



NOTICE OF MEETING

**Environment, Culture and Communities Overview & Scrutiny Panel
Tuesday 8 December 2009, 7.30 pm
Council Chamber, Fourth Floor, Easthampstead House, Bracknell**

To: Environment, Culture and Communities Overview & Scrutiny Panel

Councillor Finnie (Chairman), Councillor McLean (Vice-Chairman), Councillors Mrs Barnard, Beadsley, Finch, Mrs Fleming, Leake, Mrs McCracken and Simonds

cc: Substitute Members of the Panel

Councillors Mrs Angell, Mrs Beadsley, Brossard, Harrison, Mrs Shillcock, Thompson and Turrell

ALISON SANDERS
Director of Corporate Services

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**Environment, Culture and Communities Overview & Scrutiny
Panel
Tuesday 8 December 2009, 7.30 pm
Council Chamber, Fourth Floor, Easthampstead House,
Bracknell**

AGENDA

Page No

1. APOLOGIES FOR ABSENCE/SUBSTITUTE MEMBERS

To receive apologies for absence and to note the attendance of any substitute members.

2. MINUTES AND MATTERS ARISING

To approve as a correct record the minutes of the meeting of the Environment, Culture and Communities Overview and Scrutiny Panel held on 8 September 2009.

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3. DECLARATIONS OF INTEREST AND PARTY WHIP

Members are asked to declare any personal or prejudicial interest and the nature of that interest, including the existence and nature of the party whip, in respect of any matter to be considered at this meeting.

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.

PERFORMANCE MONITORING

5. PERFORMANCE MONITORING REPORT

To consider the latest trends, priorities and pressures in terms of departmental performance as reported in the Performance Monitoring Report for the second quarter of 2009/10 relating to the Environment, Culture and Communities Department.

Please bring the previously circulated Performance Monitoring Report to the meeting. Copies are available on request and attached to this agenda if viewed online.

BRACKNELL FOREST PARTNERSHIP

6. REVIEW OF THE CLIMATE CHANGE PARTNERSHIP

To discuss with the Chairman and Lead Officer of the Climate Change Partnership its governance, performance management, financial management, and related issues, with reference to the questionnaire sent in advance of the meeting.

9 - 16

OVERVIEW AND POLICY DEPARTMENT

7. **PLAYBUILDER PROJECT**

To receive an oral update in respect of the Playbuilder Project

8. **EXECUTIVE RESPONSE TO 'WASTE NOT WANT NOT' - REVIEW OF WASTE AND RECYCLING**

To consider the Executive response to the above report of the review of waste and recycling. 17 - 28

9. **EXECUTIVE RESPONSE TO THE REVIEW OF THE IMPLEMENTATION OF THE HOUSING AND COUNCIL TAX BENEFITS IMPROVEMENT PLAN**

To consider the Executive response to the above report of the review of the implementation of the Housing and Council Tax Benefits Improvement Plan. 29 - 34

10. **WORKING GROUPS UPDATE**

To receive an update report in respect of the working groups of the Panel. 35 - 36

11. **OVERVIEW AND SCRUTINY QUARTERLY PROGRESS REPORT**

To note the quarterly progress report of the Assistant Chief Executive. 37 - 50

HOLDING THE EXECUTIVE TO ACCOUNT

12. **EXECUTIVE FORWARD PLAN**

To consider forthcoming items on the Executive Forward Plan relating to environment, culture and communities. 51 - 60

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ENVIRONMENT, CULTURE AND COMMUNITIES OVERVIEW & SCRUTINY PANEL

08 SEPTEMBER 2009

7.30 - 9.22 PM



Present:

Councillors Finnie (Chairman), McLean (Vice-Chairman), Mrs Barnard, Beadsley, Brossard, Finch, Leake, Mrs McCracken and Simonds

Executive Members:

Councillors Mrs Hayes and McCracken

Apologies for absence were received from:

Councillor Mrs Fleming

Also Present:

Andrea Carr, Policy Officer (Scrutiny)

Sue Boyce, Communications Officer

Mark Devon, Chief Officer: Leisure & Culture

Jane Eaton, Chief Performance & Resources Officer (Environment, Culture & Communities)

Colin Griffin, Community and Environmental Division, Team Leader

Simon Hendey, Chief Officer: Housing

Bev Hindle, Chief Officer Planning and Transport

Steve Loudoun, Chief Officer: Environment and Public Protection

Vincent Paliczka, Director of Environment, Culture & Communities

Nick Smith, Senior Leisure Manager

Richard Walton, Parks and Countryside Manager

16. Apologies for Absence/Substitute Members

The Panel noted the attendance of the following Substitute Member:

Councillor Brossard for Councillor Mrs Fleming

17. Minutes and Matters Arising

RESOLVED that the minutes of the Environment, Culture and Communities Overview and Scrutiny Panel held on the 23 June 2009 be approved as a correct record and signed by the Chairman.

18. Declarations of Interest and Party Whip

Councillor Mrs McCracken declared a personal interest as the spouse of the Executive member for Corporate Services and Public Protections and the Chairman of the Cultural Partnership.

Councillor Finnie declared a personal interest as a member of the Cultural Partnership.

There were no other declarations of interest made at the meeting nor indications that members would be participating whilst under the party whip.

19. Urgent Items of Business

There were no urgent items of business.

20. Carbon Management Plan

The Panel noted a report setting out the progress achieved to date in the implementation of the Council's Carbon Management Plan by the Carbon Management Project Team.

In February 2007, Bracknell Forest Council signed the Nottingham Declaration on Climate Change. The Bracknell Forest Council Climate Change Action Plan was adopted by Council in October 2008 as an outcome of that commitment. An action from this plan was to participate in the Carbon Trust's Local Authority Carbon Management Programme.

Bracknell Forest Council's carbon dioxide baseline was 18,380 tonnes / CO₂ for the financial year April 2007 – March 2008. The carbon reduction target established by the Carbon Management Programme Board was that Bracknell Forest would reduce CO₂ emissions from its own operation by 25% against the 2007/08 baseline by 2013.

The reduction of carbon emissions across the council would result in reduced CO₂ and waste, helping to address local, national and international climate change issues. The cumulative cost savings from the 25% carbon emission reduction target is £4,107,225 compared to the 'business as usual' scenario with rising energy costs. £250k of 'Invest to Save' grant funding had been earmarked to reduce carbon emissions.

Arising from Members' questions and comments the following points were noted:

- The carbon emission reduction target of 25% related to reduction within the council including council managed schools, from a variety of short, medium and longer term opportunities.
- Whilst the Council was committed to reducing carbon emissions across the borough as a whole it could only provide advice, encouragement and leadership to external organisations and the public.
- The T12 street lamps which were currently being used in Sandhurst and Easthampstead Park were to be replaced with a new more efficient T5 model, by either the replacement of the full unit or using an adaptor which upgraded the current unit.
- Eighteen schools had inefficient oil fired boilers, some of which would be replaced with biomass boilers. Some smaller schools who had a smaller energy demand would receive replacement gas boilers as which would be more viable.
- Since the signing of the Nottingham Declaration partners had come together to identify schemes and assess viability. It had taken time to gain co-operation

from all partners involved in some schemes and to co-ordinate the best time to deliver specific schemes.

- Schools were a particular challenge for energy efficiency due to a complex funding and management structure. The Council was committed to carbon reduction in schools. The driving force for schools were penalties for bad performance, likely to come into force in 2010.

The Panel noted that Councillor Brunel-Walker was nominated to support Councillor Mrs Hayes on the Carbon Management Programme Board due to his personal interest and not in his former capacity as Chairman of the Panel.

The Panel congratulated the Director of Environment, Culture and Communities and all the officers involved in the Carbon Management Plan for the excellent work achieved in tackling an important issue for the Borough and for reducing the Council's carbon emissions so far. The Panel looked forward to the future progress made by the initiatives identified in the plan.

21. Working Group Updates

The Panel noted a report providing an update on the Panel's Working Groups.

The Panel confirmed that it was to continue to monitor the Housing and Council Tax Benefit Improvement Plan which was to be agreed by the Executive. The Lead Member for the Working Group would arrange a meeting once the plan had been approved and implemented.

It was agreed that the note of the Playbuilder Working Group was to be circulated to all Panel Members.

22. South Hill Park Restoration

Richard Walton, Parks and Countryside Manager, gave a presentation in respect of the Heritage Lottery Fund and the Big Lottery Fund grant to restore South Hill Park.

South Hill Park was a key location in the Borough. Originally part of Windsor Great Forest the park reflected the development of Bracknell since the 17th Century. The park was developed from hunting forest to a landscaped park with a lake, woodland clumps, new gardens, terrace, shrubbery and walks. Temple Moore redesigned the later house and terrace.

In 1973 the house was established as an Arts Centre within a public park. Changes to South Hill park included construction of Ringmead dividing the park in two, and the building of Housing over two thirds of the park area. South Hill Park was designated a landscape of national and local importance and was registered as a Grade II Historic Park. The designations highlighted the fragility of the Park which contained sites that were highly vulnerable.

The budget for all restoration works was £4.4 million, 70% of which was to come from the Heritage Lottery Fund and the Big Lottery Fund grant money.

The vision of the South Hill Park Conservation Management Plan was to revitalise the Park as thriving, vibrant, varied open space which built on the special qualities of the

historic landscape, its natural beauty and arts activities, as a safe and attractive oasis in Bracknell town which benefits the whole community.

Planned work included:

- Redesign of the entrances and gateways
- Revised car park layout
- Revised surfacing
- New paths
- New signage which included interpretation boards and self guided trails
- Restoration of the Arts centre Terrace and other stonework
- Redesign and replanting of the Italian garden
- New gardens at the head of the south lake
- New meadows
- Woodland work
- Improvement work to the north and south lake

The Panel noted that members of the public would be encouraged to continue to use the park during restoration works and every effort would be made to make as much of the park available for use to minimise the impact of works. Part of the short listing process for companies who wished to tender for the restoration work was to demonstrate how the park could be kept open and how the public would be involved in the development.

The Panel suggested that a historian should be commissioned to record the development for historical purposes.

23. Performance Monitoring Report (PMR)

The Director of Environment, Culture and Communities gave a presentation in respect of departmental performance with reference to the Performance Monitoring Report (PMR) for the 1st quarter of 2009/10. The presentation outlined the Department's revenue and capital finances as at June 2009 and highlighted variances on revenue. Staffing issues, key highlights and a forward look were also included.

The Panel noted that the gross revenue budget had increased by £609,000 from April 2009. Major revenue variances included a fall in on/off street parking income and a reduction in the local land charges income both resulting from the current economic circumstances. There were concerns that there had been a 4%, equating to 400K, reduction in leisure income, primarily from a reduction in the use of Easthampstead Park Mansion for conferences. Officers were currently looking at how expenditure could be reduced at Easthampstead Park Mansion. No capital schemes had been identified for carry forwards.

The Panel were advised that a number of hard to recruit posts had been successfully filled and that the Department's staff turnover rate for the quarter ending June 2009 was low at 2.36%. Sickness stood at 2.31 days per employee for the quarter. The Panel noted that management improvements had led to a reduction in short term sickness and that the increase was due to long term sickness, typically serious illness, where the Council's Occupational Health service was involved.

Key highlights from the Department included: confirmation of the South Hill Park grant, strong performance relating to the environment with very effective street cleansing, waste disposal and notices being issued for fly tipping where necessary, a more consistent price structure for cemetery and crematorium services, safeguarding training undertaken within Leisure Services to help staff identify and respond to any issues that arose, an increase in the number of traders who are now part of the 'Buy with Confidence Scheme', business continuity plans were now in place to cope with any staffing issues that occurred due to swine flu and minor changes within the structure of the Department.

Arising from Members' questions and comments the following points were noted:

- The new Choice Based Letting computer system had been purchased. A system bespoke to Bracknell Forest was to be written to reflect the Council's recently agreed allocation policy.
- The target for the increase in the number of affordable homes in the Borough (action 3.7 in support of Medium Term Objective 3) was to be clarified by the Chief Officer for Housing.
- Due to variation in the number of new build lets available at particular times of the year, the number of applicants for new build lets in the quarter was higher than the number of new build lets available.
- The Chief Officer for Environment and Public Protection had requested that the Highways Maintenance budget be returned to the Enhancing the Environment Budget to allow more effective management.

The Panel congratulated officers on the production of an education pack on the pitfalls of shopping and consumer rights for Year 10 and 11 students. The pack had been successfully trialled at Easthampstead Park School and would be launched nationally at the Trading Standards Institute Conference. A copy of the Fair Trading education pack, featuring a DVD for Year 10 and 11 students was to be made available for Members of the Panel to view.

The Panel congratulated officers on their successful management of the Department's performance and budget.

24. Review of Cultural Partnership

Having declared a personal interest being a member of the Cultural Partnership, Councillor Finnie vacated the Chair for this item and Councillor McLean took his place.

VICE-CHAIRMAN, COUNCILLOR MCLEAN, IN THE CHAIR

As part of the agreed approach to the Overview and Scrutiny of Bracknell Forest Partnership, the Panel received a completed questionnaire detailing the Cultural Partnership's governance, performance management, financial management, and relating issues. The Partnership's terms of reference and membership list were also received.

The Panel noted that the key focus of the Cultural Partnership was to drive forward the Council's Cultural Strategy and allow assessment of the progress made against targets in the strategy.

It was suggested that a mechanism by which the Environment, Culture and Communities Overview and Scrutiny Panel could be made aware of developments in the Cultural Partnership should be developed.

The Panel congratulated the Cultural Partnership on a successful and valuable partnership that brought together many different aspects of the Borough.

COUNCILLOR FINNIE IN THE CHAIR

25. **Nomination for Bracknell Forest Overview and Scrutiny Partnership Group**

The Panel was invited to nominate one of its members to join the Partnership Overview and Scrutiny Group being established to co-ordinate Overview and Scrutiny of the Bracknell Forest Partnership and its Themed Partnerships.

RESOLVED that Councillor Finnie be the Environment, Culture and Communities Overview and Scrutiny Panel representative on the Partnership Overview and Scrutiny Group.

26. **Use of Covert Closed Circuit Television (CCTV) in Bracknell Forest**

Further to questions raised by the Panel at its meeting on 23 June 2009 in relation to the Regulation of Investigatory Powers Act 2000 (RIPA) and the use of CCTV for surveillance purposes, Members received a report which set out the background to the control and use of surveillance techniques including CCTV as part of the Council's normal enforcement activity, particularly that of Trading Standards and Environmental Health Services.

The nature of some enforcement activity undertaken by the Council required surveillance techniques to be used. Some of that surveillance was overt whilst other needed to be covert to be effective.

The Council had a covert CCTV policy which had been produced by the Borough Solicitor. The policy set out the framework for use of CCTV and specified that where surveillance was required to be covert the provisions of RIPA, which gave specific authorisation of an operation, should be used to protect public rights. Bracknell Forest's use of RIPA was examined and reported on, every other year.

Currently covert CCTV had only been used in respect of under age test purchases. The cameras had been used overtly at a number of recycling sites around the Borough as a deterrent to flytipping. As yet the cameras had not been used covertly, however a need had been identified to do so on some sites that were prone to flytipping and where other techniques were impractical if the objective was to address the associated crime.

Arising from Members' questions and comments the following points were noted:

- The footage from the cameras was extremely clear allowing individuals to be identified.
- The overt CCTV camera and the covert CCTV camera were the same camera used in a different way.

- The current estimated cost to the Council of flytipping in the Borough was £100,000 a year, which related to collection and removal cost.
- The Borough Solicitor was responsible for the Council's CCTV policy and the policy was available on the staff intranet. A copy of the use of CCTV Policy could be made available to any Member wishing to see it.
- Members were involved in the use of covert CCTV through the Trading Standards Committee which approved test purchases.
- The register of CCTV use was managed by the Borough Solicitor and it was thought that this would be available to the public through a Freedom of Information request.
- Overt CCTV did not act as a suitable deterrent in some cases as offenders would move from one place which had an overt camera to another location in the Borough which did not have a camera in place. The use of covert CCTV was a pro-active approach to catch serious offenders.

The Panel noted the report with the exception of one Member who indicated that the report had not answered all of his questions about the use of covert CCTV in Bracknell Forest.

27. Sports Pitches at Priory Fields

The Panel noted the report providing further information regarding the sports pitches at Priory Fields.

A specification was being prepared for Option 4 specifically – cultivation and overseeding as recommended by the Institute of Groundsmanship. The initial estimate was that the cost of the work would be between £10,00 and £15,000. This would be confirmed once the specification was finalised and quotes obtained. The intention was for the work to commence in September 2009. The pitches would then be available for full use from September 2010. Some limited use could be possible before this date depending on weather and the establishment rate of the new grass.

It was noted that whilst it was not possible to guarantee that the pitches would be suitable for use from September 2010, the solution being followed was recommended by the Institute of Groundsmanship who were the leading independent specialists.

The Panel noted that if the solution failed to work and the pitches could not be used after September 2010 serious questions would be asked about the management of the sports pitches.

28. Overview and Scrutiny Quarterly Progress Report

The Panel considered a report outlining the activities of all the Council's Overview and Scrutiny Panels and the Commission and summarising significant national developments in overview and scrutiny.

The Panel noted the report.

29. Work Programme for the 2009/10 Municipal Year

The Panel noted the agreed 2009/10 work programme for the Environment, Culture and Communities Overview and Scrutiny Panel, attached as Appendix 1 to the report.

30. **Executive Forward Plan**

The Panel noted the items on the Executive Forward Plan relating to Environment, Culture and Communities.

CHAIRMAN

ENVIRONMENT, CULTURE AND COMMUNITIES OVERVIEW AND SCRUTINY PANEL 8 DECEMBER 2009

REVIEW OF THE CLIMATE CHANGE PARTNERSHIP Assistant Chief Executive

1 INTRODUCTION

As part of the agreed approach to the Overview and Scrutiny (O&S) of the Bracknell Forest Partnership (BFP), the Chairman and Lead Officer of each of the BFP theme Partnerships has been invited to meet the O&S Commission or relevant O&S Panel to discuss the Partnership's governance, performance management, financial management, and related issues, with reference to a questionnaire completed in advance of the meeting. The Climate Change Partnership is one of the BFP theme partnerships within the purview of the Environment, Culture and Communities Overview and Scrutiny Panel.

2 SUGGESTED ACTION

- 2.1 **That the Environment, Culture and Communities Overview and Scrutiny Panel discusses with the Chairman and Lead Officer of the Climate Change Partnership, Ann Symonds of the Environment Agency and Colin Griffin, respectively, the Partnership's governance, performance management, financial management, and related issues, with reference to attached completed questionnaire.**

3 SUPPORTING INFORMATION

- 3.1 The approach to O&S of the Bracknell Forest Partnership has been endorsed by the O&S Commission and Panels, also the BFP Board, and implementation has commenced. The agreed approach includes a structured programme of information gathering and initial analysis of the BFP's affairs. This work has been apportioned as follows:

O&S Commission – BFP's Board and the Town Centre Partnership, the Crime and Disorder Reduction Partnership, and the Economic and Skills Development Partnership.

Environment, Culture and Communities O&S Panel - the Strategic Housing Partnership, the Cultural Partnership, the Transport Partnership, and the Climate Change Partnership.

Children's Services and Learning O&S Panel - the Children's Trust, and the Early Years, Child Care and Play Partnership.

Adult Social Care O&S Panel - the Health and Social Care Partnership.

- 3.2 The information gathering comprises initially asking the Chairmen and Lead officers for the ten Theme Partnerships to complete a questionnaire, and then for the responses to the questionnaire to inform individual meetings by the Commission/Panel concerned with the Chairmen and Lead officers for each of the Theme Partnerships, individually. These will form part of the public meetings of the Commission and Panels throughout 2009/10. The structured series of meetings with the Chairmen and lead officers of the Theme Partnerships will contribute to relationship building.
- 3.3 The purpose of the questionnaire to be sent in advance of the meetings is to gather all the basic information on the work and organisation of each Theme partnership, to make best use of members' time at the ensuing meetings.

Background Papers

Agenda and minutes of the Overview and Scrutiny Commission on 1 April 2009

Contact for further information

Richard Beaumont – 01344 352283
e-mail: richard.beaumont@bracknell-forest.gov.uk

Draft Questionnaire for completion by the Chairman and Lead Officer of BFP's Board and each of the 10 BFP Theme Partnerships

A: Name of Partnership:	Comments
Chairman's name and contact details:	Ann Symonds Environment Agency SE Thames 01276 454336 ann.symonds@environment-agency.gov.uk
Lead Officer's name and contact details:	Colin Griffin Bracknell Forest Council 01344 351110 colin.griffin@bracknell-forest.gov.uk

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B: Partnership details	Comments
1. Please attach the terms of reference for the partnership . If it is not in the TOR, please outline the agreed aims, key objectives and key functions	Draft ToR attached
2. Please provide a few examples of the partnership's major achievements	Established March 2009
3. Where do you think the partnership currently is in terms of its stage of development? E.g. early formation, delivering shared outcomes, or fully developed?	Early formation - Launched 24th March 2009
4. Please describe any major obstacles towards the partnership's success	Potential reluctance for business and community to engage. Ability to establish a consistent and practical message to encourage participation.
Membership 5. If not in the TOR, please list the current members of the	Mailing list attached

partnership and the organisations they represent	
6. If not in the TOR, please describe the arrangements for appointing members to the partnership	Representatives of any relevant organisation may join (not individuals in private capacity)
Minutes	Meetings to date: 20/04/09 & 28/05/09 minutes attached
7. Please provide minutes of meetings in the last year	

C: Governance arrangements	Comments
1. Please provide any recent self-assessment of governance arrangements for the Partnership, or describe any plans to do so.	Draft ToR reviewed and amended by members 28/05/09
2. How are decisions made? Is there a scheme of delegation that makes clear who can take decisions?	Majority of member representatives present
3. How are decisions recorded?	Minutes of meetings
4. Who makes sure decisions are acted upon?	Chair
5. Please describe how the partnership is held to account, and by whom	Director: Environment, Culture & Communities – responsible to CMT. Overview by Bracknell Forest Partnership.
6. Risk management - Has the Partnership itself carried out a formal risk assessment of the Partnership? If yes, please provide details	No

D: Performance management	Comments
1. Please describe the arrangements for setting output/outcome targets, and give details of the partnership's targets for 2008/09	Partnership in formative stage - No targets set to date.
2. Please describe the arrangements for monitoring and reporting progress against targets	See above
3. How does the partnership agree action on targets that are not likely to be met?	See Above
4. How do you demonstrate publicly that the partnership adds value?	See above
5. How does the public know that the partnership achieves value for money?	If the partnership utilises public money, it will account for it. All other inputs are made voluntarily by members.
6. Does the Partnership contribute accounts of success to the BFP's communications group?	This is the intention.

E: Financial Management	Comments
1. How is the partnership funded? (on the basis of the last financial year)	£5,000 "new burdens" award by CMT for promotional work
2. Who decides on how to spend the money?	Majority decision at meeting
3. Can the money be reallocated? If so, who can authorise this?	Approval required through Community and Environmental Development Team Leader and if a significant departure, Chief Officer: Planning and Transport.
4. What are the financial reporting arrangements?	Through lead officer's departmental budget

F: Serving the Public (For response just by BFP's Board)	Comments
1. Does the partnership have a communications policy? If so, please provide this	No formal policy. May use BFC's Climate Change web pages. Quarterly reports to BFP
2. How does this partnership achieve accessibility for the public? (for example, are meetings open to the public?)	Partnership meetings are open to representatives of relevant organisations but not individual members of the public.
3. Is there a complaints and suggestions process the public can use?	No formal process. Can correspond with Chair or PFP.

G: Overview and Scrutiny of the Partnership	Comments
1. Does the partnership have any views on how O&S can assist in its development and achievement of objectives?	O&S must recognise that the climate change partnership is not a statutory partnership with shared objectives. While it can support and further BFC's objectives, it will rely on its relevance to and support from diverse organisations to succeed.
2. Does the partnership have any suggestions for O&S reviews to be considered for the partnership O&S programme?	O&S of the Council's Climate Change Strategy will contribute to the Partnership's objectives.

If there are any queries on the completion of this questionnaire, please contact Richard Beaumont, Head of Overview and Scrutiny, Bracknell Forest Council on 01344 352283 or Richard.Beaumont@Bracknell-Forest.gov.uk

Proposed Terms of Reference Bracknell Forest Climate Change Partnership

Purpose:

1. To ensure that climate change is fully identified and integrated into the work of the Bracknell Forest Partnership and the Bracknell Forest Sustainable Community Strategy.
2. To define and support the implementation of appropriate climate change objectives in the Bracknell Forest Sustainable Community Strategy and Local Area Agreement.
3. To network and influence the integration of the local climate change objectives into each themed partnership.
4. To support the development and implementation of the Bracknell Forest Climate Change Action Plan.
5. To support progress on Bracknell Forest's climate change performance indicators:
 - a. NI185: CO₂ reduction from LA operations
 - b. NI186: per capita reduction in CO₂ emissions in the LA area.
 - c. NI188: planning to adapt to climate change.
6. To educate and raise awareness of climate change and promote behaviour change in local business, statutory, voluntary and community sector organisations and groups and local residents.
7. To undertake partnership and community projects which support the mitigation of and adaptation to climate change.
8. To share and learn from other organisation's best practices.
9. To engage and inform partnership members about sound environmental choices.

Structure: ON HOLD

1. A small executive committee comprising representatives of key stakeholders from the business, statutory, voluntary and community sectors (to be identified).
2. A general membership comprising representatives of any organisation or group, supporting the objectives of the Partnership.
3. Other project working groups, as required. (Possible sector groups from NI186: Households, Business, Transport, & NI188 Adapting)

Meetings

1. Quarterly meetings focussing on a relevant topic to take place at different partners' premises where good practice may be demonstrated. Specialist guest speakers may be invited. These meetings will be open to general membership and invited guests.
2. Car sharing to meetings can be arranged through Bracknell Forest Travelshare: <http://www.bracknellforesttravelshare.co.uk/default.asp?uxi=&cr=check>
3. Executive committee meetings may precede or follow the quarterly members meeting.
4. Other project working group meetings, as required.

Key Roles

1. Chairman and Deputy Chairman, from outside Bracknell Forest Council to be elected annually by the executive committee.
2. A Liaison Officer will be nominated by Bracknell Forest Council.
3. Secretariat will be provided by Bracknell Forest Council.

Climate change Partnership Mailing List

Title	Forename	Surname	Company	Job title
Mr	Matthew	Wool	First Group (Bus Company)	
Ms	Ann	Symonds	Environment Agency	
Mr	David	Phillips	Royal Berkshire Fire and Rescue	Community Safety Manager, Royal Berkshire Fires and Rescue Service
Mrs	Amanda	Sculley	Binfield Parish Council	
Mrs	Mary	Harris	Bracknell Town Council	
Ms	AnneMarie	Edwards	Winkfield Parish Council	
Mrs	A	Swadling	Crowthorne Parish Council	
Mr	Chris	Smith	Sandhurst Town Council	
Mrs	Janis	Harding	Warfield Parish Council	
Cllr	Dorothy	Hayes	Bracknell Forest Council	Executive Member for Environment Chair of Environment Overview & Scrutiny Committee Chairman
Cllr	Marc	Brunel- Walker	Bracknell Forest Council	Chair of Environment Overview & Scrutiny Committee Chairman
Mr	Ed	Glasson	Federation of Community Groups	
Mr	Philip	Watkins	Berkshire Shared Services	
Mr	John	Oblein	Thames Valley Police	
Mrs	Kay	Rowlands*	Soroptomists International	
Mr	Peter	Stacey	Boehringer Ingelheim	Environmental protection & Safety Manager
Mrs	Stella	Howell	Euro Environmental Containers	
Mr	Vincent	Paliczka	Bracknell Forest Council	Director: Environment, Communities & Culture Community & Environmental Development Team Leader
Mr	Colin	Griffin	Bracknell Forest Council	
Mr	Bill	Dowling	Friends of the Earth	
Mr	James	Parker	BSRIA	
Ms	Anna	Powles		PhD researcher
	Helen	Barnett	Bracknell Regeneration Partnership	PR & Marketing Manager
Mr	Darren	Snell	Syngenta	
	Claire	Sharpe	Bracknell Forest Council	
	Jane	Wallis	Business Link	
	Patricia	Boud	Rotary Club	
Mr	Martin	Gilman	Bracknell Forest Voluntary Action	
Mr	Gavin	Spencer	Thames Valley Chamber of Commerce	
Mr	Gareth	Barnard	Bracknell Town Council Rep	
Mr	Mike	Adams	Trade Union	
Cllr	Mike	Beadsley	Bracknell Forest Council	
Cllr	Mary	Temperton		

ENVIRONMENT, CULTURE AND COMMUNITIES OVERVIEW AND SCRUTINY PANEL 8 DECEMBER 2009

EXECUTIVE RESPONSE TO 'WASTE NOT WANT NOT' - THE REVIEW OF WASTE AND RECYCLING SERVICES

Assistant Chief Executive

1 INTRODUCTION

- 1.1 This report presents the attached Executive response to the review of waste and recycling undertaken by a working group of the Environment, Culture and Communities Overview and Scrutiny Panel.

2 SUGGESTED ACTION

- 2.1 **That the Environment, Culture and Communities Overview and Scrutiny Panel considers the response of the Executive to the review of waste and recycling and notes the points made by the Overview and Scrutiny Commission at its meeting on 19 November.**

3 SUPPORTING INFORMATION

- 3.1 The Executive agreed the attached recommended responses to the Working Group's report on the review of waste and recycling at its meeting on 20 October 2009. The Executive's response omitted to respond to recommendation 5.12 in the report: 'The feasibility of introducing a holistic Council-wide Borough slogan and / or logo to promote waste reduction and recycling for use on all paperwork, publications, bins and Council owned vehicles be considered'. The attention of the Executive Member was drawn to the omission and her subsequent response is set out below for the Panel's consideration:
- 3.2 'In terms of a response to this recommendation we must firstly be guided by our Corporate Communications Strategy which describes what we have agreed as a Council regarding how we will present our services in a consistent way to our residents. We are also in partnership through RE3 and that has a logo which our residents recognise and which it is also important that we do not dilute its use since this could be construed as diluting the partnership. We use standard signage such as 'recycle now', standard lines such as 'zeroing in on waste' and we also introduce temporary messages to maintain interest and highlight specific aspects of waste reduction and recycling. As a consequence of all those initiatives, I do not feel that creating another logo would improve our visibility or more importantly give any clearer messages to our residents.'
- 3.3 The Overview and Scrutiny Commission noted the Executive's response at its meeting on 19 November 2009, and asked that the Panel continue to monitor how all the recommendations are implemented. The Commission expressed specific interest relating to contamination of recyclable material and the availability of brown bins / green waste bags to residents. The relevant extract from the draft minutes of the Commission meeting is attached. The Panel will receive regular updates about the

Council's performance through the Performance Monitoring Report and a detailed annual review will be presented next Autumn.

Background Papers

'Waste Not Want Not' – A review of waste and recycling undertaken by a working group of the Environment, Culture and Communities Overview and Scrutiny Panel, June 2009.

Contact for further information

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Andrea Carr – 01344 352122
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Doc. Ref

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44. Executive Response to the Review of Waste and Recycling Services

The Commission noted the response of the Executive to the review of Waste and Recycling Services. The report had been written prior to the meeting of the Executive on 20 October 2009 at which the recommendation responses contained within paragraph 5 were approved.

The response would be taken back to the Environment, Culture and Communities Overview and Scrutiny Panel.

Arising from discussion –

- It was noted that the report was well considered and had resulted in helpful recommendations.
- The Commission noted that the Executive member had subsequently sent a response to recommendation 5.12 of the Waste and Recycling Services report, and this would be included in the covering report to the Environment, Culture and Communities Overview and Scrutiny Panel.
- Information was requested regarding the poor performing areas referred to in the Executive response to recommendation 5.6.
- Members raised concerns regarding recommendation 5.7 of the report and wished to reinforce the issue raised regarding the purchase of brown bins or garden refuse sacks as some residents refused to pay the £30 charge.
- It was noted that some residents in the borough did not have back gates to provide easy access for the moving of bins from the back of the property to the front for collection or room to store all three coloured bins on their property.
- The Commission noted the comments relating to green cones which were available for food recycling and looked forward to future developments and initiatives in recycling.
- The Commission agreed to include the minutes of the Overview and Scrutiny Commission discussion in the covering report to Environment, Culture and Communities Overview and Scrutiny Panel on 8 December 2009.

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TO: THE EXECUTIVE
20 OCTOBER 2009

OVERVIEW & SCRUTINY REPORT ON WASTE AND RECYCLING
[Chief Officer: Environment and Public Protection]

1 PURPOSE OF DECISION

- 1.1 To determine the Executive's response to the recommendations in the report by the Environment and Leisure Overview and Scrutiny Panel's Working Group on Waste & Recycling.

2 RECOMMENDATIONS

- 2.1 **That the Executive notes the responses to the helpful recommendations of the Working Group and supports the responses given; and**
- 2.2 **that the Working Group be thanked for their work.**

3 REASONS FOR RECOMMENDATIONS

- 3.1 The Overview and Scrutiny Working Group spent considerable time reflecting on all the issues with the support of appropriate officers. As a consequence the report and recommendations are fully informed and merit proper consideration. As can be seen the majority can be accepted and acted upon. Indeed in some instances the work of the Group has already informed and helped change working practice.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 Each of the recommendations has alternatives and these options were considered by the Working Group and the Executive Member. The detailed reasons why the recommendations are being proposed are highlighted in the supporting information.

5 SUPPORTING INFORMATION

- 5.1 The report of the Working Group is attached as Annex 1. The recommendations arising are considered in detail below.

re³ Project

- 5.2 Should the opportunity arise through the re³ contract, 'in-vessel' composting of food waste be explored;

The implications of introducing such a service are currently being explored through the re³ partnership. Whilst any material can be collected doing so without there being a sustainable outlet for the material is not practical. Currently the only option for such waste would be to landfill it or to transport it long distances to a processing plant assuming we can effect a contractual relationship via WRG. The cost implications of introducing a separate food

waste collection would also need to be taken into account.

ABC Scheme

- 5.3 An investigation be carried out into the feasibility of giving all residents the option to request 140 or 240 litre wheeled blue bins if they have insufficient space or demand for the larger 240 litre bin or the 140 litre bin is not large enough to accommodate paper and card waste in addition to cans and plastic bottles.

We have a small stock of 140 litre bins. When ordering bins we try to have regard to potential demand so as to limit the quantity held in stock and there is a minimum order quantity. The need for providing smaller bins for pensioners and also where space is at a premium is recognised. The standard bin used by most households is the 240 litre bin and with the co-mingling of waste now permitted this size is being well used by households across the Borough.

- 5.4 Action be taken to tackle the increase in fly-tipping;

The incidence of fly tipping in the Borough is not on the increase and in fact appears to have decreased. That said the need for being even more proactive in this regard was identified via the work of the Street Cleansing Working Group. Action is being taken and co-ordinated via the Cleaner Borough Group to good effect. Camera technology is now being used and details of those caught offending are being put through legal process. In addition we are "designing out" the potential for fly tipping at recycling sites with new informative signage and fencing around banks thus giving no space to dump rubbish. This seems to be successful at the sites that have been redesigned.

- 5.5 The waste management practice of the top CPA rated councils and those with the highest levels of recycling and composting be explored to identify best waste and recycling practice for possible adoption in Bracknell Forest;

This council has already been rated at the highest level by CPA inspectors. Officers already work closely with the re³ partner authorities to implement mutually beneficial initiative and via membership of professional bodies keep in touch with developments in and around the country. There are always going to be options to be explored but these options come with a cost and unless there is an accessible and sustainable outlet should not be developed. The priority locally for the next 12 months should be to seek to maximise the benefits arising from the use of the blue bin, to encourage as much home processing of garden or food waste as possible (via composters and green cones) and to seek to encourage an overall reduction of what goes into the residual bins.

- 5.6 The Working Group continue to monitor ABC and recycling developments following the move to placing all dry kerbside recyclables together in wheeled blue bins and report its findings in a follow up report in approximately 12 months time.

Agreed. The Council should get a report on the changes in relation to both the introduction of the blue bins as well as the effectiveness of the new MRF in Reading. A recent small study of recycling and green waste tonnages has highlighted the poor performing areas which enable the team to target those areas.

Minimise Waste/Increase Recycling

- 5.7 As those on low incomes may not be in a position to buy brown bins or garden refuse sacks leading to garden waste being placed in landfill bins, the cost benefit options of providing them free of charge to those on income support be explored;

The use of brown bins decreases the tonnage of waste going to landfill. Where possible it is better to encourage home composting on both financial and environmental grounds. We could change the current policy to provide bins for those on low incomes provided the budget was available. A very significant number of people use the garden sacks at 30p each and are happy to have that choice. We need to better understand why people have not taken up the offer. In this Borough we charge a one off fee. Lots of Councils make an annual charge.

- 5.8 The feasibility of providing recycling banks at hospitals, churches and charities, also usable by the public be investigated;

This is part of an ongoing review and a re³ objective has been set to investigate potential places for new glass recycling sites. Reading BC has recently placed glass banks in a number of small shopping precincts, churches, clubs and pubs and some at the side of the road on wide pavements. The success of these is being closely monitored with a view to informing future practice.

- 5.9 The Government be lobbied to promote the recycling of additional articles in order to procure more recycling opportunities and achieve sustainability;

This is already being done via WRAP and other professional waste organisations – NAWDO, CIWM, LGA etc. We have been supporting such organisations.

- 5.10 The Council be mindful of and take steps to support, LGA and DEFRA waste reduction campaigns;

The Council is already a registered WRAP and 'Recycle Now' partner. Through its links with the CIWM and NAWDO we will continue to be very involved in all LGA and DEFRA led campaigns.

- 5.11 Schemes for collecting waste and recyclables from small businesses, such as bin sharing, be investigated and facilitated;

This is already in hand through the re³ partnership and Business Link. A waste strategy has been published and is on the re³ website (www.re3.org).

- 5.12 The Social Care and Learning Department be asked to approach schools concerning the provision of educational programmes to promote recycling and waste reduction, possibly in partnership with 'Waste Watch';

The Councils' waste officers, the re³ Waste Minimisation Officers and the LEAs have already produced an re³ schools pack. A website has been launched specifically for the educational needs of schools.

Food Waste

- 5.13 Measures to reduce food waste through education and promotion, such as encouraging residents to support the national "Love Food, Hate Waste" campaign and working with the WI, be pursued;

Food waste minimisation is the main priority for the partnership in 2009/10. re³ launched a campaign in March 2009 with postcards going to targeted households in the borough where it was found in the 2007 waste analysis had high levels of food waste and various other promotional activities.

- 5.14 Opportunities to make further food digesting Green Cones available to residents at a subsidised cost be pursued;

Capital funding has set aside for purchase of more Green Cones in 2009/10.

- 5.15 The LGA be requested to advise the national headquarters of major supermarket chains that BOGOF offers and multi portion packs are leading to food waste and ask them to pursue alternatives such as price reductions;

Work is already being undertaken by WRAP on our behalf in respect of this.

- 5.16 Subject to satisfactory checks with the local Water Board, the use of food waste disposal units to facilitate food waste reduction by residents living in smaller properties with confined space or flats be promoted;

The use of such units is not supported by the sewerage agencies. They point to the potential for causing blockages and the fact that food waste is not the same as sewerage. Adding food waste to sewerage can give rise to added problems at times of flooding.

The Council's Town Centre Offices

- 5.17 Alternative bin arrangements in the Council's offices, such as the replacement of personal bins with compartmentalised bins to facilitate recycling, be pursued;

This has already been actioned where space allows

- 5.18 A recycling plan for the new civic hub be developed when the operational fit out stage is reached;

A draft report was presented for consultation at the 12 March Climate Change Group meeting.

Household Waste and Recycling Collection Service Questionnaire

- 5.19 Further residents' feedback in respect of the waste and recycling service be sought through whatever means are considered to be appropriate;

The Council already surveys its residents in several ways. Our next detailed survey is due in Autumn 2009. In addition our residents' views are canvassed at various promotional activities throughout the year and when they use Longshot Lane. The results of those surveys are made public and used to inform custom and practice.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

6.1 The Borough Solicitor has nothing to add to the report.

Borough Treasurer

6.2 In the current financial year there are budgets of £219,000 in capital and £151,200 in revenue to support waste and recycling initiatives.

Equalities Impact Assessment

6.3 There are no equality impact issues arising from the recommendations of the Working Group

Strategic Risk Management Issues

6.4 There are no strategic risk management issues arising from the recommendations of the Working Group

7 CONSULTATION

Principal Groups Consulted

7.1 The Working Group included representatives of the Town and Parish Councils and they interviewed and took information from a number of interested parties.

Method of Consultation

7.2 Direct interview and presentations to the Group.

Representations Received

7.3 Not applicable.

Background Papers

Report of the Working Group – February 2009

Contacts for further information

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Document Ref

CO/Cttes&Groups/Executive/2009/O&SReportononWaste&Recycling20-10-09 (c)

Equality Impact Assessment Record

Date of EIA

25 June 2009

Directorate

ENVIRONMENT, CULTURE & COMMUNITIES

Initial Screening Record		Step
Initial Screening Record		1/2
Activity to be assessed	Overview & Scrutiny Report on Waste and Recycling	
What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input checked="" type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change	
Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing	
Aim / objective / purpose of the activity – who is the activity designed to benefit/target?	<p>The purpose of the activity is to determine the Executive's response to the recommendations in the report by the Environment and Leisure Overview and Scrutiny panel's working group on Waste and recycling.</p> <p>The activity is designed for Members of the Council insofar as the review looked at the way an existing service was delivered looking for areas where changes might be made.</p>	
Who is responsible for the activity?	The person responsible for this function is: Janet Dowlman	
Did Step 1: Initial Screening indicate that a full EIA was necessary?	<input type="checkbox"/> Yes – full EIA completed and recorded below. <input checked="" type="checkbox"/> No – full EIA not completed therefore record ends here.	
Full EIA Record		
Who are the members of the EIA team?	Overwrite with names of individuals, section or team	
What evidence has been found to indicate that the activity might need to be amended? (Include any consultation undertaken)	Overwrite with the data, information or research that was used in the EIA	
With regard to the equalities themes, which groups might be impacted by the activity? Might any of these groups be impacted adversely ?	Groups Impacted	Groups impacted adversely
	<input type="checkbox"/> Race and ethnicity <input type="checkbox"/> Disability <input type="checkbox"/> Gender <input type="checkbox"/> Age <input type="checkbox"/> Sexual Orientation <input type="checkbox"/> Religion or belief	<input type="checkbox"/> Race and ethnicity <input type="checkbox"/> Disability <input type="checkbox"/> Gender <input type="checkbox"/> Age <input type="checkbox"/> Sexual Orientation <input type="checkbox"/> Religion or belief
What evidence is there to suggest an impact/adverse impact?		
On what grounds can impact or adverse impact be justified?		
Is there any current action that addresses issues for any of the groups impacted/adversely impacted?		
		3/4
		4

What changes will you make to the activity reduce or remove any differential/adverse impact?	List the actions that you have planned as a result of the EIA.	5
Into which action plan/s will these actions be incorporated?		
Who is responsible for the action plan?		
Have any examples of good practise been identified as part of the EIA?		6
Has the EIA been published on the Council website?	Yes / No	
Who is the relevant Chief Officer and have they signed off the EIA?	Name Signature.....	
Which PMR will this EIA be reported in?	Note the service department and relevant quarter/date of PMR	

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ENVIRONMENT, CULTURE AND COMMUNITIES OVERVIEW AND SCRUTINY PANEL 8 DECEMBER 2009

EXECUTIVE RESPONSE TO THE REVIEW OF THE IMPLEMENTATION OF THE HOUSING AND COUNCIL TAX BENEFIT IMPROVEMENT PLAN Assistant Chief Executive

1 INTRODUCTION

- 1.1 This report presents the attached Executive response to the review of the implementation of the Housing and Council Tax Benefit Improvement Plan undertaken by a working group of the Environment, Culture and Communities Overview and Scrutiny Panel.

2 SUGGESTED ACTION

That the Environment, Culture and Communities Overview and Scrutiny Panel:

- 2.1 **considers the response of the Executive to the review of the implementation of the Housing and Council Tax Benefit Improvement Plan which has been received by the Overview and Scrutiny Commission; and**
- 2.2 **refers the concerns identified in paragraph 3.1 to the Housing and Council Tax Benefit Working Group for attention.**

3 SUPPORTING INFORMATION

- 3.1 The Executive agreed the attached recommended responses to the Working Group's report on the review of the implementation of the Housing and Council Tax Benefit Improvement Plan at its meeting on 15 September 2009. When subsequently noting the response at their meeting on 24 September 2009, members of the Overview and Scrutiny Commission raised concerns around the need to rationalise and clarify the content of letters sent to claimants, unknown conditions relating to loans and advances and the limited budget for Discretionary Housing Allowance. The Commission agreed that this Panel be asked to look into the latter matter. It is suggested that these issues be referred to the Housing and Council Tax Benefit Working Group for attention.

Background Papers

Review of the implementation of the Housing and Council Tax Benefits Improvement Plan by a working group of the Environment, Culture and Communities Overview and Scrutiny Panel, June 2009.

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Doc. Ref

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TO: THE EXECUTIVE
15 SEPTEMBER 2009

**RESPONSE TO ENVIRONMENT, CULTURE AND COMMUNITIES
OVERVIEW AND SCRUTINY PANEL WORKING GROUP REVIEW OF THE
HOUSING AND COUNCIL TAX BENEFIT IMPROVEMENT PLAN
Director of Environment, Culture and Communities**

1 PURPOSE OF DECISION

- 1.1. The purpose of this report is to respond to the report of the Environment, Culture and Communities Overview and Scrutiny Panel Working Group review of the Housing and Council Tax Benefit Improvement Plan.

2 RECOMMENDATIONS

- 2.1 **That the members of the Environment, Culture and Communities (ECC) Overview and Scrutiny Panel Working Group be thanked for their report.**
- 2.2 **That the responses to the 11 recommendations made by the Working Group as detailed in paragraphs 5.2 to 5.12 be approved and the Scrutiny Commission advised accordingly.**

3 REASONS FOR RECOMMENDATIONS

- 3.1. On the 22 June Cllr Bob Edger Chairman of the Overview and Scrutiny Commission wrote to Cllr D. Birch the Executive member of Adult Care, Health and Housing asking for an Executive response to the report of the ECC Overview and Scrutiny Panel Working Party review of the Housing and Council Tax Benefit Improvement Plan.
- 3.2. This report proposes a response to the 11 recommendations of the report which is attached to this report as an appendix.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1. There is no alternative to responding to the EEC Overview and Scrutiny report.

5 SUPPORTING INFORMATION

ECC review of Housing and Council Tax Benefit Improvement Plan

- 5.1 The ECC Overview and Scrutiny Working Party report made 11 recommendations to the Executive member for Adult Services, Health and Housing. The following paragraphs provide a response to each recommendation.
- 5.2 **The new Housing and Council Tax Benefit Improvement Plan should address communication issues.** There are nearly 100 letters that could be sent to customers. Most frequently sent letters have been reviewed and explanation provided

in hard copy and on the web site. The new improvement plan detailed later in this report will contain actions to continue this work.

- 5.3. **Off site processing as effective means of addressing changes in workload.** The off site processing work has been re-tendered and an organisation has been appointed for three years with an option to extend for a further two years. The contract provides the equivalent of two benefit assessors in processing time on an on-going basis and the options to increase that resource if necessary.
- 5.4. **Addressing the potential increase in need for home visits especially for older residents.** Home visits can be costly in processing time and so a balance needs to be struck between undertaking visits at the expense of the claims taking longer to process. We are working closer with the Pensions Service who will home visit for older customers and they will verify and complete claims on our behalf.
- 5.5. **Working with external organisations to improve timely notification of changes of circumstances.** We have already provided a briefing session for landlords and letting agents who attended the last private rented sector forum. We will expand this work in the new improvement plan.
- 5.6. **Clarity of written information to be reviewed.** This work is on going and forms part of the new improvement plan. Housing Benefit staff are also part of the Departmental wide initiative to improve letter writing skills which forms part of an overall customer care plan.
- 5.7. **Information that includes technical terms in correspondence should be clearly explained.** We have already amended notification letters to address this issue and we will be investigating the best way to provide information to customers drawing on feedback from the customer satisfaction survey.
- 5.8. **Increase the awareness of Housing and Council Tax Benefit.** The use of targeted marketing based on the use of market segmentation databases such as MOSAIC will help in this respect. In addition the benefit customer satisfaction survey provides insight into the ways in which benefit customers are likely to receive information on the Benefit Service.
- 5.9. **The costs of the MOSAIC database should be shared.** The first year's costs of the MOSAIC database have been shared between the Forestcare, Leisure and the Benefit service. The success of the database in providing targeted marketing information will determine future potential to share costs or to seek alternative data sources.
- 5.10. **Link the Benefit Service to Registrar Service.** The intention is to provide an information pack to the Registrar for customers who register a birth or death so that changes of circumstances can be captured. Registrars will be given access to the benefit service appointment system so customers can visit the duty officer.
- 5.11. **Train external organisations to inform and identify potential customers of the benefit service.** This work with external organisations will be captured in the new improvement plan.
- 5.12. **The Benefit Service should continue to pursue best practice.** The service has submitted benchmark information and is awaiting the report on 2008/9 data. The service has already visited high performing local council's to gain an understanding of how they operate. This work will be captured in the new improvement plan.

2009/10 Benefit Improvement Plan

5.13. The current and next financial year will be challenging times for the Benefit Service due to the replacement of the Pericles benefit processing system. It will be important to improve service delivery in advance of the new system implementation so that the inevitable dip in performance when the new system is implemented is minimised as much as possible. The Executive Member for Adult Services, Health and Housing is due to approve a new improvement plan which will place the service in good stead to exploit any opportunities to share services in the future when the new system is in place and operating efficiently. The new improvement plan will reflect the actions detailed in the response to the report from the working group and is based around three new themes:

- Providing more Benefit Service
- Providing the right Benefit Service
- Providing the best Benefit Service

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

6.1 Nothing to add to this report.

Borough Treasurer

6.2 The recommendations themselves and the responses to them describe changes in practice on the whole and there are no responses which cannot be considered simply as ongoing service improvement with minimal or no additional resource requirement.

Equalities Impact Assessment

6.3 Equalities Impact Assessment is attached.

Strategic Risk Management Issues

6.4 There are no strategic risk management issues as a consequence of this report.

7 CONSULTATION

Principal Groups Consulted

7.1 None for this report

Method of Consultation

7.2 Not applicable

Representations Received

7.3 Not applicable

Background Papers

Report from the Working Group as attached as an annexe.

Contact for further information

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Doc. Ref

ENVIRONMENT, CULTURE AND COMMUNITIES OVERVIEW AND SCRUTINY PANEL 8 DECEMBER 2009

WORKING GROUPS UPDATE REPORT (Lead Working Group Members)

1 INTRODUCTION

- 1.1 This report sets out the progress achieved to date by the working groups of the Environment, Culture and Communities Overview and Scrutiny Panel.

2 SUGGESTED ACTION

- 2.1 **That this update report be noted.**

3 SUPPORTING INFORMATION

'Waste Not Want Not' – Review of Waste and Recycling

- 3.1 The Executive response to this review was considered by the Overview and Scrutiny Commission on 19 November 2009 and appears elsewhere on this agenda for the Panel's consideration.

Housing and Council Tax Benefit Service Improvement Plan

- 3.2 The response of the Executive to this review is included elsewhere on this agenda for the Panel's consideration. The Working Group is being reconvened for monitoring purposes now that the draft Housing and Council Tax Benefit Plan has been approved by the Executive.

Review of Highway Maintenance

- 3.3 This Working Group has met on two occasions to date. Having received an introductory briefing in respect of highway maintenance at its first meeting, the Working Group discussed the scope of the review. The scope was agreed by the Working Group at its second meeting when it received a presentation concerning highway asset management. A third meeting of the Working Group is being arranged to enable it to consider a report regarding the current state of the road network and receive a presentation on the financial and other resources given over to highway maintenance, the extent to which the roads maintenance is needs or resources-driven and how much Bracknell Forest is spending on highway maintenance compared with other councils. Other work for this Working Group is being planned.

Background Papers

None

Contact for further information

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ENVIRONMENT, CULTURE AND COMMUNITIES OVERVIEW AND SCRUTINY PANEL 8 DECEMBER 2009

OVERVIEW AND SCRUTINY – QUARTERLY PROGRESS REPORT Assistant Chief Executive

1 INTRODUCTION

- 1.1 This report sets out the Overview and Scrutiny (O&S) activity over the period August to October 2009, also the national and local developments in O&S.

2 SUGGESTED ACTION

- 2.1 That the Environment, Culture and Communities Overview and Scrutiny Panel notes the Overview and Scrutiny activity over the period August to October 2009, set out in section 5 and Appendices 1 and 2.
- 2.2 That the Environment, Culture and Communities Overview and Scrutiny Panel notes the developments in Overview & Scrutiny set out in section 5.

3 SUPPORTING INFORMATION

(i) Overview and Scrutiny Activity

Overview and Scrutiny Working Groups

- 3.1 The table at Appendix 1 sets out the current status of the O&S Working Groups, along with the list of completed reviews. Reports finalised and published in the quarter included: the Working Group reports on the review of NHS Core Standards, the review of Waste and Recycling, and the review of the Housing and Council Tax Benefits Improvement Plan.

Partnership Scrutiny

- 3.2 Good progress has been made with implementing the agreed approach to partnership scrutiny. Responses have been received to most of the questionnaires previously sent to the ten Theme Partnerships. The Partnership Overview and Scrutiny Group held its first meeting on 28 September, electing Councillor Edger as Chairman, having a presentation and discussion on the approach being implemented; and consideration of the group's Terms of Reference and work programme. The group's next meeting will be in January 2010.

Overview and Scrutiny Commission

- 3.3 The O&S Commission continues to meet on a two-monthly cycle. At its meeting on 24 September, the main items considered were: the Commission's response to the Government consultation document on 'Strengthening Local Democracy'; considering the Annual Report on Procurement for 2008/09; the quarter 1 2009/10 Performance Monitoring Reports for the Chief Executive's Office and the Corporate Services

Department; and the response by the Executive Member to the Overview and Scrutiny report on the Review of the Implementation of the Housing and Council Tax Benefits Improvement Plan. The Commission's next meeting will be held on 19 November.

Environment, Culture and Communities O&S Panel

- 3.4 The Panel has continued to meet on a three-monthly cycle. It held its last meeting on 8 September at South Hill Park, and the main items included: having a tour and receiving a presentation from officers regarding the Lottery Fund grants to restore South Hill Park; considering a report setting out the progress achieved to date in the implementation of the Council's Carbon Management Plan; reviewing the Department's Performance Monitoring report for quarter 1; meeting the Chairman and Lead Officer of the Cultural Partnership; and receiving reports in respect of the sports pitches at Priory Fields and the use of covert CCTV in the Borough. The Panel's next meeting is on 8 December.

Health O&S Panel

- 3.5 The Panel has continued to meet on a three-monthly cycle. At its meeting on 3 September, the Panel: met representatives of the Local Involvement Network Steering Group, noting their annual report and work programme; received a presentation from the Chief Executive of Thames Hospicecare on how the organisation operates; discussed with the Chief Executive and Finance Director of Heatherwood and Wexham Park Hospitals NHS Foundation Trust their financial position and the outcome of the 'Saving More Lives' consultation; and established the NHS Core Standards Working Group. On 9 October, members of the Health O&S Panel took part in a workshop focused on the progress on the Joint Strategic Needs Assessment and refreshing the Health and Well-Being Strategy. The Panel's next meeting is on 3 December.

Children's Services and Learning O&S Panel

- 3.6 The Panel is continuing a three-monthly meeting cycle. At its meeting on 16 September the main items considered by the Panel included: the department's 2009/10 Performance Monitoring report for the first quarter; a discussion with the Chairman and Lead Officer of the Children's Trust; receiving an update on the 'Grow Our Own' project; noting the recent work of the 14-19 Working Group; and receiving the Executive's response to the 'Children's Centres and Extended Services' review. The Panel's next scheduled meeting is on 16 December.

Adult Social Care O&S Panel

- 3.7 The Panel continues to meet on a three-monthly cycle. At its last meeting on 1 September, the main items considered by the Panel included: reviewing the statutory annual report for safeguarding adults; receiving a presentation on transforming adult social care; considering the work programme; and reviewing the department's latest Performance Monitoring Report, also the quarterly report of O&S. Panel Members have completed a structured round of visits to adult social care establishments. The Panel's next scheduled meeting is on 1 December.

Joint East Berkshire Health O&S Committee

- 3.8 This Committee continues to meet broadly on a three-monthly cycle, rotating between the three Councils' venues. The last Committee meeting was on 14 September in Slough, when the Committee: established a Working Group for car parking charges at NHS establishments; received a presentation from the Director of Finance and Planning for Berkshire East PCT on their budgetary position; and received presentations from the Director of Public Health on the Joint Strategic Needs Assessment and secondly on swine flu. The Committee's next meeting will be on 10 December at Maidenhead.
- 3.9 Responses to the feedback questionnaires on the quality of O&S reviews are summarised in Appendix 2.
- 3.10 Quarterly review meetings between O&S Chairmen, Vice Chairmen, Executive Members and Directors are taking place regularly for the Commission and the Panels. Agenda-setting meetings continue to be held, usually in combination with the review meetings.
- 3.11 The Overview and Scrutiny team made an input to the Member Charter assessment process, contributing to BFC being re-awarded the Charter.
- 3.12 External networking on O&S in the last quarter has included: delivering a presentation to the Bracknell Forest Partnership on 10 September; attending the South East Employers Joint Member and Officer O&S Network on 21 October; and agreeing to participate in an INLOGOV survey of O&S in local government.

(ii) Developments in O&S

- 3.13 The Local Democracy, Economic Development and Construction Bill is gradually nearing a conclusion and Communities and Local Government anticipate Royal Assent in November. As advised in the last quarterly report, the main clauses relating to Overview and Scrutiny relate to the handling of petitions and a requirement for a statutory officer designation for O&S.
- 3.14 The regulations and guidance for the O&S provisions in the Local Government and Public Involvement in Health Act 2007 are still awaited, despite the Act having commenced on 1 April 2009. CLG is continuing to work with the Centre for Public Scrutiny to develop these.
- 3.15 The Council has responded to the Government's consultation entitled 'Strengthening Local Democracy', with the O&S Commission providing the responses to the O&S questions. CLG have advised that they have received over 250 responses and they are currently going through these. There has been broad support for the expansion of O&S to Utility companies, etc, and common themes in the responses covered resources, training and local discretion. The Government's response to the consultation outcome will be issued in the 'winter of 2009'.

Background Papers

Minutes and papers of meetings of the Overview and Scrutiny Commission and Panels.

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Doc. Ref

Alluse/Overview and Scrutiny/2009/10/CMT 18.11.09 O&S Progress Report

OVERVIEW AND SCRUTINY WORKING GROUPS – 2009/10

Position at 30 October 2009

Overview and Scrutiny Commission

WORKING GROUP	MEMBERS	DEPT. LINK OFFICER	O&S LEAD OFFICER	SCOPING	DRAFT REPORT / SUBMISSION	FINAL REPORT / SUBMISSION	EXECUTIVE RESPONSE	CURRENT STATUS
No current Working Groups								

Adult Social Care Overview and Scrutiny Panel

WORKING GROUP	MEMBERS	DEPT. LINK OFFICER	O&S LEAD OFFICER	SCOPING	DRAFT REPORT / SUBMISSION	FINAL REPORT / SUBMISSION	EXECUTIVE RESPONSE	CURRENT STATUS
Safeguarding Vulnerable Adults	Turrell, Leake, Edger, Mrs Shillcock	Zoe Johnstone	Andrea Carr					The first meeting has been arranged for 14 December when Members will scope the review.

Environment, Culture and Communities Overview and Scrutiny Panel

WORKING GROUP	MEMBERS	DEPT. LINK OFFICER	O&S LEAD OFFICER	SCOPING	DRAFT REPORT / SUBMISSION	FINAL REPORT / SUBMISSION	EXECUTIVE RESPONSE	CURRENT STATUS
Strategic Review of Waste	Brunel-Walker (Lead), Mrs. Angell, Beadsley, Mrs. Ryder, Wade (Crowthorne), Allen (S'hurst & Ms Healy (Warfield)	Steve Loudoun / Janet Dowlman	Andrea Carr	√	√	√	√	Completed - The Executive response is due for consideration at the next Commission meeting in November.
Supporting People (SP)	Mrs. Shillcock (Lead) & Mrs. Fleming	Simon Hendey / Clare Dorning	Andrea Carr	√	07/08 √ (Annual monitoring)	07/08 √ (Annual monitoring)	N/A	The Working Group met on 30 September 2008 to monitor progress against implementation of the SP programme and reported its findings to the Panel on 18 December 2008. It will meet again later in 2009/10 to monitor progress.
Review of Highway	Mclean (Lead) Beadsley,	Steve Loudoun	Richard Beaumont	In draft				The second meeting is

Maintenance	Brossard, Leake and Parish and Town Councillors: Edwards (Binfield) Kensall (Bracknell) Withers (Crowthorne) Mrs Cupper (Sandhurst) Young (Winkfield)		(Victoria Bale to support)					arranged for 16 November 2009.
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Health Overview and Scrutiny Panel								
WORKING GROUP	MEMBERS	DEPT. LINK OFFICER	O&S LEAD OFFICER	SCOPING	DRAFT REPORT / SUBMISSION	FINAL REPORT / SUBMISSION	EXECUTIVE RESPONSE	CURRENT STATUS
NHS Core Standards	Virgo (Lead), Thompson, Mrs Angell,	N/A	Richard Beaumont	√	√	√	N/A	<u>Completed</u> – The Group met on 25 September and subsequently letters were sent to Heatherwood and Wexham Park Hospital NHS Foundation

								Trust, Berkshire East PCT, and Berkshire Healthcare Trust.
Preparedness for Public Health Emergencies	Burrows (Lead), Mrs. Angell, Thompson. Mrs. Mattick,	David Steeds	Andrea Carr	√				The Group met in October with John Pullin, the PCT's Deputy Director of Commissioning . The Group's next meeting has been arranged for 26 November 2009 where they will meet the South Central Ambulance Service.
Bracknell Health Space	Virgo (lead) Mrs Angell, Baily, Leake, Mrs Shillcock	Glyn Jones/ Mary Purnell	Richard Beaumont	√	In draft			Ten meetings held to date with various visitors. Further meetings are arranged for November 2009. The key conclusions have been drafted.

Joint East Berkshire Health Overview and Scrutiny Committee								
WORKING GROUP	MEMBERS	DEPT. LINK OFFICER	O&S LEAD OFFICER	SCOPING	DRAFT REPORT / SUBMISSION	FINAL REPORT / SUBMISSION	EXECUTIVE RESPONSE	CURRENT STATUS
Hospital Discharge Procedures	Baily, Coad (Slough BC), Napier (RB W&M)	N/A	Andrew Scott (RB W&M)	√	N/A	N/A	N/A	Working Group now disbanded.
Hospital Car Park Charges	Plimmer (Slough), Virgo, Endacott (RB W&M) Jacky Flynn (LINK)	TBC	Sunita Sharma (Slough BC)					First meeting being arranged

Children's Services and Learning Overview and Scrutiny Panel								
WORKING GROUP	MEMBERS	DEPT. LINK OFFICER	O&S LEAD OFFICER	SCOPING	DRAFT REPORT / SUBMISSION	FINAL REPORT / SUBMISSION	EXECUTIVE RESPONSE	CURRENT STATUS
14-19 Years Education Provision	Mrs Birch (Lead) Dr Josephs-Franks, Kensall, Mrs McCracken, Mrs Ryder	Martin Surrell	Andrea Carr (Victoria Bale to support)	√				The Working Group has met on fifteen occasions to date. A visit to Garth Hill College is proposed for December and

								a questionnaire has been sent to local employers. The conclusions are soon to be drafted.
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Completed Reviews

Publication Date	Title
December 2003	South Bracknell Schools Review
January 2004	Review of Adult Day Care Services in Bracknell Forest (Johnstone Court Day Centre & Downside Resource Centre)
May 2004	Review of Community & Voluntary Sector Grants
July 2004	Review of Community Transport Provision
April 2005	Review of Members' Information Needs
November 2005	The Management of Coronary Heart Disease
February 2006	Review of School Transfers and Performance
March 2006	Review of School Exclusions and Pupil Behaviour Policy
August 2006	Report of Tree Policy Review Group
November 2006	Anti-Social Behaviour (ASB) – Review of the ASB Strategy Implementation
January 2007	Review of Youth Provision
February 2007	Overview and Scrutiny Annual Report 2006
February 2007	Review of Library Provision
July 2007	Review of Healthcare Funding
November 2007	Review of the Council's Health and Wellbeing Strategy

Publication Date	Title
December 2007	Review of the Council's Medium Term Objectives
March 2008	2007 Annual Health Check Response to the Healthcare Commission
April 2008	Overview and Scrutiny Annual Report 2007/08
May 2008	Road Traffic Casualties
August 2008	Caring for Carers
September 2008	Scrutiny of Local Area Agreement
October 2008	Street Cleaning
October 2008	English as an Additional Language in Bracknell Forest Schools
April 2009	Overview and Scrutiny Annual Report 2008/09
April 2009	Healthcare Commission's Annual Health Check 2008/09 (letters submitted)
April 2009	Children's Centres and Extended Services in and Around Schools in Bracknell Forest
April 2009	Older People's Strategy
April 2009	Services for People with Learning Disabilities
May 2009	Housing Strategy
July 2009	Review of Waste and Recycling
July 2009	Review of Housing and Council Tax Benefits Improvement Plan

Results of Feedback Questionnaires on Overview and Scrutiny Reports

Note – Departmental Link officers on each review were asked to score the key aspects of each O&S review on a scale of 0 (Unsatisfactory) to 3 (Excellent)

	Average score for previous 10 Reviews ¹
PLANNING	2.8
Were you given sufficient notice of the review?	
Were your comments invited on the scope of the review, and was the purpose of the review explained to you?	2.9
CONDUCT OF REVIEW	2.7
Was the review carried out in a professional and objective manner with minimum disruption?	
Was there adequate communication between O&S and the department throughout?	2.7
Did the review get to the heart of the issue?	2.6
REPORTING	2.9
Did you have an opportunity to comment on the draft report?	
Did the report give a clear and fair presentation of the facts?	2.5
Were the recommendations relevant and practical?	2.5
How useful was this review in terms of improving the Council's performance?	2.6

¹ Road Traffic Casualties, Review of the Local Area Agreement, Support for Carers, Street Cleaning, Services for Adults with Learning Disabilities, English as an Additional Language in Schools, Children's Centres and Extended Services, Waste and Recycling, Older People's Strategy, and Review of Housing and Council Tax Benefits Improvement Plan.

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ENVIRONMENT, CULTURE AND COMMUNITIES OVERVIEW AND SCRUTINY PANEL 8 DECEMBER 2009

EXECUTIVE FORWARD PLAN ITEMS RELATING TO ENVIRONMENT, CULTURE AND COMMUNITIES Assistant Chief Executive

1 INTRODUCTION

This report presents current Executive Forward Plan items relating to Environment, Culture and Communities for the Panel's consideration.

2 SUGGESTED ACTION

- 2.1 **That the Environment, Culture and Communities Overview and Scrutiny Panel considers the current Executive Forward Plan items relating to Environment, Culture and Communities appended to this report.**

3 SUPPORTING INFORMATION

- 3.1 Consideration of items on the Executive Forward Plan alerts the Panel to forthcoming Executive decisions and facilitates pre-decision scrutiny.
- 3.2 To achieve accountability and transparency of the decision making process, effective Overview and Scrutiny is essential. Overview and Scrutiny bodies are a key element of Executive arrangements and their roles include both developing and reviewing policy; and holding the Executive to account.
- 3.3 The power to hold the Executive to account is granted under Section 21 of the Local Government Act 2000 which states that Executive arrangements of a local authority must ensure that its Overview and Scrutiny bodies have power to review or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are the responsibility of the Executive. This includes the 'call in' power to review or scrutinise a decision made but not implemented and to recommend that the decision be reconsidered by the body / person that made it. This power does not relate solely to scrutiny of decisions and should therefore also be utilised to undertake pre-decision scrutiny.

Background Papers

Local Government Act 2000

Contact for further information

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ENVIRONMENT, CULTURE AND COMMUNITIES OVERVIEW & SCRUTINY PANEL

EXECUTIVE WORK PROGRAMME

REFERENCE	I018302
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TITLE: The Annual Monitoring Report

PURPOSE OF DECISION: To approve the submission of the Local Development Framework Annual Monitoring Report 2008-2009 to the Government Office for the South East

FINANCIAL IMPACT: Within existing budget.

WHO WILL TAKE DECISION: Executive Member for Planning, Transportation & Economic Development

PRINCIPAL GROUPS TO BE CONSULTED: Not applicable

METHOD OF CONSULTATION: None

DATE OF DECISION: 15 Dec 2009

REFERENCE	I019557
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TITLE: Capital Programme 2009/2010 Integrated Transport Schemes

PURPOSE OF DECISION: To reallocate Local Transport Plan and Section 106 funding.

FINANCIAL IMPACT: Maximise capital spend.

WHO WILL TAKE DECISION: Executive Member for Planning, Transportation & Economic Development

PRINCIPAL GROUPS TO BE CONSULTED: No consultees.

METHOD OF CONSULTATION: None.

DATE OF DECISION: 22 Dec 2009

REFERENCE	I017875
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TITLE: Private Sector Housing Strategy

PURPOSE OF DECISION: A strategy to improve the housing conditions in the owner occupied and private rented sector.

FINANCIAL IMPACT: Within existing resources

WHO WILL TAKE DECISION: Executive

PRINCIPAL GROUPS TO BE CONSULTED: Those living in their own homes or in the private rented sector

METHOD OF CONSULTATION: Private Rented Sector Forum
Town & Country

DATE OF DECISION: 19 Jan 2010

REFERENCE	I011069
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TITLE: Bracknell Forest Streetscene Supplementary Planning Document (SPD)

PURPOSE OF DECISION: To approve a draft Streetscene SPD to go out for public consultation and to approve the consultation process proposed.

FINANCIAL IMPACT: Within existing budget

WHO WILL TAKE DECISION: Executive

PRINCIPAL GROUPS TO BE CONSULTED: To be determined

METHOD OF CONSULTATION: To be determined

DATE OF DECISION: 16 Feb 2010

REFERENCE	I019816
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TITLE: Character Area Assessments Supplementary Planning Document

PURPOSE OF DECISION: To adopt the Character Areas Assessments Supplementary Planning Document.

FINANCIAL IMPACT: Within existing budget.

WHO WILL TAKE DECISION: Executive

PRINCIPAL GROUPS TO BE CONSULTED: None.

METHOD OF CONSULTATION: Public Notice

DATE OF DECISION: 16 Feb 2010

REFERENCE	I019022
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TITLE: Strategic Housing Land Availability Assessment

PURPOSE OF DECISION: To approve a Strategic Housing Land Availability Assessment document for publication as part of the background evidence to the Local Development Framework Site Allocations Development Plan Document

FINANCIAL IMPACT: Within Existing Budget

WHO WILL TAKE DECISION: Executive

PRINCIPAL GROUPS TO BE CONSULTED: Bracknell Forest Council Chief Officers

METHOD OF CONSULTATION: Electronic copy of report and document.

DATE OF DECISION: 16 Feb 2010

REFERENCE	I018806
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TITLE: Car Parks - Contract Awards for Management Services & Replacement Equipment

PURPOSE OF DECISION: To confirm the award of a contract to include the following: 1. Car Park Management Services 2. Purchase, Supply and Maintenance of Replacement Equipment for Multistorey Car Parks. The award of these contracts will follow completion of an EU tender exercise. The contract is expected to be let on a 5 year basis with the option to extend for a further 5 years. These contracts replace the following which the Council currently has in place: a) Car Park Management Contract with APCOA. b) Existing equipment which has reached the end of its lifespan and is no longer fit for purpose. c) Maintenance Contract for Existing Equipment with ZEAG. In addition to supplying the above services, tenderers will also submit proposals to include for: (i) The supply of Pay & Display Equipment (ii) Enforcement Services (iii) Parking Office Administration Services.

FINANCIAL IMPACT: Not known - the management contract needs to be retendered to ensure compliance with EU legislation. Further details on the financial impact will be provided once the outcome of the tendering exercise is known. Replacement equipment will be funded by Capital Bid (existing budget). Car Park Management will be funded by the revenue (existing budget). Details of costs associated with other options covered under this contract will be supplied following receipt of tenders.

WHO WILL TAKE DECISION: Executive Member for Planning, Transportation & Economic Development

PRINCIPAL GROUPS TO BE CONSULTED: Not applicable.

METHOD OF CONSULTATION: None

DATE OF DECISION: 9 Mar 2010

REFERENCE	I018808
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TITLE: Replacement Cremators - Mercury Abatement

PURPOSE OF DECISION: To confirm the award of a contract to design and install new crematorium equipment which enables the Council to comply with Mercury Abatement legislation. This also includes the replacement of existing cremators which are at the end of their anticipated lifespan.

FINANCIAL IMPACT: Provision of £1M has been made in the 2010 budget to fund the purchase and installation of the replacement equipment. Further details on the financial impact will be provided once the outcome of the tendering exercise is known. It is anticipated that there will also be efficiency savings achieved via lower fuel consumption than currently in place.

WHO WILL TAKE DECISION: Director of Environment, Culture & Communities

PRINCIPAL GROUPS TO BE CONSULTED: None

METHOD OF CONSULTATION: None

DATE OF DECISION: 9 Mar 2010

REFERENCE	I019810
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TITLE: Streetscene Supplementary Planning Document

PURPOSE OF DECISION: To approve the Streetscene Supplementary Planning Document for public consultation.

FINANCIAL IMPACT: Within existing budget.

WHO WILL TAKE DECISION: Executive

PRINCIPAL GROUPS TO BE CONSULTED: General Public, Landowners, developers, Statutory Consultees, other relevant organisations.

METHOD OF CONSULTATION: Several: letters, advert, web, libraries, Town and Parish Council Offices.

DATE OF DECISION: 16 Mar 2010

REFERENCE	I019818
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TITLE: Thames Basin Heaths Special Protection Area Avoidance and Mitigation Supplementary Planning Document

PURPOSE OF DECISION: To adopt the Thames Basin Heaths Special Protection Area Avoidance and Mitigation Supplementary Planning Document.

FINANCIAL IMPACT: Within existing budget.

WHO WILL TAKE DECISION: Executive

PRINCIPAL GROUPS TO BE CONSULTED: None.

METHOD OF CONSULTATION: Public Notice

DATE OF DECISION: 16 Mar 2010

REFERENCE	I019814
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TITLE: Amen Corner Supplementary Planning Document (SPD)

PURPOSE OF DECISION: To adopt the Amen Corner Supplementary Planning Document.

FINANCIAL IMPACT: Within existing budget.

WHO WILL TAKE DECISION: Executive

PRINCIPAL GROUPS TO BE CONSULTED: None.

METHOD OF CONSULTATION: Public Notice

DATE OF DECISION: 16 Mar 2010

REFERENCE	I019829
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TITLE: Extension of IT Maintenance Contract for Confirm, Corporate GIS and Iclipse

PURPOSE OF DECISION: The maintenance contracts for Confirm, Corporate GIS and Iclipse have to be purchased annually as the current contracts do not have provision for maintenance to roll on annually until the contract is terminated. The purchase of these annual maintenance contracts is necessary to ensure proper support of the IT systems continues.

FINANCIAL IMPACT: Within existing budget.

WHO WILL TAKE DECISION: Executive Member for Culture, Corporate Services and Public Protection

PRINCIPAL GROUPS TO BE CONSULTED: N/A

METHOD OF CONSULTATION: None

DATE OF DECISION: Before 30 Apr 2010

REFERENCE	I019829
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TITLE: Extension of IT Maintenance Contract for Confirm, Corporate GIS and Iclipse

PURPOSE OF DECISION: The maintenance contracts for Confirm, Corporate GIS and Iclipse have to be purchased annually as the current contracts do not have provision for maintenance to roll on annually until the contract is terminated. The purchase of these annual maintenance contracts is necessary to ensure proper support of the IT systems continues.

FINANCIAL IMPACT: Within existing budget.

WHO WILL TAKE DECISION: Executive Member for Culture, Corporate Services and Public Protection

PRINCIPAL GROUPS TO BE CONSULTED: N/A

METHOD OF CONSULTATION: None

DATE OF DECISION: Before 30 Apr 2010