!	221	228		!
> L261 Level of staff sickness absence	1.64	1.43		n/a
> L262 Level of voluntary staff turnover	1.90%	2.40%		n/a

Economic resilience

Action	28/06/2021				
	Stage	Due Date	Percentage Complete	Status	Comment
<input checked="" type="checkbox"/> 2.02.02 The Deck	In Progress	31/03/2022	10%	★	Progress with the demolition of the former department store continues and is due to complete in August 2021
<input checked="" type="checkbox"/> 2.04.01 Business Brochure	In Progress	31/03/2022	90%	★	Publication Date June 2021
<input checked="" type="checkbox"/> 2.04.02 Economic Skills and Development Partnership	In Progress	31/03/2022	90%	★	ESDP sub groups relaunched
<input checked="" type="checkbox"/> 2.04.03 Support for Local Economy	In Progress	31/03/2022	0%	★	
<input checked="" type="checkbox"/> 2.05.02 Implementation of changes to property assets	In Progress	31/03/2022	66%	★	
<input checked="" type="checkbox"/> 2.06.01 Business Liaison Programme	In Progress	31/03/2022	50%	★	Engaging with key businesses and representative organisations has recommenced
<input checked="" type="checkbox"/> 2.07.02 A3095 Improvement Project	Completed	31/03/2022	100%	✔	Scheme complete, subject to refinement of traffic signal operation.
<input checked="" type="checkbox"/> 2.07.03 Funding for infrastructure improvements	In Progress	31/03/2022	25%	★	We await confirmation of our grant from the Governments Capability fund to promote Active Travel in the borough. This will provide us with £132k towards initiatives aimed at Walking and Cycling and allow us to review and expand our Local Cycling and Walking Infrastructure Plan which will support the emerging 2037 Local Plan
<input checked="" type="checkbox"/> 2.07.04 Sports Centre Roundabout Highway Improvement	In Progress	31/03/2022	60%	★	
<input checked="" type="checkbox"/> 2.08.02 Infrastructure Funding Statement	In Progress	31/12/2021	50%	★	must be published by 31st December 2021.
<input checked="" type="checkbox"/> 2.08.03 S106 agreements	In Progress	31/03/2022	25%	★	There have been 6 S106 agreements completed this quarter which is a little under the average

Quarterly Indicators	28/06/2021			
	Last Quarter	This Quarter	Current Target	RAG
L268 % of working age people who are unemployed	4.6%	3.4%		n/a
L269 % of working age population in employment	82.4%	80.3%		n/a
L271 % of borough covered by superfast broadband	97.3%	97.0%	97.0%	★
L442 Vacancies on school governing boards	16%	15%	18%	★

Education and skills

Action	28/06/2021				
	Stage	Due Date	Percentage Complete	Status	Comment
<input checked="" type="checkbox"/> 3.01.01 New education facilities	In Progress	31/03/2022	80%	★	Regulation 19 consultation completed on Pre-submission Draft Local Plan - included proposed new school at Jealotts Hill garden village.
<input checked="" type="checkbox"/> 3.01.02 Property support to ensure capacity is in line with School Places Plan	In Progress	31/03/2022	75%	★	Property continue to support education team
<input checked="" type="checkbox"/> 3.02.01 School attendance legal advice	In Progress	31/03/2022	25%	★	Continued ad hoc advice given to Education Welfare Service as to matters pertaining to School Non Attendance Policy and procedures during the Covid-19 crisis, particularly since the full time return of schools as from 08/03/21.
<input checked="" type="checkbox"/> 3.02.02 Support for schools with standards and effectiveness partners	In Progress	31/03/2022	25%	★	Standards and Effectiveness Partners have continued to work closely with their allocated schools across the summer term. There has been a blended approach to visits with some taking place on-site and a proportion taking place virtually. Areas of focus have included the evaluation of leadership and management as well as the identification of strengths and next steps in relation to curriculum development. Discussions also identified the emerging priorities for the 20/21 academic year.
<input checked="" type="checkbox"/> 3.02.03 Promote best practice in schools	In Progress	31/03/2022	25%	★	The full programme of summer term training and network meetings has been delivered, sharing good practice in the following areas: SEND, English, mathematics, RE, assessment, EYFS and the Pupil Premium. The subject leader network meetings for computing, science, history and music, developed in partnership with the Forest Learning Alliance, continue to be well attended and well received, and there are plans in place to extend this offer to include geography. The Year 6 to Year 7 transition working party collected examples of effective working from schools across the Local Authority, and a set of best practice guidelines were shared with all Bracknell Forest Schools. Plans are in place to develop this work further from the autumn term next year, drawing on local and national best practice in relation to transition and curriculum continuity. School to school moderation sessions, for teachers at the end of the EYFS, Key Stage 1 and Key Stage 2, have provided a forum for sharing best practice in end of key stage assessment and the teaching of writing. The Standards and Effectiveness Team have signposted school leaders to the recent Ofsted research reviews and best practice blogs that have resulted from their subject specific visits to outstanding schools this year, and these reports have formed the basis of discussions between school leaders and Standards and Effectiveness Partners in relation to their curriculum development.
<input checked="" type="checkbox"/> 3.02.04 School Ofsted ratings	In Progress	31/03/2022	25%	★	Ofsted have confirmed that a full programme of graded inspections will not commence until September 2021 and therefore the percentage of schools judged to be good or better across Bracknell Forest are unchanged- 83% all schools, 89% maintained schools.
<input checked="" type="checkbox"/> 3.03.01 Economic Skills and Development Partnership: Education Sub-group	In Progress	31/03/2022	90%	★	Meeting held 31st March 2021 to define new actions
<input checked="" type="checkbox"/> 3.05.01 Entry level apprenticeships	In Progress	31/03/2022	25%	●	Numbers remain relatively low with managers resorting almost entirely to usual recruitment routes to fill vacancies for low level roles. Under the HR / OD restructure the AD has now established a resourcing function. This function will seek to raise awareness of the apprenticeship scheme and take proactive steps to encourage and support managers to provide apprenticeship opportunities in place of some of our entry level roles. At the moment the main users of the levy are schools, with only 3 internal apprenticeships making up the 20+ placements that the levy is currently funding.
<input checked="" type="checkbox"/> 3.05.02 Apprenticeship levy	In Progress	31/03/2022	25%	★	This quarter has seen a reduced level of take up of apprenticeships courses which is not unexpected given the challenges of COVID and the alterations many providers have had to make which has reduced the face to face support available for some learners.

<input checked="" type="checkbox"/> 3.06.01 Support the efficacy of early years professionals	In Progress	31/03/2022	25%	★	<p>The local authority has appointed 2 further EYFS strategic partners to make a team of 4, all of which demonstrate outstanding and consistently innovative practice. As a team of partners, they have diverse experiences and knowledge and between them support the maintained early years settings across the borough. They have all been brokered into schools that either request it or the Standards and Effectiveness team identify it.</p> <p>There has been a blended approach to supporting schools whilst they plan to adopt the EYFS reforms in the autumn of 2021 over the past year, including signposting, subscribing to high quality forums and training and advice from the local authority and EYFS strategic partners. Schools, including governors, headteachers and EYFS leaders, have reported that they have confidence in adopting the EYFS reforms and know where to go for additional support.</p> <p>Whilst there was no statutory duty to share data and the local authority requested no data from its EYFS maintained settings, STEPs did collect information about how the schools were assessing and collecting EYFS data for in school use. The data they have collected will be used to support benchmarks to track progress through to end of KS1 and beyond and all schools who have reported on their processes to date feel secure in their processes.</p>
<input checked="" type="checkbox"/> 3.07.01 Support care leavers to access education, training or employment	In Progress	31/03/2022	25%	★	<p>At the end of June 2021, 25 out of all 69 care leavers were NEET (36.23%). 38 of the 69 care leavers are aged 19, 20 and 21 – 20 of these care leavers in this age bracket are NEET (52.63%). Support to EET is provided through the Virtual School and Elevate in partnership with the Leaving Care Service. PEP meetings are held for care leavers in Year 12 and 13 with advice and guidance offered in terms of available training/employability courses such as that offered through The Prince's Trust – these have a specific focus on transition to post 18 pathways. Referrals to Elevate can be made for any NEET care leaver up to the age of 21 (25 if they have an EHCP). The main barriers faced by the current cohort of NEET care leavers include the context of the employment market and available apprenticeships/traineeships which have been impacted by Covid culminating in a lack of jobs and work-based training opportunities. 5 of the care leavers (aged 19-21) are either parents or pregnant; 1 has a custodial sentence; and 3 have a disability or illness which is impacting on them becoming EET. The lead for the Virtual School regularly meets with and collaborates with the Leaving Care Service leads to continue to maintain the focus on supporting each care leaver to be in a stable position of either education or employment.</p>
<input checked="" type="checkbox"/> 3.08.01 Establish a culture of high expectations for all children	In Progress	31/03/2022	25%	★	<p>The termly SENDCo Forum meeting took place on the 7 July as a virtual meeting, and was attended by 29 colleagues from Bracknell Forest Schools. The meeting included opportunities for schools to share best practice in engaging learners in the 'assess, plan, do, review' process; updated schools on the range of existing and planned Specially Resourced Provisions (SRPs) for SEND pupils in Bracknell Forest; informed delegates of the newly established Neurodiversity Transformation Project; and explored the new process for accessing the SEND Intervention Fund: all aiming to ensure pupils with SEND are provided with the best provision possible. A range of LA specialists presented at the meeting to support SENDCo colleagues and answer the questions posed. Training for SENDCos and school SEND governors on 'Developing an effective and strategic relationship' has been rescheduled for November 21. In their termly school visits in the summer term, members of the Standards and Effectiveness Team have continued to work with school leaders to ensure that schools hold high expectations for all pupils, especially those with SEND, and that this is reflected in their ambitious and inclusive curriculum offer.</p>
<input checked="" type="checkbox"/> 3.08.02 Support transition to next stage of learning	In Progress	31/03/2022	25%	★	<p>Standards and Effectiveness continue to work closely with colleagues from Children's Support Services to provide high quality support for the transition of children and young people with SEND. The Behaviour Support Team have provided schools with updated guidance and materials that schools are using with their vulnerable pupils to support their personal development and wellbeing as they transition from Year 6 to Year 7, and recommendations proposed by the Transition Working Party were approved by all schools, leading to effective and consistent sharing of key information to support transition from primary to secondary school, both pastoral and academic. Standards and Effectiveness Partners continue to work directly with individual schools to support them in ensuring that the curriculum is well matched to the needs of pupils with SEND, and that they are well supported at key transition points, including through the sharing of effective assessment information as they move on to the next year group within the school. The Standards and Effectiveness Team have provided additional support to schools on assessing pupils in the EYFS, so that key gaps in learning can be identified as they move in to Year 1. A number of secondary schools are in the process of planning summer schools to help meet pupils' pastoral and/or academic needs at this key transition point.</p>

Quarterly Indicators	28/06/2021			
	Last Quarter	This Quarter	Current Target	RAG
L394 % of staff that have undertaken apprenticeship training : Education and skills	3.3%	2.7%	2.2%	★
L402 % of care leavers aged 19-21 years who are NEET : Education and skills	41%	46%	25%	▲
L403 % of care leavers aged 19-21 years who are in touch with LA : Education and skills	86%		89%	?
> L139 % of schools rated good or better : Schools	83%	83%	85%	★
> L139 % of schools rated good or better : Maintained Primary Schools	88%	88%	83%	★
> L139 % of schools rated good or better : Maintained Secondary Schools	100%	100%	100%	★
> L139 % of schools rated good or better : Academy Primary Schools	40%	40%	100%	▲
> L139 % of schools rated good or better : Academy Secondary Schools	100%	100%	100%	★

Annual Indicators	30/06/2021			
	Last Year	This Year	Current Target	RAG
> L272 % of children obtaining a place at one of their Primary School preferences	98.0%	99.8%	99.0%	★
> L273 % of children obtaining a place at one of their Secondary School preferences	95.3%	93.5%	96.0%	★
> L361 % of children obtaining their first preference of Primary School	87.9%	92.6%	94.0%	★
> L362 % of children obtaining their first preference of Secondary School	84.5%	84.7%	86.0%	★

Caring for you and your family

Action	28/06/2021		Percentage Complete	Status	Comment
	Stage	Due Date			
<input checked="" type="checkbox"/> 4.01.01 Participation in sports, leisure and cultural activities	In Progress	31/03/2023	25%	★	Leisure and culture participation has returned to near normal numbers. Covid is still impacting on income figures but q2 always has some impact from the holiday period but indications are that everything is back to normal
<input checked="" type="checkbox"/> 4.01.02 Tailored support for healthy lifestyles	In Progress	31/03/2022	0%	★	As an ongoing consequence of the COVID-19 intervention to socially distance, many of the lifestyle services continue to make progress in moving online. We are continuing to strengthen the generic Public Health online support with the website pages being constantly reviewed and updated to provide more information to the public during this time. The new smoking cessation service contract continues to be in working to ensure provision is in line with national guidance and meets our population's needs during this time, we are now awaiting confirmation of the first quarter's performance data in terms of quitters, which will be reported in the next quarterly update.
<input checked="" type="checkbox"/> 4.01.03 Covid Recovery Financial Stimulus Package	In Progress	31/03/2022	0%	?	
<input checked="" type="checkbox"/> 4.02.03 Strengthened Working with Health	In Progress	31/03/2022	25%	★	A range of activities to further strengthen working with health have taken place during Q1. This has occurred operationally as we continue to work together to combat the COVID pandemic as well as continued developments to establish the strategic nature of our partnership. During Q1 the council was part of Frimley ICS work to consider the role of "Place" within the wider health and social care system. We have also developed work to deliver on the aspirations established within our Blueprint for Joint Working to align performance and quality reporting, the effectiveness of partnership forums and to define our strategy for partnership working in the future.
<input checked="" type="checkbox"/> 4.02.04 Establish Mental Health Support Team	In Progress	31/03/2022	70%	★	The MHST is fully recruited and in place working from host schools. Staff are in training to complete in January. On target.
<input checked="" type="checkbox"/> 4.04.02 Implement Housing Assistance Policy	In Progress	31/03/2023	70%	●	The policy has been drafted. Approval and implementation of the policy have been delayed due to staff turnover and pressures in the service. This is now scheduled to be tabled at an Executive meeting in November.
<input checked="" type="checkbox"/> 4.05.01 Blue Mountain community and health facility	In Progress	31/03/2022	60%	●	The Blue Mountain Health and Community Facility has now received Planning approval. A further report will be taken to the Executive in October seeking additional funding for the project, due to cost increases arising from, material and labour shortages and the consequent increase in material costs being experienced across the construction sector. Subject to the agreement of the additional funding it is anticipated that works will begin before Christmas. The CCG have secured an operator for the facility and they have been involved in the design evolution of the scheme.
<input checked="" type="checkbox"/> 4.06.01 Libraries engaged in the development of new community facilities	In Progress	31/03/2022	50%	★	Prior to the pandemic, five of the Borough's Libraries had extended opening hours with Open+ technology, with a combined increase in opening hours of an additional 232.5 hours per week, enabling greater access to library services. Due to three extended periods of national lockdown, and the fact that Open+ was disabled to ensure that numbers entering Library buildings were limited. Sandhurst Library's Open+ has now been reinstated and is acting as a pilot site. Usage is being monitored to ensure that customers are behaving appropriately and not putting themselves or others at any risk. Implementation of Open+ at the other four sites is being tested and the plan is to go live at the end of Sept / beginning of October. The hiring out of Library facilities for community events resumed in July 2021 and there is an increasing demand for bookings.
<input checked="" type="checkbox"/> 4.06.03 New Community Hubs	In Progress	31/03/2022	0%	?	
<input checked="" type="checkbox"/> 4.07.01 Family hub services expansion and development of multi-disciplinary teams	In Progress	31/03/2023	60%	★	The Getting Help and Mental Health Support team are now in place with the former based in the family hubs. New joint sessions will run with HomeStart will run from the family hubs this term and the Early Help service are running a joint parenting course with the Youth Offending Service.
<input checked="" type="checkbox"/> 4.08.03 Multi-Disciplinary Team for Adolescents	In Progress	31/03/2022	0%	?	
<input checked="" type="checkbox"/> 4.08.04 Fostering Capacity	In Progress	31/03/2022	0%	?	
<input checked="" type="checkbox"/> 4.09.04 New Health and Care Service at Heathlands	In Progress	31/03/2022	25%	★	Progress with the project continues to be on track to open Heathlands during the winter of 21/22. The key activity during Quarter 1 has been the continuation of a robust procurement exercise to identify a service provider for residential nursing care and "hotel services" across the whole building. This procurement is expected to conclude in Quarter 2.
<input checked="" type="checkbox"/> 4.10.01 Promotion of volunteering for grounds maintenance at the Cemetery & Crematorium	In Progress	31/03/2022	0%	★	The relaxation of certain COVID-19 control measures enabled the re-opening of the hall of remembrance during this quarter. Volunteers have been invited back to help out with keeping the flowers tidy. Work has also commenced to identify wider volunteering opportunities within the grounds to invite further volunteers forwards.

4.10.02 Leisure, libraries and arts services used for social prescribing	In Progress	31/03/2022	30%	★	Libraries staff continue working with the social prescribing service and with local communities to deliver events and activities that help to tackle loneliness and isolation. In addition the tablets for loan have been configured by ICT and are now ready for distribution to people with dementia and their carers.
4.10.03 Social prescribing and primary prevention programmes	In Progress	31/03/2022	0%	★	The social prescribing service continues to support individuals during the pandemic through remote contact. It is being publicised in covid communications to the general public. The service is currently reviewing need against current provision and the evidence base and best practice to develop a plan to grow the service reach.
4.11.01 Arts and culture activities available through libraries	In Progress	31/03/2022	50%	★	Due to the pandemic, all cultural and arts' activities have taken place virtually through Zoom. Activities have included flower arranging, craft demonstrations, cookery demonstrations, storytelling events, author talks, shadowing book awards, how to research family history, music streaming, film clubs, book groups, and Chatterbooks. It is expected that physical events will begin again in July.
4.11.02 Schools service level agreement for PE	In Progress	30/09/2022	0%	★	We have had very high levels of commitment from Bracknell Forest Primary Schools this year with all schools purchasing one of two levels of service level agreement. 15 schools upgraded to the premium level service. Every possible element of the agreement has been delivered to a very high standard. Feedback from the Headteacher reference group is positive and importantly the feedback from the young people has been extremely impressive. This year has shown an increase in schools attendance – every school in the borough has attended 8 or more events, activities or CPD over the year which is an increase on prior years.
4.12.01 Suitable Natural Green Space (SANG)	In Progress	31/03/2022	50%	★	SANG creation and management in place through pump priming and is ahead of anticipated demand.
4.12.02 Improvements for open spaces	In Progress	31/03/2022	10%	★	Planning stages in progress. Implementation likely to be COVID affected.
4.13.01 Civilian Military Partnership	In Progress	31/03/2022	25%	★	The partnership continue to liaise regarding the Civilian Military Partnership action plan and any issues arising from the plan. The CMP were due to meet in March but this has been postponed due to the ongoing Covid-19 situation.
4.13.03 Development of a Berkshire Civilian Military Partnership	In Progress	31/03/2022	0%	?	

Monthly Indicators	30/06/2021			
	Last Month	This Month	Current Target	RAG
> L346 Average caseload for Family Safeguarding Model	15	15	16	★
> L385 Rate per 10k of children on Child Protection Plans	55.0	55.7		n/a
> L386 Rate per 10k of Children Looked After	50.4	50.0	50.0	n/a
L411 Number per 10,000 of care proceedings				?!

Quarterly Indicators	28/06/2021			
	Last Quarter	This Quarter	Current Target	RAG
L003 Number of visits to leisure facilities	0	183,820	187,500	★
L404 Number of children and young people visits to leisure facilities managed by Everyone Active			50,000	?
L405 Number of older people visits to leisure facilities managed by Everyone Active			22,500	?
L412 Number per 100,000 of first-time entrants to criminal justice system		16.1	20.0	n/a
L413 Time taken in weeks to process Disabled Facilities Grant applications				?!
L414 % of children who achieve a BMI Z-score reduction		0%		★
L415 % of smokers who have quit at 4 weeks in the quarter (co-verified)	0%	0%	0%	★
L416 % of smokers who have quit at 4 weeks in the year to date (co-verified)	0%	0%	0%	★
L436 Number of visits by customers with a disability to leisure facilities managed Everyone Active			9,375	?

Protecting and enhancing our environment

Action	28/06/2021				
	Stage	Due Date	Percentage Complete	Status	Comment
<input checked="" type="checkbox"/> 5.01.01 Local Plan	In Progress	31/03/2022	80%	●	Regulation 19 consultation on Pre-submission Draft Local Plan completed May 2021
<input checked="" type="checkbox"/> 5.01.02 Local Plan Government Inspection	In Progress	31/03/2022	0%	●	Regulation 19 consultation completed and representations being summarised. Additional work is required prior to submission in light of legal advice.
<input checked="" type="checkbox"/> 5.01.03 Local Plan Implementation	In Progress	31/03/2022	0%	●	Plan cannot be implemented until it has been adopted. This will depend on timing and outcome of the Local Plan Examination.
<input checked="" type="checkbox"/> 5.01.05 Management of land assets	In Progress	31/03/2022	75%	★	
<input checked="" type="checkbox"/> 5.02.01 Green development of our waste collection services	In Progress	31/03/2022	90%	★	<p>During quarter 1, April to June, the food waste recycling service continued to perform well. 1583 tonnes of food waste was collected during the quarter, this is an average of 2.87 kg per household per week. This is just over 1 kg more per household per week than the target amount of 1.8 kg.</p> <p>Alongside this the impact on the amount of refuse collected exceeded expectations and the overall refuse collected in quarter 1 was 4009 tonnes, this is a decrease of 30% when compared to 2020 and a decrease of 25% compared to quarter 1 in 2019.</p> <p>Recycling the food waste has avoided 976 tonnes of CO2e that would have been produced had the food waste been disposed of in landfill.</p>
<input checked="" type="checkbox"/> 5.02.02 Educate, enable and encourage residents to maximise their recycling	In Progress	31/03/2022	80%	★	<p>Throughout quarter 1 work continued to ensure that residents were supported in using the new food waste recycling service as well as the blue recycling bin.</p> <p>Home visits begun to take place again during April as the Covid restrictions were eased, this enabled the officers to offer assistance to residents with minimising waste and maximising recycling whilst actually seeing the waste they had.</p> <p>Use of social media continued with hints and tips on the new waste service and towards the end of the quarter messages on alternative caddy liners were also posted on social media platforms.</p>
<input checked="" type="checkbox"/> 5.02.03 Landfill site at Strong's Heath	Completed	31/12/2022	100%	●	No further updates and the schedule work has been completed and decision made not to go ahead with the original proposal
<input checked="" type="checkbox"/> 5.03.01 Parking bay schemes	In Progress	31/03/2022	20%	★	The 2021/22 parking bay schemes are currently at the design stage and not yet programmed for construction.
<input checked="" type="checkbox"/> 5.05.01 Horseshoe Lake play and parking improvements	In Progress	31/03/2022	5%	★	COVID impact on the scheme delivery. Work was always planned to take place outside the peak summer season, so project continues.
<input checked="" type="checkbox"/> 5.06.01 Climate Change Action Plan and Strategy	In Progress	31/03/2022	25%	★	Strategy implementation on track. Second quarter project reviews have been completed and schedule to be reported to the Executive and Councillor Climate Change Advisory Panel. The CCAP also held their first meeting and received the Q4 report
<input checked="" type="checkbox"/> 5.06.02 Increase the range of digital services, reducing the number of customers visiting council	In Progress	31/03/2022	25%	★	The team developing new ways of working to facilitate the future operating model are investigating ways of managing customer visits using digital technologies. The Digital Services Team continues to build online services to facilitate service delivery using digital channels.
<input checked="" type="checkbox"/> 5.06.05 Technology Solutions for Ways of Working	In Progress	31/03/2022	20%	★	Testing of equipment in meeting rooms for hybrid meetings is underway. Improved WiFi has been configured throughout Time Square. New monitors for home working have been approved.
<input checked="" type="checkbox"/> 5.06.06 Climate Change Funding	In Progress	31/03/2022	0%	★	Funding to investigate the feasibility of an Anaerobic Digestion plant has been allocated in this quarter.
<input checked="" type="checkbox"/> 5.07.03 Promote bus travel	In Progress	31/03/2022	25%	★	A new ambitious National Bus Strategy has been published by Government and Local Authorities and bus operators must work closely together in relationships formalised in a statutory 'Enhanced Partnership' and also produce a Bus Service Improvement Plan (BSIP) by October 2021. BFC has received £150k to help assist with this work and is on track to submit our BSIP on time.
<input checked="" type="checkbox"/> 5.07.04 Electric Vehicle Charging Strategy	In Progress	31/03/2022	50%	★	The document "Electric Vehicle Charging - A Summary and Guide" has been published and placed on the Council's dedicated EV webpage. This document provides details of the Council's current position on catering for EV charging - whilst awaiting publication of the Government's EV Charging Strategy which will inform the role of the public and private sectors.
<input checked="" type="checkbox"/> 5.07.05 Pedestrian Cycle Improvements	In Progress	31/03/2022	25%	★	Initiatives have been planned to promote walking and cycling in the borough as part of the Governments push for more Active Travel as we emerge from the Covid 19 pandemic. This work will be funded by the Capability Fund (£132k) and includes interactive cycle maps, a series of led bike rides and walks around the borough, suggested routes, family cycle training, Eco rewards, new cycle guidance training for officers, interactive consultation platform for residents, workplace intervention, adoption of the My Journey brand and expansion of our Local Cycling and Walking Infrastructure Plan.

Quarterly Indicators	28/06/2021			
	Last Quarter	This Quarter	Target	RAG
L241 Income from CIL receipts		£1,015,121		!
L284 Number of homes given planning permission	19	64		!
> L286 % of successful planning appeals	70%	63%	65%	★
> L356 % of major planning applications determined within timescales	83%	86%	85%	★
> L357 % of minor planning applications determined within timescales	94%	76%	85%	●
> L358 % of other planning applications determined within timescales	92%	94%	85%	★
L418 Customer visits to Time Square	0	0	5,000	★
L434 Planning permissions granted for net additional dwellings not yet implemented	1,776			?!
L446 Change in positive wellbeing score for social prescribing		83%	30%	★
L447 Change in loneliness and social isolation score for social prescribing		92		!

Communities

Action	28/06/2021				
	Stage	Due Date	Percentage Complete	Status	Comment
<input checked="" type="checkbox"/> 6.01.01 Health check and action plan for retail centres	In Progress	31/03/2022	75%	★	Survey work now being used to inform reactivation programme and Welcome Back funding
<input checked="" type="checkbox"/> 6.02.01 Support for Community Associations	In Progress	31/03/2022	0%	★	Continued to give support to all the community associations regarding COVID-19 and advice regarding the second lock-down, re-opening and then moving from Tier 3 into Tier 4. Work was started on three lease renewals and discussions started with 5 CCs regarding potential S106 projects.
<input checked="" type="checkbox"/> 6.02.02 Cultural offer available through libraries	In Progress	31/03/2022	50%	★	Children and adults can immerse themselves in every form of art, film, music and dance through performances and attending classes in the Libraries under normal circumstances. They can also learn about art and culture, local and family history through reading. The cultural offer includes arts and crafts' demonstrations, author talks, shadowing book awards and prizes, and music streaming. Unfortunately, due to Covid restrictions physical events have been unable to take place, but a number of cultural events have taken place over Zoom.
<input checked="" type="checkbox"/> 6.02.03 Develop the offer in Libraries to support the Adults and Children's agendas	In Progress	31/03/2022	50%	★	The Library Service re-opened in April but due to Covid restrictions, opportunities to support both Adults' and Children's Services agendas have been limited but the following has been undertaken: Delivering books to the housebound and clinically vulnerable through the Home Library Service in order to combat social isolation. 25 tablets to loan to people with dementia and their carers, working closely with the BFC Dementia Services Coordinator. Organising a large programme of virtual events, in order to bring people together who are lonely, and to promote reading for pleasure as a means of improving mental health and well being. Working closely with the Public Health Team and, in particular, with the Social Prescribing Team, who were signposting their clients to Library events, and promoting the Libraries' collections of "Reading Well" self-help books. Working with Children's Services to form a Library offer as part of the Dolly Parton Imagination Library, to support looked after children and children from low income families and to improve literacy and encourage a love of reading. All Library staff have undertaken the "Making Every Contact Count" e-learning courses.
<input checked="" type="checkbox"/> 6.02.04 Collaboration and Community Hub at Time Square	In Progress	31/03/2022	60%	★	Budget has been secured for works to create a community and collaboration Hub at Time Square. Works to create a collaboration space are underway along with a new Marriage Room, Waiting Area, Board Room and Reception. Furniture has been specified and ordered and will be in place for a soft launch of the space in November. A Cafe Operator is being sought, but is likely to be in place after Christmas. A community Hub manager has been appointed to manage the space and community bookings.
<input checked="" type="checkbox"/> 6.03.02 Addressing Hate Crime	In Progress	31/03/2022	0%	★	A BF hate crime action plan has been developed and is in place. It is overseen by the Community Cohesion and Engagement Partnership and reports progress to the Community Safety Partnership. A Bracknell and Wokingham hate crime working group has been initiated to work cohesively across the Local Police Area. This working group is linked into Thames Valley Police's Independent Advisory Group and its Ethnic Community Advisory Group. BF Community Safety is currently refreshing its public-facing hate crime webpages and is also undertaking continued monitoring and review of weekly reported crime that has a hate crime flag.
<input checked="" type="checkbox"/> 6.03.03 Safe Accommodation Duty	In Progress	31/03/2022	40%	★	The DA Act requires LAs to conduct a needs analysis in a specified format and this has been completed. Work is underway to secure the input of domestic abuse survivors, frontline staff and partners/stakeholders. These inputs will all inform a new safe accommodation strategy to be drafted by third quarter 21/22.
<input checked="" type="checkbox"/> 6.03.04 Tackling Serious Violence	In Progress	31/03/2022	0%	★	A sub-group of the CSP has been created which will provide oversight of the work that is being done to prevent serious violence and exploitation involving children and young people in BF. This group is working closely with the Thames Valley Violence Reduction Unit (VRU) in the preparation of a strategy and action plan. BFC has a single point of contact to liaise with the VRU and an assessment of the profile of serious violence in BF is being prepared by the VRU. BF is represented on the VRU Strategy Group, the Operational Group and the Thames Valley Together Board, the latter of which has been set up to undertake an information-sharing project.
<input checked="" type="checkbox"/> 6.03.05 Child Friendly Partnership Group	In Progress	31/03/2022	0%	?	
<input checked="" type="checkbox"/> 6.04.01 South Hill Park Development	In Progress	31/03/2022	30%	●	The pandemic has continued to significantly affect the operation of South Hill Park. However, we continue to work with them to develop a share opportunities for cultural activity in the borough.
<input checked="" type="checkbox"/> 6.07.01 Owned and leased properties for Homelessness	In Progress	31/03/2022	50%	★	Construction works to create a one bedroom DDA compliant unit for homeless are programmed to commence during August and be completed early in the next year. Housing delivery is being supported through the work of Joint Venture as part of Cat 1 sites.

<input checked="" type="checkbox"/> 6.07.02 Homelessness strategy	In Progress	31/03/2022	90%	★	The homelessness review, which is a statutory requirement, has been completed and the homelessness strategy has been drafted. This will come forward through the decision making process this autumn.
<input checked="" type="checkbox"/> 6.08.01 Affordable housing planning policy	In Progress	31/03/2022	20%	★	Updated policy has been subject to Reg 19 consultation and responses are being summarised ready for submission of the Local Plan for examination.
<input checked="" type="checkbox"/> 6.08.03 Housing Strategy	In Progress	31/03/2022	25%	★	A number of pieces of work have been completed which underpin a new housing strategy including a housing needs and affordability study; a needs analysis for the safe accommodation strategy; the homelessness strategy review and other work. Together this forms a body of evidence which will inform the strategy. A project plan is being produced with a timeline for the production of a new strategy.
<input checked="" type="checkbox"/> 6.09.01 Housing allocations policy	In Progress	31/03/2022	70%	★	Officers have reviewed the current policy and developed a draft revised policy and a proposed suite of changes to present to elected members. The draft is being finalised and is expected to come forward Winter 2021/22.
<input checked="" type="checkbox"/> 6.09.02 Implement new allocations policy for all live cases	In Progress	31/03/2023	0%	★	Not yet due to start.
<input checked="" type="checkbox"/> 6.10.02 Cultural Festival	Completed	31/03/2022	100%	★	A virtual cultural event was organised and held via teams with Berkshire Against Racism Saturday, 14 August with many community groups coming together to celebrate their culture. Planning is underway to hold next years event live subject to restriction at the time
<input checked="" type="checkbox"/> 6.10.04 Community groups supporting the half marathon	In Progress	31/03/2022	75%	★	The half marathon event will be going ahead on the 5th September as scheduled. Support from community groups has been sought and received although due to the pandemic this years event is going to be deliberately on a slightly smaller scale. It is hoped that the planned event for 2022 will be back to its full strength and community involvement fully recovered.

Quarterly Indicators	28/06/2021			
	Last Quarter	This Quarter	Current Target	RAG
L185 Overall crime	1,193	1,565		n/a
L406 Number of visits to libraries	18,057	13,353	13,750	★
L421 Number of community events held in libraries	78	32	80	●
L422 Number of educational events held in libraries	18	7	25	▲
L424 Number of cases resolved by the partnership problem-solving groups	14	9		n/a
L425 % of homelessness preventions	55%	54%	55%	★

Covid-19

Action	28/06/2021				
	Stage	Due Date	Percentage Complete	Status	Comment
<input checked="" type="checkbox"/> 8.002 Health and Wellbeing Strategy	In Progress	31/03/2022	50%	●	Work has begun on the development of a new Health and Wellbeing Strategy, with the initial plan objectives being shaped by the Health and Wellbeing Board. Meetings with partners have been taking place to develop the strategy further. The next steps will be to create a draft plan which will need to be agreed for public consultation.
<input checked="" type="checkbox"/> 8.003 Look Out Discovery Centre	In Progress	31/03/2022	60%	★	Initial phase one works have taken place at the Look Out with works to the environment around the building underway with vegetation removal, relocation of waste areas and creation of larger public seating areas. A new food and coffee offer at the Woodlarks Cafe will be launched later this month. New digital tickets and a new Electronic point of sale are also being introduced. Operations are still working under reduced visitor numbers to ensure a safe environment for staff and visitors alike.
<input checked="" type="checkbox"/> 8.004 Community response for clinically extremely vulnerable residents	In Progress	31/03/2022	80%	★	Community response continues to be delivered as required in partnership with the Ark Trust to support vulnerable people
<input checked="" type="checkbox"/> 8.005 Impact of COVID on the community	In Progress	31/03/2022	25%	★	The Covid Community Impact Assessment (CIA) has been fully updated this quarter with data and insight from the second and third lockdowns plus the results of the April Covid resident's survey. The CIA informs the Council's recovery strategy and will be considered by the Executive in September.
<input checked="" type="checkbox"/> 8.006 COVID Recovery Package	In Progress	31/03/2022	50%	★	Proposals are being developed / have been agreed for the different funding packages agreed as part of the 2021/22 budget
<input checked="" type="checkbox"/> 8.007 Implement ways of working programme	In Progress	31/03/2022	25%	★	A substantial programme of work is emerging from this workstream. The various projects include a review of printing, hybrid working, digital skills development, review of the contact centre model, and process automation. These projects are underway, and are being managed through the Corporate Business Change Programme.
<input checked="" type="checkbox"/> 8.008 Shared Service Resilience	In Progress	31/03/2022	0%	★	Improved shared service resilience has been achieved through the shared services manager. Work on the exit of Wokingham Council from the PPP is ongoing.
<input checked="" type="checkbox"/> 8.009 Impact of COVID on children's education	In Progress	31/03/2022	25%	●	Provision and practice in schools across the summer term was adapted in response to the enactment of the Education Contingency Framework following a rise in cases of Covid 19. Following the cancellation of statutory primary assessments, schools were advised to follow the recommendations agreed by the South East Inter-LA Assessment group in order to carefully identify pupils' starting points on return to full time education. Schools used a range of approaches to assessment in order to identify gaps in learning and to address them. Students who were due to sit Key Stage 5 and GCSE examinations, have been awarded teacher assessed grades (TAGs) based on a wide range of evidence which has been submitted to the examination boards.
<input checked="" type="checkbox"/> 8.010 Impact of COVID on pupils with SEND	In Progress	31/03/2022	0%	?	
<input checked="" type="checkbox"/> 8.011 Youth Employment Partnership	In Progress	31/03/2022	0%	?	
<input checked="" type="checkbox"/> 8.012 Preventing Hardship	In Progress	31/03/2022	25%	★	A corporate financial hardship officer group is in place. Utilising the Covid recovery budget welfare fund allocated for 2021/22 the Council has appointed a financial hardship officer to support work against this objective.
<input checked="" type="checkbox"/> 8.013 Equalities Impact Assessment for Covid Recovery	In Progress	31/03/2022	0%	?	

Section 4: Corporate Health

a) Summary of People

Staff Voluntary Turnover

Department	Previous Figure*	For the last 4 quarters	Notes
People	13.28%	14.22%	
Delivery	7.61%	10.15%	
Resources	5.26%	7.36%	
PPR	8.86%	10.32%	
Chief Executive's Office	5%	5.26%	
Total Voluntary Turnover	11.16%	12.15%	

* This figure relates to the previous 4 quarters and is taken from the preceding CPOR.

Comparator data	%
Total voluntary turnover for BFC, 2020/21:	11.2%
Average voluntary turnover rate UK public sector 2016:	10.0%
Average Local Government England voluntary turnover 2016:	14.0%

(Source: XPerfHR Staff Turnover Rates and Cost Survey 2016 and LGA Workforce Survey 2016)

Staff Sickness

Department	Quarter 4 20/21 (days per employee)	Previous Financial Year (Actual Average days per employee)	2020/21 Estimated Annual Average (days per employee)	Notes
People	1.6	5.93	6.4	
Delivery	1.14	7.67	4.56	
PPR	0.53	2.47	2.12	
Resources	1.32	4.65	5.28	
Chief Executive's Office	1.64	2.3	6.56	
Total staff sickness excluding maintained schools	1.36	5.67	5.44	

Comparator data	All employees, average days sickness absence per employee
Bracknell Forest Council (Non-Schools) 20/21	5.67 days
English Local Authorities 2017/18	8.6 days

(Source: Local Government Workforce Survey 2017/18)

People

Sickness absence has remained steady over the last quarter. Adult Social Care shows a substantial reduction from Q3 as does Early Help & Communities. Education and Learning and Mental Health and Out of hours absence levels have increased this quarter. Just over half (53%) of the absence for Q4 was attributed to long term sickness.

Covid related sickness absence stands at 1.8% of the total absence this quarter which has decreased substantially.

Delivery

Absence this quarter has decreased compared to Quarter 4. All areas except Contract Services have reduced this quarter however Contract Services levels still remain low overall. In total approx. 28% of the absence was due to long term sickness – this is a marked decrease from the previous quarter and there is now only 1 member of staff off on long term sick within the Directorate. There was no Covid-19 related sickness absence in the last quarter.

Central

Absence levels have risen slightly since the last quarter. 39% of the absence is down to long term sickness cases 1 of these staff have since left the authority leaving 2 who remain absent. Covid-19 sickness counts for less than 1% of the total absence this quarter which has decreased substantially.

b) Summary of Complaints

Department	Type of complaint	Q1	Q2	Q3	Q4	Total cumulative complaints	Outcome of all complaints received year to date
People: Adults	Statutory	13				13	4 – upheld/fully substantiated 5 – partially upheld/partially substantiated 4 – not upheld/not substantiated
	Local Government Ombudsman	0					
People: Childrens	Statutory stage 1	23				23	4 – in progress 4 – upheld/fully substantiated 6 – partially upheld/partially substantiated 6 – not upheld/not substantiated 2 – no finding made 1 – proceeded to stage 2
	Statutory stage 2	1				1	1 – in progress
	Statutory stage 3	0				0	
	Stage 2	1				1	1 – in progress
	Stage 3	0				0	
	Local Government Ombudsman	0				0	
	Stage 2	1				1	1 – partially
People: Housing	Stage 3	0				0	
	Local Government Ombudsman	0				0	
Central	Stage 2	1				1	1 – in progress
	Stage 3	2				2	2 – not upheld
	Local Government Ombudsman	3				3	1 – in progress 2 – not upheld
Delivery	Stage 2	1				1	1 – not upheld
	Stage 3	0				0	
	Local Government Ombudsman	0				0	

People: Adults

There were 13 complaints in quarter 1. Compared to this time last year, this is one more.

People: Childrens

There were 25 complaints in quarter 1. Compared to this time last year, the figure is up from 18. This is 7 more.

Central

There were 6 complaints in quarter 1. Compared to this time last year, the figure is down from 11. This is 5 less.

Delivery

There was 1 complaint in quarter 1. Compared to this time last year, the figure is up by 1 from none.

c) Strategic Risks and Audits

During quarter 1 the Register was reviewed by the Strategic Risk Management Group on 18th May 2021. The following changes were agreed:

- To remove the Brexit risks and incorporate any impact from Brexit in the remaining risks;
- To reduce the COVID risk score.

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