



NOTICE OF MEETING

**Environment, Culture and Communities Overview & Scrutiny Panel
Tuesday 18 October 2011, 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 Angell, Brossard, Ms Brown, Finch, Gbadebo, Ms Miller and Porter

cc: Substitute Members of the Panel

Councillors Angell, Mrs Barnard, Harrison, Mrs McCracken and Mrs Temperton

ALISON SANDERS
Director of Corporate Services

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Published: 10 October 2011



**Environment, Culture and Communities Overview & Scrutiny
Panel
Tuesday 18 October 2011, 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 21 June 2011.

1 - 6

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 PMR for the first quarter of 2011/12 (April to June) relating to Environment, Culture and Communities. An overview of the second quarter will also be provided.

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

OVERVIEW AND POLICY DEVELOPMENT

6. LOCAL DEVELOPMENT FRAMEWORK - UPDATE REPORT

To receive a progress update in respect of the Borough's Local Development Framework.

7 - 12

7. COMMUNITY INFRASTRUCTURE LEVY

A briefing report in respect of the Community Infrastructure Levy is attached.

13 - 20

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| 8. | A322 BAGSHOT ROAD RE-SURFACING PROJECT
To receive an update report regarding the re-surfacing of the A322 Bagshot Road. | 21 - 24 |
| 9. | SCHOOLS ENERGY MANAGEMENT - BRIEFING NOTE
An update in respect of the energy management of the Borough's schools is attached. | 25 - 28 |
| 10. | SUPPORTING PEOPLE STRATEGY
To consider the Supporting People Strategy. | 29 - 48 |
| 11. | WORKING GROUP UPDATE REPORT
An update report in respect of the Panel's Working Groups is attached. | 49 - 50 |
| 12. | OVERVIEW AND SCRUTINY WORK PROGRAMME 2011/12 AND PROPOSED NEW POWERS
The Panel is invited to note its agreed Work Programme for 2011/12 and proposed new powers explained in the attached report. | 51 - 54 |
| 13. | OVERVIEW AND SCRUTINY PROGRESS REPORT
To note the progress report of the Assistant Chief Executive. | 55 - 66 |
| HOLDING THE EXECUTIVE TO ACCOUNT | | |
| 14. | EXECUTIVE FORWARD PLAN
To consider forthcoming items on the Executive Forward Plan relating to Environment, Culture and Communities. | 67 - 74 |
| 15. | DATE OF NEXT MEETING
The next meeting of the Environment, Culture & Communities Overview & Scrutiny Panel has been arranged for Tuesday 10 January 2012. | |

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ENVIRONMENT, CULTURE AND COMMUNITIES OVERVIEW & SCRUTINY PANEL

21 JUNE 2011

7.30 - 8.40 PM



Present:

Councillors Mrs Angell, Brossard, Ms Brown, Finch, Finnie, Gbadebo, Ms Miller, Porter and Angell (Substitute)

Executive Members:

Councillors Mrs Hayes and McCracken

Also Present:

Max Baker, Head of Spatial Policy

Andrea Carr, Policy Officer

Mark Devon, Chief Officer: Leisure & Culture

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

Simon Hendey, Chief Officer: Housing

Bev Hindle, Chief Officer: Planning & Transport

Steve Loudoun, Chief Officer: Environment & Public Protection

Vincent Paliczka, Director of Environment, Culture & Communities

Anthony Radford-Foley, Head of Highways Asset Management

Emma Silverton, Democratic Services Officer

Apologies for absence were received from:

Councillor McLean

1. Election of Chairman

RESOLVED that Councillor Finnie be elected Chairman of the Environment, Culture and Communities Overview and Scrutiny Panel for the municipal year 2011/12.

COUNCILLOR FINNIE IN THE CHAIR

Councillor Finnie welcomed new Members of the Environment, Culture and Communities Panel and thanked officers for the departmental briefing presented to Members before the Panel meeting had begun.

2. Appointment of Vice-Chairman

RESOLVED that Councillor McLean be appointed Vice-Chairman of the Environment, Culture and Communities Overview and Scrutiny Panel for the municipal year 2011/12.

3. Apologies for Absence/Substitute Members

The Panel noted the attendance of the following Substitute Member:

Councillor Angell for Councillor McLean

4. **Minutes and Matters Arising**

RESOLVED that the minutes of the Environment, Culture and Communities Overview and Scrutiny Panel held on 11 January 2011 be approved as a correct record, and signed by the Chairman.

There were no matters arising.

5. **Declarations of Interest and Party Whip**

There were no declarations of interest.

6. **Urgent Items of Business**

There were no urgent items of business.

7. **Performance Monitoring Report**

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 4th quarter of 2010/11 ending 31 March 2011. The presentation outlined the Department's revenue and finances as at March 2011. Staffing, key highlights and the forward look were also included.

It was reported that in the period to January 2011 there was a £1,120,000 change in the Gross Revenue Budget. The Net Revenue Budget was £37,718,000 with major variances totalling £988,000. Major variances included loss of income from Easthampstead Park Conference Centre and Downshire Golf Course and savings from waste management, car parks, Forestcare and housing benefits.

Capital finance as at March 2011 was £13,376.30 with an anticipated spend of 59.32%. The Panel noted that during 2010/11 the Department had undertaken 103 Capital Programmes. Capital schemes identified for carry forwards included:

- Programme of Leisure Section 106 Schemes (budget only)
- South Hill Park Grounds Restoration Project
- Bridge Structural Maintenance
- Cemetery and Crematorium Mercury Abatement
- BFC My Home Buy
- Highway Maintenance Depot

The average vacancy factor for the department was 8.70% which was a reduction from 11.6% in the same quarter during 2009/10. Overall the vacancies had remained at 62. The Panel noted that whilst the vacancy figure appeared high, taking into account the size of the department it was around 10% which was only marginally higher than other departments of the Council.

Staff sickness had continued to reduce and was at 5.94 FTEs for the year end 2010/11 compared to 6.36 FTEs in 2009/10. Figures for staff on long-term sick leave were reported to the Departmental Management Team meetings throughout the year. The Occupational Health Team monitored staff on long-term sick leave.

The Director highlighted key areas in the Department's forward look. It was noted that excellent value for money had been achieved with new contracts for waste collection, car park management and supporting people. The Department had also achieved

success in work to reduce energy consumption, improve highway infrastructure and progress the Site Allocations Development Plan Document.

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

- The ATLAS project would allow automatic transfer of data for a range of Department of Work and Pension benefits and HM Revenue and Custom Tax Credits on to the Council's system. The project funding began in 2011/12 and would build on the data exchange already in place.
- The subway near the new Bracknell and Wokingham College had been re-painted as part of a programme developed to maintain all subways in the town centre. The subway was recoated with murals depicting an underwater scene and anti-graffiti paint at a cost of £16,000.
- Although the final quarter four recycling and landfill figures had not been received from the re3 waste disposal partnership at the time the PMR had been prepared as there was a six week data audit and validation process to be pursued, the figures had now been received and the Panel was assured that the partnership was performing well.

The Panel thanked the Director for his presentation and officers for their response to questions. Members congratulated the Department on the successful work undertaken in 2010/11.

8. Review of Highway Maintenance - Interim Report

The Panel received from Councillor Brossard, the Review of Highway Maintenance Interim Report undertaken by a working group of the Environment, Culture and Communities Overview and Scrutiny Panel.

The Working Group had held productive meetings with officers and the Council's highway maintenance contractor to analyse the road surface and level of deterioration across the borough.

The Panel noted that the highway network in Bracknell Forest was generally in good condition and that the Council's response to pot holes was very successful with positive feedback received from residents.

Owing to membership changes, the Working Group had produced an interim report however, it was felt that the work of the Group should continue.

At the request of the Chairman, the Panel received a tabled report from the Head of Highways Asset Management which provided details of the background to the cause of the surface problems on the A322 Bagshot Road, and apprised Members of the current position.

The two-coat surface dressing had been chosen as the most appropriate surface for the A322 which had been included in the 2011/12 Local Transport Plan funded capital works programme.

The surface dressing had been applied to plan, however, the 'bedding-in' of the surface dressing had not taken place resulting in a significant loss of aggregate which meant the original road surface was visible.

A meeting between the Council and the contractor was held to discuss the nature of the failure and remedial works. Testing of the aggregate used, showed that it contained more than the permissible level of grit and dust which had prevented it

from adhering to the road surface. The failure was the responsibility of the contractor who was required to test aggregate before use.

The Panel expressed concern regarding the disruption caused to residents during the incident and any further disruption resulting from remedial action planned. It had been proposed that remedial action take place during the second half of July in the weekend beginning 16 July to reduce the impact on rush hour traffic. The start date or works would be confirmed in the near future.

The Panel noted that the cost of remedial works would be met by the contractor and that the Director had a meeting scheduled with the contractor's National Operations Manager to fully understand the cause of the problem. It was reported that to date officers had not yet calculated the resource from Bracknell Forest used to address the issue.

It was agreed that a further report regarding the A322 Bagshot Road resurfacing project would be brought to the next meeting of the Environment, Culture and Communities Overview and Scrutiny Panel.

RESOLVED that:

- a) the interim report of the Review of Highway Maintenance Working Group, be agreed and commended to the Overview and Scrutiny Commission for adoption and for sending formally to the relevant Executive Member.
- b) that Councillor Mrs Angell be appointed to the Working Group to fill the membership vacancy arising from the resignation of a former member.

9. **Commercial Sponsorship Member Reference Group**

The Panel received a report which set out the progress achieved to date by the Member Reference Group which had reviewed the possible merits of the Council entering into a commercial sponsorship scheme.

RESOLVED that:

- a) the update report of the Commercial Sponsorship Member Reference Group be noted.
- c) Councillor Gbadebo be appointed to the Member Reference Group to fill the membership vacancy.

10. **Work Programme 2011/12**

The Environment, Culture and Communities Overview and Scrutiny Panel considered its draft work programme for 2011/12 and accompanying report.

The Panel noted that an extract of the 2010/11 Annual Overview and Scrutiny Report concerning work undertaken by the Environment, Culture and Communities Overview and Scrutiny Panel during the past year was being circulated to new Panel Members.

The Panel noted that the Director of Children, Young People & Learning had been requested to contact the Chairman regarding a review of the environmental management of schools. It was suggested that the Panel may wish this work to be presented at a future meeting.

Appendix 2 to the report suggested that a Working Group of the Panel be established to consider the next stages of the Site Allocations Development Plan Document. As the Executive and Council were scheduled to approve the next stages of the document in autumn 2011, the Panel agreed that this review work should take priority over other new work programme items.

RESOLVED that:

- a) the Panel's draft work programme for overview and scrutiny in 2011/12 be agreed with the additions set out in paragraph 1.4 of the report for adoption by the Overview and Scrutiny Commission.
- b) a Working Group of the Panel comprising Councillors Finnie, Mrs Angell, Brossard, Finch and possibly McLean be established in order to consider and comment on the next stages of the Site Allocations Development Plan Document prior to its approval.

11. Executive Forward Plan

The Executive Forward Plan items relating to Environment, Culture and Communities were noted.

12. Date of Next Meeting

The next meeting of the Environment, Culture and Communities Overview and Scrutiny Panel would be held on Tuesday 18 October 2011 at 7.30pm in the Council Chamber, Easthampstead House.

CHAIRMAN

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ENVIRONMENT, CULTURE & COMMUNITIES OVERVIEW AND SCRUTINY PANEL 18 OCTOBER 2011

BRACKNELL FOREST BOROUGH LOCAL DEVELOPMENT FRAMEWORK Director of Environment, Culture & Communities

1. PURPOSE OF REPORT

- 1.1 The Local Development Framework (LDF) sets out policies and proposals for the development and use of land in an area taking account of social and environmental factors. It comprises Local Development Documents (LDDs), which include Development Plan Documents (DPDs), that are part of the statutory development plan and Supplementary Planning Documents (SPDs) which provide further interpretation of the implementation of policies set out in a DPD. These documents form the primary basis for the Council's decisions on applications for planning permission. The LDF also includes the Statement of Community Involvement, the Local Development Scheme and the Annual Monitoring Report.
- 1.2 Since the system was introduced through the Planning and Compulsory Purchase Act in 2004, significant progress has been made on producing a Bracknell Forest Borough LDF. This report summarises the position.

2. RECOMMEDATION

- 2.1 **That the Panel notes the documents that currently form part of the Bracknell Forest Borough LDF and the stage reached in the preparation of other documents that will eventually form part of the Bracknell Forest Borough LDF on adoption.**

3. REASONS FOR RECOMMEDATION

To inform the Panel of the documents that currently form part of the Bracknell Forest Borough LDF and the stage reached in the preparation of other documents that will eventually form part of the LDF on adoption.

4. ALTERNATIVE OPTIONS CONSIDERED

None.

5. SUPPORTING INFORMATION

- Documents that have been finalised
- 5.1 The Bracknell Forest LDF is a portfolio of LDDs. Documents with development plan status are known as DPDs. These are subject to independent examination before they can be adopted, to ensure that they are sound in terms of their content, and the way they are produced, for example, they must be founded on a robust evidence base. To date, one DPD has been adopted for Bracknell Forest. This is the Core Strategy which sets out the overarching strategy for the area, including the level of housing growth.

5.2 Apart from the Core Strategy, a number of other LDDs have been produced for Bracknell Forest, including SPDs, the Annual Monitoring Report which reviews progress in implementing policies each year and the Statement of Community Involvement which specifies how stakeholders and communities can be involved in the process of producing LDDs. A list of documents that have already been adopted is provided at Appendix 1.

Documents that are under preparation or planned

5.3 The Local Development Scheme (LDS) is a three-year project plan, which sets out time scales for the preparation of LDDs. The current LDS for Bracknell Forest came into effect on 8 August 2011 and therefore covers the period to 7th August 2014. A review of progress on the work programme and any issues arising is set out in the Annual Monitoring Report.

5.4 The two DPDs proposed for preparation within the three year period are the Site Allocations DPD and the Core Strategy Review. As Members will be aware, the Draft Submission version of the Site Allocations DPD is due to be considered by Executive and Council in November with a view to publishing for a period of statutory consultation in January and February 2012. It is also proposed to commence a review of the Core Strategy in March 2012. This will require a full assessment of the Borough's development needs for a period to at least 2031 and to allocate sites to meet those needs. This will need to be carried out within the context of the National Planning Policy Framework which is currently being produced by the Government. The Core Strategy Review will also be an opportunity to review and update the Council's development management policies which are currently mostly saved Bracknell Forest Borough Local Plan policies. Ultimately, policies within the DPDs will replace those contained in the current Local Plan.

5.5 The LDS also contains information on a number of SPDs that are currently under preparation. These include an SPD for Warfield. Details of these documents, including estimated dates for adoption are included in Appendix 1.

The Localism Bill

5.6 There are a number of changes being made to the planning system through the Localism Bill and accompanying Regulations which may have an impact on the current work programme. These include the:

- Abolition of regional strategies and the housing targets they contain.
- The introduction of Neighbourhood Development Plans (NDPs). The Council would have a duty to support the preparation of any plan instigated in this way. This would include the provision of information, carrying out Sustainability Appraisal / Appropriate Assessment, appointing a suitable person to examine the document and holding a referendum within the area covered by the NDP.

5.7 However, many requirements will remain although in a slightly amended form. These include:

- Retention of Local Development Frameworks although the DPDs are likely to be in the form of a Local Plan. There are indications that it will be possible to review the Local Plan in full or part to respond flexibly to changing circumstances. As with the current system, a DPD must be based on up to date and relevant evidence and will be the subject of examination when an Inspector will consider whether or not a plan is sound. The Localism Bill does however propose to remove an Inspector's power to impose changes. An

Inspector will only be able to recommend modifications to overcome issues if the Council has asked for that form of report.

- The draft National Planning Policy Framework suggests that SPDs will only be justified where they help bring forward sustainable development at an accelerated rate and do not add financial burdens to development.
- The duty to monitor the implementation of planning policies remains (particularly the delivery of new homes), but the monitoring report is to be prepared for local people in the interests of local transparency and accountability. It is intended to remove the need to submit it to the Secretary of State.

6. ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

No advice was sought from the Borough Solicitor, the Borough Treasurer or Other Officers or sought in terms of Equalities Impact Assessment or Strategic Risk Management Issues.

7. CONSULTATION

None.

Background Papers

Bracknell Forest Borough Local Development Scheme: August 2011

Contact for Further Information

Max Baker – 01344 351902

e-mail: max.baker@bracknell-forest.gov.uk

Local Development Framework Update

Adopted documents

Development Plan Documents

Core Strategy DPD

- Examination hearings held in June/July 2007 (8 sitting days)
- Inspector's Report received in November found CS Sound
- Adopted - February 2008.
- www.bracknell-forest.gov.uk/corestrategy

Bracknell Forest Borough Proposals Map

- Shows Core Strategy DPD designations and saved policies from the Bracknell Forest Borough Local Plan
- Adopted - April 2010
- www.bracknell-forest.gov.uk/proposalsmap

Supplementary Planning Documents

Designing for Accessibility SPD

- Guidance on making development physically accessible for disabled and older people
- Adopted - June 2006
- www.bracknell-forest.gov.uk/designaccess

Parking Standards SPD

- Guidance on parking requirements for residential and non residential development
- Adopted – July 2007.
- www.bracknell-forest.gov.uk/parking

Limiting the Impact of Development SPD (LID2)

- Infrastructure/Section106 guidance
- Adopted – July 2007.
- www.bracknell-forest.gov.uk/lid

Sustainable Resource Management SPD

- Guidance on renewables, climate change, efficiency, sustainable construction
- Adopted - October 2008
- www.bracknell-forest.gov.uk/srm

Amen Corner SPD

- Provides guidance for applications for a comprehensive mixed use development at Amen Corner South
- Adopted - March 2010
- www.bracknell-forest.gov.uk/amencorner

Character Area Assessments SPD

- Defines the character of specific areas in the Borough and interprets Core Strategy policy.
- Adopted - March 2010
- www.bracknell-forest.gov.uk/characterareas

Streetscene SPD

- Provides design guidance for the streetscene relating to residential developments
- Consultation of the Draft SPD undertaken in May 2010
- Adopted - April 2011
- www.bracknell-forest.gov.uk/streetscene

Documents under production:

Development Plan Documents

Site Allocations DPD

- To allocate sites to meet the Borough's growth requirements until 2026, within the strategy set by the adopted Core Strategy
- Options consultation –February - April 2010.
- Preferred Options consultation – November 2010 – January 2011
- Council resolution for publication Nov 2011
- Publication period – Jan/Feb 2012
- Submission – June 2012
- Examination – October 2012
- Adoption – Feb/March 2013
- www.bracknell-forest.gov.uk/sadpd

Core Strategy Review

- To provide the opportunity to review the long term vision and strategy for the Borough and produce a comprehensive set of policies in respect of, not only, the delivery of housing, employment, retail and Bracknell town centre, but also, environmental, recreation and transport
- Commencement March 2012
- Publication May/June 2013
- Submission March 2014
- Adoption January/February 2015

Proposals Map

- The adopted Proposals Map is based on saved policies in the Bracknell Forest Borough Local Plan and will be updated to incorporate changes resulting from the adoption of any subsequent DPDs.

Supplementary Planning Documents

Thames Basin Heaths Special Protection Area Avoidance and Mitigation Strategy SPD

- To provide a revised Avoidance and Mitigation Strategy for the Borough and updates the necessary measures required to mitigate the impact of development on the SPA.
- Consultation on Draft SPD runs until 24th October 2011
- Adoption due December 2011
- www.bracknell-forest.gov.uk/SPA

Warfield SPD

- To provide guidance for applications for a comprehensive mixed use development of the Warfield site (formerly known as land North of Whitegrove and Quelm Park)
- Consultation on the Draft SPD December 2010
- Further targeted consultation November 2011
- Adoption early 2012
- www.bracknell-forest.gov.uk/warfield

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ENVIRONMENT, CULTURE & COMMUNITIES OVERVIEW AND SCRUTINY PANEL 18 OCTOBER 2011

THE COMMUNITY INFRASTRUCTURE LEVY – BRIEFING REPORT Director of Environment, Culture & Communities

1 PURPOSE OF REPORT

- 1.1 This report summarises the Community Infrastructure Levy (CIL) which will be replacing, in part, the use of s.106 agreements for infrastructure delivery as part of new development proposals. It also sets out how the Council is preparing for its introduction.
- 1.2 The Council will want to put itself into the best position possible to maximise the legitimate charging potential from new development to deliver the Council's policies and priorities. This will be key in making sure the Council is able to deliver development that is as sustainable as possible and to minimise the impact new development has not only on future generations, but by implication, on the ability for the Council to deliver its services in the future.

2. RECOMMEDATION

- 2.1 **That the Panel notes the proposed Community Infrastructure Levy and how the Council is preparing for its introduction.**

3. REASONS FOR RECOMMEDATION

To inform the Panel of the proposed Community Infrastructure Levy and how the Council is preparing for its introduction.

4. ALTERNATIVE OPTIONS CONSIDERED

None.

5. THE COMMUNITY INFRASTRUCTURE LEVY

- 5.1 CIL is a standardised tariff system for collecting contributions towards infrastructure provision from developers of residential and commercial development. It is up to Councils whether or not to introduce a CIL, but if they do not, then by April 2014, they will not be able to continue with their own system via s106 planning obligations for pooled contributions as the Council presently does through the 'Limiting the Impact of Development' Supplementary Planning Document. CIL is very important for Bracknell Forest where planned development will result in the need for significant highway improvement works and a new secondary school, among other infrastructure requirements.
- 5.2 CIL payments will be calculated by applying a tariff rate to the net increase in floor area resulting from a development. The rate to be set will be based on a schedule

that can set different levels of charge for different land uses (residential, business, retail etc.) and for different geographic areas. The rates, and any variations within them must be set at a level that will ensure that most development is viable. Any variations between uses and geographic areas must be based on there being quantifiable differences in their viability.

5.3 Liability for payment of CIL

The liability for and payment of CIL will be based on the following:

- Liability for payment of CIL arises on grant of planning permission and payment will be due on commencement of development (there is now provision in amended regulations for phased payments);
- CIL will apply to increases in floorspace (where the increase in gross internal area is 100 sq metres or more or where any new dwelling is created);
- The CIL amount charged will be indexed from the date of adoption of the charging schedule to the date of planning permission;
- Larger developments may make 'land payments' on which infrastructure is to be provided in lieu of some financial payment;
- An exemptions process is included to allow up to 100% relief for charities, social housing and exceptional circumstances;
- Provisions are made for enforcement and surcharging for late or non-payment of CIL; and,
- Provisions are included for appeal.

5.4 Application of CIL

CIL can be used for funding for infrastructure outside the Council's area that would support development within its area. The Council must report annually on CIL receipts and expenditure. The CIL provisions allow Councils to prudentially borrow against expected future CIL receipts

5.5 Planning Obligations

Councils can still also apply planning obligations (S106), but cannot use them for infrastructure for which CIL is being charged (e.g. can use planning obligations to cover provision of affordable housing or site specific works). The CIL Regulations also place in law the Government's planning obligations policy.

5.6 Further Regulations

Further regulations are due to be published for consultation this autumn. These regulations should indicate the proportion of CIL income to be allocated to local communities. They should also indicate how the particular requirements associated with Special Protection Areas and the need to secure Suitable Alternative Natural Greenspace and payments towards access management and monitoring should be dealt with.

Localism Bill

- 5.7 The Localism Bill contains a number of proposed changes to CIL which will enable money collected to be spent on maintaining infrastructure (revenue) as well as on

providing new infrastructure. The proposed changes will also require a significant proportion of the money raised to go directly to the neighbourhoods where development takes place. The proportion to be given over to local communities has not yet been defined.

6. INTRODUCING CIL IN BRACKNELL FOREST

- 6.1 It is important that a CIL charging regime is established to ensure that the Council is in a position to secure funding for necessary infrastructure to support growth and mitigate the impacts of planned development in the Borough. From 6 April 2014 the Council will not be able to pool contributions for a piece of infrastructure from more than 5 developments.
- 6.2 In order to achieve this, a CIL project has been initiated involving senior officers from across the Council to ensure that all relevant service area needs are identified and that the financial, constitutional and legal matters are effectively addressed.
- 6.3 The following steps would need to be followed to introduce a CIL:
- Council collects evidence of infrastructure needs and shortfalls (a lot of this work has already been done in preparing the Infrastructure Delivery Plan to support the Site Allocations DPD);
 - Specialist work is commissioned to establish the viability of different forms of development in different parts of the Borough and confirm the cost of meeting the identified shortfall in infrastructure;
 - Council draws up a charging schedule proposing rates in £/sq.m;
 - Rate to be set at a level that will not make development unviable in most cases within the area as a whole;
 - Can vary the rate in different parts of the Borough;
 - Can apply different rates to different types of land use;
 - The Council must consult on the preliminary draft charging schedule;
 - The draft charging schedule and consultation responses are considered by an Independent Examiner;
 - Charging schedule is published and adopted, following report of the examiner,
 - The Council will need to establish a mechanism for the governance of CIL and the allocation of funds; and
 - A proportion of CIL will be allocated to local communities – for Bracknell Forest this is likely to be to the Parish and Town Councils.
- 6.4 The intention is to establish a CIL regime by the summer of 2013. The programme for this project is attached at Appendix 1 to this report and the Project Management Structure is attached at Appendix 2.

7. ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

No advice was sought from the Borough Solicitor, the Borough Treasurer or Other Officers or sought in terms of Equalities Impact Assessment or Strategic Risk Management Issues.

8. CONSULTATION

None.

Contact for Further Information

Max Baker – 01344 351902

e-mail: max.baker@bracknell-forest.gov.uk

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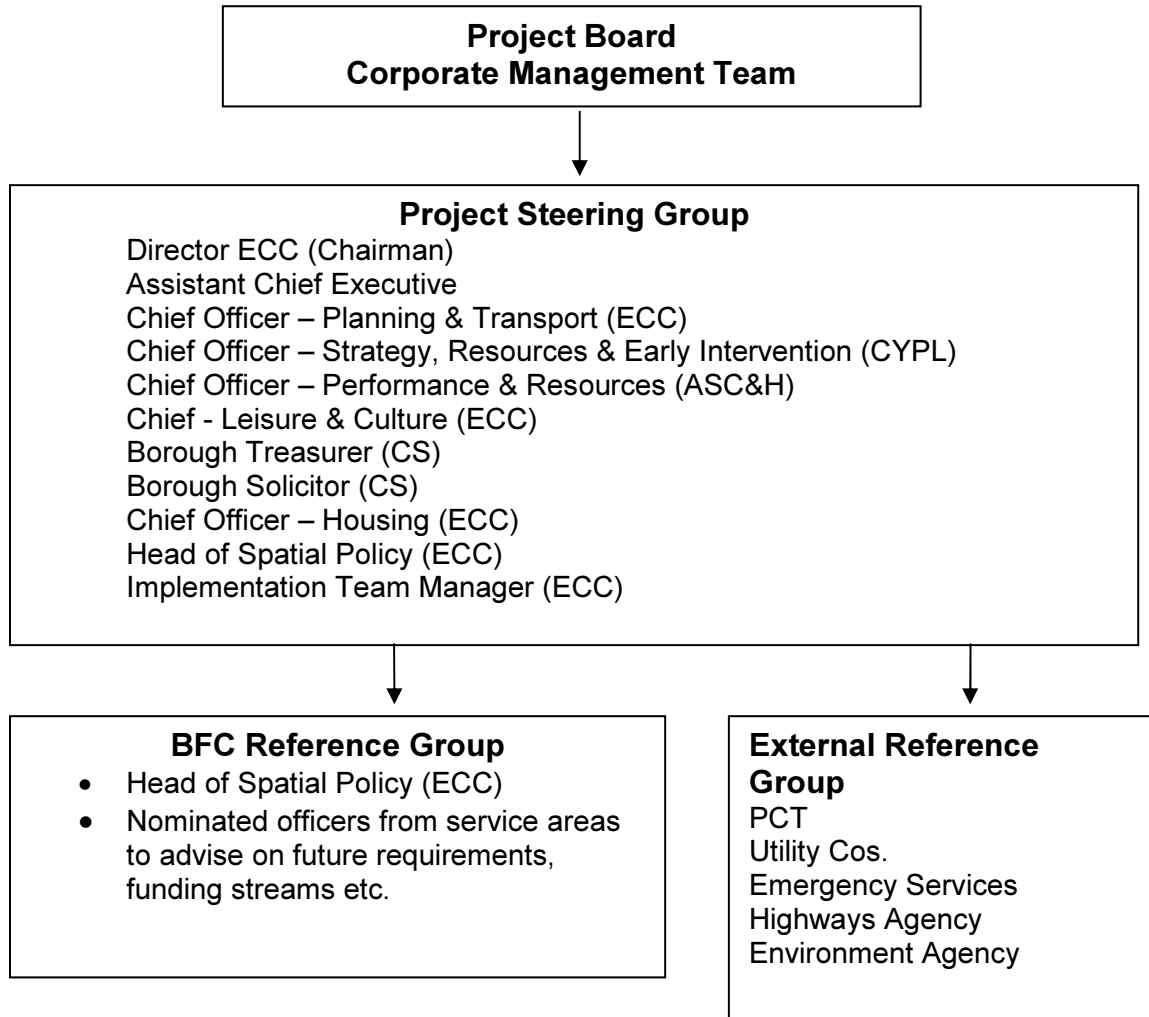
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CIL Programme – Updated August 2011

Milestones	TIMESCALE	RESOURCES
Commencement of project	FEB 2011	Spatial Policy
Initiation Report to CMT	MARCH 2011	Spatial Policy
Draft Project Plan and Structure	MAR – APR 2011	Spatial Policy
Project Structure and Plan to CMT	APR 2011	Spatial Policy
Steering Group Meeting	MAY 2011	Steering Group
Establish scope / commence evidence gathering on infrastructure requirements	JUN 2011 - FEB 2012	Service Areas / EXTERNAL BODIES / SPATIAL POLICY
Review cross border infrastructure requirements	JUL - SEP 2011	Spatial Policy
Explore potential for joint commissioning of viability work	JUL – SEP 2011	Spatial Policy
Prepare draft Request for Quotation for Viability Consultants	JUL – SEP 2011	Spatial Policy
Steering Group Review Progress / Identify Gaps for further work	SEP 2011	Steering Group
Finalise infrastructure requirements	OCT -NOV 2011	Service Areas / External Bodies / Consultants / Spatial Policy
Establish costs and alternative sources of funding for identified infrastructure	OCT-DEC 2011	Reference Groups / Consultants / Spatial Policy
Establish governance arrangements for collection, allocation, monitoring and reporting of CIL	SEP – DEC 2011	Legal / Finance / Spatial Policy
Viability testing for different forms of development and geographic variations within the Borough.	NOV – DEC 2011	Consultants / Spatial Policy
Review final Localism Bill	DEC 2011 – JAN 2012	Spatial Policy
Steering Group agree infrastructure schedule and viability outcomes	JAN 2012	Steering Group
Report to CMT	FEB 2012	Spatial Policy
Work up charging schedule	MAR 2012	Spatial Policy / Consultants
Steering Group Review draft charging schedule	APR 2012	Steering Group
Approve preliminary draft charging schedule and governance arrangements for collection, allocation, monitoring and reporting of CIL	MAY 2012	CMT / Executive
Consultation on preliminary draft charging schedule (6 weeks)	JUN - JUL 2012	SPATIAL POLICY
Consider Responses/Publish Draft Charging Schedule	AUG - SEP 2012	Spatial Policy / Reference Groups / Consultants as appropriate

Milestones	TIMESCALE	RESOURCES
Examination	DEC 2012 OR LINK TO SITE ALLOCATION S EXAMINATIO N SUBJECT TO TIMING.	Spatial Policy / Service Areas / External Bodies / Consultants as appropriate
Receive Inspector's Report & prepare final charging schedule	FEB 2013	Spatial Policy
Prepare Regulation 123 List of Infrastructure to be covered by CIL funding	FEB 2013	Legal / Spatial Policy
Report to Council / Approval	APR 2013	spatial policy
Publication and Advertisement	MAY 2013	spatial policy
Commence Operation of CIL	JUN 2013	tba

CIL Project Management Structure



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ENVIRONMENT, CULTURE AND COMMUNITIES OVERVIEW AND SCRUTINY PANEL 18 OCTOBER 2011

A322 BAGSHOT ROAD RESURFACING PROJECT **Chief Officer: Environment & Public Protection**

1 PURPOSE OF REPORT

- 1.1 The meeting of the Environment, Culture and Communities Overview and Scrutiny Panel on 21 June requested that Members be provided with details of the investigation into the cause of the failure to the A322 Bagshot Road resurfacing project and the action taken to address the problems caused.
- 1.2 This paper appraises Members in light of that request and draws out not only the details as to what went wrong and why but also how the problems were addressed and what learning arose.

2 SUPPORTING INFORMATION

- 2.1 Members will recall that the essential resurfacing works undertaken in June to the A322 Bagshot Road failed. As reported to the last meeting, the Contractor accepted liability and agreed to put in place arrangements to rectify the defective road surface. Those works were carried out over the weekends of the 16/17, 23/24, and 30/31 of July 2011.
- 2.2 Pending the repair, where a surface dressing such as was used on this road starts to fail, the only rectification works that can initially be undertaken is to monitor the site and carry out a continuous regime of sweeping to remove the excess aggregate. It is also imperative to keep traffic speeds to a minimum to reduce potential accidents on site. Accordingly, a temporary maximum speed limit of 30 MPH was imposed which was the lowest level we could seek on that road. We also advised a 20MPH speed limit simply because of the road condition. The 30 MPH speed limit remained in place until completion of the remedial surfacing works on both carriageways.
- 2.3 The initial and remedial works were both effected via Ringway using Eurovia Specialist Treatments (EST). EST is an accredited organisation that undertakes over 5 million square metres of surface dressing on an annual basis. Over the past 5 years the level of failure on their annual programmes has been less than 1%, which puts into context the disappointment in relation to this site.
- 2.4 In deciding how best to deal with the problem there was considerable discussion with the Contractor as to the options available having regard to three main factors:
 - (1) cost - the Council can only demand what is reasonable to effect the previously specified standard of works;
 - (2) impact - how best to limit the level of disruption on the road; and
 - (3) effectiveness - the agreed solution must be fit for purpose.

- 2.5 The method finally agreed to be used to repair the road involved considerable additional cost to the Contractor. The specification required a two-coat application of the surfacing material; the first to 'regulate' (smooth out) the existing uneven surface and the second to provide the longevity expected of all renewed highway surfaces.
- 2.6 Night time work was considered as a way to reduce traffic delays but the materials to be used needed warm temperatures to cure properly before the road could be opened for use. The risk of temperatures falling below those required and thereby causing failure or requiring that the work stop, was considered too high. Taking all factors into account it was agreed to focus on just one carriageway at a time and to allow sufficient closure time to do the works without undue pressure being exerted. The remedial surfacing resulted in an increased depth of material and this in turn necessitated the raising of the road side gullies. This extra work was undertaken at night after the road surfacing was completed.
- 2.7 Arrangements were put in place to close the road dealing with the Bracknell inbound lanes first. As with most road works the window of opportunity was restricted and the earliest weekend available was the 16/17 July. Unfortunately, bad weather again hampered progress and by the end of that first weekend the works were not finished. The next weekend was already scheduled for the outbound lanes to be resurfaced and this was completed without further problem. Because the inbound lanes were not finished we had to take up a third weekend and again close the road albeit for a shorter period of time.

Planning the works

- 2.8 When closing any road the Council has to look to how best to try to minimise the disruption. The nature of this project was problematic in two ways. Firstly the A322 is a major thoroughfare connecting the M3 and M4 for all those looking to avoid the M25. Secondly, we have to have regard to what other road works are taking place relative to the diversions that would be required. This is always challenging but this year has been particularly difficult with so many other important roads being worked on.
- 2.9 In the planning process it was recognised that the diversion signage needed to be better than before. Accordingly, we erected signs further out from the road works including the M3. We again asked for help from the Highways Agency and this time we were successful. They used their overhead variable messaging system to give advance warning of the road closures and thereby helped us encourage early diversion. There was also a significant amount of media coverage and again the national media picked up the road closure details. Despite this there was still major impact locally as there are very few alternatives to using the A322. The works to Crowthorne High Street had already put added pressure on the Crowthorne by-pass. Whilst there was disruption the number of complaints over the period was less than before.

Cause of failure

- 2.10 The reason for the failure has been investigated by Officers, EST and their technical department. The conclusion is that the primary and secondary aggregates used on the site were significantly out of specification, both having an excess of fine particles. This, compounded with the onset of heavy rain immediately following the works on the evening of Sunday 5 June, resulted in the total failure of the dressing. It is clear from the investigations carried out by EST that insufficient pre-testing of the

aggregates was carried out. This is primarily due to the materials arriving at the site compound only a few days prior to the works being undertaken. EST has also identified that the on site checks of the aggregate during the application of the surface dressing by contracting staff were not rigorous enough. There has been learning for all parties and action in response to the failings.

Learning

- 2.11 As a result of this failure the following measures will be implemented by EST and their clients to ensure failures of this nature do not re-occur either locally or nationally:
- On all major high speed roads requiring treatment EST have instructed that all materials are delivered to site/depots at least two weeks in advance of the works being undertaken so that sufficient testing of the products can be carried out and results analysed before the commencement of works.
 - Any materials failing to comply with the required specification are to be removed from site and replaced with proven compliant material.
 - When undertaking this type of work EST will also assess the weather reports 24 hours in advance of application so that the potential weather risks can be assessed and the option of postponing works discussed with the client.
 - Further instruction/training is to be given to all operatives and supervisors regarding the need for checking of products by the EST Technical Department.
 - EST are also proposing to introduce in 2012 a dedicated High Speed Roads Surface Dressing Team that are fully aware of the specific Health, Safety and Quality issues relating to roads of this type.
- 2.12 The original works caused inevitable disruption. This particular road is a significant regional link between the M4 and M3. Its closure impacts not only on this Borough but also beyond. The alternatives are few and far between. Local signage was considered poor by the public. There was learning from this experience following the failure and such learning was applied when the remedial works were carried out. The Highways Agency were more supportive and perhaps because of the failure there was much more media interest. There were still complaints about disruption.

Conclusion

- 2.13 It is clear that the nature of the work and the subsequent failure caused major local disruption over a number of weekends. The Council had commissioned works (ie resurfacing of the road) that had not been successful on the first attempt. Indeed the initial work had made the road worse and we were left with a totally unsatisfactory surface requiring urgent remedial action. Our term Contractor recognised this and accepted their liability without question.

3 EQUALITIES IMPACT ASSESSMENT

- 3.1 Not applicable.

4 STRATEGIC RISK MANAGEMENT ISSUES

4.1 None.

Contact for further information

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Document Reference

G/CO/E&PP/Cttees&Gps/O&S/2011/A322BagshotRoadResurfacingProject18-10-11 (c)

ENVIRONMENT, CULTURE AND COMMUNITIES OVERVIEW AND SCRUTINY PANEL 18 OCTOBER 2011

SCHOOLS ENERGY MANAGEMENT - BRIEFING NOTE Executive Member for Education

1 PURPOSE OF REPORT

This briefing note is to update the Overview and Scrutiny Panel on the current position regarding energy management in schools.

2 RECOMMENDATION

- 2.1 **That the Environment, Culture and Communities Overview and Scrutiny Panel considers and notes this briefing in respect of schools energy management.**

3 REASONS FOR RECOMMENDATION

The Panel requested a briefing update in respect of energy management in schools.

4 ALTERNATIVE OPTIONS CONSIDERED

None.

5 SUPPORTING INFORMATION

Energy Procurement

- 5.1 All schools have signed up to buy energy through the Council's corporate energy procurement Service Level Agreement (SLA). This includes centralised reporting and supplier management. This is a popular and successful SLA and this also benefits the Council by giving it access to key billing and energy consumption data.

Energy Performance

- 5.2 Schools are ranked for energy performance in the Schools Annual Environmental Management Report. The report benchmarks schools by energy cost, consumption and environmental impact (CO2 emissions) against each other and against national benchmarks published by the Department for Education. The report is produced annually and is posted on the public website at:

<http://www.bracknell-forest.gov.uk/schools-annual-environmental-management-report-2009-to-2010.pdf>

Display Energy Certificates (DECs)

- 5.3 DECs have been provided to all schools by the Energy Manager in the Environment Culture & Communities Department (ECC). These are also posted on-line on the schools Asset Management database. These include DEC reports which set out energy saving measures in each school. Schools and governors can access and download this information over the internet.

Energy Audits

- 5.4 A third of schools, including the highest energy consumers, have been the subject of more detailed energy audits. These provide more in depth analysis of energy consumption and usage along with further recommendations for works and management measures to reduce consumption. These reports have been passed to the schools.

Carbon/Energy Use in Schools Working Group

- 5.5 This working group was established in May 2011 under the Chairmanship of the Executive Member for Education. It includes representatives from Headteachers, Governors and Local Authority officers. It has a remit to analyse and prioritise the options available in order to reduce carbon emissions and energy use in schools. The Group meets termly and has already identified a number of areas to progress.

Engagement with Schools

- 5.6 Separate presentations have been given by the Climate Control Team Manager from ECC to recent meetings of School Bursars, Chairs of Governors and Headteachers. This was to promote awareness of the Carbon Reduction Commitment (CRC) tax and to open a dialogue for further work with schools on specific energy projects. Following this a number of schools have contacted the Council for further advice on energy saving measures.
- 5.7 In addition, the Sustainable Energy Officer from ECC has undertaken group work on energy and environmental management directly with children in primary schools to raise awareness and to get pupils involved in switching off lights, closing windows etc.

Current/Recent Energy Projects

- Automatic Meter Readers (AMRs) have been fitted to approximately two thirds of all gas and electricity meters in schools to provide more accurate and detailed data on energy consumption for use in energy management. Reports are emailed to sites, and irregular consumption patterns can now be identified and addressed.
- Solar Photovoltaics are currently being evaluated for use by schools including leasing and purchasing options.
- Sub Meters have been installed at various schools to ensure effective management of energy and apportionment of costs between buildings and key users.
- Edgbarrow and Sandhurst Schools are to be subject of works to provide Voltage Optimisation which is intended to reduce overall electricity consumption.
- Easthampstead Park, Wooden Hill and Brakenhale schools will be subject of works to install intelligent lighting controls to reduce consumption.
- Kennel Lane Special School will be provided with a thermal cover for the swimming pool to reduce heat loss.
- Meadow Vale school will be the subject of insulation works to reduce heat loss.
- Crowthorne School will be fitted with heating control valves to enable the area being heated to be reduced/zoned for out of hours use.
- Holly Spring Infant school has received a new plant room which has been built large enough to accommodate heating plant sufficient to run both the infant and junior schools

rather than operating with separate boilers in separate plant rooms. The installation of combined heating plant will be undertaken as part of the ongoing boiler replacement cycle.

- There has been a significant amount of new school building work over the last 2-3 years including Garth Hill College (13,000m²), Jennett's Park Primary (2,444m²), Holly Spring (1,000m²), Sandy Lane (732m²), and Crown Wood (1,325m²). All of these areas have been built to/brought up to current Building Regulations standards for energy efficiency.
- A Ground Source Heat Pump was installed at Edgbarrow in the new Post 16 Centre in September 2010.
- The new Garth Hill College has a biomass boiler as an alternative to the gas fired heating system.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

No advice was sought from the Borough Solicitor, the Borough Treasurer or Other Officers or sought in terms of Equalities Impact Assessment or Strategic Risk Management Issues.

7 CONSULTATION

None.

Background Papers

None

Contact for further information

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Doc ref: DW/ct/jw – 7 Sept 11

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To: ENVIRONMENT, CULTURE AND COMMUNITIES OVERVIEW AND SCRUTINY
PANEL
18 OCTOBER 2011

SUPPORTING PEOPLE STRATEGY 2011 - 15 Chief Officer: Housing

1 PURPOSE OF REPORT

- 1.1 To consider a new strategy for the commissioning of supporting people services during the period 2011 – 15.

2 RECOMMENDATION

- 2.1 That the Panel comments on the draft Supporting People Strategy and eligibility criteria.

3 REASONS FOR RECOMMENDATION

A new strategy setting out a framework for the commissioning of supporting people services in the future is required.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 The current Supporting People Strategy expired in 2010. Priorities for the commissioning of services need to be reviewed in the light of the current financial climate and the expected level of resources available to fund services over the next 4 years.

5 SUPPORTING INFORMATION

- 5.1 The Supporting People programme funds the provision of housing related support, to help people keep their home and prevent them moving into less independent/costly housing provision. The primary need of all of the clients accessing services is a housing need and the services provided via the supporting people programmes enables the client to access a home, keep their home, and/or maintain their home successfully. A key aim of the Supporting People Strategy 2011-15 is therefore to improve the quality of life for a range of vulnerable people, by preventing homelessness and helping them live as independently as possible.
- 5.2 The need to maximise flexibility within the services that are commissioned has become increasingly important as a significant proportion of people requiring housing related support are living outside the social rented sector. In the case of older people for example, more than 73% of Bracknell Forest residents over 50 years are home owners. At present, the majority of the services for older people funded by the supporting people programme are support services provided in sheltered housing which is owned by Registered Providers (housing associations). There is no housing related support service currently available for older people living in their own home. There will also not be any capacity in the programme to fund new services. Flexibility within the services which are commissioned will therefore be necessary to enable housing related support to contribute to any new initiatives which emerge during the life of the Strategy

RESOURCES

- 5.3 The estimated resource available to fund the Supporting People programme over the next four years is as follows:

	2011/12	2012/13	2013/14	2014/15
Programme budget	1,097,000	1,076,000	1,076,000	1,076,000

- 5.4 As the ring-fencing for supporting people has been removed, funding which has contributed to services for specialist social care groups such as people with enduring mental health problems and people with learning disabilities has been transferred to the mainstream budgets for these client groups. The Supporting People strategy will therefore continue to commission services for homelessness and older people.

THE WAY FORWARD`

- 5.5 The commissioning strategy for the next four years needs to address the following priorities:
- Flexibility – to support residents across tenure and contribute to new initiatives which may emerge during the life of the strategy
 - Effective targeting – support to meet essential needs (securing a home and preventing homelessness)
 - Opportunities for new commissioning arrangements such a joint commissioning with neighbouring authorities

To deliver these priorities, this strategy will focus on the following actions:

- 5.6 It is proposed that the eligibility criteria for accessing housing related support are reviewed to ensure that priority is given to maintaining essential services which enable people to secure a home, and provide support to enable a person to keep their home. The revised eligibility criteria are attached at Appendix A.
- 5.7 The draft strategy considers models for the commissioning of services in the future:
- two floating support contracts, one for the homeless client groups, and one for older people.
 - hub and spoke, where existing housing schemes in the borough are used as accommodation hubs, and from which services can be delivered to residents in the wider community.
- 5.8 A floating support based service could be based anywhere in the borough, with mobile support workers providing housing related support to residents in their current homes, regardless of the tenure of that home, or by meeting with residents in a local office.
- 5.9 A hybrid model such as hub and spoke is a model whereby an accommodation scheme provides a hub from which services can be provided to both scheme based residents and residents in the wider community. This type of model could be particularly relevant for older persons sheltered housing, offering the opportunity for those living in sheltered schemes and eligible for support (or self funders) to receive the same “needs-led” service as those in their own home. The model could also work for homeless services. There are existing housing schemes in the borough such as Rainforest Walk, Holly House and the women’s refuge which could operate as hubs, and from which services can also be delivered to residents in the wider community.

An advantage of this approach would be that the provider could vary the number of support hours going into each part of the service, in line with client needs at any point in time. A copy of the new draft Strategy is attached at Appendix B.

- 5.10 Officers have started the consultation process by consulting with service providers on both the draft strategy and revised eligibility criteria. Further consultation will be carried out during the next 12 weeks including:
- i. Meetings with Service users
 - ii. Consultation with the voluntary sector via the Older Persons Forum
 - iii. Information on the Council's website

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 6.1 The Borough Solicitor makes no comments at this stage with regard to the proposed draft strategy. However, with regard to the proposed revision to the existing eligibility criteria the Council will be required to engage in a consultation process and have due regard to the public sector equality duty pursuant to Equality Act 2010.
- 6.2 The legal requirement to consult on a significant change in policy or the implementation of policy is well established in natural law principle. This principle has been highlighted in the case of *R (Lionel Morris) v Newport City Council* [2009] EWHC 3051 (Admin), where a decision to introduce an age limit on licensed taxis was quashed due to failure to consult.
- 6.3 The settled case law on consultation is set out in *R v Brent London Borough Council ex parte Gunning* [1985] 84 LGR 168 as follows:
- a. Consultation must be at a time when proposals are still at a formative stage
 - b. Sufficient reasons must be given for any proposals to enable intelligent consideration and response
 - c. Adequate time must be given for such consideration and response; and
 - d. The production of consultation must be conscientiously taken into account in finalising any proposals
- 6.4 The Cabinet Office Guidelines on Consultation and the 2008 Codes of Practice specify a framework for the consultation process. The Cabinet Office Guidance states the consultation process should be a minimum of 12 weeks to allow for written consultation at least once during the development of a policy. Consultation should be early in the policy development process; identify proactively the interested parties in order to engage in discussions; informally consult prior to written consultation; arrange stakeholder meetings, public meetings, web forums, public surveys, focus groups, regional events and targeted leaflet campaigns.
- 6.5 The consultation process should be compliant with the Equality Act 2010, Disability Discrimination Act 2005, Freedom of Information Act 2000 and Data Protection Act 1998.

Borough Treasurer

- 6.6 The Programme budget in 6.1 assumes that the Formula Grant remains the same from 12/13 onwards. There is a carry forward against the Supporting People

programme that could be used to purchase services if demand changes and the need arises.

Equalities Impact Assessment

- 6.7 An equalities impact assessment for this strategy has been completed

Strategic Risk Management Issues

Other Officers

7 CONSULTATION

Principal Groups Consulted

- 7.1 To date, SP service providers have been consulted

Method of Consultation

- 7.2 Provider Forum meetings, circulation of draft strategy, and revised eligibility criteria.

Contact for further information

Simon Hendey, Chief Officer: Housing - 01344 351688
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Proposed Eligibility Criteria April 2012:

Task	Current Eligible Support Activities	Proposed Eligible Support Activities
<p>Help Maintaining safety and security of the dwelling</p>	<p><i>Security</i></p> <ul style="list-style-type: none"> • Staffing where required to monitor or restrict access to certain individuals, or where health and safety requires more than one member of staff to be on duty due to the nature of client group. <p><i>Safety</i></p> <ul style="list-style-type: none"> • Advice and assistance in relation to the safety and security of accommodation • Advice and support on how to report and arrange repairs or home improvements • Support to arrange for adaptations to cope with disability, improve mobility • Arranging for repairs and alterations where this is a service provided by an HIA or Handyperson service • Arranging for gardening provided through a Handyperson service • Provision of minor repairs and installation of minor adaptations where this is provided by a Handyman service • Advice on using cooker, iron etc to <i>avoid health and safety risks</i> • Provision of community or social alarms for general personal safety 	<p><i>Security</i></p> <p><i>Safety</i></p> <ul style="list-style-type: none"> • Advice and assistance in relation to the safety and security of accommodation • Support to arrange for adaptations to cope with disability, improve mobility • Arranging for repairs and alterations where this is a service provided by an HIA or Handyperson service • Provision of minor repairs and installation of minor adaptations where this is provided by a Handyman service • Help establishing personal safety and security with regard to the dwelling

Task	Current Eligible Support Activities	Proposed Eligible Support Activities
	<ul style="list-style-type: none"> • Help establishing personal safety and security with regard to the dwelling 	
<p>Help in setting up and maintaining a home or tenancy</p>	<p><i>Legal and financial</i></p> <ul style="list-style-type: none"> • Signposting service users to legal advice on occupancy matters • Support to prevent and or resolve housing debts or other debts that impinge on ability to pay for housing and or move into more suitable accommodation • Help with budgeting/debt advice • Signposting to specialist debt management services • Advice on claiming welfare benefits • Support to deal with neighbour disputes, and assistance to develop life skills to avoid disputes and or deal with such situations <p><i>Day to day occupancy matters</i></p> <ul style="list-style-type: none"> • Advice in relation to ensuring connection to utilities • Risk assessment with regard to housing issues and maintenance of the tenancy • Advice in areas such as kitchen hygiene, advice on basic food preparation and storage • Support to enable service users to move to more appropriate accommodation 	<p><i>Legal and financial</i></p> <ul style="list-style-type: none"> • Signposting service users to legal advice on occupancy matters • Support to prevent and or resolve housing debts or other debts that impinge on ability to pay for housing and or move into more suitable accommodation • Help with budgeting/debt advice • Signposting to specialist debt management services • Advice on claiming welfare benefits • Support to develop life skills to avoid neighbour disputes and or deal with such situations <p><i>Day to day occupancy matters</i></p> <ul style="list-style-type: none"> • Advice in relation to ensuring connection to utilities • Risk assessment with regard to housing issues and maintenance of the tenancy • Support to enable service users to move to more appropriate accommodation • Support with resettlement activities necessary to enable the client to move towards more independent living

Task	Current Eligible Support Activities	Proposed Eligible Support Activities
<p>Advice, Advocacy liaison and personal tasks</p>	<ul style="list-style-type: none"> • Support with resettlement activities necessary to enable the client to move towards more independent living <p><i>General</i></p> <ul style="list-style-type: none"> • Help to access to other services e.g. <ul style="list-style-type: none"> ○ legal services ○ local community organisations, health / social care • Signposting to culture specific services <ul style="list-style-type: none"> ○ legal services or health or treatment services ○ social and cultural organisations <p><i>Personal Welfare</i></p> <ul style="list-style-type: none"> • Monitoring of health and well-being for the purposes of signposting and or alerting other services • Liaising with health or social care agencies • Prompting to take medication • Developing domestic/social skills • General advice on behaviour required e.g. <ul style="list-style-type: none"> ○ adhering to tenancy conditions ○ avoiding anti-social behaviour ○ staying safe from harm • General emotional support • Provision of on call services for service users 'Good Neighbour' tasks such as 	<p><i>General</i></p> <ul style="list-style-type: none"> • Signpost to other services e.g. <ul style="list-style-type: none"> ○ legal services ○ local community organisations, health / social care • Signposting to culture specific services <ul style="list-style-type: none"> ○ legal services or health or treatment services ○ social and cultural organisations <p><i>Personal Welfare</i></p> <ul style="list-style-type: none"> • Monitoring of health and well-being for the purposes of signposting and or alerting other services • Liaising with health or social care agencies

Task	Current Eligible Support Activities	Proposed Eligible Support Activities
<p>Other tasks</p>	<p>welfare checks, particularly in sheltered accommodation</p> <p><i>Reducing Social Exclusion</i></p> <ul style="list-style-type: none"> • Support to set up social events with the aim to prevent social exclusion • Signposting to community facilities and services (e.g. advocacy services, social and leisure services, employment services, training services and parenting classes) • Support to gain employment where this is part of a wider programme of housing related support • Service user or stakeholder consultation and empowerment • Parenting activities to ensure children can adapt to living in temporary accommodation. <p><i>Service management</i></p> <ul style="list-style-type: none"> • Assessment of potential service users prior to a service being taken up and related work e.g. referral, follow up and interagency work • Ongoing assessment and review of assessed needs/support plan 	<p><i>Reducing Social Exclusion</i></p> <ul style="list-style-type: none"> • Signposting to community facilities and services (e.g. advocacy services, social and leisure services, employment services, training services and parenting classes) <p><i>Service management</i></p> <ul style="list-style-type: none"> • Assessment of potential service users prior to a service being taken up and related work e.g. referral, follow up and interagency work • Ongoing assessment and review of assessed needs/support plan



Supporting People in Bracknell Forest
5 Year Strategy 2011/12 to 2014/15

DRAFT VERSION 0.6: SEPTEMBER 2011



Foreword

Welcome to the 2011/12 to 2014/15 Supporting People Strategy.

The Supporting People Programme in Bracknell sits within the Housing Service in the Environment, Culture and Communities Directorate but has strong links with two other directorates, Children, Young People & Learning and Adult Social Care & Health. The Council has six overarching priorities which encompass 13 medium term objectives for 2009 –2014, two of which are relevant to the Supporting People programme:

- Promoting health and achievement
- Creating a Borough where people are safe and feel safe

The Supporting People programme funds the provision of housing related support, to help prevent the kinds of problems that can lead to hospitalisation, institutional care, custody or homelessness, and provide transitional support when leaving these environments to enable clients to live independently.

The Bracknell Forest Supporting People Programme supports the Council's Housing Strategy, 'The Right Home' 2009 – 2014 [Housing Strategy](#). The overriding priority of the Housing Strategy is:

“to enable the provision of the right homes for the communities of Bracknell Forest, in the right place and of the right quality to allow more choice for the residents of the borough.”

The Council is committed to providing a locally defined approach to meeting the needs of its residents. This includes the need to work in partnership with a range of service providers, to tailor local solutions to the needs of service users. There will continue to be resourcing pressures on the Supporting People Budget and Bracknell Forest in conjunction with its partners will continue to seek out new and innovative approaches to maximise resources.

The Supporting People partnership consists of representatives from Bracknell Forest Council Environment, Culture & Communities, Adult Social Care & Health Departments, the Primary Care Trust (PCT) and the Thames Valley Probation Service.

Key Aim

To improve the quality of life for a range of vulnerable people, by preventing homelessness, helping them live as independently as possible, and enabling them to have an active role in our community.

Devising the Strategy

The strategy has been developed in consultation with service users and providers. The service providers include professionals in housing, adult social care and health, children and young people and criminal justice agencies.

Introduction

What is Supporting People (SP)?

- 1.0 The Supporting People programme was launched on 1 April 2003. The aim of SP is to help more people with support needs to achieve a better quality of life, by enabling them to live more independently. It funds the provision of **housing related support**, to help prevent the kinds of problem that can often lead to hospitalisation, institutional care or homelessness. It can also help people leaving institutional environments to make the transition to independent living.

Housing Related Support

- 1.1 Housing related support enables people to move into or continue living in their own homes or move into supported accommodation. It can be either long term or short term (up to 2 years). Support can be provided by staff permanently on site or on site for large parts of the day or it can be provided by visiting staff once or twice a week. Services may also be provided on a drop in basis.
- 1.2 Activities that can be funded through Supporting People include:
- a) Safety within the dwelling
 - Showing the person how to use equipment over and above what would be required for a tenant who is not vulnerable
 - Providing advice on obtaining repairs to personal equipment
 - Providing support to maintain health and safety within the dwelling e.g. proper disposal of rubbish
 - Support to enable maintenance or adaptations to be effected.
 - b) Security of the dwelling
 - Alarm systems
 - Concierge provision
 - Advice on locking up
 - c) Helping the tenant comply with the tenancy
 - Helping claim benefits
 - Budget management and debt counselling
 - Enabling resolution of neighbour disputes
 - Advice/Support to keep the property in good order
 - d) General social support and welfare tasks
 - Liaison with /facilitating services from other professionals or services,
 - Liaison with relatives
 - Occasional welfare tasks
 - Resettlement activities

Defining the current SP eligibility criteria

1.3 A review was carried out in March 2008 and the agreed four key criteria are:

- i. Help to maintain the safety and security of the dwelling, e.g. health and safety, repairs, community alarms;
- ii. Help setting up or maintaining the home or tenancy, e.g. benefits and finances, being a good neighbour
- iii. Advice, advocacy, liaison and personal tasks, e.g. signposting to health, social care, cultural and other services, developing life skills
- iv. Other tasks, e.g. referrals and assessments, service user consultation and empowerment, occasional social events

1.4 The following tasks are not housing-related support, and are not eligible for SP funding:

- Housing management (e.g. lettings, collecting rent, issuing or enforcing occupancy agreements)
- Provision of personal, social care, or health care including specialist counselling and or therapy.
- Provision of any statutory services
- Cleaning of communal areas
- Administering of medication etc

1.5 A full list is attached at Annex 1 of this strategy. Further information on Supporting People can be found on the Bracknell Forest website.

<http://www.bracknell-forest.gov.uk/liv-supporting-people.htm>.

SUPPORTING PEOPLE PRIORITIES

The primary need of all of the clients accessing services is a housing need and the services provided via the supporting people programmes enables the client to access or keep their home, and maintain their home successfully. A key objective of the supporting people programme is to prevent homelessness.

Over the last five years, the services funded by the SP programme have included essential activities such as enabling people to secure a home and providing support to enable people to keep their home as well as desirable activities aimed at enabling people to achieve independence and play a positive part in the community. Over the next four years, it will be necessary to review the eligibility criteria for SP services to ensure that priority is given to maintaining essential services which:

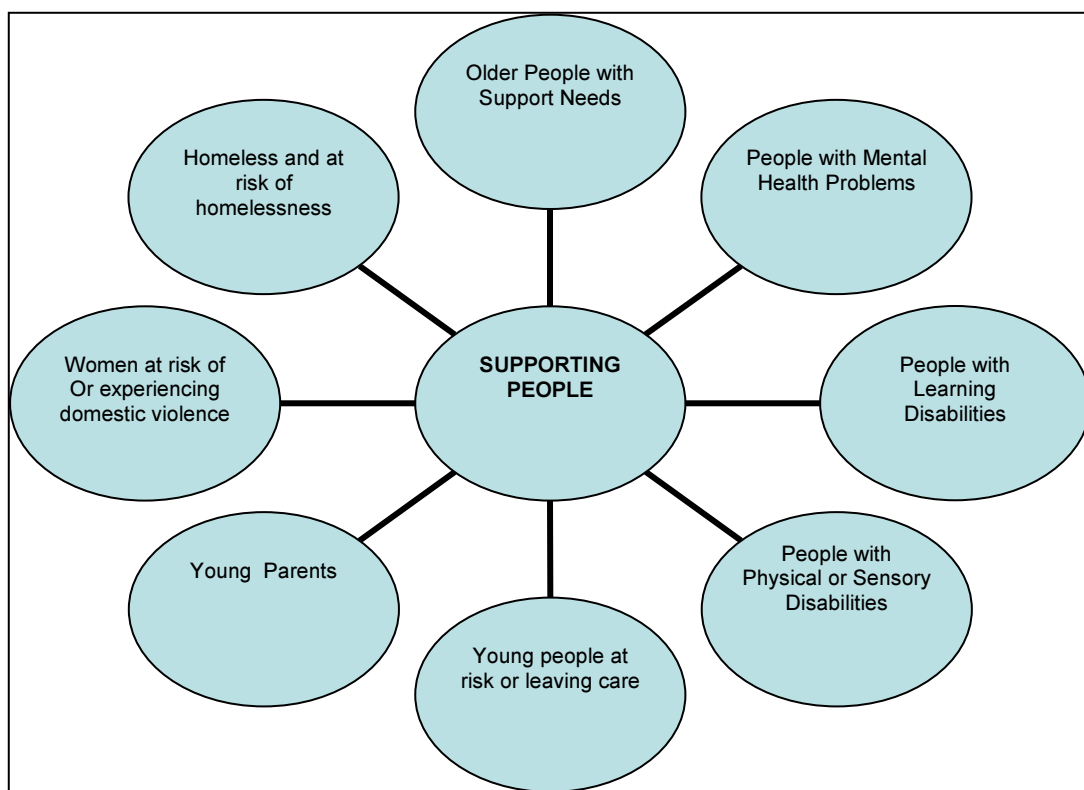
- Enable people to secure a home, and
- Provide support to enable a person to keep their home

It is unlikely that the wider value added services can continue to be funded from the core programme, but providers will be encouraged to develop partnerships with the voluntary sector to provide these services, in line with the principles of the Big Society.

The Need for Supporting People Services in the Bracknell Forest Borough

The Supporting People Programme funds services across 6 primary client groups. Some client groups encompass a range of needs, for example, homelessness services are accessed by women fleeing domestic violence, people with mental health problems and ex-offenders, people with a learning disability may also have physical disabilities.

Figure 1 – Client Groups Accessing Supporting People



The SP programme is only spent on housing related support, and where appropriate funding is sought from complimentary funding streams where clients have multiple support needs, such as social care.

The Supporting People programme currently funds both accommodation based and floating support services. The key difference between these two types of service is that with accommodation based services, housing related support is provided to individuals living in specific housing schemes, while floating support services allow housing related support to be provided to individuals regardless of where they are living. Floating support services are therefore more flexible and can support individuals in a wide range of accommodation.

The accommodation based services currently funded by the programme are:

- Sheltered housing for older people
- Short term supported housing for young single people
- Specialist housing for people with mental health problems
- Adapted housing for people with a physical disability
- Specialist short term housing for women fleeing domestic violence
- Short term housing for young single mothers.

The floating support services are:

- A generic floating support service for single people and families who are either homeless or at risk of homelessness
- A specialist floating support service for people with learning disabilities
- A resettlement service which predominantly supports single vulnerable people to secure accommodation and avoid homelessness
- A Disabled Facilities Grant support service which assists local residents with the making applications for grant to have adaptations made to their homes. The majority of residents supported by this service are owner occupiers.

During the last twelve months a needs mapping exercise has been undertaken and has identified the following needs in the borough.

People with Learning Disabilities

Adult Services are working with around 350 adults with Learning Disabilities and have a further 42 people between the ages of 14 and 17 years in transition. Most, but not all of these people have a moderate or severe learning disability and some have complex needs. Of the adults known to Adult Services, 99 are known to have a priority need.

There are currently 57 people receiving housing related support from Supporting People funded services. Of these individuals, 15 receive 8 or more hours of support per week.

Women Fleeing Domestic Violence

Berkshire Women's Aid provides an essential service for women fleeing domestic abuse, and it is often necessary for the victims to move away from their current accommodation into the refuge while their issues are being addressed. The support provided at the refuges is more specialised in view of the nature of the issues faced by the clients, and the service relies on security and confidentiality to preserve its success.

Violent relationship breakdown features as one of the main causes of homelessness in the borough and the refuges provide an alternative to bed and breakfast accommodation. During 2009/10, violent relationship breakdown accounted for 19% of homeless acceptances in the borough.

People with Physical Disabilities

The number of referrals to the Council for people aged 18 to 64 with a physical disability has remained fairly static over the last three years, averaging 116 per year. A small proportion of this demand require residential/nursing care, while the services

more frequently requested are disabled adaptations, home support and professional support and day care.

The Supporting People programme funds housing related support to a specialist scheme which provides independent housing for 10 tenants. The Disabled Facilities Grant support service also supports households with making applications for disabled facilities grants and commissioning and overseeing the adaptation work. During 2009/10, 80% of households applying for a disabled facilities grant sought assistance with the application process.

People with Mental Health Support Needs

In Bracknell Forest, people experiencing mental health problems are most likely to be living in rented accommodation. Of those open to the Community Mental Health Team (CMHT):

- 45% are living in social housing
- 13% are living in some form of supported accommodation
- 18% are owner occupiers
- 6% are in private rented accommodation
- 18% are living in other types of accommodation such as in the family home or in residential care.

Over half of those open to CMHT are living alone.

As well as being more likely to live in rented accommodation, a large proportion of those supported by CMHT are on the Housing Register, with flats and bedsits being the most frequently requested accommodation.

The Supporting People programme funds both accommodation based and floating support services for this client group and a total of 70 people are supported by these services.

In addition to the services funded specifically for mental health, a number of the Homeless contracts are also accessed by people with mental health problems. During 2009/10, 33 people with either a primary or a secondary mental health problem accessed the following services:

Service Provider	No. service users with mental health issues as an additional need
Floating Support Service	24
Resettlement Service	3
Supported Housing	6
Total	33

These service users all access the homelessness support services via either the Adults or Young Persons Accommodation Panels and present as either homeless or threatened with homelessness. This demonstrates the extent to which there is an overlap between mental health and homelessness.

Homelessness

During the 5 year period 2005/6 – 2009/10, the number of households making a homelessness application to the Council fell significantly, from 160 households to 39. During the same five year period, the number of households for whom homelessness was been prevented increased from 110 households to 238 households.

Over the last 18 months, homelessness demand has started to increase again. During 2010/11, 53 households made a homeless application, an average of 4 per month. This has increased further this year, with an average 9 households making a homeless application each month.

The Supporting People programme funds a range of accommodation based and floating support services which are aimed at either preventing homelessness or supporting vulnerable people to live in the community. Access to all of these services is via the Young Persons and Adults Resource Panels. The Panels consider the nature and urgency of the needs of the individuals referred to the panels, and allocate vacancies in supported housing schemes or floating support hours as resources allow.

Older People

The number of people aged 65+ in the borough is expected to increase steadily from its current level of 12,000 to an estimated population of 17,600 in the 65+ group by 2021. The most significant increase in the older population is expected in the 85+ group. It is anticipated that by 2021 there will be 2,700 people in this group, an increase of approximately 50% from 2006. The diversity of this population is also expected to widen, with the proportion of older people from BME communities making up 10% of this group by 2021.

The Council's Strategy for Older People – Adding Life to Years - sets the following vision:

- “a safe, comfortable home that can be adapted as the owner grows older;
- living in a location which has easy access to shops, transport and other amenities;
- having support to carry out daily tasks inside the house and keeping the garden in good order.”

In terms of meeting the housing and housing related support needs of this population, it is important to recognise that more than 73% of Bracknell Forest residents over 50 years are home owners. At present, the majority of the services for older people funded by the supporting people programme are support services provided in sheltered housing which is owned by Registered Providers (housing associations). There is no housing related support service currently available for older people living in their own home. A priority for this strategy is therefore to consider how the resources that are available in future years can be targeted at people living in a wider range of tenures.

The Supporting People programme funds a Disabled Adaptations support service which helps older people access disabled facilities grants to make adaptations to their homes. Forestcare also operate the community lifeline service, although at present SP funding does not contribute to the provision of lifelines for people in the private sector.

During 2009/10, 70 applications for disabled facilities grants were made. The following table summarises the type of work completed:

Stairlifts	12
Level access showers	45
Other adaptations	2
Windows and doors	
Electrical works	
Energy efficiency works	
Other repairs refurbishment	2
Guttering	
Extensions/Conversions	2
External	7
TOTAL	70*

* some clients had two jobs undertaken

The Older People's Strategy – Adding Life to Years - also identifies the need for an Extra Care sheltered housing scheme which can meet the needs of residents with a range of support needs, including frailer older people, as part of a longer term strategy for reducing the need for residential care. This would be a new provision in the borough and as such will require supporting people funding to be identified within existing resources to meet the cost of SP eligible needs.

RESOURCING THE STRATEGY

Demand remains high for all of the services funded by the Supporting People programme. However, it is recognised that this strategy operates within a climate of constraining financial pressures and an approach to commissioning which maximises flexibility and enables services to be extended to people living in a wider range of tenures needs to be put in place.

In June 2010, the Council received notice that the Supporting People administration grant of £81,000 was being removed with effect from 1 April 2010. This grant funded two supporting people officers who manage the SP programme and service providers. With an SP grant programme of over £1.7million, a resource is required to provide effective programme management. During the last six months, operational changes have been made to deliver efficiencies in the administration of the programme, and the remaining admin costs have had to be absorbed into the mainstream programme.

In view of the uncertainties around funding, new contracts with providers have been offered on a one year basis with the option of extending for a further year, and the notice period has been reduced to two months.

By working closely with providers, the Council has been able to secure new contracts across all client groups by generating efficiencies. Some services have had to be reduced and re-modelled to ensure those in greatest need continue to receive a service, but it has not been necessary to stop a service in its entirety.

As the ring-fencing for supporting people has been removed, funding which has contributed to services for specialist social care groups such as people with enduring mental health problems and people with learning disabilities has been transferred to the mainstream budgets for these client groups. This Supporting People Strategy will

therefore focus on the commissioning of services for homelessness and older people.

TAKING THE PROGRAMME FORWARD

The Supporting People programme faces significant challenges over the four year period of this strategy. It will be necessary to explore new commissioning and service delivery options in order to achieve further efficiencies and maintain the most essential services.

The estimated resource available to fund the Supporting People programme over the next four years is as follows:

	2011/12	2012/13	2013/14	2014/15
Programme budget (Area Based Grant)	1,097,000	1,076,000	1,076,000	1,076,000

It is proposed that any carry forward remaining at the end of 2011/12 is used firstly, to top up any reduction in the base programme from future Area Based Grant settlements, and secondly to purchase additional hours/services in response to an increase in demand from specific client groups during the term of the strategy.

The commissioning strategy for the next four years needs to address the following priorities:

- i. Flexibility – to support residents across tenure and contribute to new initiatives which may emerge during the life of the strategy
- ii. Effective targeting – support to meet essential needs (securing a home and preventing homelessness)
- iii. Opportunities for new commissioning arrangements such a joint commissioning with neighbouring authorities

To deliver these priorities, this strategy will focus on the following actions:

Review of eligibility criteria.

It is proposed that the eligibility criteria for accessing housing related support are reviewed to ensure that priority is given to maintaining essential services which enable people to secure a home, and provide support to enable a person to keep their home;

Review of current services

It is proposed that all services funded through the SP programme are reviewed against new eligibility criteria to identify options for further efficiencies and ensure services meet the priorities of the programme.

Review of housing related support needs

It is proposed that the support needs across all client groups are reviewed against new eligibility criteria to ensure services can be targeted effectively

Establish a commissioning plan which maximises flexibility and enables services to be extended to people living in a wider range of tenures.

In terms of commissioning options, one option could be to tender for two floating support services - one for the homeless client groups, and one for older people. These services could be based anywhere in the borough with mobile support workers providing housing related support to residents in their current homes, or meeting with residents in a local office.

A second option could be to look at a hybrid model such hub and spoke as a way of providing services to both scheme based residents and residents in the wider community. This type of model could be particularly relevant for older persons sheltered housing, offering the opportunity for those living in sheltered schemes and eligible for support (or self funders) to receive the same “needs-led” service as those in their own home. The model could also work for homeless services. There are existing housing schemes in the borough such as Rainforest Walk, Holly House and the women’s refuge which could operate as hubs, and from which services can also be delivered to residents in the wider community. An advantage of this approach would be that the provider could vary the number of support hours going into each part of the service, in line with client needs at any point in time.

A review of hourly rates for the accommodation based and floating support based services which are currently in place suggests that there is little difference in the cost of the support provided in each service type. What does differ significantly is the number of hours that a client receives in each type of service. Residents in accommodation based services tend to receive more support hours per week, which in the case of the homelessness services, reflects the complex nature of the client groups accommodated in the schemes. The hub and spoke model would accommodate these more complex clients more effectively, and it is therefore proposed that the hub and spoke model is adopted as the new commissioning model for supporting people services.

Supporting People Strategy Action Plan

Objective	Action	Timescale
Ensure SP programme targets priority needs	Review eligibility criteria	September 2011
Ensure existing services meet identified needs	Complete service reviews for all services	November 2011
	Complete review of current clients against revised eligibility criteria	November 2011
Ensure effective joint working	Look at options for joint commissioning of services with neighbouring authorities	March 2012
	Consider options for improving commissioning ability and capacity	March 2012
	Create opportunities for developing	

	markets and improving competition to deliver more effective and efficient services	March 2012
Deliver continuous improvement	<p>Ensure SP providers achieve improvements in their QAF scores during the term of their contracts</p> <p>Work in partnership with providers to identify opportunities for meeting needs in different ways and with fewer resources.</p>	<p>March 2012</p> <p>March 2012</p>
Re-commission services in line with projected funding levels	<p>Serve notice on existing providers</p> <p>Develop new floating support specifications</p> <p>Re-commission new services</p>	<p>November 2011</p> <p>November 2011</p> <p>September 2012</p>

ENVIRONMENT, CULTURE AND COMMUNITIES OVERVIEW AND SCRUTINY PANEL 18 OCTOBER 2011

WORKING GROUP UPDATE REPORT Working Group Lead Members

1 PURPOSE OF REPORT

- 1.1 This report sets out the progress achieved to date by the working groups of the Panel reviewing highway maintenance and the Site Allocations Development Plan Document and the Member Reference Group exploring the possible merits of the Council entering into a commercial sponsorship scheme.

2 RECOMMENDATION

- 2.1 **That the Panel notes the progress achieved to date by its working groups reviewing highway maintenance and the Site Allocations Development Plan Document and its Member Reference Group considering commercial sponsorship.**

3 REASONS FOR RECOMMENDATION

To update the Panel in respect of progress achieved to date by its Working and Member Reference Groups.

4 ALTERNATIVE OPTIONS CONSIDERED

None.

5 SUPPORTING INFORMATION

Highway Maintenance Working Group

- 5.1 Having met on three occasions during the latter part of 2009, the Highway Maintenance Working Group was discontinued in January 2010 owing to a reduction in Overview and Scrutiny staff resources. However, when other pieces of Overview and Scrutiny review work had subsequently been completed and sufficient resources became available, the Working Group was reconvened in late 2010 to continue the review of highway maintenance. Owing to the 2011 local election and associated membership changes, the Working Group prepared an interim report to capture its work to date and to inform the completion of the review. The interim report has been received by the Executive Member for Planning, Transport and Economic Development, whose response is awaited. The Working Group is now meeting again to complete its review.

Site Allocations Development Plan Document Working Group

- 5.2 A working group of the Panel has been established to consider the Council's Site Allocations Development Plan Document, which identifies a supply of available land

to meet the Borough's future development needs, in order to consider and comment on the next stages of the Document before consideration by the Executive and Council. The Working Group has met on two occasions to date. The first meeting focused on the work undertaken to date and on the planning and technical background to the proposed approach whilst the Working Group considered and commented on the final publication Document at its second meeting. A third meeting is proposed to consider the changes proposed to the Document following the preferred site option consultation and the findings of further technical work.

Commercial Sponsorship Member Reference Group

- 5.3 The Member Reference Group was established to provide views and advice to the Director of Environment, Culture and Communities on a prospective procurement of an agency service to attract commercial sponsorship income for Bracknell Forest.
- 5.4 Having agreed that a commercial sponsorship scheme would be acceptable in principle and that the possibility of introducing a viable scheme be explored, the Group received briefings in respect of the Council's corporate identity standards and the planning and highway policies and constraints applying to signage and other issues relating to sponsorship. The briefings informed the development of a framework around key policy, infrastructure and other limitations / issues which could apply to commercial sponsorship. The Group also received information regarding commercial sponsorship practices and experiences of other local authorities. A representative of a commercial sponsorship company attended a meeting of the Group to explain the company's terms and approach to commercial sponsorship and to answer Members' related questions. The Group subsequently engaged the company to undertake a basic audit of assets in the Borough which could be utilised for commercial sponsorship purposes, and related matters. Once the audit has been completed, the Group will meet again to consider the findings and determine the possibilities of pursuing a financially viable commercial sponsorship scheme.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

No advice was sought from the Borough Solicitor, the Borough Treasurer or Other Officers or sought in terms of Equalities Impact Assessment or Strategic Risk Management Issues.

7 CONSULTATION

None.

Background Papers

None

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ENVIRONMENT, CULTURE AND COMMUNITIES OVERVIEW AND SCRUTINY PANEL 18 OCTOBER 2011

OVERVIEW AND SCRUTINY WORK PROGRAMME 2011/12 AND PROPOSED NEW POWERS Assistant Chief Executive

1 PURPOSE OF REPORT

- 1.1 The purpose of this report is to invite Members of the Environment, Culture and Communities Overview and Scrutiny (O&S) Panel to note:
- its agreed work programme for O&S in 2011/12, which is attached to this report at Appendix 1 and takes account of constraints on Member and officer resources;
 - a proposed procedural change to reduce pressure on the O&S Commission by greater empowerment of the O&S Panels.

2 RECOMMENDATIONS

That the Environment, Culture and Communities O&S Panel notes:

- 2.1 **its agreed work programme for O&S in 2011/12; and**
- 2.2 **a proposed amendment to the Constitution to extend to the O&S Panels the O&S Commission's power to adopt O&S reports, the making of recommendations to the Executive, full Council and other organisations, and the consideration of responses to O&S reports.**

3 REASONS FOR RECOMMENDATIONS

To invite the Panel to note its Work Programme for 2011/12 and proposed new powers.

4 ALTERNATIVE OPTIONS CONSIDERED

None.

5 SUPPORTING INFORMATION

- 5.1 Since the Panel was consulted on its 2011/12 draft indicative work programme at its last meeting, the work programme has been agreed by the O&S Commission and is now subject to consultation with the Corporate Management Team and the Executive, in accordance with the requirements of the Council's Constitution.

5.2 In order to reduce pressure on the O&S Commission and streamline the process for adopting O&S reports and considering Executive responses to them, the O&S Commission has recommended to the Governance and Audit Committee that Council be asked to approve an amendment to the Constitution to extend to the O&S Panels the Commission's power to adopt O&S reports, the making of recommendations to the Executive, full Council and other organisations, and the consideration of responses to O&S reports. This delegation is provided for in Section 21 of the Local Government Act 2000.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

No advice was sought from the Borough Solicitor, the Borough Treasurer or Other Officers or sought in terms of Equalities Impact Assessment or Strategic Risk Management Issues.

7 CONSULTATION

None.

Background Papers

Section 21 of the Local Government Act 2000 and Annual Report of O&S, 2010/11.

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Extract from the Agreed Work Programme for Overview and Scrutiny (O&S) in 2011/12

The agreed work programme for O&S in 2011/12 by the Environment, Culture and Communities O&S Panel is set out below. The programme is aimed at maintaining a strategic and coordinated work programme based on major areas of Council and partner organisations' activity. The selection of review topics takes account of what is of direct and significant interest to residents, and what would be timely, relevant, and likely to add value. The programme incorporates the routine, on-going work of O&S and the completion of reviews currently underway. The overall programme is smaller than in recent years owing to the reduction in officer support for O&S, arising from the financial pressures facing the Council.

The O&S Commission has consulted the O&S Panels, the Council's Corporate Management Team and the Executive on the work programme, as required by the Council's Constitution.

The work programme will necessarily be subject to continual refinement and updating. The 'future proposed reviews' are those which are unlikely to be resourced until 2012/13 or later.

ENVIRONMENT CULTURE AND COMMUNITIES OVERVIEW AND SCRUTINY PANEL	
1.	<p>Monitoring the performance of the Environment, Culture and Communities Department</p> <p>To include on-going review of the Performance Monitoring Reports; review of any inspection reports or self-evaluations; and monitoring the action taken by the Executive to earlier reports by the Panel.</p>
2.	Exercising pre-decision scrutiny by reference to the Executive Forward Plan
3.	<p>2012/13 Budget Scrutiny</p> <p>To review the Council's Environment, Culture and Communities budget proposals for 2012/13, and plans for future years.</p>
4.	<p>Monitoring significant departmental issues:</p> <ul style="list-style-type: none"> • The implementation of the Local Development Framework • The implementation of the Supporting People Programme Action Plan on an annual basis. • Implementation of the new national structure for Housing and Council Tax benefits. <p>Note – the monitoring will be conducted at Panel meetings</p>
5.	<p>Highway Maintenance</p> <p>To complete the review of the Council's plans and performance for highway</p>

	maintenance (Working Group).
6.	<p>Commercial Sponsorship</p> <p>To complete the Member Reference Group exploring the possible procurement of a commercial sponsorship scheme.</p>
7.	<p>Site Allocations Development Plan Document</p> <p>To consider and comment on the next stages of the document prior to its approval by the Executive and Council in autumn 2011 (Working Group).</p>
8.	<p>Policy Development (the O&S input will be conducted at Panel meetings)</p> <ul style="list-style-type: none"> a) <u>Local Transport Plan</u> – To review the outcome of public consultation, and to contribute to the development of the Implementation Plan for LTP 3 involving the development of a bus strategy. b) <u>The Environmental Management of Schools</u> – To receive progress updates.

ENVIRONMENT, CULTURE AND COMMUNITIES OVERVIEW AND SCRUTINY PANEL 18 OCTOBER 2011

OVERVIEW AND SCRUTINY BI-ANNUAL PROGRESS REPORT Assistant Chief Executive

1 PURPOSE OF REPORT

1.1 This report highlights:

- (i) Overview and Scrutiny (O&S) activity during the period March to August 2011.
- (ii) Significant national and local developments in O&S.

2 RECOMMENDATIONS

2.1 To note Overview and Scrutiny activity over the period March to August 2011, set out in section 5 and Appendices 1 and 2.

2.2 To note the developments in Overview and Scrutiny set out in section 6.

3 REASONS FOR RECOMMENDATIONS

3.1 The Chief Executive has asked for a six monthly report to be produced on O&S activity.

4 ALTERNATIVE OPTIONS CONSIDERED

4.1 None.

5 SUPPORTING INFORMATION

Structure of Overview and Scrutiny

5.1 The structure of the O&S Commission and four O&S Panels has remained unchanged in the period. The three East Berkshire councils suspended the Joint East Berkshire Health Overview and Scrutiny Committee in February 2011, but this may need to be re-activated to receive a formal consultation by the Primary Care Trust (PCT) later in 2011, regarding prospectively significant changes to health services. The frequency of O&S meetings was increased from the commencement of the 2011-12 Municipal year, restoring the earlier practice of the Commission meeting every two months, and the Panels meeting quarterly.

Overview and Scrutiny Membership

5.2 The membership of the O&S Commission and Panels was set by Council and the Commission respectively at their annual meetings on 25 May 2011. The Commission and Panels have elected their chairmen and appointed their vice-chairmen. Subsequently, the two Parent Governor and Catholic Diocese vacancies have been filled, and Mr Anderson has resigned as the Church of England representative; a replacement is awaited.

Overview and Scrutiny Work Programme

- 5.3 The work programme for O&S in 2011-12 was contained in the annual report of O&S, adopted by Council in April 2011. The programme has been considered by the O&S Commission and Panels, and some revisions proposed for the Commission's agreement at its meeting on 15 September. The main change is an increased focus on pre-decision scrutiny, through short reviews, instead of major reviews reviewing important topics in depth, over several months.

Overview and Scrutiny Working Groups

- 5.4 The table at Appendix 1 sets out the current status of the O&S Working Groups, along with the list of completed reviews.

Overview and Scrutiny Commission

- 5.5 The O&S Commission met on 23 March to consider and adopt a report on the review of the Bracknell Healthspace undertaken by a working group of the Health Overview and Scrutiny Panel. The Commission held its annual meeting on 25 May. At its last meeting on 9 June, the Commission met as the Crime & Disorder Committee, considering the performance of the Crime & Disorder Reduction Partnership in 2010-11, and the Community Safety Plan for 2011-13. Other main items considered were: the responses by the Executive and the Local Safeguarding Children Board to the O&S report on the review of Safeguarding Children and Young People; the performance monitoring reports for quarter four of 2010/11 for the Chief Executive's Office and the Corporate Services Department; the Corporate Performance Overview Report for quarter four; the O&S Work Programme for 2011/12; and receiving a presentation on the draft Office Accommodation Strategy. The O&S Commission's next meeting is on 15 September, meanwhile the Commission is running a number of Working Groups, as described in Appendix 1. The Commission's Community Cohesion and Equalities Working Group concluded its work earlier in 2011, and the Council's Leader commented, *'I would like to take this opportunity to thank the Working Group for their constructive comments and suggestions on this topic.'*

Environment, Culture and Communities O&S Panel

- 5.6 The Panel met on 21 June, and the main items included: considering the Department's Performance Monitoring Report for the fourth quarter of 2010/11; considering and agreeing the interim report of the Panel's working group reviewing highway maintenance and re-constituting the group to complete the review; receiving an update on the Member Reference Group reviewing commercial sponsorship; considering the Panel's indicative work programme; and selecting members to progress specific reviews (see Appendix 1). The Panel's next meeting is on 18 October.

Health O&S Panel

- 5.7 The Panel met on 30 June, and the main items included: receiving an update from the Chief Executive of NHS Berkshire Primary Care Trust (PCT) on progress on the reforms to health arising from the Government's Health and Social Care Bill; receiving a briefing from the Chief Executive of the Berkshire Healthcare NHS Foundation Trust on the Trust's progress; considering an update from the Chief Executive of the PCT on the progress in delivering the Bracknell Healthspace, current issues and next steps; considering the Panel's indicative work programme; and selecting members to progress specific reviews (see Appendix 1). The Panel's next meeting is on 3 November.
- 5.8 The work outside formal panel meetings has included: Members visiting the newly opened Royal Berkshire Bracknell Clinic; and a briefing by the Chief Executive of the Mental Health Trust, also a Consultant Psychiatrist on mental illness. The Panel's Vice-Chairman

attended a regional O&S meeting with other councils in south central England on 24 February at Newbury, also a meeting with the South Central Strategic Health Authority on 3 March.

Children, Young People and Learning O&S Panel

- 5.9 The Panel met on 15 June, and the main items included: considering the Department's Performance Monitoring Report for the fourth quarter of 2010/11; reviewing the 2010/11 Annual Report of the Complaints Manager for Children's Social Care; receiving a presentation on the Child Poverty Strategy; considering the response of the Executive and the Local Safeguarding Children Board to the report of the Working Group which reviewed safeguarding children and young people; considering the outcome of a follow up to the review of English as an additional language in the Borough's schools; considering the Panel's indicative work programme; and selecting members to progress specific reviews (see Appendix 1). The Panel's next meeting is on 5 October.

Adult Social Care O&S Panel

- 5.10 The Panel met on 14 June, and the main items included: an update from the Director of Adult Social Care and Health in respect of the local position of Southern Cross Care Homes; considering the Department's Performance Monitoring Report for the fourth quarter of 2010/11; reviewing the 2010/11 Annual Report of the Complaints Manager for Adult Social Care; considering a report on the refreshed Commissioning Strategy for Adults with a Learning Disability 2008-13, 'Making Choices, Being in Control'; considering the response of the Executive to the report of a working group which reviewed safeguarding adults in the context of the personalisation of Adult Social Care; and considering the proposed work programme for the Panel. The Panel's next meeting is on 11 October.

Other Overview and Scrutiny Issues

- 5.11 The O&S Annual Report for 2010-11 was presented to Council on 27 April, and adopted.
- 5.12 Responses to the feedback questionnaires on the quality of O&S reviews are summarised in Appendix 2, showing a consistently high score across the various questions posed.
- 5.13 Quarterly review and agenda setting meetings between O&S Chairmen, Vice-Chairmen, Executive Members and Directors are taking place regularly for the Panels (every two months for the O&S Commission).
- 5.14 External networking on O&S in the last six months has included an O&S Chairman and officer attending the South East Employers Member and officer network event in London on 2 March, and two O&S members and two officers attending the Centre for Public Scrutiny's Annual conference on 2 June.

6 (ii) Developments in O&S

- 6.1 The Government's Health and Social Care Bill, currently going through its Parliamentary stages contains some proposed changes to strengthen Health O&S provisions. The Government's Localism Bill, also going through its Parliamentary stages, seeks to consolidate a wide range of scrutiny legislation into a single place (although provisions relating to crime and disorder remain in the Police and Justice Act 2006, and health provisions remain in the NHS Act 2006). It replaces the relevant provisions in the 2000 Local Government Act in full. The Secretary State has said '*We are ushering in a new era of transparency, where every aspect of council business is open to democratic scrutiny*'. The Localism Bill currently repeals the earlier statutory requirement on local authorities to refer petitions to O&S committees. Both Bills are being monitored.

- 6.2 A workshop for O&S Members, facilitated by South East Employers, was held on 23 February. The purpose of the event was to capture the knowledge and experience of the then O&S Members, aiming to learn from the last four years in order to maximise the future efficiency and effectiveness of O&S. 15 Members participated, and their feedback was positive.
- 6.3 Member training on O&S in the period included: induction training for new Members following the local government elections; a structured series of briefings led by Directors for the Commission and each Panel, before their first 2011-12 meetings in public; and induction training for the newly appointed Parent Governor Representative. The O&S Chairmen and Vice-Chairmen commenced a series of quarterly meetings on 28 June, and matters being considered by them include the issue of member training on O&S.
- 6.4 The O&S Officer team pursued a number of developments including: updating the guide to officers on production of quality O&S reports and managing the production of Executive responses; producing a public participation scheme for O&S; updating and regularly delivering Corporate Induction Training on O&S; improving the O&S pages on the Council's website; and producing with Democratic Services officer procedure notes for Call-ins.

7 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Statutory Scrutiny Officer

- 7.1 The monitoring of this function is carried out by the Statutory Scrutiny Officer on a quarterly basis. Good progress has been made on the agreed programme of work by Overview and Scrutiny for 2010/11, and a full programme of work for 2011/12 is due to be finalised shortly. Scrutiny Panels have continued to focus on areas of importance to local residents, and the quality of the work done continues to be high.

Borough Solicitor

- 7.2 Nothing to add to the report.

Borough Treasurer

- 7.3 There are no additional financial implications arising from the recommendations in this report.

Equalities Impact Assessment

- 7.4 Not applicable. The report does not contain any recommendations impacting on equalities issues.

Strategic Risk Management Issues

- 7.5 Not applicable. The report does not contain any recommendations impacting on strategic risk management issues.

Workforce Implications

- 7.6 Not applicable. The report does not contain any new recommendations impacting on workforce implications.

Other Officers

- 7.7 Directors and lead officers are consulted on the scope of each O&S review before its commencement, and on draft O&S reports before publication.

8 CONSULTATION

None.

Background Papers

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

Contact for further information

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OVERVIEW AND SCRUTINY WORKING GROUPS – 2011/12

Position at 17 August 2011

Overview and Scrutiny Commission								
WORKING GROUP	MEMBERS	DEPT. LINK OFFICER	O&S LEAD OFFICER	SCOPING	PROGRESS OF REVIEW	REPORT / SUBMISSION	EXECUTIVE RESPONSE	CURRENT STATUS
Office Accommodation Strategy	Angell (Lead), Mrs Angell, McLean, Heydon and Virgo	Alison Sanders and Victor Nicholls	Richard Beaumont	√	Completed	√ Letter sent to Executive Member on 17 June 2011	Awaited	Executive response to letter of 17 June to be received at meeting planned for 1 September
New Performance Management Framework	Angell, Virgo, and Mrs Angell	Victor Nicholls	Richard Beaumont					First meeting arranged for 13 September
New Medium Term Objectives	Leake, Angell, Heydon, Turrell and Virgo	Victor Nicholls	Richard Beaumont					Meeting arranged for 31 August
Plans for Neighbourhood Engagement	Leake, Finnie, and McLean	Abby Thomas	Richard Beaumont					Meeting arranged for 12 September
ICT Strategy	Angell, Heydon	Pat Keane (TBC)	Richard Beaumont					First meeting to be arranged
Plans for Sustaining Economic Prosperity	Virgo (Lead) Angell, Heydon	Victor Nicholls	Richard Beaumont	√	Completed	√ Views given at meeting on 16 June 2011	N/A	Completed

Health Overview and Scrutiny Panel								
WORKING GROUP	MEMBERS	DEPT. LINK OFFICER	O&S LEAD OFFICER	SCOPING	PROGRESS OF REVIEW	REPORT / SUBMISSION	EXECUTIVE RESPONSE	CURRENT STATUS
Bracknell Health Space (Follow-up)	Virgo (lead) Mrs Angell, Baily, Leake	Glyn Jones/ Mary Purnell	Richard Beaumont	√	Completed	Report issued to Executive member and Primary Care Trust on 31.3.2011	Awaited	Report finalised. Response received from the PCT.
New Health and Well-being Strategy	Kensall, Finch, Virgo, Mrs Temperton, and Baily. Mr Pearce	Glyn Jones	Richard Beaumont					First meeting to be arranged
Implementation of the major NHS reforms	Virgo, Mrs Angell, Mrs Barnard, Kensall and Finch	Glyn Jones	Richard Beaumont					First meeting to be arranged

Environment, Culture and Communities Overview and Scrutiny Panel								
WORKING GROUP	MEMBERS	DEPT. LINK OFFICER	O&S LEAD OFFICER	SCOPING	PROGRESS OF REVIEW	REPORT / SUBMISSION	EXECUTIVE RESPONSE	CURRENT STATUS
Review of Highway Maintenance	Mclean (Lead), Mrs Angell, Brossard, Leake and Parish & Town Councillors:	Steve Loudoun	Andrea Carr	√	Around 70% completed	Interim report issued	Awaited	Interim report issued on 27 July and Executive response awaited. The

	Kensall (Bracknell) Mrs Cupper (Sandhurst)							working group has resumed to complete the review.
Member Reference Group – Commercial Sponsorship	Finnie (Lead), Brossard, Dudley, Gbadebo and Ward	Vincent Paliczka	Andrea Carr	√	Around 50% completed			To provide views and advice to the Director of E,C&C on a prospective procurement of an agency service to attract commercial sponsorship income.
Site Allocations Development Plan Document (SADPD)	Finnie (Lead) Mrs Angell, Brossard, Finch and McLean	Bev Hindle / Max Baker	Andrea Carr	√	Around 30% completed			At its first meeting held on 4 August, the Working Group considered an initial briefing report in respect of the SADPD. Its second meeting in October will focus on reviewing the draft DPD and consultation arrangements.

Children's Services and Learning Overview and Scrutiny Panel

WORKING GROUP	MEMBERS	DEPT. LINK OFFICER	O&S LEAD OFFICER	SCOPING	PROGRESS OF REVIEW	REPORT / SUBMISSION	EXECUTIVE RESPONSE	CURRENT STATUS
Common Assessment Framework	Mrs Birch, Mrs McCracken, Ms Hayes, and Mrs Temperton. Mrs Mitchell	TBC	Richard Beaumont					First meeting arranged for 2 September
School Meals (Procurement specification)	Mrs Birch	David Watkins	Andrea Carr					First meeting to be arranged

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Adult Social Care Overview and Scrutiny Panel

WORKING GROUP	MEMBERS	DEPT. LINK OFFICER	O&S LEAD OFFICER	SCOPING	PROGRESS OF REVIEW	REPORT / SUBMISSION	EXECUTIVE RESPONSE	CURRENT STATUS
Substance Misuse	TBC	TBC	Andrea Carr					First meeting to be arranged

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
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

Publication Date	Title
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
December 2009	NHS Core Standards
January 2010	Medium Term Objectives 2010/11
January 2010	Review of the Bracknell Healthspace (publication withheld to 2011)
January 2010	14-19 Years Education Provision
April 2010	Overview and Scrutiny Annual Report 2009/10
July 2010	Review of Housing and Council Tax Benefits Improvement Plan (Update)
July 2010	The Council's Response to the Severe Winter Weather
July 2010	Preparedness for Public Health Emergencies
October 2010	Safeguarding Adults in the context of Personalisation
October 2010	Review of Partnership Scrutiny
December 2010	Hospital Car Parking Charges
January 2011	Safeguarding Children and Young People
March 2011	Review of the Bracknell Healthspace (Addendum)
April 2011	Overview and Scrutiny Annual Report 2010/11
July 2011	Review of Highway Maintenance (Interim report)

Results of Feedback Questionnaires on Overview and Scrutiny Reports

Note – Departmental Link officers on each major Overview and Scrutiny review were asked to score the key aspects of each review on a scale of 0 (Unsatisfactory) to 3 (Excellent)

	Average score for previous 13 Reviews ¹
PLANNING Were you given sufficient notice of the review?	2.8
Were your comments invited on the scope of the review, and was the purpose of the review explained to you?	2.8
CONDUCT OF REVIEW Was the review carried out in a professional and objective manner with minimum disruption?	2.8
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 Did you have an opportunity to comment on the draft report?	2.9
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

Background Papers

Local Government Act 2000

Contact for further information

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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, Review of Housing and Council Tax Benefits Improvement Plan, 14-19 Education, Preparedness for Public Health Emergencies, and Safeguarding Children.

ENVIRONMENT, CULTURE AND COMMUNITIES OVERVIEW AND SCRUTINY PANEL 18 OCTOBER 2011

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

1 PURPOSE OF REPORT

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

2 RECOMMENDATION

- 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 REASONS FOR RECOMMENDATION

- 3.1 To invite the Panel to consider current Executive Forward Items.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None.

5 SUPPORTING INFORMATION

- 5.1 Consideration of items on the Executive Forward Plan alerts the Panel to forthcoming Executive decisions and facilitates pre-decision scrutiny.
- 5.2 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.
- 5.3 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.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

No advice was sought from the Borough Solicitor, the Borough Treasurer or Other Officers or sought in terms of Equalities Impact Assessment or Strategic Risk Management Issues. Such advice will be sought in respect of each Executive Forward Plan item prior to its consideration by the Executive.

7 CONSULTATION

None.

Background Papers

Local Government Act 2000

Contact for further information

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ENVIRONMENT, CULTURE & COMMUNITIES OVERVIEW & SCRUTINY PANEL

EXECUTIVE WORK PROGRAMME

REFERENCE	I030730
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TITLE: London Road (Service Road), Binfield-Traffic Regulation Order Objections

PURPOSE OF DECISION: To report objections received to the proposal to restrict part of the service road (prohibition of driving) associated with adjacent redevelopment and see approval to resolve by public inquiry.

FINANCIAL IMPACT: Within existing budget

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

PRINCIPAL GROUPS TO BE CONSULTED: N/A

METHOD OF CONSULTATION: N/A

DATE OF DECISION: 30 Sep 2011

REFERENCE	I030442
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TITLE: B3017 Winkfield Row, Winkfield - Installation of traffic calming

PURPOSE OF DECISION: To seek approval to commence the statutory consultation process associated with the proposed installation of traffic calming features on B3017 Winkfield Row, Winkfield.

FINANCIAL IMPACT: Within existing budget.

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

PRINCIPAL GROUPS TO BE CONSULTED: Local Members, Winkfield Parish Council, Bracknell Town Council, Emergency Services, Local Bus Operators, Freight Transport Assoc. & Road Haulage Assoc.

METHOD OF CONSULTATION: Letter, Public Notice (on-street & local newspaper)

DATE OF DECISION: 3 Oct 2011

REFERENCE	I030838
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TITLE: Warfield Supplementary Planning Document Detailed Concept Plan Consultation

PURPOSE OF DECISION: To undertake a targetted non-statutory consultation for 4 weeks on the Warfield SPD Detailed Concept Plan. This document includes a revised Concept Plan, streetscenes, examples of blocks of development, photos and sections through the site with accompanying text.

FINANCIAL IMPACT: Consultation to be funded within existing budgets.

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

PRINCIPAL GROUPS TO BE CONSULTED: Local residents, Warfield Parish Council, local groups and others with an interest in the site.

METHOD OF CONSULTATION: Exhibition events with officers in attendance. Information also available in local libraries, offices and on-line.

DATE OF DECISION: 17 Oct 2011

REFERENCE	I031271
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TITLE: Release of S106 Funding

PURPOSE OF DECISION: This report seeks approval to the release of funding of £10,000 under S106 for an improvement project in Ascot Heath Library.

FINANCIAL IMPACT: The 2011/2012 capital programme includes a budget of £530,300 for leisure S106 schemes. The remaining budget is monitored as schemes are approved.

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

PRINCIPAL GROUPS TO BE CONSULTED: Users of Ascot Heath library, as part of routine surveys conducted within libraries have an opportunity to feedback their views regarding the service.

METHOD OF CONSULTATION: A paper questionnaire is used to elicit customer feedback in the libraries.

DATE OF DECISION: 28 Oct 2011

REFERENCE	I031355
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TITLE: Community Transport Services for 2012/13

PURPOSE OF DECISION: To identify the way forward for Community Transport Services.

FINANCIAL IMPACT: Within proposed budget.

WHO WILL TAKE DECISION: Executive

PRINCIPAL GROUPS TO BE CONSULTED: Internal

METHOD OF CONSULTATION: Internal consultation

DATE OF DECISION: 15 Nov 2011

REFERENCE	I031250
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TITLE: Introduction of Parking Restrictions in Various Residential Roads

PURPOSE OF DECISION: To approve the introduction of parking restrictions in various residential roads in Bullbrook, Harmans Water, Priestwood & Garth, Winkfield & Cranbourne, Wildridings & Central, Old Bracknell, Warfield Harvest Ride & Great Hollands South

FINANCIAL IMPACT: Within existing budget

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

PRINCIPAL GROUPS TO BE CONSULTED: Local Members, Winkfield Parish Council, Bracknell Town Council, Emergency Services, Local Bus Operators, Freight Transport Assoc. & Road Haulage Assoc.

METHOD OF CONSULTATION: Letter, Public Notice (on-street & local newspaper)

DATE OF DECISION: 15 Nov 2011

REFERENCE	I031295
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TITLE: Recycling and Waste Minimisation

PURPOSE OF DECISION: To agree a new recycling and waste minimisation strategy.

FINANCIAL IMPACT: Contained within the report

WHO WILL TAKE DECISION: Executive Member for the Environment

PRINCIPAL GROUPS TO BE CONSULTED: None

METHOD OF CONSULTATION: None

DATE OF DECISION: 15 Nov 2011

REFERENCE	I027471
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TITLE: Site Allocations Development Plan Document - Publication and Submission

PURPOSE OF DECISION: Recommendation to Council to approve the publication of the proposed Site Allocations Development Plan Document and associated documents for a statutory period of six weeks and subsequent submission to the Secretary of State.

FINANCIAL IMPACT: Within existing budget.

WHO WILL TAKE DECISION: Executive

PRINCIPAL GROUPS TO BE CONSULTED:

METHOD OF CONSULTATION: Consultation to be in accordance with the Town and Country Planning (Local Development) (England) Regulations 2004 as amended.

DATE OF DECISION: 15 Nov 2011

REFERENCE	I023585
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TITLE: Thames Basin Heaths Special Protection Area Avoidance and Mitigation Supplementary Planning Document Adoption

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 Notices

DATE OF DECISION: 13 Dec 2011

REFERENCE	I030520
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TITLE: Warfield Supplementary Planning Document

PURPOSE OF DECISION: The Warfield SPD provides a planning guidance framework for planning applications to deliver a comprehensive development of a site in Warfield. The document sets out in detail a set of Development Principles and a Concept Plan with regards to housing, employment, leisure, environmental, infrastructure and transport issues.

FINANCIAL IMPACT: To be advised

WHO WILL TAKE DECISION: Executive

PRINCIPAL GROUPS TO BE CONSULTED: N/A

METHOD OF CONSULTATION: Already been carried out.

DATE OF DECISION: 13 Dec 2011

REFERENCE	I030745
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TITLE: Annual Monitoring Report 2010-11

PURPOSE OF DECISION: To agree submission of Annual Monitoring Report 2010-2011 to the Secretary of State.

FINANCIAL IMPACT: None at this time.

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

PRINCIPAL GROUPS TO BE CONSULTED: None

METHOD OF CONSULTATION: None

DATE OF DECISION: 21 Dec 2011

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