



NOTICE OF MEETING

**Environment, Culture and Communities Overview & Scrutiny Panel
Tuesday 24 April 2012, 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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If you require further information, please contact: Amanda Roden
Telephone: 01344 352253
Email: amanda.rodan@bracknell-forest.gov.uk
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Panel
Tuesday 24 April 2012, 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 10 January 2012.

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3. DECLARATIONS OF INTEREST AND PARTY WHIP

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

4. URGENT ITEMS OF BUSINESS

Any other items which, pursuant to Section 100B(4)(b) of the Local Government Act 1972, the Chairman decides are urgent.

5. PUBLIC PARTICIPATION

To receive submissions from members of the public which have been submitted in advance in accordance with the Council's Public Participation Scheme for Overview and Scrutiny.

PERFORMANCE MONITORING

6. QUARTERLY SERVICE REPORT (QSR)

To consider the latest trends, priorities and pressures in terms of departmental performance as reported in the QSR for the third quarter of 2011/12 (October to December) relating to Environment, Culture and Communities. An overview of the fourth quarter will also be provided.

9 - 36

Please bring the previously circulated Quarterly Service Report to the meeting. The QSR is attached to this agenda if viewed online.

OVERVIEW AND POLICY DEVELOPMENT

- | | | |
|-----|--|-----------|
| 7. | SCHOOLS ANNUAL ENVIRONMENTAL MANAGEMENT REPORT 2010/11
To consider the Schools Annual Environmental Management Report for 2010/11. | 37 - 88 |
| 8. | ENFORCEMENT POLICY
To receive a report in respect of the updated policy for Trading Standards, Environmental Health and Licensing. | 89 - 110 |
| 9. | FOOD LAW ENFORCEMENT PLAN 2012-13
To consider and comment on the attached draft Food Law Enforcement Plan for 2012-13. | 111 - 118 |
| 10. | LOCAL DEVELOPMENT FRAMEWORK - UPDATE REPORT
To receive a progress update in respect of the Borough's Local Development Framework. | 119 - 124 |
| 11. | WORKING GROUP UPDATE REPORT
An update report in respect of the Panel's working groups is attached. | 125 - 126 |
| 12. | OVERVIEW AND SCRUTINY PROGRESS REPORT
To note the Bi-Annual Progress Report of the Assistant Chief Executive. | 127 - 138 |

HOLDING THE EXECUTIVE TO ACCOUNT

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| 13. | EXECUTIVE FORWARD PLAN
To consider forthcoming items on the Executive Forward Plan relating to Environment, Culture and Communities. | 139 - 144 |
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Date of Next Meeting

The next meeting of the Environment, Culture and Communities Overview and Scrutiny Panel has been arranged for Tuesday 17 July 2012.

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ENVIRONMENT, CULTURE AND COMMUNITIES OVERVIEW & SCRUTINY PANEL

10 JANUARY 2012

7.30 - 9.30 PM



Present:

Councillors Finnie (Chairman), McLean (Vice-Chairman),
Mrs Angell, Angell, Brossard, Ms Brown, Gbadebo, Ms Miller and Porter

Executive Member:

Councillor Mrs Ballin

Also Present:

Vincent Paliczka, Director of Environment, Culture & Communities
Alex Jack, Borough Solicitor, Corporate Services
Mark Devon, Chief Officer: Leisure & Culture
Simon Hendey, Chief Officer: Housing
Bev Hindle, Chief Officer: Planning & Transport
Steve Loudoun, Chief Officer: Environment & Public Protection
Andrea Carr, Policy Officer
Sue Hills, Democratic Services Officer

Apologies for absence were received from:

Councillor Finch

27. **Substitute Members**

The Panel noted the attendance of the following Substitute Member:

Councillor Angell for Councillor Finch

28. **Minutes and Matters Arising**

RESOLVED that the minutes of the meeting of the Panel held on 18 October 2011 be approved as a correct record and signed by the Chairman.

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

There were no declarations of interest relating to any items on the agenda, nor any indications that members would be participating whilst under the party whip.

30. **Public Participation**

No submissions had been received from members of the public under the Council's Public Participation Scheme for Overview and Scrutiny.

31. **2012/2013 Draft Budget Proposals**

The Director of Environment, Culture and Communities introduced the budget proposals which included detailed information on budget pressures and savings,

proposed fees and charges and Capital Programme 2012/13 to 2014/15. Service pressures amounted to £275,000 and proposed savings amounted to £1,694,000 in 2012/13 and £250,000 in 1013/14.

Arising from members' questions, the following points were made:

- Budget Pressure –
The equalisation of working hours in Leisure and Landscape sections was an advisable pressure affecting 230 Leisure and 35 Landscape employees who worked at least 39 hours per week whereas other Council employees worked 37 hours a week. The Borough Solicitor advised members that employment legislation could not be compartmentalised into a departmental level.
- Budget Savings Proposals –
 - (i) South Hill Park Arts Trust - reduction of £85,000 to the grant. The £25,000 grant to help community groups had not been affected.
 - (ii) Car Parking – The anticipated increased income of £50,000 from car parking at The Look Out and Coral Reef.
 - (iii) Edgbarrow/Sandhurst Sports Centres – the Edgbarrow and Sandhurst Management Committee would meet next week to consider the budget proposals.
 - (iv) Waste Management, Brown Bins – existing users were exempt from paying the new charges for the first year, as when residents purchased their brown bins they thought the garden collection service would always be free. The exemption had been a member initiative.
- Proposed Fees and Charges -
 - (v) Golf Course – in relation to the charge for golf for residents aged 60+, the Golf Course Manager took demand into account and compared prices locally coming to a professional view of how to maximise the Council's income.
 - (vi) Private Sector Housing Enforcement Action – the fee was calculated on officer time and it was benchmarked against other Berkshire authorities.
 - (vii) High Hedge Enquiries – the resident who raised the objection paid the fee.
- Capital Programme –
 - (viii) Car Park Controls at Look Out and Coral Reef - £200,000 had been included in the capital programme but it was not expected to cost that much. Currently the estimate was for just over £150,000, to include 14 machines, power supply and cabling, signage and contingency fees.
 - (ix) Waste Collection Contract Vehicles – The Council owned the SITA vehicles and £157,000 was the balance due on the recently purchased vehicles.

RESOLVED that, as requested by the Executive, a Working Group to review the proposed reductions to public transport subsidies and concessionary fare support be established comprising Councillors Finnie, Brossard and Gbadebo and that Councillors Finch and Leake be asked if he would like to be members of the Working Group.

32. **Quarterly Service Report (QSR) and Service Plan 2011/2012**

The Director of Environment, Culture and Communities gave a presentation in respect of departmental performance with reference to the Quarterly Service Report (QSR) and Service Plan for the second quarter of 2011/2012 (July to September). The presentation outlined the department's finances as at November 2011 and highlighted:

- Major budget changes in relation to street cleaning, Bracknell Forest Homes and additional works, highway maintenance pothole grant, Supporting People handyman grant and housing benefit initial claim.
- Major variances on Revenue in relation to coroner's service, Safer Roads Partnership, Edgbarrow and Sandhurst Sports Centres, Coral Reef and cemetery/crematorium income, building control, Joint Strategic Planning Unit and concessionary fares.
- The capital programme 2011/12 was £17055k at November 2011.
- Capital schemes now identified for carry forwards were minor works – refurbishment, Leisure S106 schemes, Horse and Groom roundabout improvement scheme and mortgages for low cost Home Ownership Properties. The Home Buy scheme was to be re-launched in the next couple of weeks.
- Relating to staffing issues, the average vacancy factor was 7.75%, staff turnover rate was 2.75% at quarter end and the sickness rate was 1.36 FTE for the quarter (projected to 4.51 at year end). The Panel noted that a few years ago the annual sickness rate was 8 FTE.
- Key highlights included the new salt barn; excellent Coral Reef attendance; South Hill Park regeneration; nine families in bed and breakfast accommodation (compared to a target of 3); the securing of a 14 month sentence following a Trading Standards investigation into fraudulent trading activities around the provision of wills; the early completion of gas main works in Crowthorne High Street; and the fall in car parking season ticket income. Some of the loss had been offset by an increase in short term parking income.

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

- A concern had been raised at the last meeting of possible rutting on the Bagshot Road. Officers had carried out an inspection and confirmed that this was not the case. The Panel noted that there was a three year guarantee on the road surface.
- The transfer of the three play areas and the Country Park at Jennett's Park had not yet been completed.
- The Council was required to collect the equalities data collected via the e+card

The Chairman thanked the Director for his presentation.

33. **Proposed Highway Works 2012/2013**

The Chief Officer: Environment and Public Protection and the Chief Officer: Planning and Transport presented the report informing the Panel of the indicative Highway Maintenance Works Programme for 2012-2013 and the outline plans for Integrated Transport projects.

Annex 1 outlined the capital block funding allocation for 2012/2013 and the grant conditions. The grant for highways maintenance was £1,781,000 and for integrated transport £561,000.

Annex 2 showed the roads of greatest need of repair from a safety point of view. The cost of the works listed exceeded the available budget. The Panel noted that adjustments would occur during the year and the budget would not be overspent. Whenever possible, the aim was for street lighting works to coincide with highways works.

Annex 3 listed the bridges and structures programme.

The Panel noted that Executive approval would be sought before work commenced.

Arising from questions:

- As much notice as possible would be given to local residents but that was not always possible. Leaflet drops were carried out and ward members advised.
- It was the Council's responsibility to maintain "private" cabling in street lighting.

The Chief Officer: Planning and Transport gave a presentation which outlined which schemes fell under Integrated Transport (IT). The funding came from Government Grant Allocation and Section 106 agreement developer contributions. The Capital Programme was developed in line with Council policy Local Transport Plan 3; in response to infrastructure demands from development; and in response to Government legislation. The Panel noted how the IT Capital Programme developed and that officers were reviewing the way the programme was developed to seek earlier identification of potential priorities, to ensure efficiencies were found and implemented and to develop more clarity in the Council's strategies to avoid conflict in future delivery of the programme.

The complexity of the process to generate schemes meant that a more detailed list of projects would not be available until late January, when it would be circulated to the Panel for information. Schemes in excess of £50,000 included expanding urban control capability at key junctions; junction improvement at the Stag and Hounds; link route from Easthampstead Park School to Peacock Farm; junction improvement at Stoney Road/Wokingham Road; improvements at Skimped Hill Roundabout; phase 2 of sports centre roundabout improvements; improvements to Beehive Road north of Berkshire Way and junction signalisation at Crowthorne High Street.

Arising from questions:

- Ward member input into the section 106 process should be at the time the planning application was considered. If ward members had no input at that time, they had lost the opportunity to influence the contents of the legal agreement.
- This programme was split between two Chief Officers as there was a fundamentally different process to arrive at the required work. Highway maintenance work was driven by survey work as well as reactive responses, whilst Integrated Transport could probably be considered a more complicated process involving detailed planning and design and being driven by strategic

objectives within the Local Transport Plan. The only similarity might be that they used the same contractor.

- The Panel noted that much of the Integrated Transport works in the coming years would be mainly to the north of the borough, with the exception of the TRL site.
- The Network Manager co-ordinated works and he was working towards improving early notification systems.

The Panel noted the report and the Chairman thanked both officers.

34. Winter Preparations

The Chief Officer: Environment and Public Protection gave a brief oral update on winter preparations. The salt barn held 3000 tons of salt, of which 150 tons had been used this winter. The gritting vehicles had moved to Downmill Road and extra equipment had been purchased at a cost of £70k.

The Panel noted that the salt would be fine as long as it was stored dry. However if it did become unusable it was the contractor's responsibility to replace it.

35. Local Development Framework - Update Report

The Chief Officer: Planning and Transport presented his report on the Local Development Framework which set out policies and proposals for the development and use of land in an area taking account of social and environmental factors.

The LDF was a portfolio of documents. The one main adopted document with development plan status was the Core Strategy which set out the overarching strategy for the area, including the level of housing growth. A list of the Council's adopted documents was contained in Appendix 1 to the report.

The two key development plan documents proposed for preparation over the three year period from August 2011 to August 2014 were the Site Allocations DPD and commencement of the Core Strategy Review in March 2012, requiring a full assessment of the Borough's development needs for the period to at least 2031 and to allocate sites to meet those needs.

The Localism Act included a number of changes to the planning system including:

- Abolishing regional policy
- A new duty to co-operate with neighbouring local authorities
- Neighbourhood Planning allowing communities to shape and influence where they live and work. Neighbourhood Plans needed to conform with strategic national and local policies and could not be used to block the building of new homes and businesses, particularly if a need for growth had been identified.

However many requirements would remain in an amended form including retention of the LDF in the form of a Local Plan; Supplementary Planning Documents where they bring forward sustainable development at an accelerated rate and did not add financial burdens to development; and the duty to monitor the implementation of planning policies for local people in the interests of transparency.

Arising from questions –

- Neighbourhood Planning would be a challenge for the Parish and Town Councils.
- Bracknell Forest would suffer the consequences of developer led planning if the Council did not plan for the future. Unsustainable development should be avoided where possible.
- The Council already collaborates with other Berkshire authorities. The Council would become a “flood authority”. There was some short term funding for this but it may in the future be a funding issue.

The Panel noted the documents that currently formed part of the Bracknell Forest Borough LDF and the stage reached in the preparation of other documents that would eventually form part of the Bracknell Forest Borough LDF on adoption.

36. **Community Infrastructure Levy (CIL)**

The Director of Environment, Culture and Communities presented the report updating the Panel on the member involvement in creating the Community Infrastructure Levy (CIL). The CIL would become the key mechanism by which the Council would secure money to create and modify infrastructure to ensure the impact of development was mitigated. The levy was important to the Council and its services.

The Executive this evening agreed that the Overview and Scrutiny Commission be invited to establish a working group to support the development of the Council’s first CIL and that the Commission should consider inviting a representative of the Town and Parish Councils onto the working group. The working group would be expected to contribute to the steps that would need to be followed to introduce a CIL. The intention was to have a CIL regime in place before autumn 2013 and member input was sought as soon as practically possible.

The Panel noted the report.

37. **Localism Act 2011**

The Borough Solicitor presented his report on the Localism Act which received the Royal Assent in November 2011. The most relevant areas in terms of the Environment, Culture and Communities Department were:

Planning, particularly

- the abolition of Regional Strategies, although the Council would need to have an appropriate assessment of housing need;
- amendments to the Community Infrastructure Regime to allow CIL to be used for future infrastructure maintenance and to provide some of the CIL receipts to Parish Councils;
- promoting neighbourhood planning – this could lead to a budget pressure as assistance, not financial, would need to be given to Parish Councils;
- amending development control legislation
- powers to tackle unauthorised advertisements and graffiti.

Housing, particularly

- flexibility in the allocation of housing;
- requirement to publish a Tenancy Strategy;
- flexible tenancies.

Assets of community value - giving local communities the opportunity to express an interest in purchasing land or buildings of community value.

Pre-determination – the Act did not entirely abolish the rule against pre-determination but it contained provisions aimed at allowing members to express a view in advance of a meeting. The Borough Solicitor explained that case law, not statute, was relevant in pre-determination and the law in recent years had taken a more lax view. The Panel noted that the Protocol for members in dealing with planning matters would be reviewed.

38. **2012/2013 Overview and Scrutiny Work Programme**

The Panel received the report of the Assistant Chief Executive inviting it to suggest items to be included in the work programme for 2012/2013. The following appendices were attached:

Appendix 1 – revised work programme for Overview and Scrutiny in 2011/2012

Appendix 2 – proposed reviews for 2012/2013

Appendix 3 - completed reviews as at July 2011

Any unfinished items in the current work programme would be rolled over to next year. In addition, a working group had been appointed tonight to review the proposed reductions to public transport subsidies and concessionary fare support.

39. **Executive Response to the Interim Highway Maintenance Report**

The Panel noted the report of the relevant Executive Member's response to the interim report of the working group review of highway maintenance.

Since preparing the interim report the working group had reformed to complete its review. Ongoing work would include formulating a view on the Executive Member's response to the interim report.

40. **Executive Forward Plan**

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

I031929 – Binfield Nursery – The Panel noted that the Executive had agreed to declare the nursery surplus to requirements.

41. **Date of Next Meeting**

Tuesday 24 April 2012

CHAIRMAN

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QUARTERLY SERVICE REPORT

ENVIRONMENT, CULTURE AND COMMUNITIES

Q3 2011-12
October - December 2011

Portfolio holders:
Councillor Mrs Mary Ballin
Councillor Dale Birch
Councillor Mrs Dorothy Hayes
Councillor Iain McCracken

Director:
Vincent Paliczka

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Section 1: Director's Commentary

Overview

Much work is being undertaken and performance is generally strong but the economy remains the factor which is influencing performance and putting pressure on the Council budgets. Although there are positive signs that developers are beginning to look to the future because pre-application enquiries have increased, actual development remains suppressed and this is expressed in reduction in planning applications and building control fees. However, if the market is growing in confidence this may manifest itself in a more buoyant performance with regards to planning related income.

Also driven by the economy with some links to new national policies relating to benefits, the Council is facing an increasing number of homelessness applications to whom we have a duty of care. Regretfully, this is resulting in more households being placed in bed and breakfast generating costs to the Council. However, plans are in place to purchase and lease properties to account for this demand and we are positive that this will alleviate some of these pressures.

Easthampstead Park Conference Centre is thriving with regards to community related bookings such as weddings and demand is high and quality good. However, the economy has resulted in businesses severely depressing their training budgets and as a consequence bookings at Easthampstead Park have reduced considerably. While our market intelligence suggests we are performing relatively well compared with competitors, nonetheless after several years of generating an operational surplus, the facility will this year record a substantial operational deficit. Management continue to undertake promotional activities and reduce costs.

To end on a positive note with regards to the economy, Coral Reef is having a 'bumper' year so far and will exceed its income targets this year all things being equal.

Highlights of exceptional performance eg national awards, top quartile services

Environment & Public Protection

- Work with the Forestry Commission to develop the Swinley Forest fire as a case study. Ongoing work on risk mapping areas, communications strategy and restocking.
- At the end of the third quarter the Borough's food business, classed as being broadly compliant with food safety law, was 96%. The figure contrasts with the national average of 89.8% for England.

Leisure and Culture

- Customer Service Excellence awarded to The Look Out.

Remedial action against under performance

Environment & Public Protection

- Staff vacancies within the EH team has necessitated the continued use of agency staff to ensure that the minimum legal obligations can be met by year end particularly in relation to food premises and authorised processes.

Housing

- Indicator 007.2 shows the number of properties that have been let to transfer applicants to date which is currently under target. This is a direct result of the reduction in the number of three bedroom plus properties that have become available for letting so far this year. Both three and four bedroom properties have shown a 27% reduction on the number of units available for letting compared to last year. Larger properties have been targeted at transfer applicants with 62% of all three bedroom properties let to transfer applicants and 100% of four bedroom properties let to transfer applicants. The Council has funded Bracknell Forest homes to purchase existing properties and they will become available in the next quarter for letting so this will offer some additional affordable housing supply to address this issue.
- Indicator 124 shows that there were 6 households in bed and breakfast accommodation at the end of the quarter. This is a 30% reduction on the figure at the end of the previous quarter. There are still two temporary to permanent property purchases to complete before the end of the financial year. The properties purchased by Bracknell Forest Homes funded by the Council will provide some additional supply in the next quarter to address homeless demand. Given this additional supply and the homeless households that are know to the service it is anticipated that the year will end with five households in bed and breakfast accommodation.
- Indicator L 030 shows that the number of lifelines installed in the quarter did not reach target. This is despite the required number of demonstrations being completed. It is thought this could reflect the current economic situation and customers reluctance to enter into new contracts so close to Christmas. The number of demonstrations will be maintained in the New Year.
- Indicator 181 has not achieved target the target of 11 days for processing times year to date. However, the average time to process has reduced to 14 days and that reflects the fact that in the last month of the quarter the average processing time was 9 days exceeding the target.

Leisure and Culture

- Indicator L002 – numbers of sessions by customers on computers in libraries. The target for Q3 was 53,925 but we achieved 45,019. There is currently projects being delivered to replace the customer IT hardware and software which will deliver a much improved customer experience.

Performance & Resources

- Indicator L037 was missed on 6 days during the quarter. These days all fell in the period when the team had one vacancy. Management filled the post and this should not recur during normal operations.

Planning & Transport

- BT Openreach likely to be issued with a further improvement notice for a 27% failure rate of their signing lighting and guarding of works in progress. The BT performance following the improvement notice for poor reinstatement works has improved from 45% in Q2 to 16% in Q3.

Highlight of significant customer feedback and inspections

Environment & Public Protection

- The HSE inspection of waste collection activities and procedures in October went very well HSE were impressed with the BFC client interface with the contractor SITA. HSE requested copies of the contract risk assessments to be use as best practice elsewhere.
- The annual analysis of recycling taken into Longshot Lane in October indicates that contamination with non acceptable materials has reduced over the year.
- Landscape and Street Cleansing staff participated in a film relating to community partnerships which was shown at a national conference for Chief Executives.
- Environmental Health successfully defended an appeal against a Section 80 notice served under the Environmental Protection Act on a Borough resident for causing nuisance to neighbours from smokey bonfires. The resident was ordered to pay £4,988.50 to the court.
- At Maidenhead Magistrates Court a local landlord pleaded guilty to eight charges relating to a house in multiple occupation he owns in the Borough and two offences in relation to disposal of waste from the property which was found fly-tipped in Wildridings. He was fined £1,450 and ordered to pay costs of £1,078 in relation to breaches of HMO management regulations and £589 plus £150 compensation to Bracknell Town Council together with a £15 victim surcharge for breaches of the Duty of Care regulations. The case was the first prosecution for breaches of HMO Management Regulations taken by the Council.
- A Borough resident had his appeal against a 14 month sentence dismissed. The Judge ordered an investigation under the Proceeds of Crime Act to see what money or goods may have been acquired through his fraudulent activity and therefore is subject to confiscation.
- New pay and display equipment able to accept debit and credit cards was installed in the town centre surface pay and display sites.

Planning & Transport

- During the last quarter the first forum for planning and building regulations agents was held, attended by 15 agents. Agents attending were invited to complete a questionnaire and all attendees returned this. The response to a question on how they rank our services against others found 80% good or excellent for building control and 63% for development management. No attendee felt the Council provided poor service in these areas.

Significant changes in service use and associated financial impact

Environment & Public Protection

- Four additional roundabouts were sponsored by local companies in the quarter bringing the total number sponsored to eleven. The latest sponsorship will bring in £8600 helping to cover the cost of maintaining our roundabouts to a high standard.
- The Home Improvement Agency was brought in-house in October. Improved levels of support can now be offered in-house to Disabled Facilities Grant applicants at less cost to the Council

Housing

- It has been reported previously that so far this year there has been a 100% increase in homeless approaches fuelled by households being required to leave private rented accommodation. Based on the known supply of property and households who are homeless it is predicted that the next quarter will end with five households in bed and breakfast. Consequently, it is predicted that over the year there will be an overspend on the bed and breakfast budget of around £ 25,000.

Leisure and Culture

- Coral Reef is enjoying very strong performance which has permitted us to declare an additional £45,000 net income for leisure facilities.

Planning & Transport





















- Fee income for planning applications was lower than anticipated in the budget, income from pre-application enquiries was however significantly higher than budget.

Audit Reports

- There were 6 across the Department and all were Satisfactory.

Section 2: Department Indicator Performance



Ind Ref	Short Description	Previous Figure	Current Figure	Current Target	Current Status	Performance Trend
Environment & Public Protection						
NI184	Percentage of food establishments in the area which are broadly compliant with food hygiene law (Quarterly)	97	96			
NI192	Percentage of household waste sent for reuse, recycling and composting (Quarterly)	43.7%		40.4%		
NI193	Percentage of municipal waste land filled (Quarterly)	25.71%				
L006.1	Number of highways service requests (Quarterly)	1,137	1,021			
L006.2	Number of highways service requests outstanding at quarter end (Quarterly)	148	113			
L021.1	Number of environmental health service requests (Quarterly)	1,016	681			
L021.2	Percentage of environmental health service requests received which are outstanding (Quarterly)	22.0%	15.4%	25.0%		
L022	Percentage of licensing service requests per quarter completed within 28 days (Quarterly)	96%	96%	95%		
L023	Percentage of trading standards service requests per quarter completed within 28 days (Quarterly)	83%	82%	85%		
L026	Number of notices issued for breaches of on-street and off-street parking regulations (Quarterly)	741	797	700		
L027	Value of trading standards intervention work and recovery of money or goods for vulnerable residents (Quarterly)	32,689.00	44,289.00	37,500.00		
L128	Number of reported missed collections of refuse bins (Quarterly)	254	152	180		
L146.1	Percentage of borough where environmental cleanliness falls below EPA standard - Litter (Quarterly)	2.12%	0.00%	1.00%		
L146.2	Percentage of borough where environmental cleanliness falls below EPA standard - Detritus (Quarterly)	5.42%	2.12%	3.00%		
L146.3	Percentage of borough where environmental cleanliness falls below EPA standard - Graffiti (Quarterly)	0.00%	0.26%	1.00%		
L146.4	Percentage of borough where environmental cleanliness falls below EPA standard - Flyposting (Quarterly)	0.00%	0.00%	1.00%		
L147	Percentage of environmental services contract inspections where quality falls below standard (Quarterly)		0.98%			
L148	Percentage of environmental health service requests responded to within 5 days (Quarterly)	96.00%	99.00%	80.00%		
L149	Percentage of environmental health notices complied with within time frame (Quarterly)	77.80%	96.00%	75.00%		
Housing						
NI155	Number of affordable homes delivered (gross) (Quarterly)	0	19			
NI154	Net additional homes provided (Quarterly)	101	199	404		
NI156	Number of households living in temporary accommodation (Quarterly)	29	35			
NI181	Time taken to process Housing Benefit or Council Tax Benefit new claims and change events (Quarterly)	15.1	14.0			

Ind Ref	Short Description	Previous Figure	Current Figure	Current Target	Current Status	Performance Trend
L007.1	Number of properties let by the housing applicant queue - Homeless (Quarterly)	12	10	6		
L007.2	Number of properties let by the housing applicant queue - Transfers (Quarterly)	36	32	66		
L007.3	Number of properties let by the housing applicant queue - First time applicants (Quarterly)	71	67	59		
L029	Number of households who considered themselves as homeless, who approached the local authority's housing advice services and for whom housing advice casework intervention resolved their situation (Quarterly)	126	225	155		
L030	Number of lifelines installed (Quarterly)	186	128	165		
L031	Percentage of lifeline calls handled in 60 seconds	99.01%	98.62%	98.00%		
L033	Percentage of customers receiving the correct amount of benefit (Sample basis) (Quarterly)	91.4%	92.7%	90.0%		
L124	Number of households in B&B at end of quarter (Quarterly)	9	6	3		
Leisure & Culture						
L002	Number of sessions by customers on computers in libraries (Quarterly)	30,674	45,019	53,925		
L003	Number of visits to leisure facilities (Quarterly)	1,169,935	1,660,146	1,500,000		
L015	Number of attendances for junior courses in leisure (Quarterly)	65,479	97,388	98,000		
L016	Number of contacts through the Young People in Sport scheme (Quarterly)	24,000	40,000	41,000		
L017	Number of web enabled transactions in libraries (Quarterly)		45,946	43,950		
L018	Number of web enabled transactions in leisure (Quarterly)	15,997	21,853	15,000		
L019	Number of items borrowed from library service (Quarterly)	302,370	441,018	437,475		
L020	Number of people enrolled in the Leisure Saver Scheme (Quarterly)	506	523	520		
L035	Income from Leisure Facilities (Quarterly)	5,172,000	7,089,020	6,921,750		
L151	Number of visits to libraries (Quarterly)	225,656	322,104	330,000		
Performance & Resources						
L036	Percentage of e+ cards issued within 5 working days of application (Quarterly)	100.0%	100.0%	100.0%		
L037	Percentage of days the daily planning, building control and enforcement applications and housing options post is scanned and indexed by the end of the next working day (Quarterly)	96.8%	90.3%	95.0%		
L038	Percentage of procurement projects on time, against plan and requirement (Quarterly)	100.0%	75.0%	80%		

Ind Ref	Short Description	Previous Figure	Current Figure	Current Target	Current Status	Performance Trend
L039	Percentage of employment contracts issued within 5 days of receipt of request (Quarterly)	100.0%	100.0%	90.0%		
L040	Percentage of recruitment adverts placed within 5 days of receipt of the relevant information (Quarterly)	100.0%	100.0%	90.0%		
L041.1	Number of GIS work requests received (Quarterly)	91	86			
L041.2	Percentage of GIS work requests resolved within target time (Quarterly)	92%	94%	90%		
L042.1	Number of IT system support calls received (Quarterly)	226	180			
L042.2	Percentage of IT systems support calls resolved (Quarterly)	89%	90%	85%		
L043	Average time taken to resolve IT queries (Quarterly)	11	13	15		
L044	Percentage of cost centre managers who received 3 budget monitoring meetings (Quarterly)	76.00%	63.00%	75.00%		
Planning & Transport						
NI047	People killed or seriously injured in road traffic accidents (Quarterly)	25	29			
NI157.1	Processing of planning applications - Major applications (Quarterly)	50.00%	75.00%			
NI157.2	Processing of planning applications - Minor applications (Quarterly)	85.36%	79.17%	80.00%		
NI157.3	Processing of planning applications - Other applications (Quarterly)	94.07%	92.25%	80.00%		
L008	Number of planning applications received to date (Quarterly)	253	201			
L009	Number of full search requests received (Quarterly)	901	356			
L014	Number of people slightly injured in road traffic accidents (Quarterly)	269	264			
L045	Percentage of full searches answered in 5 working days (Quarterly)	100%	98%	90%		
L046	Percentage of full searches answered in 10 working days (Quarterly)	100%	100%	90%		
L048.1	Number of days overrun on streetworks projects - statutory undertakers (Quarterly)	6	31	0		
L048.2	Number of days overrun on street works projects - BFC Contractors (Quarterly)	23	24	0		
L150	Number of chargeable building regulations applications received to date (Quarterly)	299.00	422.00	262.50		

Please note that the Corporate report does not include the "Comments" Column, this is for ECC only.

Traffic Lights		Performance Trend	
Compares current performance to target		Identifies direction of travel compared to same point in previous year	
On, above or within 2.5% of target		Performance has improved	
Between 2.5% and 7.5% of target		Performance sustained	

More than 7.5% from target		Performance has declined	
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The following are annual indicators that are not being reported this quarter:	
Ind Ref	Short Description
Environment & Public Protection	
L024	Percentage of underage (alcohol) sales obtained in testing programme (Annually)
L025	Number of valid complaints relating to licensed premises (Annually)
NI192	Percentage of household waste sent for reuse, recycling and composting (Annually)
NI184	Food establishments in the area which are broadly compliant with food hygiene law (Annually)
NI185	CO2 reduction from Local Authority operations (Annually)
NI191	Residual household waste per household (Annually)
NI193	Percentage of municipal waste land filled (Annually)
NI196	Improved street and environmental cleanliness -- fly tipping (Annually)
Leisure & Culture	
NI197	Improved local biodiversity -- proportion of local sites where positive conservation management has been or is being implemented (Annually)
Housing	
NI154	Net additional homes provided (Annually)
NI155	Number of affordable homes delivered (gross) (Annually)
L032	Number of benefits prosecutions and sanctions per 1000 caseload (Annually)
Planning & Transport	
NI047	People killed or seriously injured in road traffic accidents (Annually)
NI159	Supply of ready to develop housing sites (Annually)
NI167	Congestion - average journey time per mile during the morning peak (Annually)
NI168	Principal roads where maintenance should be considered (Annually)
NI169	Non-principal classified roads where maintenance should be considered (Annually)
NI177	Local bus and light rail passenger journeys originating in the authority area (Annually)
NI178.1	Bus services running on time - Proportion of non-frequent scheduled services on time (Annually)
NI178.2	Bus services running on time - Excess waiting time for frequent services (Annually)
L157	Greenhouse Gas Reporting (Annually)

Section 3: Complaints

Stage	No. rec'd Q3	Nature of complaints (bulleted list)	Action taken and lessons learned (bulleted list)
New Stage 2	2	<ol style="list-style-type: none"> 1. Alleged poor work carried out by a business member of the Council's approved scheme 2. Complaint regarding planning application inaccuracies in the officers delegated report. 	<ol style="list-style-type: none"> 1. Complainant to pursue civil court and should the court find in her favour the merits or otherwise of suspending the builder from the BWC scheme will be reviewed. 2. Inaccuracy acknowledged but review of the complaint highlighted the appropriate decision was made.
New Stage 3	1	<ol style="list-style-type: none"> 1. Rent Review 	<ol style="list-style-type: none"> 1. Agreement made
New Stage 4	1	<ol style="list-style-type: none"> 1. Housing Allocation 	<ol style="list-style-type: none"> 1. Explanation of BFCMychoice given
Ombudsman		None	

Section 4: People

Staffing Levels

	Staff in Post	Staffing Full Time	Staffing Part Time	Total Posts FTE	Vacant Posts	Vacancy Rate
Directorate	11	10	1	10.68	0	0.00%
Environment & Public Protection	100	86	14	94.16	3	2.91%
Housing	69	54	15	60.67	1	1.43%
Leisure & Culture	362	157	205	250.19	53	12.77%
Performance & Resources	33	27	6	30.46	0	0.00%
Planning & Transport	84	61	23	76.48	4	4.55%
Department Totals	659	395	264	522.64	61	8.47%

Overall the vacancies increased by 6 since last quarter. Housing decreased by 1, Environment & Public Protection decreased by 3; Performance & Resources decreased by 1; Leisure & Culture increased by 10; Planning & Transport increased by 1. Although Leisure & Culture has more vacancies than the other Divisions, it should be noted that many of these roles are part-time vacancies in customer facing areas where movement is often higher. Casual staff fill gaps.

We successfully recruited to vacancies including a Technical Assistant (Highways), a Benefit Assessment Advisor, a Business Systems Analyst, a Skilled Landscape Operative and a Peripatetic Library Assistant. We also managed to fill a number of customer facing posts in Leisure.

The total vacancies decreased by 1 compared to the same quarter last year, and the vacancy rate decreased to 8.47% from 8.70% for the same quarter last year.

Staff Turnover

For the quarter ending	31 December 2011	2.28%
For the year ending	31 December 2011	10.55%

Total turnover for BFC, 2010/11: 15.24% excluding schools
 Median turnover for public services 01 Jan to 31 Dec 10: 12.6%
 Median turnover for all employers 01 Jan to 31 Dec 10: 14%
 (Source: XPerHR Staff Turnover Rates and Cost Survey 2011)

There were 15 leavers this quarter, which is a decrease of 3 compared to last quarter and a decrease of 4 compared to the same quarter in the previous year. Of those leavers from this quarter, 3 retired, 1 was made redundant and the remaining 11 resigned.

Turnover this quarter decreased to 2.28% compared to 2.75% last quarter, and 2.87% in the same quarter last year. Annual turnover decreased to 10.55% compared to 11.01% last quarter, and 12.45% for the same quarter last year.

Sickness Absence

Staff Sickness (1 October to 31 December 2011)

Section	Total staff In Post	Quarter 3 Number of days sickness	Quarter 3 average per employee (People in post)	2011/12 projected average per employee (People in Post)
Directorate	11	17	1.55	2.06
Environment & Public Protection	100	175	1.75	5.83
Housing	69	107.5	1.56	4.91
Leisure & Culture	362	545.5	1.51	5.10
Performance & Resources	33	49	1.48	3.27
Planning & Transportation	84	280.5	3.34	7.62
Department Totals (Q3)	659	1174.5	1.78	
Department Totals (11/12)		2661		5.33

Comparator data	All employees, average days sickness absence per employee
Bracknell Forest Borough Council 10/11	5.22 days
All sectors employers in South East 2010 (Source: Chartered Institute of Personnel and Development survey 2011)	7.3 days
All Local Government Employers in South East 2010	9.6 days

NB. 20 working days or more off sick is classed as long term sick.

The above figure of 1,174.5 days includes 18 employees with long term sickness, which totals 635 days for the quarter. This accounts for 54.1% of all absence which is an increase on last quarter (47.5%) and an increase on the same quarter last year (48%). This included:

- 6 employees in Leisure & Culture – 229 days (8 employees, 234 days last quarter)
- 4 employees in Environment & Public Protection – 96 days (3 employees, 96 days last quarter)
- 1 employee in Performance & Resources – 35 days (1 employee, 6 days last quarter)
- 6 employees in Planning & Transport – 227 days (2 employees, 86 days last quarter)
- 1 employee in Housing – 48 days (0 employees, 0 days last quarter)

The total number of sickness days this quarter increased by 285.5 days compared to last quarter, but decreased by 213 days compared to the same quarter last year.

The most notable changes this quarter are in Directorate which has increased from 0 to 17 days mainly due to one individual being off sick for 15 days; Housing increased by 41.5 days (an increase of around two fifths) due to one individual being on long term sick; Performance and Resources increased by 35 days (more than doubled) due to one individual being on long term sick; Planning and Transport increased by 148 days (more than doubled) due to six individuals being on long term sick and one

individual being off sick for 17 days. Leisure & Culture and Environment & Public Protection remain about the same.





Average projected sickness for the year increased from 4.51 days per person to 5.33 days per person compared to last quarter, but decreased compared to 6.39 days per person for this quarter last year.

There still doesn't seem to be any specific trends or patterns across the Department in terms of either the amount of long-term and short-term sick, or the quarter in which it occurs.







Managers work closely with HR on robustly managing cases in their sections.

Section 5: Progress against Medium Term Objectives and Key Actions

Progress has been monitored against the key actions from the Environment, Culture & Communities Service Plan for October 2011 – March 2012. This contains 24 key actions to be completed in support of 8 Medium Term Objectives. Annex A provides detailed information on progress against each of these key actions:

Overall, no actions were completed at the end of Quarter 2 () ,16 are on schedule () , none were causing concern () but 6 were showing some concern of falling behind schedule () .

The 6 actions that are causing concern are:

Actions		Progress
2.2 develop robust evidence to ensure new development delivers the infrastructure priorities for the Borough (through s.106 and Community Infrastructure Levy – CIL)		Project Steering Group and programme for introduction of CIL established. Brief prepared for CIL viability consultancy work. Infrastructure Delivery Plan approved for publication / submission by Executive and Council in November as part of SADPD
2.4 continue to protect our green belt and avoid coalescence of existing communities		SADPD sites being planned to use open space to maintain buffers between existing settlements. No changes to Green Belt currently proposed and no proposals for development in existing green belt. SADPD approved for publication and submission by Executive and Council in November 2011. Core Strategy Review to commence in March 2012.
3.4 reduce energy consumption in Council buildings		£100k schools energy efficiency measures programme agreed with Education for completion by March 2012. Voltage optimiser installed at Coral Reef
3.5 increase the use of energy from sustainable sources		Solar PV installations completed at St Joseph's School and Binfield PC Offices. Nine schools assisted with feasibility studies and barriers to school borrowing addressed through Schools Forum in December 2011. Awaiting outcome of the FIT review announced by Government on 31st October 2011.
3.6 help people improve the energy efficiency of their homes		43 Warm Front heating repairs and installations valued at £36,500 in quarter. Ongoing loft & cavity wall referrals. £38,000 NHS Warm Homes Healthy People grant approved for Warm and Well project in next quarter.
3.7 help people to get their energy from sustainable sources		168 domestic solar PV installations registered by OFGEM in Bracknell Forest from April - December 2011. Government review of feed-in-tariffs announced 31/10/11 will reduce future rate of take-up.

Section 6: Money

Revenue Budget

The original cash budget for the department was £37.642m. Net transfers of £0.698m have been made bringing the current approved cash budget to £38.340m. A detailed analysis of these budget changes this quarter is available in Annex B Table 1.

The forecast outturn for the department is £38.1m (£0.24m under the current approved cash budget). A detailed analysis of new variances this quarter is available in Annex B Table 2.

The department has identified the following as budgets that can pose a risk to the Council's overall financial position, principally because they are vulnerable to significant changes in demand for a service. The current position with regard to each of these is as follows:

Service Area	Budget £000	Forecast Outturn £000	Comments
Bracknell Leisure Centre/Coral Reef	824	786	Although income at Bracknell Leisure Centre is lower than budgeted for, income at Coral Reef has been higher than anticipated, resulting in a net increase in income.
Development Control	299	339	Income from planning applications has been lower than that budgeted for, which has partly been offset by an increase in pre-application income.
Bed & Breakfast	42	67	There has been an increase in the number of homeless applications which has led to increased costs for bed & breakfast.

Capital Budget

The total approved capital budget for the department is £17.165m.

Expenditure to date is £8,187m representing 47.7% of the budget. The department anticipates 83.33% of the total approved budget to be spent by the end of the financial year. A detailed list of schemes together with their approved budget and forecast spend is available in Annex B Table 3.

The following schemes are forecast to over/(under) spend:

Scheme	Over/(Under) Spend £000	Comments
IT – Upgrade of GIS system	(15)	Supplier price was lower than original quote.
Waste Collection Contract – Purchase of Vehicles	(7)	Actual cost of vehicles was slightly cheaper than estimated.

Section 7: Forward Look

ENVIRONMENT & PUBLIC PROTECTION

Emergency Planning & Business Continuity

- Review and update of the current Corporate Business Continuity Plan.
- Support to planning of the Olympics torch relay and Dorney Lake rowing event.

Environmental Health

- The further assessment of air quality in respect of the air quality management areas in Bagshot Road and Crowthorne High Street will be returned to Defra who will then direct the Council as to the next course of action in relation to the management of air quality within the two areas.
- The Licensing and Safety Committee will be asked to recommend that the Council pass a resolution to adopt one set of updated bylaws in relation to special treatments that regulate cosmetic piercing and semi permanent skin colouring, acupuncture, tattooing, electrolysis and ear piercing. If agreed a full report to Council is scheduled for 25 January 2012.
- The annual review of the Health and Safety Enforcement Plan will be presented to the Licensing and Safety Committee in March.

Environmental Services (Inc Waste, Street Cleansing and Landscape)

- A Community Repaint scheme to allow re-use of discarded paint on behalf of the re³ joint waste partnership will commence from 3 January 2012. This will be run by the "Green Machine" a local Community Interest Company which aims to create work opportunities for disadvantaged and disabled people. They are based at a unit at Longshot Lane Industrial estate and the local collection and processing of foil has also relocated to this unit. More community recycling and reuse initiatives will follow.

Highways Management

- Future capital works programmes will be developed as road condition survey analyses are completed and the impact (if any) of the winter season is assessed.
- The remaining programme of highway maintenance work will be completed in March.

Trading Standards (Inc Licensing, Car Parks and Cem & Crem)

- Completion of new cremators and abatement installation Feb 2012.
- Creation of new Bluebell Wood scattering area.
- Renovation of Sanctum area to ensure future sales.
- A "pay by phone" trail for car parking will be conducted at the Albert Road car park over the coming months.
- Continued reliance on agency staff to support vacancies in Trading Standards due to maternity.
- Commencing the process to consult on the Gambling Act policy.

HOUSING

Housing strategy and housing options

- The Council's allocation policy is to be reviewed in the light of the proposals contained in the Localism Bill. Officers will be meeting with the applicant's panel to discuss ways in which the allocation policy could be amended to better meet local housing need and support the development of a housing

options approach. It is intended that the consultation will be concluded within the quarter with an intention to report to executive in April concerned recommended changes.

- Consultation on the Supporting people strategy and revised eligibility criteria will conclude in the quarter. The Supporting people strategy will inform the approach to tender for services over the next three years. The eligibility criteria will set out the level of housing related services to be provided to households. The strategy proposes a rationalised approach to contracts and increased flexibility via floating support services. The eligibility criteria proposals are to focus purely on housing related support and not to fund activity that is not essential to a household keeping their home. Subject to consultation it is intended to report to Executive at its March meeting.
- Housing options will be supporting those single people aged between 25-35 who will be required to move home due to the reduction in housing benefit to the single room rate.

Forest care

- Forest care will procure new switchboard and Automatic Calls system to enable better management of calls out of hours particularly during spikes in demand e.g. due to bad weather/power cut. There will be an upgrade to Odyssey calls handling software and training for staff on the new version which should enable staff to log calls more quickly and capture more calls. Forest care will be trialling new lifeline units from a different supplier with intention of getting better equipment with additional functionality at lower cost. Lastly, the monitoring of remaining 300 Woking Borough Council connections will be taken on.

Benefits

- The benefit service will undertake the year end processing in this quarter.
- Following the Government proposals for the localising of support for Council tax in January the service will lead on the development of the Bracknell Forest response.
- Phase 2 of the ATLAS Government IT project will be implemented in this quarter. This is a direct link from the DWP benefit system to the Council's Northgate benefit system which populates any changes of circumstances which then allows benefit assessors to process that change in respect of housing and council tax benefit. This will speed up the change of circumstance processing.

LEISURE AND CULTURE

Leisure

- Preparations for 28th Bracknell Half Marathon will gather momentum as entries build up.
- Bracknell Leisure Centre will host a Sport Relief Mile for the first time in March.

Libraries

- Ascot Heath library improvements, including a new counter and more space for lending.
- Winter Reading Challenge for adults and children.
- Introduction of e book service.
- Introduction of new ICT software to monitor use of public computers in libraries.
- Upgrade of public computers in libraries.

Parks and Countryside

- South Hill Park - subject to approval from the Heritage Lottery Fund there is scope to bring some projects back into the project. Priorities for additional works have been identified and costed and subject to approval should be completed by spring 2012.
- Lily Hill Park - Big Park Birdwatch - to support the National Big Garden Birdwatch, staff and volunteers from the Wokingham and Bracknell RSPB group are going to be on hand for the public to discover the birds of Lily Hill Park on the 28 January.
- Biodiversity - the next Biodiversity Action Plan 2012-2017 for the borough is currently being drafted and will be out for public consultation in the next quarter.
- Parks Photo Competition - the exhibition of the best entries from the 2011 Parks Photo Competition themed 'Exploring the Borough's Routes and Trees' will take place at the Community Gallery at South Hill Park from 11 February to 8 April 2012.
- Awards - entries are to be submitted for Green Flag Awards 2012 by the end of January for three Parks & Countryside sites: Lily Hill Park, Popes Meadow, and Shepherd Meadows with Sandhurst Memorial Park. South Hill Park will be entered in 2013.
- Public Rights of Way - it is intended that the Map and Statement will be published by the end of January.
- Jennett's Park – Legal procedures are almost complete in securing the transfer of the first 3 play areas and the countryside park (to be known as Peacock Meadows).

PERFORMANCE & RESOURCES

Human Resources

- HR will run a network event for first line managers on "Communicating in Difficult Situations".
- Following feedback from other departments we will publish guidance for managers on engaging casual staff.
- The mentoring sessions for eight managers will continue and sessions will be run to support both mentors and mentees.
- The HR team will train as mediators which will help with case work.
- HR will support managers and employees through the change programme associated with 2012 budget cuts

Business Systems

- The GIS team will be going live with a new version of Local View (publicly accessible GIS maps) on the Council's website.
- The business support team will upgrade the Uniform IT system used by development management and building control and procuring a telephone call management system for Forestcare.
- We will continue to work on replacement of the public pcs in libraries and hope to have a pilot library on the new system in March.
- The document management team will work on back scanning projects that directly help towards providing more storage space for the future office moves.
- The Information Officer will monitor and manage the stores to allow clear office based filing ready for future office moves.
- The Trees admin team and officers will transfer their TPO application process to uniform IT system from the confirm IT system to conform to planning guidelines.
- The web team will populate the Council's new website with reviewed and revised content for the department in time for the soft launch on 1st March.

Finance

- In addition to the core functions of accounting, budget monitoring, financial advice and debt control the main task in the quarter is to build the budgets ready for updating the general ledger with the 2012/13 capital and revenue budgets.

Contracts

- Occupational Health Services tender submissions will be evaluated ready for award and implementation in quarter 1
- Dog Warden Services tender submissions will be evaluated and awarded for implementation in quarter 1
- The Look Out car parking project will be initiated, starting with a Habitat Regulations Assessment to identify any impact on the Thames Heath Basins Special Protection Area
- Research with suppliers and other Councils will be undertaken to help understand how best to package "public realm" contracts, including Street Cleansing and Highways Maintenance, due for renewal in 2014
- Work will begin on the relocation of the Binfield Nursery to the Commercial Centre (Council Depot), including procurement of the supply of bedding plants and hanging baskets.

Equalities

- We will work with managers on the full Equality Impact Assessments for the budget reductions of bus services and community transport.

Customer Care

- Following the appointment of our contractor and the successful recruitment of some new mystery shoppers last quarter we expect receive our first mystery shopper reports in this quarter.

Performance Management

- We will prepare the 2012/13 Service Plan this quarter.

Corporate Governance

- We will update the department's Scheme of Delegations and Business Continuity Plan this quarter.

e+

- We will extend the Discount Directory smart phone app to include Android devices.
- We will continue work with Corner Bank and ASC&H on developing the e+ Visa prepaid debit card.
- We will commission the required migration process from the Department for Transport provided HOPS (Host Operator Processing System) to a Bracknell Forest HOPS for recording electronic concessionary fares transactions on buses.
- We will consider how the e+ system might enhance the parking solution being devised for the Look Out and Coral Reef.

PLANNING AND TRANSPORT

Building Control

- Work will continue in Building Control to recruit and develop with others a system to administer the upcoming Sustainable Drainage Systems (SuDS) requirements due to come in to effect in sometime next year as part of the

Flood Water Management Act. It is expected that Building Control will operate as part of the SuDS Approval Body and be responsible for approving and inspecting non-adoptable SuDS features in the Borough.

Development Management

- Last year the Government consulted on introducing locally set fees for planning applications and the service has undertaken preparatory work for this change, examining closely service costs, central recharges and use of time. The Government's response to the consultation, which had been anticipated a year ago, is still awaited. However the data gathered in relation to local fee setting is feeding into the national benchmarking exercise (MEPS) and the internal service review. This review will be the focus of activity in the coming quarter, feeding into the wider review being conducted across all areas of the department.

Spatial Policy

- A major milestone for the Site Allocations DPD was passed with Executive and Council approval in November to submit the document to the Secretary of State for examination. The next step will be to carry out further consultation in January/February 2012. Following the completion of consultation on the SPD for the Special Protection Area its adoption is now scheduled for February 2012. Further consultation on the masterplan for the Warfield urban extension took place in November.
- The climate change team has been pursuing a scheme for photo-voltaic panels to be installed on Council-owned buildings. Unfortunately the government's change to the tariff level meant that the project for the Sports Centre had to be re-tendered and a decision on the revised tenders will be made early in 2012. The Council has also partnered Scottish and Southern Energy in their successful bid for £30 million of OFGEM funding towards a low carbon energy network centred on Bracknell. Work on developing individual projects will commence early in 2012. The climate change team are also investigating the potential for establishing a local biomass energy network and will be engaging with potential partners in February 2012.

Highway Network Management

- In the next quarter there are a number of works in the Bracknell town centre area; Horse & Groom Roundabout, Weather Way, Millennium Way, Wokingham Road all of which are being carefully co-ordinated. Major water main replacement works are planned in 2012/13 for Osborne Lane, Warfield. The Olympic Torch Relay is being co-ordinated alongside all proposed works.










Transport Management Section









- Over the next quarter the Capital Programme for 2011/12 will be finalised and submitted to the executive for approval following further modelling work on schemes included within the Implementation Plan. BFC's Local Sustainable Transport Fund bid to the Department of Transport will be finalised and submitted, aimed at implementing local sustainable measures that support the regeneration of Bracknell Town Centre.
- Detailed transport assessment work and negotiations will continue on the new phased approach to Bracknell Town Centre regeneration and over the next quarter, works will be in progress on the Horse and Groom Roundabout improvement. Works will be completed on a number of other traffic and transport schemes, including local safety schemes, pedestrian improvements, Sustainable Modes of Travel to School schemes and several residential off-street parking schemes.
- A number of traffic & safety schemes will have been completed (subject to approval) including local safety schemes and the Winkfield Row and Birch Hill






Road speed management schemes. The Traffic Regulation Orders related to the next disabled persons parking spaces review and borough-wide review of waiting restrictions will have been completed. The Road Safety Education Training and Publicity Team will continue with their programme delivery to schools colleges businesses and the general public through Road Safety Education days and town centre events.






- A review of bus service provision will continue, as well as a review of Community Transport service support due to expiry of the current Service Level Agreement.
- Consultation will take place as part of these reviews during the next quarter.
- Work will continue at the bid for the Local Sustainable Transport Fund. The next colour coded cycle route will also be launched.

Annex A: Progress on Service Plan Actions

MTO 01 - Work with the Bracknell Regeneration Partnership and other landowners to deliver comprehensive regeneration, including work to:		
Key Action	Status	
1.5 undertake highway improvement works including work at Twin Bridges to enhance accessibility to the town centre		Delivery of highway improvements is linked to commencement of the Northern Retail Quarter phase of development. Legal agreements are in place to secure these improvements alongside this major phase of development.
1.7 promote residential development in the town centre, where viable, to take pressure off of our countryside to deliver housing		Positive progress is being made with a registered provider to develop a viable scheme on a town centre site. Meetings have taken place between the registered provider and BRP to assess scheme viability and discussion is taking place on draft heads of terms.
1.8 deliver high quality public realm and public spaces		The principles in the Public Spaces Strategy have been signed off by Bracknell Town Centre Regeneration Committee and detailed designs are being worked up as part of the Development Agreement.
MTO 02 - Protect communities by strong planning policies, including work to:		
Key Action	Status	
2.1 deliver the Local Development Scheme, including agreeing the Site Allocations Development Plan Document (SADPD) as soon as possible and completing a review of the Core Strategy		SADPD approved by Executive and Council in November 2011
2.2 develop robust evidence to ensure new development delivers the infrastructure priorities for the Borough (through s.106 and Community Infrastructure Levy – CIL)		Project Steering Group and programme for introduction of CIL established. Brief prepared for CIL viability consultancy work. Infrastructure Delivery Plan approved for publication / submission by Executive and Council in November as part of SADPD
2.3 ensure infrastructure is delivered alongside new development to the benefit of the whole community, by introducing Infrastructure Delivery Plans, which residents contribute to, in support of any approved planning policy document		SADPD Infrastructure Delivery Plan approved for publication and submission by Executive and Council in November 2011.
2.4 continue to protect our green belt and avoid coalescence of existing communities		SADPD sites being planned to use open space to maintain buffers between existing settlements. No changes to Green Belt currently proposed and no proposals for development in existing green belt. SADPD approved for publication and submission by Executive and Council in November 2011. Core Strategy Review to commence in March 2012.
2.5 take strong enforcement action against those that do not comply with planning law		11 Enforcement Notices were served in the quarter in respect of 11 breaches of planning control
MTO 03 - Keep Bracknell Forest clean and green, including work to:		
Key Action	Status	
3.1 maintain our open spaces to a high standard		Management and maintenance of public open space is prioritised with greater resource allocated towards the most strategic, highest profile sites. In providing land management services, the emphasis is on: a) Recreational open spaces providing mitigation and infrastructure to enable the Council to deliver sustainable development / growth e.g. Suitable Alternative Natural Green Spaces (SANGs) b) Historic parkland and heritage sites e.g. Registered Park of Special Historic Interest and Scheduled Ancient Monuments c) Safeguarding and enhancing biodiversity, natural beauty, landscape quality and amenity

		e.g. Local Wildlife Sites, Local Nature Reserves, woodlands / heathlands d) Access land / strategic recreational corridors e.g. heathland, way-marked trails, bridleway networks e) Empowering and involving local communities e.g. Doorstep Greens / Breathing Spaces f) Healthy Active Lifestyles e.g. outdoor sports pitches / play areas 3 green spaces have been successfully entered into the Green Flag Award Scheme in 2011 (Lily Hill Parks, Popes Meadow, Shepherd Meadows) and so are nationally recognised as being maintained to a high standard.
3.2 complete the transformation of the grounds at South Hill Park		The main landscape restoration works are now complete with partial practical completion issued. This has been achieved on time and within budget; the HLF is currently considering authorising further priority works as identified by the Project Steering Group.
3.3 increase the amount of green space that is accessible to residents		In accordance with relevant legal agreements, new public open space at Jennett's Park is shortly due to be transferred to BFC. This includes a countryside park (to be known as Peacock Meadows) and 3 play areas. Design advice has been provided re. the provision of new active facilities at Jennett's Hill with proposals to be considered by the planning authority. Agreed new public open space at The Parks and Wykery Copse is in construction. With regards to existing sites; Suitable Alternative Natural Greenspaces (SANGS) (open spaces that are being enhanced to attract more visitors by providing an enjoyable natural environment for recreation as an alternative to the Thames Basin Heaths Special Protection Area): Access improvements are currently underway at Jocks Copse and Tinkers Copse, woodland sites which are part of the Cut Countryside Corridor SANGS. Entrance and car park improvement works have been completed at Englemere Pond.
3.4 reduce energy consumption in Council buildings		£100k schools energy efficiency measures programme agreed with Education for completion by March 2012. Voltage optimiser installed at Coral Reef
3.5 increase the use of energy from sustainable sources		Solar PV installations completed at St Joseph's School and Binfield PC Offices. Nine schools assisted with feasibility studies and barriers to school borrowing addressed through Schools Forum in December 2011. Awaiting outcome of the FIT review announced by Government on 31st October 2011.
3.6 help people improve the energy efficiency of their homes		43 Warm Front heating repairs and installations valued at £36,500 in quarter. Ongoing loft & cavity wall referrals. £38,000 NHS Warm Homes Healthy People grant approved for Warm and Well project in next quarter.
3.7 help people to get their energy from sustainable sources		168 domestic solar PV installations registered by OFGEM in Bracknell Forest from April - December 2011. Government review of feed-in-tariffs announced 31/10/11 will reduce future rate of take-up.
MTO 06 - Support opportunities for health and well being:		
Key Action	Status	
6.6 support sports activities and facilities within the Borough		The Leisure Section continues to provide a wide range of sport and physical activity opportunities for residents, visitors and those working in the Borough on an on going basis for example there were over 145,000 user visits to Bracknell leisure centre in Q3 2011/12
6.7 recognise the value libraries play in our communities		Libraries provide open access to knowledge, cultural works and information. Recent examples include introduction of e-audio, refurbishment of the children's section in Bracknell

		Library and Birch Hill Library's refurbishment.
MTO 07 - Support our older and vulnerable residents, including work to:		
Key Action	Owner	Status
7.5 improve the range of specialist accommodation for older people which will enable more people to be supported outside residential and nursing care		We are working in partnership with Bracknell Forest Homes to develop a new extra-care sheltered housing scheme that will promote the independence and well-being of vulnerable older people by providing flexible accommodation and on-site care and support.
MTO 08 - Work with the Police and other partners to ensure Bracknell Forest remains a safe place, including work to:		
Key Action	Status	
8.5 improve the safety of our roads by improvements to the infrastructure and, where appropriate, by thorough speed enforcement		The Integrated Transport Capital Programme, as approved by Executive, is being delivered.
MTO 10 - Encourage the provision of a range of appropriate housing:		
Key Action	Status	
10.1 ensure a supply of affordable homes		A further 19 new affordable homes have been completed during the last quarter.
10.2 support people who wish to buy their own home		Four households have been assisted into homeownership via the Council's My HomeBuy scheme and one household has moved into homeownership via the council's Cash Incentive Scheme during the last quarter.
10.3 seek to stimulate the housing market and retain property values		
10.4 continue to find ways to reduce the number of people on housing waiting lists		Council's Housing Allocations Policy is under review. The review will consider options for reducing the number of people on the housing register.
MTO 11 - Work with our communities and partners to be efficient, open, transparent and easy to access and to deliver value for money:		
Key Action	Status	
11.18 implement a programme of economies to reduce expenditure (ECC)		ECC are preparing £1.9m savings for 2012/13

Status Legend	
Where the action has not yet started but should have been, or where the action has started but is behind schedule	
Where the action has not yet started or where the action has been started but there is a possibility that it may fall behind schedule	
Where the action has started, is not yet completed, but is on schedule	
Where the action has been completed (regardless of whether this was on time or not)	
Where the action is no longer applicable for whatever reason	

Annex B: Financial Information

Total	Annex B Table 1
£'000	Explanation
633	Virements Previously Reported
5	Easthampstead Park Conference Centre - Council Wide budget for planned maintenance was approved for 2011/12 a further virement of £5,050 is required for additional works identified by the Surveyors to be carried out at Easthampstead Park.
30	Waste Management - The contract we have with WRG includes for a 'gainshare' payment in respect of the income from the sale of products. WRG have reviewed the contract and taken a view that we do not agree with and as a consequence we get no funding when we had expected a payment to the re3 councils of circa £350k total last year. Expert legal opinion indicates that we have a good case to challenge this. However, we need to commission more professional assistance to demand more detailed information in partnership with the other re3 councils. Initially all re3 councils have been asked to fund their share of the potential cost of this stage of the work up to a total spend for all three councils of £100k, Bracknell's share would be £30k, CMT have approved a virement from the contingency fund for this purpose.
0	Landscape Services - As we continue to refine the budget need relative to the works programme it has become apparent that last year we transferred more budget to parks and landscape than was needed to cover the costs. We have to realign the budget to reflect this. The charges in Agresso will
30	The Look Out - A capital scheme to introduce car parking charges at this site and at Coral Reef, which will be free to users of the exhibition and the pool, has been put forward in the capital programme for 2012/13. A revenue sum of £30,000 has been approved from the contingency to fund the surveys and design works required to enable this scheme to proceed.
698	

Table 2 on the next page.

Reported variance	Annex B Table 2
£'000	Explanation
-68	Variences Previously Reported
12	Car Park Rental Income - There is a loss of rental income £10,500 due to units 20 and 21 now being empty. In addition we now anticipate a vacant business rate charge to the end of the financial year for approx £1,500 for the Market Street Business units under the High Street Car park that has to be funded from the car park account. If the units remain vacant for 2012/13 there will be a budget pressure of £14k rent and a further approx £6,500 in business rates. The units are let and managed corporately.
-3	Environmental Health - A one off saving has been made in Animal Welfare Management of £3,600.
-4	Trading Standards - Various savings and efficiencies in relation to Licensing give rise to one off savings in the current year of £4,280.
30	Edgbarrow/Sandhurst Sports Centres - As previously reported income at both sites has been lower than budgeted for, the main areas which have been affected are courses, artificial pitch bookings and birthday parties, usage at Edgbarrow has not returned to the levels prior to the closure for the fire, it is currently at 84%. The loss of income is now estimated at £70,000. However, management have been pro-active in reducing expenditure where ever possible, especially staffing, a saving of £40,000 is being achieved making a net loss of £30,000. This does not take into account the impact of the recent decision to close part of the facility at Edgbarrow to the public during school time, alternative options are currently being investigated. Also we are still awaiting settlement from the insurance company in respect of the claim for loss of income due to the closure as a result of the fire.
-45	Bracknell Leisure Centre / Coral Reef - Income at the Leisure Centre has been lower than that budgeted for, the main areas affected being sports hall use, sauna, artificial pitch, fitness suite and the catering function. However, income at Coral Reef has been higher than estimated, the net effect of which is an additional £45,000 of income.
-62	Cemetery and Crematorium - The number of Cremations at the Cemetery and Crematorium are up by 52 on the same period last year, this equates to a projected surplus income of approx £62k.
-5	Trading Standards - The income for Primary Authority has been significantly more than predicted due to a greater take up the the year than anticipated. Some of the money has been and will continue to be used to back fill current functions as resource is diverted to fulfil the contractual obligations. The level of our involvement has not yet been as high as it might and therefore the need for back filling has been minimal so far this year. We therefore believe we can declare £5k of the income as a one-off saving. The situation is likely to change in 2012-13 as the partnerships will mature and the businesses will be more demanding for a return on the fee.
-15	Transportation Planning A developer has requested to use the Council's traffic modelling system for a period of six months, for which there is now a charge. There are additional costs involved when developers use the system which can be met from existing budgets in this financial year, but this may not be possible in future years.
95	Building Control - As previously reported income has been lower this year compared to last year, when the target was not attained. This is mainly due to the economic downturn which has resulted in a significant decline in building works, it is estimated the shortfall will be £95,000.
-30	Planning Policy - The Joint Strategic Planning Unit (JSPU), which was operated as a joint arrangement has now ceased. There are redundancy and other costs which will be incurred as a result, the exact amount of which is not yet known, however the economy this year should be at least £30,000.
-145	Concessionary Fares - Information on passenger numbers using the scheme for the first six months have now been received from the bus companies. Although this shows that the numbers have increased compared to the same period last year and fares have also risen from April this year, payments to the bus companies are actually less than for the same period last year which is
-240	Total

ENVIRONMENT, CULTURE & COMMUNITIES CAPITAL MONITORING 2011/12										Annex B Table 3			
As at 30th November 2011													
	Total Budget 2011/12 £'000s	Cash Budget Revised 2011/12 £'000s	Expenditure to date £'000s	Total Commitments 2011/12 £'000s	Amount left to spend £'000s	Estimated Total Funding Required for the Year £'000s	Cash Budget 2012/13 £'000s	(Under)/Over Spend £'000s	(Under)/Over Spend Section 106 £'000s				
ENVIRONMENT & PUBLIC PROTECTION	6,678.3	6,663.7	4,191.8	2,211.4	275.1	6,656.6	14.6	-7.1	0.0				
HOUSING	4,365.6	4,015.6	1,097.3	1,641.3	1,627.0	4,015.6	350.0	0.0	0.0				
PLANNING & TRANSPORT	2,422.6	1,983.4	479.7	224.2	1,718.7	1,968.4	439.2	0.0	-15.0				
LEISURE & CULTURE	3,456.3	2,651.3	1,243.4	94.2	2,118.7	2,652.0	805.0	0.7	0.0				
PERFORMANCE & RESOURCES	132.2	75.4	23.5	13.1	95.6	60.4	56.8	-15.0	0.0				
TOTAL ECC CAPITAL PROGRAMME	17,055.0	15,389.4	7,035.7	4,184.2	5,835.1	15,353.0	1,665.6	-21.4	-15.0				
Percentages										41.3%	24.5%	34.2%	9.8%

**TO: ENVIRONMENT, CULTURE AND COMMUNITIES OVERVIEW AND SCRUTINY
PANEL
24 APRIL 2012**

**SCHOOLS ANNUAL ENVIRONMENTAL MANAGEMENT REPORT 2010/11
Director of Environment, Culture and Communities**

1 PURPOSE OF REPORT

- 1.1 This report presents the Schools Annual Environmental Management Report 2010/11 for the Panel's consideration.

2 RECOMMENDATION(S)

- 2.1 **That the Environment, Culture and Communities Overview and Scrutiny Panel considers the Schools Annual Environmental Management Report 2010/11.**

3 REASONS FOR RECOMMENDATION(S)

- 3.1 To enable the Panel to consider the Schools Annual Environmental Management Report 2010/11.

**4 ALTERNATIVE OPTIONS CONSIDERED / ADVICE RECEIVED FROM
STATUTORY AND OTHER OFFICERS / EQUALITIES IMPACT ASSESSMENT /
STRATEGIC RISK MANAGEMENT ISSUES / CONSULTATION**

- 4.1 Not applicable.

Background Papers

None.

Contact for further information

David Watkins, Chief Officer: Performance & Resources - 01344 354061
e-mail: david.watkins@bracknell-forest.gov.uk

Chris Taylor, Head of Property & Admissions - 01344 354062
e-mail: chris.taylor@bracknell-forest.gov.uk

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TO: EXECUTIVE MEMBER FOR CHILDREN, YOUNG PEOPLE & SCHOOLS
DATE: 20 March 2012

SCHOOLS ANNUAL ENVIRONMENTAL MANAGEMENT REPORT 2010/11
Director, Children Young People & Learning

1 PURPOSE OF DECISION

- 1.1 To approve the Schools Annual Environmental Management Report 2010/11.

2 RECOMMENDATIONS

- 2.1 That the Executive Member approve the Schools Annual Environmental Management Report 2010/11.

3 REASONS FOR RECOMMENDATIONS

- 3.1 The environmental performance of schools is a high profile issue, and one in which many schools are seeking to become accredited under the Eco-Schools programme.

- 3.2 Schools performance also forms part of the Council's overall performance which is managed under the terms of the Nottingham Declaration, and for which the Council and schools are liable to purchase allowances under the Government's CRC Energy Efficiency Scheme.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None.

5 SUPPORTING INFORMATION

Background

- 5.1 This is the eighth Annual Environmental Management Report for schools, which began as an Education initiative in 2003/04.
- 5.2 The Report is based on consumption/cost data for the previous financial year, and is produced with input from different parts of the Environment Culture & Communities department.

Report Summary

- 5.3 The energy performance of Bracknell Forest Schools compare well against national performance indicators with the majority of schools showing improvement in energy performance.
- 5.4 A more detailed Executive Summary appears on Page 3 of the Report.
- 5.5 The work of the new Carbon/Energy Use in Schools Working Group chaired by the Executive Member for Education has been included in Section 3.4 of the Report.

Responsibility for Environmental Management

- 5.6 The Executive Member will be aware that while the Council can report on, and provide training and advice on Environmental Management, we cannot control performance. It is schools themselves that ultimately control and manage their resources under local management.
- 5.7 There continues to be an encouraging take-up by schools participating in the ECO Schools programme, which is set out on page 7 of the Report, and tabulated in APPENDIX A.

6. CONSULTATION

- 6.1 This report has been drawn up in consultation with officers in ECC.
- 6.2 This Report will also be reported to:
- ECC Carbon Management Team Meeting
 - CYPL Energy Use in Schools Working Group
 - Copies will be circulated to Headteachers and Chairs of Governors.
- 6.3 The report will also be posted on the Council's website

7. ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Treasurer

- 7.1 The cost to schools of environmental management is fully funded by government grant and therefore has no direct impact on the Council's financial responsibilities. However, governors have a duty to "seek to achieve efficiencies and value for money" and this report provides advice to help meet that duty.

Borough Solicitor

- 7.2 The contents of this report are noted.

Strategic Risk Management Issues

- 7.3 The Report highlights the need to address Climate Change by reducing carbon emissions, and the Council's need to respond to national and local performance targets. The trend for greater regulation, compliance measures and increased costs associated with Environmental Management issues is likely to be sustained over the foreseeable future.

Equalities Impact Assessment

- 7.4 Not applicable, as this is not a Policy or a Project.

Background Papers

Schools Annual Environmental Management Report 2010/11

Contacts for further information

David Watkins
01344 354061

Chief Officer Performance & Resources
david.watkins@bracknell-forest.gov.uk

Chris Taylor
01344 354062

Head of Property & Admissions
chris.taylor@bracknell-forest.gov.uk

Bracknell Forest Council

**Schools Annual Environmental
Management Report**

2010/11



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PART ONE - INTRODUCTION

1.1 Introduction

This is the eighth annual report on energy management in Bracknell Forest Council (BFC) schools. The report was expanded in 2005/06 and 2006/07 to include a section on water and transport respectively under the broader heading of environmental management.

Although all Display Energy Certificates (DEC's) for Schools were completed at end May 2010, the assessment period and method of benchmarking differ from those in this report and consequently will form part of a separate section on DEC's (APPENDIX G).

Following new Defra and Carbon Trust guidelines in 2008, the purchase of 'green' electricity is no longer recognised as a means of reducing Carbon Dioxide (CO₂) emissions and this is reflected in the reports with historical figures adjusted accordingly.

1.2 Executive Summary

- a. At end of March 2011, twenty nine schools in Bracknell Forest (78%) are registered with the Eco-Schools programme. Sixteen of these achieved a bronze award, eight achieved a silver award and one achieved a green flag award.
- b. The energy performance of Bracknell Forest Council Schools compares well against national performance indicators with the majority of schools showing improvement in energy performance. This has been confirmed recently via the second year DEC's where 23 of the 37 schools have an average building performance rating of greater than D-100 (Typical)
- c. Although the market price of gas fell this year, overall energy costs have increased mainly due to the market price of oil and electricity.
- d. Although energy consumption marginally increased since the previous year, taking into account weather and changes to floor area, school energy performance has decreased from 163.7 to 155.7 kWh/m², a reduction of 4.89%.
- e. The environmental impact of energy use, measured by the production of carbon dioxide emissions from burning fossil fuels has increased by 4.29% since the previous year mainly due to the increased electricity use in schools.
- f. There is considerable scope for improved energy performance in schools, and most schools could save between 10 - 15% through no/low cost measures.
- g. The management of electricity is the most important factor effecting schools in terms of both cost and increasing use. Lighting is the major component of this, which can account for up to 50% of school electricity costs.
- h. Although water consumption in schools has reduced compared to previous years, water performance in BFC schools in 2010/11 continues to compare poorly against national performance indicators. This indicates there is considerable scope for reducing water consumption in BFC schools.
- i. Undetected leaks, malfunctioning or no urinal flush controls are the main cause of high water consumption in schools indicating a need for improved water consumption monitoring and a maintenance contract for flush controls.
- j. There continues to be scope to reduce the amount of waste currently being sent to landfill. This could be by means of promoting environmental awareness in school

activities to encourage waste minimisation, re-use and recycling, auditing the supply chain to identify those suppliers whose products come with significant amounts of unnecessary packaging that is simply thrown away, or simply reducing the number of landfill bins to encourage people to think twice before throwing something away.

- k. In terms of School Transport as of January 2012, thirty five Local Authority schools (97%) have a travel plan in place. In addition the percentage of school pupils travelling to school by non car means exceeds the regional average for the South East.

1.3 Recommendations

- a) Schools should register for the Eco-Schools program to provide a management framework and accreditation scheme for environmental management.
- b) Schools should adopt a 'Whole School approach' as recommended by the Carbon Trust that includes pupils, staff, and governors and commit to an Energy Policy Statement.
- c) Schools should monitor/target their own energy and water use via the web based BF Council supported Systems-Link database as part of their own Energy/Environmental policy. This would allow schools to recognise at an early stage their energy or water consumption is increasing and take remedial action accordingly. Where schools cannot monitor their water consumption due to location/access of meter, it is recommended that consultation with appropriate water board is required in terms of either relocating the meter or providing an easy accessible sub-meter within the premises or fitting an automatic meter reading device.
- d) Effective energy/water management can reduce energy/water consumption without any loss of service, provide usable cost savings and is of benefit to the environment.
- e) Schools should obtain energy or water audits from the Council where their energy or water consumption is high compared to other similar schools, or where their energy consumption has increased significantly, to identify energy/water saving measures.
- f) Schools should implement energy/water saving measures through a combination of management and physical works to their buildings. Where funds for works are not available schools should consider bidding to the Council for capital funding for energy conservation works under the Invest-to-Save scheme or the Carbon Trust Salix loan scheme. Those schools willing to participate in either will receive help in the financial appraisal of energy/water saving measures by the Energy Manager.
- g) Schools should consider participating in the BFC maintenance contract for flush controls.
- h) Schools should audit the waste they produce on site, and implement measures to reduce it.
- i) Schools should increase the scope and scale of recycling on their sites, including taking advantage of the enhanced waste recycling service offered under Council's waste contract from August 2006.

- j) Schools should adopt the School Travel Plan process to review the transport choices made by the school and the pupils, and introduce measures that promote and encourage more sustainable travel modes.
- k) The Council should give early consideration to the energy performance of plant, buildings and lighting when drawing up the annual planned maintenance program and new works.
- l) The Council should continue to provide training/workshops for schools with respect to good housekeeping and energy awareness, with particular emphasis on saving electricity.
- m) The Council should provide more advice and guidance to schools on environmental management through the Council's website.
- n) The scope of the Schools Annual Environmental Management Report should be extended to include school grounds in future years.

1.4 Scope

The report considers schools performance in the management of energy, water and waste in the 2010/11 financial year.

1.5 Purpose

This report has been created in response to strategic policy initiatives at national and local level, including:

- a) EU Directive 2002/91/EC Energy Efficiency: Energy Performance and Buildings, requires energy performance certificates for individual buildings above 1000m², including schools to be provided on an annual basis.
- b) The Climate Change Act (2008) puts into statute the UK's target to reduce carbon dioxide emissions (CO₂) by 80% by 2050, and 26% by 2020 against a 1990 baseline.
- c) The Bracknell Forest Partnership Sustainable Community Plan 2005 "Living Together Working Together", which includes the priority to protect and enhance the environment by increasing energy efficiency and the use of renewable energy while reducing waste and pollution.
- d) Bracknell Forest Council's Medium Term Objective, "To keep Bracknell Forest clean and green".
- e) The Nottingham Declaration on Climate Change was signed by the Council on 27th February 2007. This commits the Council to developing and implementing a local climate change action plan in two years. The Climate Change Action Plan was published by the Council in October 2008 and updated in July 2010.
- f) The Bracknell Forest Council Carbon Management Plan published in June 2009 of which schools are a major part.
- g) The Carbon Reduction Commitment Energy Efficiency Scheme (CRC) requires Bracknell Forest Council to report carbon dioxide (CO₂) emissions from its corporate buildings and schools on an annual basis from 2011/12 and purchase allowances at £12t/CO₂ emitted. School CRC allowances for 2011/12 will be deducted from the general school fund.

- h) In 2011 the Department for Energy and Climate Change asked all local authorities to publish their own greenhouse gas emissions in accordance with DEFRA guidelines, based on the international Greenhouse Gas Protocol. This includes schools and replaces national performance indicator NI185: CO₂ reductions from local authority operations.
- i) Energy Performance of Buildings Directive: Air conditioning inspection of buildings. All buildings including schools with an air conditioning load of greater than 12Kw will require an air conditioning energy performance certificate by January 2011.
- j) In April 2010, the Government introduced a system of Feed-in-Tariffs to provide financial incentives for the installation of renewable electricity technologies including solar photovoltaic (PV) systems. FITs are index linked; guaranteed for 25 years for solar PV; and provide an attractive rate of return.
- k) Early 2011, the Executive Member for Education established an Energy Carbon Usage in Schools Group to help schools to improve their energy efficiency and reduce carbon dioxide emissions. Energy briefings were given to Head Teachers, Bursars, Site Managers, and Chairs of Governors, who were requested to adopt a school energy policy and action plan (Appendix E)

1.6 Objectives

The objectives of the report are to:

- a) Record and benchmark schools annual performance under environmental management.
- b) Identify priority schools so they can take follow up action.
- c) Identify and analyse trends in environmental management performance by year on year comparison.
- d) To make general recommendations about environmental management in schools.

1.7 Contacts

For further information or if there are any queries relating to the contents of this Report please contact:

Chris Taylor
Head of Property & Admissions
Tel: 01344 354062
chris.taylor@bracknell-forest.gov.uk

1.8 Distribution

- a) This Report will be reported to:
 - Children, Young People & Learning Departmental Management Team.
 - Children, Young People & Learning Energy Use in Schools Working Group
 - ECC Carbon Management Team Meeting
- b) Copies will be circulated to Head Teachers, Bursars and Chairmen of School Governors.
- c) The report will also be posted on the Council's website.

PART TWO - ECO SCHOOLS

2.1 Accredited Environmental Management Scheme

- a) Bracknell Forest Council has adopted the Eco-Schools programme as the overall measure of schools' performance under environmental management.
- b) The Eco-Schools programme provides a simple accredited management framework to enable your school to analyse its operations and become more sustainable. It guides schools through examination of their environmental impact across a wide range of issues including energy, waste, transport etc. The scheme is rooted in a genuine desire to help children become more effective citizens by encouraging them to take responsibility for the future of their own environment. At the same time the school can make financial savings through reducing resource consumption and therefore its utility bills.

2.2 Registration and Recognition

- a) Eco-Schools is run internationally by the Foundation for Environmental Education (FEE). In England it is managed by Keep Britain Tidy.
- b) Eco-Schools begin with registration. Once registered your school will be part of an international group of schools working towards education for sustainable development (ESD) and a better quality of life for local and (through joint action) global communities.
- c) It is also an award scheme that will celebrate your achievements as a school and raise the profile of your school in the wider community.

2.3 Three Levels of Award:

- a) Bronze award - self-assessed via website leading to a certificate.
- b) Silver award - self-assessed via website leading to a certificate.
- c) Green Flag - the highest level, externally assessed leading to a certificate and Flag.

2.4 Participation and progress

- a) By the end of March 2011, 29 state schools and five independent schools were registered with the Eco-Schools programme in Bracknell Forest. Awards received to date include 16 Bronze, 8 Silver and one Green Flag. The borough's first Green Flag award was achieved by Sandy Lane Primary School in September 2009.
- b) Please refer to Appendix A

2.5 Support from Bracknell Forest Council

- a) The Council is keen to support local schools on the Eco-Schools programme as we believe it is an effective way of combining good utility management with environmental education. Officers from across the Council are available to offer support to schools on the Eco-Schools programme on the 9 topics within the programme; these include energy, biodiversity, healthy living, litter, school grounds etc.

2.6 Contacts

For further information please contact:

Hazel Hill
Sustainable Energy Officer
Tel: 01344 352536
Hazel.hill@bracknell-forest.gov.uk

PART THREE - ENERGY

3.1 Scope

Energy in this case includes gas, oil and electricity used to provide heating, domestic hot water, lighting and general power within BFC schools in the 2010/11 financial year. The report considers energy under three main headings:

1. **Energy Cost:** The cost of energy at each school, which fluctuates in the marketplace.
2. **Energy Consumption:** The use of energy by schools as a single annual figure in kilowatt-hours (kWh).
3. **Energy Environmental Impact:** the impact on the environment, measured as the amount of Carbon Dioxide (Kg CO₂) released into the atmosphere through burning fossil fuels.

3.2 Data

- a) The energy data used within the report is based on actual meter readings taken by schools in the financial year 2010/11, except where a school shares a common boiler house which is not sub-metered. In this case the gas/oil is apportioned according to the schools own financial calculations.
Note: For Display Energy Certificates (DEC's) oil tank readings must be taken at beginning and end of each assessment period. If readings are not taken, then it is assumed the tank is empty at the beginning or end of the assessment period resulting in higher oil consumption than expected. As such gauge readings must be taken on a monthly basis.
- b) The report relies heavily on the accuracy of the data that has been used, and schools are requested to check the data carefully for their site to identify any anomalies in terms of the cost consumption of energy or floor area. Schools can view this data via the Systemlink website login www.systems-link.co.uk/webreports/ Please report any data anomalies or queries to Steven Milne, Council Energy Manager, Tel: 01344 351518 or e-mail: steven.milne@bracknell-forest.gov.uk.
- c) By March 2011 automatic meter readers (AMRs) were installed on all major gas and electricity meters in addition to the statutory half-hourly meters already installed. This eliminates the need for manual meter reading at these sites, reducing potential billing errors.

3.3 Benchmarking

Schools performance in the management of energy is benchmarked in the report:

- a) Against other schools, within the primary and secondary sectors.
- b) Against DfE (formally DfES) national indices for energy performance in schools.
- c) Against the previous year to indicate trends in performance since 2004/05.

Note: The benchmarks assessments in this report do not take account of occupancy hours, actual heated floor area, or oil gauge readings hence differ from the DEC assessment which ultimately is a more accurate assessment.

3.4 Carbon/Energy Use in Schools Working Group

A new working group was formed in 2011 called the “Carbon/Energy use in Schools Working Group”. The Working Group is chaired by the Executive Member for Education, and the membership also includes:

- CYPL Chief Officer, Performance and Resources
- Headteacher Representative
- School Governor Representative
- CYPL Head of Property and Admissions
- ECC Team Manager Climate Change
- CYPL Project Support Officer
- Energy Manager, Corporate
- Others as required

The Purpose of the Group is to analyse the options and seek ways to reduce carbon emissions and energy use in Bracknell Forest schools. The specific tasks of the Group are to

- Monitor performance on carbon emissions/energy use
- Promote carbon/energy saving measures
- Identify opportunities for carbon/energy reduction

The Scope of the Group includes all maintained and VA schools in Bracknell Forest, and the Group takes an overview of all Energy, including gas, oil, electricity and renewables

The Group has professional advice provided by the Climate Change Team.

The Group meets Termly, and produces formal notes of its meetings

The work covered by the Group so far includes:

- Provision of Automatic Meter Readers (AMRs) for schools
- Energy presentations have been made to
 - Chairs of Governors meeting
 - Bursars/Site Controllers
 - Headteachers meeting
- Review of Energy SLA to schools
- Implementation of a programme of energy saving measures
- Evaluation of solar energy options for schools, including assessment of the business case for schools installing solar photovoltaic panels and identification of “spend to Save” funding whereby schools borrow capital from the Council to implement projects.

3.5 Summary of Energy Cost, Consumption and Environmental Impact

The following data has been derived from invoices and meter readings.

Table 1 - Energy Cost (£)

FUEL TYPE	COST (£)					% Increase / Decrease	
	2007/08	2008/09	2009/10	2010/11	On 2007/08	2008/09	2009/10
Elec	568,330	549,065	596,676	659,607	16.06%	20.13%	10.55%
Gas	212,091	247,202	294,762	243,636	14.87%	-1.44%	-17.34%
Oil	211,259	191,498	192,699	262,517	24.26%	37.09%	36.23%
Biomass	0	0	0	3,831	n/a	n/a	n/a
Totals	991,679	987,765	1,084,137	1,169,590	17.94%	18.41%	7.88%

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Table 2 - Energy Consumption (kWh)

FUEL TYPE	ENERGY CONSUMPTION (kWh)					% Increase / Decrease	
	2007/08	2008/09	2009/10	2010/11	On 2007/08	On 2008/09	On 2009/10
Elec	5,473,533	5,466,833	5,672,593	6,335,646	15.75%	15.89%	11.69%
Gas	7,208,353	8,409,694	8,295,051	8,623,042	19.63%	2.54%	3.95%
Oil	6,042,877	5,577,260	5,528,615	4,852,739	-19.69%	-12.99%	-12.23%
Biomass	0	0	0	96,000	n/a	n/a	n/a
Totals	18,724,763	19,453,787	19,496,259	19,907,427	6.32%	2.33%	2.11%

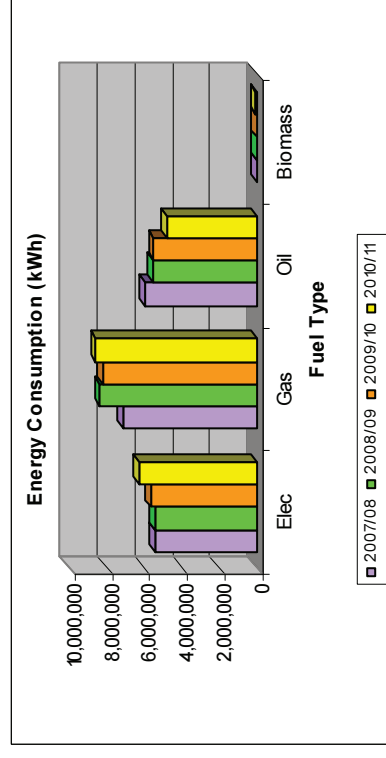
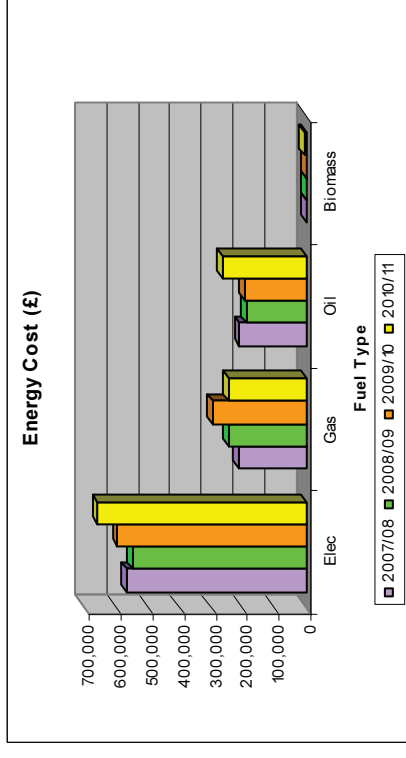


Table 3 - Environmental Impact (kgCO2)

FUEL TYPE	ENVIRONMENTAL IMPACT (kgCO ₂)					% Increase / Decrease	
	2007/08	2008/09	2009/10	2010/11	2011/12	On 2007/08	On 2008/09
Elec	2,961,181	2,957,557	3,068,873	3,427,584		15.75%	15.89%
Gas	1,323,454	1,544,020	1,522,971	1,583,191		19.63%	2.54%
Oil	1,484,051	1,369,701	1,357,755	1,191,769		-19.69%	-12.99%
Biomass	0	0	0	2,496		n/a	n/a
Totals	5,768,686	5,871,278	5,949,599	6,205,040		7.56%	5.68%

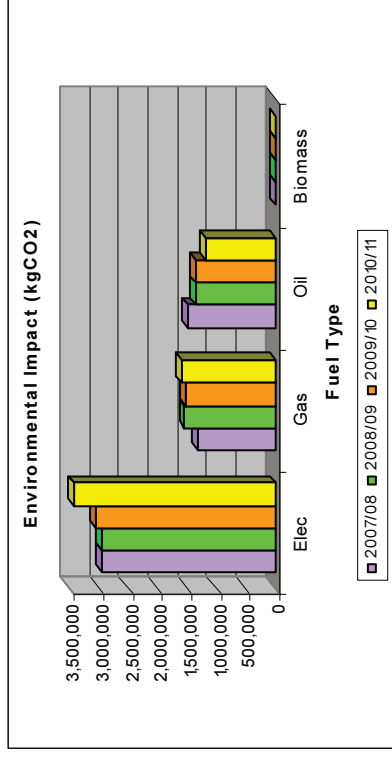
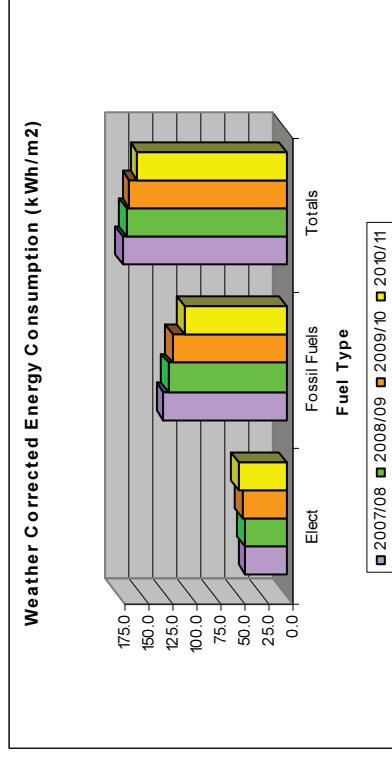


Table 4 – Weather Corrected Consumption (kWh/M₂)

FUEL TYPE	WEATHER CORRECTED CONSUMPTION (kWh/m ²)					% Increase / Decrease	
	2007/08	2008/09	2009/10	2010/11	2011/12	On 2007/08	On 2008/09
Elect	42.6	43.7	45.2	49.3		15.58%	12.89%
Fossil Fuels	128.1	123.5	118.4	106.4		-16.96%	-13.88%
Totals	170.7	167.2	163.7	155.7		-8.83%	-6.89%



3.6 Contacts

- a) For further information or if there are any queries relating to the energy contents of this report please contact:

Steven Milne
Borough Energy Manager
Tel: 01344 351518
steven.milne@bracknell-forest.gov.uk

3.7 Energy Cost

- a) To compare energy costs within BFC schools, each school type i.e. Primary, Secondary, and Special schools are separated into groups and ranked in terms of their 'Total energy cost per floor area' (£/m²) as shown in Table 5. The lowest energy cost per floor area is ranked one whereas the highest energy cost per floor area is ranked thirty for Primary schools, and six for Secondary Schools.
- b) Energy costs have risen due increasing electricity and oil prices.
- c) It is therefore important for Head Teachers and Bursars to adopt energy efficiency practices and measures within their school. Effective energy management can reduce energy consumption without any loss of service, provide usable cost savings and is of benefit to environment.
- d) Electricity remains the greatest fuel cost affecting schools budgets due to its high unit price.

3.8 How Can I Minimise Energy Cost in my School?

- a) The recommended mechanism for reducing costs is to join the BFC fuel purchasing contracts. All schools are currently included.
- b) Check invoices - tariff rates, readings and VAT.
- c) Reduce energy consumption (see below).

Table 5 - Energy Cost 2010/11 (£/m²)

Site	Rank	Floor Area (m ²) 10-Nov	Electricity Cost	Gas Cost	Oil Cost	Biomass Cost	Total Cost	% of Expenditure	10/11 £/m ²	Prev Yr 09/10 £/m ²	Trend
Primary Schools											
Owismoor	1	2,315	8,309	4,901	0	0	13,210	2.80%	5.71	6.77	-16%
The Pines	2	1,827	7,909	3,470	0	0	11,379	2.40%	6.23	6.43	-3%
St Michaels CE E'hamp (VA)	3	1,386	5,767	3,298	0	0	9,065	1.90%	6.54	8.01	-18%
St Margaret Clitherow RC (VA)	4	1,144	5,252	2,480	0	0	7,732	1.60%	6.76	7.87	-14%
Ascot Heath Infant	5	925	4,318	2,175	0	0	6,493	1.40%	7.02	6.64	6%
Winkfield St Marys CE	6	1,036	5,464	2,402	0	0	7,866	1.70%	7.59	8.76	-13%
Birch Hill	7	2,416	12,963	5,401	0	0	18,364	3.90%	7.6	7.19	6%
Wildmoor Heath School	8	1,094	5,307	3,094	0	0	8,402	1.80%	7.68	7.92	-3%
Harmans Water	9	3,512	15,279	2,279	9,917	0	27,474	5.80%	7.82	7.09	10%
Wooden Hill	10	1,896	10,456	4,451	0	0	14,906	3.20%	7.86	8.55	-8%
College Town Infant	11	1,682	7,487	5,748	0	0	13,235	2.80%	7.87	8.19	-4%
St Michaels CE S'hurst (VA)	12	1,322	4,262	1,211	4,972	0	10,444	2.20%	7.9	7.65	3%
Whitegrove	13	2,292	12,568	5,865	0	0	18,433	3.90%	8.04	8.9	-10%
Wildridings	14	2,739	9,553	2,214	10,433	0	22,200	4.70%	8.11	8.13	0%
Crowthorne CE	15	1,182	5,936	3,785	0	0	9,721	2.10%	8.23	9.01	-9%
Fox Hill	16	2,047	10,555	1,238	5,295	0	17,088	3.60%	8.35	8.03	4%
College Town Junior	17	1,782	9,455	1,429	4,249	0	15,133	3.20%	8.49	7.36	15%
Binfield CE (VA)	18	2,138	12,277	6,028	0	0	18,305	3.90%	8.56	9.73	-12%
Crown Wood	19	2,298	11,205	8,572	0	0	19,777	4.20%	8.61	10.28	-16%
New Scotland Hill	20	1,362	7,436	1,116	3,339	0	11,891	2.50%	8.73	8.46	3%
Uplands	21	1,432	7,324	1,176	4,508	0	13,007	2.80%	9.08	8.29	10%
Holly Spring Infant	22	1,071	6,311	3,566	0	0	9,877	2.10%	9.22	9.77	-6%
Meadow Vale	23	3,099	11,457	3,803	13,741	0	29,001	6.20%	9.36	8.09	16%
Ascot Heath Junior	24	1,416	6,285	1,006	6,058	0	13,349	2.80%	9.43	8.94	5%
Great Hollands	25	3,295	13,474	4,060	14,777	0	32,310	6.90%	9.81	9.02	9%
Warfield CE	26	1,413	10,632	3,290	0	0	13,922	3.00%	9.85	9.96	-1%
St Josephs RC (VA)	27	1,374	5,660	732	7,266	0	13,658	2.90%	9.94	8.44	18%
Sandy Lane	28	3,379	12,481	1,449	20,033	0	33,963	7.20%	10.05	6.6	52%
Cranbourne	29	1,421	6,371	2,392	6,804	0	15,567	3.30%	10.95	9.15	20%
Holly Spring Junior	30	1,300	5,951	1,264	7,096	0	14,311	3.00%	11.01	9.79	12%
Sub Totals		55,593	257,703	93,894	118,487	0	470,083	100.00%	8.46	8.21	3%
Special Schools											
Kennel Lane (Special School)		3,530	18,850	23,946	0	0	42,796	100.00%	12.13	12.17	0%
Secondary Schools											
Edgbarrow (excl. Sp Cen)	1	10,202	53,141	19,605	0	0	72,746	11.50%	7.13	9.38	-24%
Easthampstead Park	2	13,147	64,921	29,141	0	0	94,062	14.90%	7.15	7.89	-9%
Brakenhale	3	11,764	54,603	4,461	56,165	0	115,229	18.20%	9.79	8.96	9%
Ranelagh CE (VA)	4	11,469	42,688	31,095	42,010	0	115,794	18.30%	10.1	9.36	8%
Sandhurst (incl. Sp Cen)	5	8,055	43,271	5,795	37,560	0	86,626	13.70%	10.75	8.34	29%
Garth Hill College	6	13,016	110,142	26,556	8,295	3,831	148,824	23.50%	11.43	7.85	46%
Sub Totals		67,653	368,766	116,654	144,030	3,831	633,281	100.00%	9.36	8.57	9%
Totals		126,775	645,319	234,493	262,517	3,831	1,146,160		9.04	8.51	6%

3.9 Energy Consumption

- a) Energy consumption data for gas and oil has been adjusted for ambient temperature using the formulae described in APPENDIX B. The total weather-corrected energy consumption (including electricity) has then been ranked by floor area (kWh/m²), and benchmarked against the DfE “Energy and Water Benchmarks for Schools 2002-3”. This publication is the most recent available for national comparisons.
- b) In Table 6 the median quartile is the value of a typical school’s weather corrected energy consumption. The Upper Quartile refers to a performance worse than average, and Lower Quartile refers to better than average performance.
- c) Primary, Secondary and Special Schools are shown as separate groups, but ranked in terms of their ‘Total Weather Corrected energy consumption per floor area’. As with cost/m² the lowest is ranked as one whereas the highest is ranked thirty for a Primary school and six for a Secondary school.
- d) In terms of national comparisons with reference to DfE Quartile performance all schools in 2010/11 have either a better than average performance termed ‘Lower Quartile’ or are of average performance termed ‘Medium Quartile’
- e) The majority of schools show an improvement in their energy performance in 2010/11 compared to 2009/10.
- f) Over the last four years, Bracknell Forest schools total weather corrected energy consumption has reduced each year (171kWh/M² 2007/08, 167kWh/M² 2008/09, 164kWh/M² 2009/10, 156kWh/M² 2010/11).
- g) Note: There is no benchmark data available for Special Schools.

3.10 How Can I Reduce Energy Consumption in my School?

- a) Form a working group to review energy use in your school.
- b) Adopt a whole school approach that involves pupils, staff and governors. (See APPENDIX D).
- c) Undertake an energy awareness campaign. Contact **Hazel Hill**, Sustainable Energy Officer on 01344 352536 or hazel.hill@bracknell-forest.gov.uk.
- d) Undertake recommendations as given in 2009/10 Display Energy Certificate Advisory Reports.
- e) Ensure all major energy using plant and air conditioning has a maintenance contract associated with it.

Table 6 - Energy Consumption 2010/11 (kWh/m²)

Site	Rank	Floor Area 10/11 (m2)	Elec kWh	Gas kWh	Oil kWh	Biomass kWh	Total Consumption kWh	10/11 Weather Corrected kWh	10/11 Weather Corrected kWh/m2	DfES QP	09/10 Weather Corrected kWh/m2	Trend
Primary Schools												
Harmans water	1	3,512	142,610	67,698	188,718	0	399,026	400,959	114.17	LQ	122.66	-7%
College Town Junior	2	1,782	87,421	24,270	95,192	0	206,883	207,784	116.6	LQ	123.86	-6%
St Margaret Clitherow RC (VA)	3	1,144	55,636	79,239	0	0	134,875	135,472	118.42	LQ	124.6	-5%
Fox Hill	4	2,047	98,161	40,543	119,050	0	257,754	258,957	126.51	LQ	135.07	-6%
Owsmoor	5	2,315	77,180	216,471	0	0	293,651	295,283	127.56	LQ	146.15	-13%
New Scotland Hill	6	1,362	72,269	33,667	70,118	0	176,054	176,837	129.81	LQ	137.34	-5%
The Pines	7	1,827	73,956	166,895	0	0	240,851	242,109	132.52	LQ	129.35	2%
Uplands	8	1,432	67,118	37,027	88,707	0	192,852	193,800	135.34	LQ	138.7	-2%
Ascot Heath Infant	9	925	35,706	91,685	0	0	127,391	128,082	138.47	LQ	123.83	12%
Wildridings	10	2,739	112,512	64,172	202,097	0	378,781	380,788	139.02	LQ	166.28	-16%
St Michaels Sandhurst CE (VA)	11	1,322	48,688	38,080	96,007	0	182,775	183,785	139.03	LQ	157.32	-12%
St Josephs RC (VA)	12	1,374	61,934	11,867	123,720	0	197,521	198,543	144.52	LQ	140.62	3%
St Michaels Easthampstead CE (VA)	13	1,386	61,903	138,440	0	0	200,343	201,387	145.3	LQ	137.69	6%
Binfield CE (VA)	14	2,138	132,722	183,100	0	0	315,822	317,202	148.36	LQ	148.89	0%
Birch Hill	15	2,416	114,136	244,747	0	0	358,883	360,728	149.3	LQ	154.23	-3%
Wooden Hill	16	1,896	97,126	186,079	0	0	283,205	284,608	150.11	LQ	151.99	-1%
Wildmoor Heath	17	1,094	49,241	114,124	0	0	163,365	164,225	150.17	LQ	137.02	10%
Winkfield St Marys CE	18	1,036	50,853	106,748	0	0	157,601	158,406	152.9	MQ	176.14	-13%
Warfield CE	19	1,413	96,018	125,098	0	0	221,116	222,059	157.13	MQ	189.88	-17%
Ascot Heath Junior	20	1,416	65,937	27,667	133,174	0	226,778	227,990	161.07	MQ	166.27	-3%
Whitegrove	21	2,292	105,507	265,442	0	0	370,949	372,950	162.7	MQ	193.16	-16%
College Town Infant	22	1,682	69,234	208,205	0	0	277,439	279,008	165.88	MQ	186.4	-11%
Meadow Vale	23	3,099	107,120	154,164	249,791	0	511,075	514,120	165.91	MQ	169.09	-2%
Sandy Lane	24	3,379	130,654	51,196	376,882	0	558,732	561,959	166.31	MQ	145.3	14%
Crown Wood	25	2,298	103,646	277,815	0	0	381,461	383,555	166.93	MQ	174.83	-5%
Holly Spring Junior	26	1,300	55,423	42,034	126,803	0	224,260	225,533	173.55	MQ	208.84	-17%
Great Hollands	27	3,295	127,707	168,708	286,896	0	583,311	586,745	178.07	MQ	198.32	-10%
Crowthome CE	28	1,182	55,143	155,419	0	0	210,562	211,734	179.21	MQ	176.58	1%
Holly Spring Infant	29	1,071	60,934	134,369	0	0	195,303	196,316	183.3	MQ	180.64	1%
Cranbourne	30	1,421	58,055	105,705	108,337	0	272,097	273,710	192.62	MQ	210.16	-8%
Sub Totals		55,593	2,474,550	3,560,674	2,265,493	0	8,300,717	8,344,633	150.1		158.44	-5%
Special Schools												
Kennel Lane		3,530	208,936	801,427	0	0	1,010,363	1,016,404	287.97	n/a	300.9	-4%
Secondary Schools												
Edgbarrow (excl. Sp Cen)	1	10,202	499,439	801,266	0	0	1,300,705	1,306,745	128.09	LQ	160.76	-20%
Brakenhale	2	11,764	505,069	132,696	1,004,764	0	1,642,529	1,651,103	140.35	LQ	166.86	-16%
Easthampstead Park	3	13,147	611,835	1,310,388	0	0	1,922,223	1,932,100	146.96	LQ	147.73	-1%
Sandhurst (incl. Sp Cen)	4	9,825	433,336	139,493	670,057	0	1,242,886	1,586,888	161.52	MQ	122.34	32%
Ranelagh CE (VA)	5	11,469	424,382	713,061	716,545	0	1,853,988	1,864,764	162.59	MQ	194.43	-16%
Garth Hill College	6	13,016	1,061,939	943,956	195,880	96,000	2,297,775	2,307,090	177.25	MQ	136.47	30%
Sub Totals		69,423	3,536,000	4,040,860	2,587,246	96,000	10,260,106	10,648,690	153.39		154.71	-1%
TOTALS		128,546	6,219,486	8,402,961	4,852,739	96,000	19,571,186	20,009,727	155.66		160.48	-3%

Note: DfES Quartile Performance Abbreviations: LQ – Lower Quartile, MQ – Medium Quartile, UQ – Upper Quartile.

3.11 Energy Environmental Impact

- a. The burning of fossil fuels releases greenhouse gasses into the atmosphere, principally Carbon Dioxide (CO₂), which is considered to be responsible for Climate Change through global warming.
- b. Each fuel type has a different intensity of Carbon Dioxide emitted per kilowatt-hour of energy used as shown in Appendix C. Consequently fuel type and quantity has a varying impact on the environment in term of Carbon Dioxide emissions. Carbon Dioxide emissions are also subject to correction for ambient temperature. In Table 6, the total figure for weather-corrected Carbon Dioxide emissions has then been ranked by floor area (kWh/m²), and benchmarked against the DCSF “Energy and Water Benchmarks for Schools 2002-3”. This publication is the most recent available for national comparisons.
- c. As can be seen in Table 7, the majority of schools in 2010/11 have a CO₂ emission performance within Medium Quartile termed ‘average CO₂ emissions’.
- d. The historical increase in CO₂ emissions is mainly attributable to the rise in electricity consumption in schools.

3.12 How Can I Minimise Energy Environmental Impact in my School?

- a) Replace existing 15 year old plus oil /gas fired boiler plant by modern high efficiency gas fired boiler plant or biomass boiler plant (requires a technical assessment).
- b) Consider implementing a renewable energy scheme for your school.
- c) Reduce consumption (see above)

Table 7 - Energy Environmental Impact 2010/11 (CO₂/m²)

Site	Rank	Floor	Elect kgCO ₂	Gas kgCO ₂	Oil kgCO ₂	Biomass kgCO ₂	Total Fuel kgCO ₂	10/11 Weather Corrected Fuel CO ₂ /m ²	09/10 Weather Corrected Fuel CO ₂ /m ²	DfE Quartile performance	Trend
		Area									
		(m ²) 10-Nov									
Primary Schools											
Owlsmoor	1	2,315	41,754	39,744	0	0	81,498	35.34	38.72	LQ	-9%
The Pines	2	1,827	40,010	30,642	0	0	70,652	38.8	37.14	LQ	4%
Harmans Water	3	3,512	77,152	12,429	46,347	0	135,928	38.83	40.14	LQ	-3%
St Margaret Clitherow RC (VA)	5	1,144	30,099	14,548	0	0	44,647	39.12	40.18	LQ	-3%
Ascot Heath Infant	4	925	19,317	16,833	0	0	36,150	39.22	36.69	LQ	7%
College Town Junior	6	1,782	47,295	4,456	23,378	0	75,129	42.28	43.32	MQ	-2%
St Michaels CE E'hamp (VA)	7	1,386	33,490	25,418	0	0	58,907	42.64	42.01	MQ	1%
St Michaels CE, S'hurst (VA)	8	1,322	26,340	6,991	23,578	0	56,910	43.23	47.06	MQ	-8%
Wildmoor Heath School	9	1,094	26,639	20,953	0	0	47,593	43.66	40.98	MQ	7%
Fox Hill	10	2,047	53,105	7,444	29,237	0	89,786	44	46.46	MQ	-5%
Birch Hill	11	2,416	61,748	44,936	0	0	106,683	44.3	43.13	MQ	3%
Wildridings	12	2,739	60,869	11,782	49,632	0	122,283	44.81	51.72	MQ	-13%
College Town Infant	13	1,682	37,456	38,226	0	0	75,682	45.17	48.24	MQ	-6%
Uplands	14	1,432	36,311	6,798	21,785	0	64,894	45.47	45.14	MQ	1%
Winkfield St Marys CE	15	1,036	27,511	19,599	0	0	47,110	45.62	50.15	MQ	-9%
Wooden Hill	16	1,896	52,545	34,164	0	0	86,709	45.87	45.9	MQ	0%
New Scotland Hill	17	1,362	39,098	6,181	17,220	0	62,499	46.01	49.24	MQ	-7%
Whitegrove	18	2,292	57,079	48,735	0	0	105,814	46.32	53	MQ	-13%
Crown Wood	19	2,298	56,072	51,007	0	0	107,079	46.77	50.14	MQ	-7%
Meadow Vale	20	3,099	57,952	28,305	61,345	0	147,602	47.85	48.39	MQ	-1%
St Josephs RC (VA)	21	1,374	33,506	2,179	30,384	0	66,069	48.27	46.55	MQ	4%
Binfield CE (VA)	22	2,138	71,803	33,617	0	0	105,420	49.43	47.3	MQ	4%
Crowthorne CE	23	1,182	29,832	28,535	0	0	58,367	49.58	48.89	MQ	1%
Sandy Lane Primary	24	3,379	70,684	9,400	92,557	0	172,641	51.32	41.84	MQ	23%
Great Hollands	25	3,295	69,089	30,975	70,458	0	170,522	51.98	55.36	MQ	-6%
Ascot Heath Junior	26	1,416	35,672	5,080	32,706	0	73,457	52.1	54.1	MQ	-4%
Warfield CE	27	1,413	51,946	22,968	0	0	74,914	53.13	57.61	MQ	-8%
Holly Spring Junior	28	1,300	29,984	7,718	31,141	0	68,843	53.2	61.65	MQ	-14%
Holly Spring Infant	29	1,071	32,965	24,670	0	0	57,635	53.99	52.16	MQ	3%
Cranbourne	30	1,421	31,408	19,407	26,606	0	77,421	54.73	58.13	MQ	-6%
Sub Totals		55,593	1,338,732	653,740	556,375	0	2,548,846	46.11	47.2	MQ	-2%
Special Schools											
Kennel Lane		3,530	113,034	147,142	0	0	260,176	74.03	74.68		-1%
Secondary Schools											
Edgbarrow (excl. Sp Cen)	1	10,202	270,196	147,112	0	0	417,309	41.01	48.73	MQ	-16%
Easthampstead Park	2	13,147	331,003	240,587	0	0	571,590	43.62	44.89	MQ	-3%
Brakenhale	3	11,764	273,242	24,363	246,757	0	544,362	46.45	53.22	MQ	-13%
Ranelagh CE (VA)	4	11,469	229,591	130,918	175,974	0	536,483	46.98	52.74	MQ	-11%
Sandhurst (incl. Sp Cen)	5	8,065	297,277	66,018	164,557	0	527,852	53.04	51.27	MQ	3%
Garth Hill College	6	13,016	574,509	173,310	48,105	2,496	798,421	61.28	44.87	MQ	37%
Sub Totals		67,653	1,975,819	782,309	635,393	2,496	3,396,017	51.11	48.99	MQ	4%
TOTALS		126,775	3,427,584	1,583,191	1,191,769	2,496	6,205,040	49.52	48.92		1%

Note: DfES Quartile Performance Abbreviations: LQ – Lower Quartile, MQ – Medium Quartile, UQ – Upper Quartile

PART FOUR - WATER

4.1 Scope

The report includes water under two main headings:

Water Cost: The cost of water use in terms of supply and sewage which fluctuates occurring to supplier price as governed by Ofwat. There are two water suppliers for BFC schools:

- South East Water
- Veolia Water

Both companies use Thames Valley Water for sewerage, price of which is incorporated in the suppliers invoice.

Water consumption: The use of water in schools as a single annual figure in cubic meters (m³).

4.2 Data

- a) The water data used within the report is based on invoice data received from the supplier. It therefore equates closely to finance records. However as the majority of schools are quarterly billed the readings often do not fall within the financial year start and end period.
- b) The report relies heavily on the accuracy of the data that has been used, and schools are requested to check the data carefully for their site to identify any anomalies in terms of the cost, consumption of water or pupil numbers. Schools can view this data via the SystemsLink website login www.systems-link.co.uk/webreports/. Where schools cannot monitor their water consumption due to location/access of meter, it is recommended that consultation with appropriate water board is required in terms of either relocating meter or providing an easy accessible sub-meter within the premises. Please report any data anomalies or queries regards to Steven Milne, Borough Energy Manager, Tel: 01344 351518 or e-mail: steven.milne@bracknell-forest.gov.uk.
- c) As of end of March 2011, 22 schools (61%) were using SystemsLink for monitoring water (See APPENDIX H). The main reason for schools not taking water readings was meter inaccessibility.
- d) Following guidance from the DfE, pupil numbers are based on the NOR in January of that particular year. Thus January 2011 NOR is used for financial period 10/11.

4.3 Benchmarking

Schools performance in the management of water is benchmarked in the report:

- a) Against other schools, within the primary and secondary sectors
- b) Against DfE national indices for energy performance in schools. Note: there are different indices for primary schools-with or without swimming pool to reflect to the expected higher use of water in schools with pools.
- c) Against previous year to indicate trends in performance since 2004/05.

4.4 BFC Summary of Water Cost and Consumption 2008 to 2011

The following data has been derived from supplier invoice data.

Table 8 – Water Cost (£)

WATER COST (£)			% Increase / Decrease	
2008/09	2009/10	2010/11	On 2008/09	On 2009/10
133,339.52	131,681.92	143,280.36	7.46%	8.81%

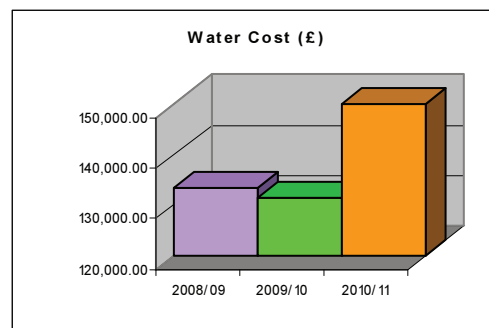
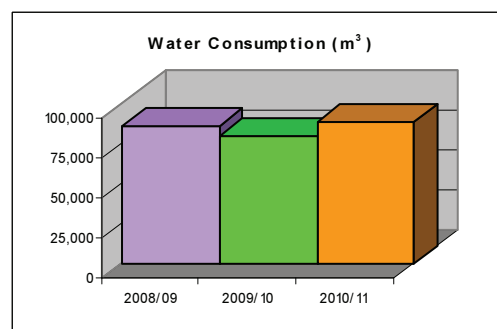


Table 9 – Water Consumption (m3)

WATER CONSUMPTION (m ³)			% Increase / Decrease	
2008/09	2009/10	2010/11	On 2008/09	On 2009/10
85,117	79,880	87,908	3.28%	10.05%



4.5 Contacts

- a) For further information or if there are any queries relating to the water contents of this report please contact:

Steven Milne
 Borough Energy Manager
 Tel: 01344 351518
steven.milne@bracknell-forest.gov.uk

4.6 Water Cost

- a) To compare water costs within BFC schools, each school type i.e. Primary, Secondary, and Special schools are separated into groups and ranked in terms of their 'Total water cost per pupil number' (£/pupil no.) as shown in Table 10. The lowest water cost per pupil number is ranked one whereas the highest water cost per pupil number is ranked thirty for Primary schools, and six for Secondary Schools.

4.7 How can I Minimise Water Cost in my School

- a) Review the size of the water meter serving your school. The size of the meter effects the standing water and sewerage charges applied on the invoice.
- b) Check the water company tariff rates are correct for your property.
- c) Check if your school is entitled to a surface water drainage rebate - If your surface water drains to soakaways or a river or canal you may be entitled to a rebate.
- d) Reduce water consumption (see below).

Table 10 - Water Cost 2009/10 to 2010/11 (£/pupil)

	Rank	2010/11 Pupil Nos.	Meter Size (mm)	Cost	Cost	10/11 £/pupil	09/10 £/pupil	Trend	Pool
				(£)	(£)				Y or N
				2009/10	2010/11				
Primary Schools									
St Michaels CE Primary, S'hurst(VA)	1	244	25	£926.46	£882.60	3.62	4.52	-20%	N
Sandy Lane Primary	2	584	50	£2,960.58	£2,994.57	5.13	5.84	-12%	N
St Margaret Clitherow RC Primary (VA)	3	210	25	£849.22	£1,113.11	5.30	4.20	26%	N
Whitegrove Primary school	4	442	40	£2,604.91	£2,490.62	5.63	6.42	-12%	N
Harmans Water Primary school	5	685	40	£4,722.74	£4,300.14	6.28	7.87	-20%	Y
Birch Hill Primary school	6	435	40	£3,866.06	£2,894.02	6.65	10.34	-36%	N
Wooden Hill Primary school	7	376	40	£2,485.54	£2,516.55	6.69	7.87	-15%	N
Warfield CE Primary school	8	210	20	£1,288.25	£1,481.77	7.06	6.22	13%	N
St Michaels CE Primary, E'ham (VA)	9	212	15	£1,424.46	£1,499.06	7.07	6.06	17%	N
Uplands Primary school	10	208	25	£962.97	£1,473.29	7.08	4.59	54%	N
St Josephs RC Primary (VA)	11	208	25	£1,606.19	£1,541.00	7.41	7.76	-5%	N
Owlsmoor Primary school	12	489	40	£3,981.22	£3,702.25	7.57	8.75	-13%	N
Meadow Vale school	13	480	50	£2,838.40	£3,650.09	7.60	6.62	15%	N
Ascot Heath Infant school	14	202	50	£1,337.79	£1,716.16	8.50	6.37	33%	N
Winkfield St Mary's CE Primary school	15	204	15	£1,123.17	£1,776.08	8.71	5.82	50%	Y
Crown Wood Primary school	16	315	40	£3,349.24	£2,836.39	9.00	12.40	-27%	N
College Town Infant school	17	284	15	£2,220.75	£2,595.43	9.14	8.95	2%	N
Great Hollands School	18	388	50	£4,304.59	£3,598.22	9.27	14.11	-34%	N
New Scotland Hill Primary school	19	228	25	£2,292.94	£2,222.45	9.75	11.19	-13%	Y
Wildmoor Heath School	20	187	15	£1,573.33	£1,860.67	9.95	8.74	14%	N
Binfield CE Primary (VA)	21	409	40	£3,356.26	£4,196.41	10.26	8.09	27%	N
Holly Spring Infant school	22	242	40	£1,646.42	£2,517.99	10.40	9.25	12%	N
Cranbourne Primary school	23	186	20	£1,793.60	£2,060.73	11.08	10.19	9%	Y
Fox Hill Primary school (incl. Rowans)	24	193	40	£2,279.09	£2,192.40	11.36	14.33	-21%	N
Crowthorne CE Primary school	25	208	15	£2,382.26	£2,363.48	11.36	11.79	-4%	N
Holly Spring Junior school	26	221	40	£2,469.63	£2,517.99	11.39	11.65	-2%	N
Wildridings Primary school	27	339	40	£2,288.92	£4,161.83	12.28	8.54	44%	Y
College Town Junior school	28	284	40	£2,373.18	£3,677.76	12.95	9.13	42%	N
Pines School (The)	29	201	40	£2,936.35	£2,840.71	14.13	15.45	-9%	N
Ascot Heath Junior school	30	237	50	£3,616.98	£4,638.91	19.57	15.46	27%	Y
Sub Total		9,111		£71,861.49	£78,312.68	8.60	8.70	-1%	
Special Schools									
Kennel Lane school (Special School)		181	40	£8,907.86	£8,224.96	45.44	51.79	-12%	Y
Secondary Schools									
Garth Hill school and Wick Hill Annexe	1	1382	50	£5,256.77	£7,404.55	5.36	3.96	35%	N
Ranelagh CE School(VA)	2	951	50	£7,508.03	£5,440.88	5.72	8.13	-30%	N
Edgbarrow school	3	1213	50	£11,386.98	£7,606.25	6.27	9.79	-36%	N
Sandhurst (Includes Sp Cen)	4	1082	50	£6,590.95	£10,535.19	9.74	5.90	65%	N
Easthampstead Park	5	893	40	£5,655.27	£10,251.67	11.48	5.87	96%	N
Brakenhale (Excl OLC)	6	955	50	£14,514.58	£15,504.17	16.23	16.36	-1%	N
Sub Total		6,476		£50,912.58	£56,742.72	8.76	7.98	10%	
Totals		15,768		£131,681.92	£143,280.36	9.09	8.89	2%	

Notes:

Consumption cost data gathered using direct readings

Ascot Heath Figures Adjusted for 2009/10 due to updated invoicing information.

Birch Hill Primary have been taking water reads, but it is believed that they have been reading wrong meter.

The following schools are supplied by Veolia Water:

Cranbourne Primary

Ascot Heath Junior & Infants Schools

Winkfield St Mary's School

All others are supplied by South East Water

4.8 Water Consumption

- a) Water consumption (cubic meters) has been ranked by pupil numbers (m³/pupil), and benchmarked against the DfE “Energy and Water Benchmarks for Schools 2002-3”. This publication is the most recent for national comparisons.
- b) In 11 the medium quartile is the value of a typical school’s water consumption adjusted for both school type and with or without pool.
- c) Primary, Secondary and Special Schools are shown as separate groups, but ranked in terms of their water consumption per pupil. As with cost/pupil, the lowest is ranked as one whereas the highest is ranked thirty for a Primary school and six for a Secondary school.
- d) Unexpectedly with the exception of Ascot Heath Junior the highest water users are not those with swimming pools.
- e) In terms of national comparisons with reference to DCFS Quartile performance only two schools in 2010/11 have either a better than average performance termed ‘Lower Quartile’. Furthermore twenty two schools show a worse than average performance termed ‘Upper Quartile’. This implies there is considerable work required to improve water consumption in BFC schools.

Overall water usage has increased from 5.39m³/ pupil in 2009/10 to 5.58 m³/ pupil in 2010/11-an overall increase of 3%.

f) Compliance with Water Bye Laws

As noted in the previous annual report it is known that at least one school in 2006/07 has had a warning from South East Water with regard to compliance with current water bye laws: None of the cisternmisers were operational allowing urinal cisterns to continually flush 24 hours/per day.

Table 11 - Water Consumption 2009/10 to 2010/11 (m³/pupil)

	Rank	2010/11 Pupil Nos.	Consumption		10/11 m ³ / pupil	DfES Quartile Performance	Prv year 09/10 m ³ /Pupil	Trend m ³ /pupil	Pool
			2009/10 (m ³)	2010/11 (m ³)					Y or N
Primary Schools									
St Michaels CE Primary, S'hurst (VA)	1	244	513	457	1.87	Lower Quartile	2.50	-25%	N
Sandy Lane Primary	2	584	1,359	1,444	2.47	Lower Quartile	2.68	-8%	N
St Margaret Clitherow RC Primary (VA)	3	210	458	617	2.94	Median Quartile	2.27	30%	N
Whitegrove Primary school	4	442	1,434	1,401	3.17	Median Quartile	3.53	-10%	N
Wooden Hill Primary school	5	376	1,349	1,419	3.77	Median Quartile	4.27	-12%	N
Birch Hill Primary school	6	435	2,332	1,681	3.86	Median Quartile	6.24	-38%	N
Harmans Water Primary school	7	685	2,942	2,657	3.88	Median Quartile	4.90	-21%	Y
Meadow Vale school	8	480	1,272	1,899	3.96	Median Quartile	2.97	33%	N
Uplands Primary school	9	208	539	867	4.17	Upper Quartile	2.57	62%	N
St Josephs RC Primary (VA)	10	208	997	914	4.39	Upper Quartile	4.82	-9%	N
Warfield CE Primary school	11	210	829	933	4.44	Upper Quartile	4.00	11%	N
Owlsmoor Primary school	12	489	2,414	2,242	4.58	Upper Quartile	5.31	-14%	N
St Michaels CE Primary, E'ham (VA)	13	212	968	994	4.69	Upper Quartile	4.12	14%	N
Great Hollands School	14	388	2,316	1,863	4.80	Upper Quartile	7.59	-37%	N
Ascot Heath Infant school	15	202	748	1,010	5.00	Upper Quartile	3.56	40%	N
Crown Wood Primary school	16	315	1,964	1,641	5.21	Upper Quartile	7.27	-28%	N
Winkfield St Marys CE Primary school	17	204	713	1,179	5.78	Upper Quartile	3.69	56%	Y
Holly Spring Infant school	18	242	1,004	1,420	5.87	Upper Quartile	5.64	4%	N
New Scotland Hill Primary school	19	228	1,486	1,387	6.08	Upper Quartile	7.25	-16%	Y
College Town Infant school	20	284	1,535	1,755	6.18	Upper Quartile	6.19	0%	N
Fox Hill Primary school	21	193	1,202	1,194	6.19	Upper Quartile	7.56	-18%	N
Binfield CE Primary (VA)	22	409	1,969	2,585	6.32	Upper Quartile	4.74	33%	N
Holly Spring Junior school	23	221	1,506	1,420	6.43	Upper Quartile	7.10	-10%	N
Wildmoor Heath School	24	187	1,074	1,245	6.66	Upper Quartile	5.97	12%	N
Cranbourne Primary school	25	186	1,129	1,336	7.18	Upper Quartile	6.41	12%	Y
Wildridings Primary school	26	339	1,209	2,561	7.55	Upper Quartile	4.51	67%	Y
Crowthorne CE Primary school	27	208	1,650	1,594	7.66	Upper Quartile	8.17	-6%	N
College Town Junior school	28	284	1,269	2,225	7.83	Upper Quartile	4.88	61%	N
Pines School (The)	29	201	1,670	1,644	8.18	Upper Quartile	8.79	-7%	N
Ascot Heath Junior school	30	237	2,022	2,730	11.52	Upper Quartile	8.64	33%	Y
Sub Total		9,111	41,872	46,314	5.08		5.07	0%	
Special Schools									
Kennel Lane school (Special School)		181	5,922	5,709	31.54	n/a	34.43	-8%	Y
Secondary Schools									
Garth Hill College	1	1382	2,994	4,505	3.26	Median Quartile	2.25	45%	N
Ranelagh CE School (VA)	2	951	4,597	3,142	3.30	Median Quartile	4.98	-34%	N
Edgbarrow school	3	1213	7,359	4,645	3.83	Upper Quartile	6.33	-39%	N
Sandhurst (Includes Sp Cen)	4	1082	3,944	6,678	6.17	Upper Quartile	3.53	75%	N
Easthampstead Park	5	893	3,606	6,788	7.60	Upper Quartile	3.74	103%	N
Brakenhale	6	955	9,586	10,127	10.60	Upper Quartile	10.81	-2%	N
Sub Total		6,476	32,086	35,885	5.54		5.03	10%	
Totals		15,768	79,880	87,908	5.58		5.39	3%	

Notes:

Consumption data gathered using direct readings.

Ascot Heath Figures Adjusted for 2009/10 due to updated invoicing information.

Birch Hill Primary have been taking water reads, but it is believed that they have been reading wrong meter.

Pines school, Edgbarrow School and Sandhurst school all share water meters with council buildings.

Large increases in use at Easthampstead Park School and Sandhurst due to water leaks, both of which have now been fixed.

Ascot Heath Infants and Junior share same water meter, consumption figures based on financial agreement between schools.

4.9 How can I Reduce Water Consumption in my School

- a) Identify the location of water meter and record readings on a regular basis via the SystemsLink Web site to identify adverse high usage. Review consumption during weekends and holiday periods to identify unnecessary waste and leaks.
- b) Carry out daily walk round checks at end of day to check all wash hand basin taps are closed and no water leaks are visible in service areas. Ensure a reporting mechanism exists for reporting leaks i.e. via Energy Working Group.
- c) Check all urinals tanks have flush controls fitted. Those without would benefit considerably by installing flush controls.
- d) Check existing urinal flush controllers are operating correctly and associated batteries have been replaced within the last year.
- e) Consider replacing existing conventional taps with self closing or percussion type.
- f) Consider participating in the Council established maintenance contract for flush controls.
- g) Ensure push buttons on/off controls are fitted for showers.
- h) Ensure swimming pools are covered when not in use. A pool cover not only reduces water consumption (lost via evaporation from pool) but also heat losses.
- i) Obtain a free water efficiency audit from your water supplier:
 - For South East Water users Contact: Mike Cook, Tel: 01444 448201 or mcook@southeastwater.co.uk
 - For Veolia Water users Tel: Jenny McKeown : 01707 250484 or Jenny.McKeown@Veoliawater.co.uk
- j) Raise awareness of water usage in your school
For Junior Schools only: Free seminar for pupils on 'The Wonderful World of Water'
 - For South East Water users Contact: Karen Neal Tel: 0144 448258 or kneal@southeastwater.co.uk
- k) Consider fitting an automatic meter reader to the water meter. This would enable water consumption to be monitored on a daily basis and assist early detection of leaks.
- l) Consider installing a water submeter if your school shares the water supply with another Council building to ensure your school only pays for what it uses.

PART FIVE – WASTE.

5.1 Scope

The report considers waste under two headings:

Residual Waste:

The household-type non recyclable waste that schools generate which is collected through the Bracknell Forest Council and sent to either landfill or an energy from waste site.

Recycling:

All the schools are currently engaged in pro-active recycling of their paper, plastic, tins.

It should be noted that 24 primary schools' continue to use Woodside Recycling for their paper collection as a separate recycling collection service from that provided by the Council. The Council continues to provide both refuse and recycling containers.

5.2 Waste Analysis

The total amount of waste generated by each school has been estimated following this waste analysis which comprised of waste from six schools in November 2011 comprising 1 secondary and 2 primary schools' bulk bins which were separately weighed to establish the average weight per bin. Please note if a school has a large number of bins which are not all full each week they should request removal of some bins to ensure that their average weight calculated as full bins on the weight chart tables 12 and 13 are fairly measured. This will also save collection cost.

The average weight per bin was:

Primary Schools	76 kg
Secondary Schools	108 kg

Total amount of residual waste generated has been estimated by multiplying the average weight per bin audited by the number of bins at each school.

The estimated total amount of waste generated was:

Primary Schools	363 tonnes*
Secondary Schools	331 tonnes*

*The additional tonnage data provided by Woodside for 2011 indicate that Primary Schools collectively recycled 213 tonne of paper, and Secondary Schools 32 tonne of paper. This is additional to the above average figure.

Currently the 28 primary schools within the Borough utilise 104-1100 litre residual waste bins and 53-240 litre recycling bins and 1-660 litre recycling bins.

Currently the 7 secondary schools within the Borough utilise 40 -1100 litre and 4 FEL skip bins as recycling bins.

The new collection contract commenced in August 2011, and all the schools have elected to continue with existing arranging for their waste collections.

5.3 Reducing Waste Sent to landfill.

The waste from Bracknell Forest schools forms part of the Council's landfill allowance. It is therefore very important that schools, as well as householders, recycle and divert from landfill as much of that waste as possible. Currently landfill tax for 2011/12 is £56 per tonne and will increase by £8 year on year at least until 2014.

The next planned Waste analysis will be held in November 2013.

5.4 How to minimise the Amount of Waste Generated by Schools.

- Promote environmental awareness in all school activities to encourage waste minimisation, re-use and recycling.
- Encourage pupils to participate in recycling and re-use initiatives e.g. composting, keeping a wormery, re-using various materials for such things as arts/ and crafts etc.
- Audit the supply chain to identify those suppliers whose products come with significant amounts of un-necessary packaging that is simply thrown away. Include minimum packaging in the specifications for new supply contracts.
- Increase the amount of recycling and seek to reduce the number of residual waste bins used.
- The Council is able to offer special additional collect events for clothing and textiles to raise money for the school.
- The Council can arrange amnesty days for the collection of small household electrical items.
- As a waste minimisation exercise Bracknell Forest will be looking at those schools that appear to generate the largest volumes of residual waste against those who generate the least with a view to adopting best practice in waste minimisation across all schools.
- Both Bracknell Forest and its contractors SITA are happy to arrange to come along to schools to give presentations to pupils on waste and waste minimisation/recycling on a first come basis.
- Bracknell Forest Council will seek to contact school in 2012 with a view to assisting them in understanding their waste requirements and the need to divert as much as reasonably practicable away from landfill.
- Bracknell Forest Council is in a long term joint waste disposal partnership (known as Re3) with Reading and Wokingham Borough council and contractors WRG.
- Schools will be able to obtain educational information about waste and recycling by logging online www.re3schools.org.uk.
- The partnership also provides a visitors centre at each of its waste sites in Reading and Bracknell Forest, and schools have been able to visit these centres and see some of the waste sorting activities and learn about other recycling, and composting processes.

5.5 Contact

- a) For further information or if there are any queries relating to the waste and recycling parts of this report please contact:

Eric Redford

Refuse Contract Management Officer

Tel: 01344 352516

Eric.Redford@bracknell-forest.gov.uk

Website:

<http://www.bracknellforest.gov.uk/environment/env-waste-and-recycling.htm>

Table 12 - Estimated Waste Production 2011/12 (Kg/pupil) (Landfill Only).

Primary Schools	Number of Pupils	How Many Bins	Estimated Total Waste Kg	Estimated Kg Per Pupil	Ranking*
Ascot Heath Infant & Junior	439	3	10488	23.89	1
Binfield CE Primary	409	4	13984	34.19	8
Birch Hill Primary	384	5	17480	45.52	17
College Town Infant	241	3	10488	43.51	16
College Town Junior	284	4	13984	49.23	18
Cranbourne Primary	186	2	6992	37.59	10
Crown Wood Primary	269	4	13984	51.98	25
Crowthorne CE Primary	203	3	10488	51.66	24
Fox Hill Primary	168	4	13984	83.23	28
Great Hollands Primary	330	9	31464	95.40	29
Harmans Water Primary	607	7	24472	40.31	12
Holly Spring Infant	190	2	6992	36.80	9
Holly Spring Junior	221	2	6992	31.63	4
Meadow Vale Primary	429	5	17480	40.74	13
New Scotland Hill Primary	205	3	10488	51.16	22
Owlsmoor Primary	464	5	17480	37.67	11
The Pines Primary	187	3	10488	56.08	26
Sandy Lane Primary	534	4	13984	26.16	3
St Joseph RC Primary	208	2	6992	33.61	7
St Margaret Clitherow Primary	210	2	6992	33.29	6
St Michaels Primary, Sandhurst	212	3	10488	49.47	19
St Michaels Primary, Easthampstead	244	3	10488	42.98	15
Uplands Primary	208	3	10488	50.42	21
Warfield CE Primary	210	3	10488	49.94	20
Whitegrove Primary	432	3	10488	24.27	2
Wildmoor Heath Primary	169	2	6992	41.37	14
Wildridings Primary	292	5	17480	59.86	27
St Mary's Primary, Winkfield	204	3	10488	51.41	23
Wooden Hill Primary	328	3	10488	31.97	5
Sub Totals	8467	104	363584	n/a	n/a
Special Schools					
Kennel Lane	174	5	17480	100.45	n/a
Sub Totals	174	5	17480	n/a	n/a
Secondary Schools					
Brakenhale	955	10	49680	52.02	6
Easthampstead Park	893	2 FEL	69055	49..96	3
Edgbarrow	1213	10	49680	40.95	1
Garth Hill	1382	2 FEL	69055	49..96	4
Ranelagh	923	8*	39749	43.06	2
Sandhurst	1082	11	54648	50.50	5
Sub Totals	6448	39	331867	n/a	n/a
Totals	15219	148	701899	n/a	n/a

* Rankings are based on kilograms per pupil of waste not recycled.

Table 13 - Estimated Waste Production 2011/12 (Kg/pupil) (Recycling only).

Primary Schools	Number of Pupils	How Many Bins	Estimated Total (Kg)	Estimated Recycled (Kg)	% of Total waste recycled	Ranking based on % waste recycled*
Ascot Heath Infant & Junior	439	2	14175	32.28	57.47	4
Binfield Primary	409	Woodside	5235	12.79	27.24	24
Birch Hill Primary	384	2	10935	28.47	38.48	14
College Infant School	241	2	4380	18.17	29.75	19
College Junior School	284	2	4380	15.42	23.85	27
Cranbourne Primary	186	4	6000	32.25	46.18	8
Crown Wood Primary	269	2	5595	20.79	28.57	21
Crowthorne CofE Primary	208	2	2880	13.84	21.54	28
Fox Hill Primary	168	2	5865	34.91	29.54	20
Great Hollands Primary	330	2	14190	43.00	31.06	16
Harmanswater Primary School	607	2	0	0	0	29
Holly Spring Infant	190	1	4890	25.73	41.15	11
Holly Spring Junior	221	1	4890	22.12	41.15	12
Meadow Vale Primary	429	2	7950	18.53	31.26	15
New Scotland Hill Primary	205	2	3345	16.31	24.18	25
Owlsmoor Primary	464	2	12780	27.54	42.23	9
The Pines Primary	187	1	7515	40.18	41.74	10
Sandy Lane Primary	534	2	9375	17.55	40.13	13
St Joseph RC Primary	208	2	13965	67.13	66.63	1
St Margaret Clitherow Primary	210	2	8145	38.78	53.80	5
St Michaels Primary, Sandhurst	212	2	4710	22.21	30.99	17
St Michaels Primary, Easthampstead	244	2	4710	19.30	30.99	18
Uplands Primary	208	2	3315	15.93	24.01	26
Warfield CE Primary	210	2	4140	19.71	28.30	23
Whitegrove Primary	442	2	9570	21.65	47.71	6
Wildmoor Heath School	169	Woodside	9570	56.62	57.78	3
Wildridings Primary	292	2	6375	21.83	26.72	22
Winkfield St Mary's Primary	204	2	8220	40.29	43.93	7
Wooden Hill Primary	328	2	16575	50.53	61.24	2
Sub Totals	8467	53	213675	n/a	n/a	n/a
Special Schools						
Kennel Lane	172	1	3060	17.79	14.89	n/a
Sub Totals	172	1	3060	n/a	n/a	n/a
Secondary Schools						
Brakenhale	995	Woodside	0	0	0	3
Easthampstead Park	983	provide	0	0	0	4
Edgbarrow	1213	Recycling	18210	15.01	26.82	1
Garth Hill	1382	Sacks	0	0	0	5
Ranelagh	923	for	0	0	0	6
Sandhurst	1082	all	14115	13.04	20.53	2
Sub Totals	6578	0	32325	n/a	n/a	n/a
Totals	15217	54	249080	n/a	n/a	n/a

* Rankings are based on the amount of waste diverted from landfill as a percentage of the total amount of waste generated by the school (Landfill & Recycling).

PART SIX - TRANSPORT

6.1 Scope

- a) The report focuses on the mode of transport by which children travel to school.
- b) Travel by pupils to and from school, during the school day for curriculum activities, after school for attending extra curricular activities, and staff travel, are all transport issues that a School Travel Plan can address.

6.2 Data

- a) The data set out in Table 14 shows how children usually travel to school. The data was collected from returns of the school census in January 2011.
- b) The mode of transport by which children attend school can be influenced by a wide range of factors including location, catchment, and public transport alternatives.

6.3 How you can reduce the impact of car based travel at your school

- a) Use the School Travel Plan process to review the transport choices made by the school and the pupils and introduce measures that promote and encourage more sustainable travel modes.
- b) Monitor and review the targets and actions in your School Travel Plan on an annual basis.
- c) Engage with incentive schemes and promotional activities organised by the Council.
- d) Use transport and the impact of transport as a topic for curriculum work.

6.4 Contacts

- a) For further information contact:

Phillip Burke

Travel Plan Co-ordinator

Tel: 01344 351266

Email: phillip.burke@bracknell-forest.gov.uk

Table 14 - The percentage of children travelling to school by modes other than the car

School	Percentage of pupils travelling to school by means other than singly occupied car at January 2011	Rank	School Travel Plan
Secondary Schools			
Edgbarrow	86%	1	YES
Easthampstead Park	85%	2	YES
Sandhurst	82%	3	YES
Brakenhale	82%	3	YES
Garth Hill	72%	5	YES
Ranelagh CE	71%	6	YES
Primary Schools			
Great Hollands Primary	93%	1	YES
College Town Infant	86%	2	YES
Meadow Vale Primary	85%	3	YES
College Town Junior	81%	4	YES
Crown Wood Primary	81%	4	YES
Whitegrove Primary	78%	6	YES
Holly Spring Junior	78%	6	YES
Warfield CE Primary	78%	6	YES
Ascot Heath Infant	73%	9	YES
Fox Hill Primary	73%	9	YES
Sandy Lane Primary	72%	11	YES
Birch Hill Primary	70%	12	YES
St Michaels Easthampstead CE Aided Primary	70%	12	YES
Ascot Heath CE Junior	69%	14	YES
Harmans Water Primary	68%	15	YES
Owlsmoor Primary	65%	16	YES
New Scotland Hill Primary	64%	17	YES
Crowthorne CE Primary	61%	18	YES
The Pines	60%	19	YES
Holly Spring Infant and Nursery	60%	19	YES
Wooden Hill Primary	57%	21	YES
Wildmoor Heath	54%	22	YES
Winkfield St Mary's CE Primary	53%	23	YES
Uplands Primary	51%	24	YES
Binfield CE Primary	51%	24	YES
Wildridings Primary	46%	26	YES
Cranbourne Primary	45%	27	YES
St Michaels CE Aided Primary	34%	28	NO
St Margaret Clitherow Catholic Primary	34%	28	YES
St Josephs Catholic Primary	17%	30	YES

**Bracknell Eco-Schools
April 2011**

No.	School	Registered	Award	Date
1	Birch Hill Primary	30/09/05	Bronze	09/07
2	Harmans Water Primary	03/10/05	Bronze Silver	06/08 06/08
3	Uplands Primary	14/11/05	Bronze Silver	04/09 04/09
4	Great Hollands Primary	21/11/05	Bronze Silver	02/07 03/08
5	Warfield CE Primary	24/11/05	Bronze	10/06
6	Meadow Vale Primary	03/01/06	Bronze Silver	10/06 05/10
7	Sandy Lane Primary	27/01/06	Bronze Silver Green Flag	03/06 01/07 09/09
8	College Town Infant & Nursery	22/06/06	Bronze	11/07
9	Holly Spring Junior	06/10/06	Bronze	06/09
10	Wooden Hill Primary & Nursery	23/10/06	Bronze	11/07
11	College Town Junior	07/11/06	Bronze Silver	07/08 07/08
12	Ranelagh School	12/01/07	Bronze Silver	05/07 07/10
13	Ascot Heath Junior	02/02/07	Bronze Silver	02/07 05/08
14	New Scotland Hill Primary	02/02/07	Bronze	11/08
15	Broadmoor Primary	26/03/07	Bronze	12/08
16	Crown Wood Primary	21/05/07		
17	St Margaret Clitherow Catholic Primary	02/07/07	Bronze	06/09
18	Edgbarrow Secondary School	13/09/07	Bronze	07/09
19	St Micheal's CE Primary Easthampstead	13/11/07	Bronze	04/08
20	Sandhurst Secondary School	02/06/08		
21	Ascot Heath Infant	24/01/08	Bronze Silver	07/09 10/10
22	St. Josphe's Primary	13/06/08		
23	Crowthorne Primary	16/06/08	Bronze	07/10
24	Whitegrove Primary	08/12/08		
25	The Rowans	24/03/09	Bronze	06/09
26	The Pines	27/04/09	Bronze	06/09
27	Wildridings Primary	18/05/09	Bronze	07/09
28	Binfield CE Primary	13/01/10		
29	Brakenhale School	26/04/11	Bronze	04/11

FORMULAE FOR ADJUSTING ENERGY CONSUMPTION DATA FOR AMBIENT TEMPERATURE

1. Conversion Factors as supplied by Defra

a) Fuel Oil

Kerosene -10.28 kWh/litre
Gas Oil -10.80 kWh/litre

b) Carbon Dioxide Emission Factors

Fuel Type	CO ₂ Emission Factor (kgCO _{2e} /kWh)
Grid Electricity	0.5246
Natural Gas	0.1836
Fuel oil	0.2674
Wood pellets	0.03895

2. Corrections for ambient temperature (Ref: DfES Energy and Water Benchmarks for Maintained Schools in England 2002-03.)

Differences in temperature across the country can affect the amount of fuel required for heating. England is divided into Degree Day Regions. In each region, for every day the temperature falls below 15.5 degrees Celsius the magnitude of the difference was recorded. These deviations are aggregated over the year. The 20 year national average using this method is 1913.

The following calculation was carried out on each school;

$(\text{Fossil fuel consumption} * 0.75 * (1913/DD)) + (\text{Fossil fuel consumption} * 0.25)$,

Where DD is the sum of the deviations below 15.5 degrees over a year and Fossil fuels are oil and gas consumption.

Degree Days

Year	Degree Days
2010/11	2189
2009/10	2006
2008/09	1921
2007/08	1653
2006/07	1463
2005/06	1869
2004/05	1703
2003/04	1740

Effectively, 2009/10 and 2010/11 were the coldest years over the last eight years.

Weather Corrected consumption kWh/m2

School	Rank	Floor Area m2		Weather Corrected Consumption kWh/m2			
		2009/10	2010/11	2007/08	2008/09	2009/10	2010/11
Primary Schools							
Harmanswater Primary	1	3,512	3,512	125.81	149.79	122.66	114.17
College Town Junior	2	1,782	1,782	116.15	112.08	123.86	116.60
St Margaret Clitherow RC Primary (VA)	3	1,144	1,144	140.56	135.81	124.60	118.42
Fox Hill Primary (incl. Rowans Childs Centre)	4	2,047	2,047	147.62	146.53	135.07	126.51
Owlsmoor Primary	5	2,315	2,315	131.59	132.44	146.15	127.56
New Scotland Hill Primary	6	1,362	1,362	142.93	139.21	137.34	129.81
The Pines(Excludes Behaviour Support)	7	1,827	1,827	136.64	133.43	129.35	132.52
Uplands Primary	8	1,432	1,432	159.26	150.40	138.70	135.34
Ascot Heath Infant	9	925	925	117.11	117.28	123.83	138.47
Wildridings Primary	10	2,739	2,739	174.48	145.81	166.28	139.02
St Michaels CE Primary, S'hurst (VA)	11	1,322	1,322	165.06	149.13	157.32	139.03
St Josephs RC Primary (VA)	12	1,374	1,374	161.31	144.42	140.62	144.52
St Michaels CE Primary, E'hamp (VA)	13	1,386	1,386	226.50	203.25	137.69	145.30
Binfield CE Primary (VA)	14	2,138	2,138	148.80	169.38	148.89	148.36
Birch Hill Primary	15	2,416	2,416	165.98	156.98	154.23	149.30
Wooden Hill Primary	16	1,896	1,896	167.38	173.91	151.99	150.11
Wildmoor Heath School	17	1,094	1,094	131.16	173.52	137.02	150.17
Winkfield St Marys CE Primary	18	1,036	1,036	173.51	210.52	176.14	152.90
Warfield CE Primary	19	1,413	1,413	201.92	211.43	189.88	157.13
Ascot Heath Junior	20	1,416	1,416	175.63	182.00	166.27	161.07
Whitegrove Primary	21	2,292	2,292	184.50	174.97	193.16	162.70
College Town Infant (Includes Alders)	22	1,682	1,682	190.03	176.06	186.40	165.88
Meadow Vale	23	3,099	3,099	167.67	168.48	169.09	165.91
Sandy Lane Primary	24	3,258	3,379	148.55	142.12	145.30	166.31
Crown Wood Primary	25	2,298	2,298	174.96	173.51	174.83	166.93
Holly Spring Junior	26	1,300	1,300	198.40	202.36	208.84	173.55
Great Hollands Primary	27	3,295	3,295	194.23	210.40	198.32	178.07
Crowthorne CE Primary	28	1,182	1,182	152.73	185.09	176.58	179.21
Holly Spring Infant	29	1,071	1,071	153.52	176.64	180.64	183.30
Cranbourne Primary	30	1,421	1,421	231.20	196.17	210.16	192.62
Sub Totals		55,472	55,593	162.44	163.66	158.44	150.10
Special Schools	Rank	2009/10	2010/11	2007/08	2008/09	2009/10	2010/11
Kennel Lane (Special School)		3,530	3,530	332.24	309.22	300.90	287.97
Secondary Schools	Rank		2010/11	2007/08	2008/09	2009/10	2010/11
Edgbarrow Comp (Excludes Sp Cen)	1	8,247	10,202	159.20	174.03	160.76	128.09
Brakenhale Comp (excl. OLC)	2	11,075	11,764	213.44	165.30	166.86	140.35
Easthampstead Park Comp	3	13,147	13,147	179.15	155.45	147.73	146.96
Sandhurst Comp (incl. Sp Cen)	4	9,825	9,825	152.10	161.67	162.99	161.52
Ranelagh CE (VA)	5	11,469	11,469	165.33	182.76	194.43	162.59
Garth Hill College	6	12,615	13,016	136.49	142.42	136.47	177.25
Sub Totals		66,377	69,423	169.26	162.57	160.73	153.39
Totals		125,379	128,546	170.75	167.19	163.66	155.66

THE WHOLE SCHOOL APPROACH
PROVIDED BY THE CARBON TRUST

The Carbon Trust provides the Whole School Approach which is a template for an energy management process in a school. The process is inclusive and is designed to engage with governors, senior managers, site managers and pupils together to save energy. The process begins with self-assessment in the form of a walk round survey, and an evaluation of current performance against a standard matrix. The scheme also includes resources to link education about energy with the curriculum and ideas for simple energy efficiency measures.

Details of the Scheme can be accessed via the Carbon Trust Website <http://www.carbontrust.co.uk/Publications/pages/publicationdetail.aspx?id=CTV037>

A sample energy policy for schools is shown in Appendix E

Further publications can be downloaded from the Carbon Trust website:

CTV019	School Sectors Overview
GIL 147	School Fact Sheet
CTL067	Walk around checklist - Schools
ECG073	Saving energy in schools. A guide for headteachers, governors, premises managers and school energy managers
CTV023	Practical Energy Management Overview
CTL003	Assessing energy the use in your building fact sheet.

This same inclusive approach to energy can also be applied to the other aspects of environmental management in schools.

Sample Energy Management Policy Statement

.....School is committed to the responsible management of energy and water.

By efficient management of these resources the school aims to minimise expenditure and environmental impact while maintaining health and safety standards and an acceptable comfort level for staff, pupils and other building users.

Targets

Target energy/water performance is as follows:

	Current Performance (last school year)	Target Performance (current school year)	Target % Reduction
Electricity kWh/m ² /annum			
Gas kWh/m ² /annum			
Oil kWh/m ² /annum			
Water m ³ /pupil/annum			

Strategy

This policy statement will be implemented through a ten point plan:

1. Responsibility

The overall responsibility lies with the Headteacher, Day-to-day energy management responsibilities lie withworking in conjunction with the policy and direction set by the School Energy Team.

Policy, strategy and targets for energy management will be the responsibility of the School Energy Team which currently consists of:

- - Head/Deputy
- - Caretaker/Site Manager
- - Bursar/Administrator
- - Teacher
- - Governor
- - Pupil

The School Energy Team will meet quarterly to review progress, plan initiatives and prepare an annual energy report for submission to the Board of Governors. This will supplement the Schools Annual Environmental Management Report sent to all schools by Admissions and Property.

Teachers will have a responsibility to set a good example to pupils who can also make a significant contribution to end-use energy efficiency.

Energy efficiency advice for schools is available from the Council's Energy Manager, Steven Milne, on 01344 351518, e-mail steven.milne@bracknell-forest.gov.uk

2. Energy Selection and Purchase

Energy purchase is currently undertaken by Bracknell Forest Council through a framework contract administered by Buying Solutions (formerly the Office of Government Commerce). The Council's Energy Management Team will check invoices monthly against meter readings for gas, electricity and water.

3. Investment in Energy Efficiency

The school aims to invest in energy saving schemes of less than £1,000 with paybacks of less than three years. Savings achieved by good housekeeping measures will be reinvested in energy efficiency projects.

Where available, grants will be sought to improve energy efficiency, including the Council's invest-to-save scheme for projects meeting the qualifying criteria.

4. Design

Energy efficiency will be taken into account at the design of new building projects and any refurbishment in accordance with the Local Development Framework and current building standards.

Energy efficiency will be considered in the purchase of all new equipment, e.g. computers, catering equipment, in accordance with Government Buying Standards per Council Procurement Policy.

5. Energy Information

Electricity, gas and water consumption will be monitored monthly using Systems Link energy management software. Abnormal consumption will be investigated and corrective action taken. Each year realistic energy reduction targets will be set and monitored regularly. Targets will be set relative to past performance and DCSF quartile performance benchmarks shown in the Bracknell Forest Schools Annual Environmental Management Report.

Larger schools will also be able to use their Display Energy Certificate to compare their energy use to national averages and to see how energy use has changed from the previous year. Consideration should be given to the energy saving measures recommended in the associated Advisory Report.

6. Maintenance

Energy conversion plant, distribution systems and energy using equipment will be correctly maintained to avoid energy and water wastage.

7. Awareness

The school will adopt a Whole School Approach involving everyone associated with the school.

Regular awareness initiatives for staff and pupils will emphasise the cost and environmental benefits of saving energy and water and how to avoid waste. Energy saving information will be provided to catering and cleaning staff. Staff and pupils will also be provided with information on how to save energy at home.

Energy Co-ordinators will be appointed with checklists for good housekeeping initiatives.

8. Curriculum

The National Curriculum will be reviewed annually, using literature from Teachernet to ensure that the energy element is built into syllabi at appropriate levels.

9. Reporting

An annual energy performance report will be prepared by the School Energy Team. This will be submitted to the Board of Governors and a summary will be incorporated into the school annual report and school development plan.

10. Policy Review Mechanism

This policy will be reviewed and updated annually by the School Energy Team and included in the annual report.

UNIT RATES AND STANDING CHARGES FOR WATER AND SEWERAGE

SOUTH EAST WATER**Unit rates**

Pence / cubic metre		
Year	Water	Sew erage*
2007-08	79.96	48.57
2008-09	82.37	51.93
2009-10	84.68	55.76
2010-11	90.72	53.35

Standing charges (for 12 months)

Pipe Size (mm)	2007/08		2008/09		2009/10		2010/11	
	Water	Sew erage	Water	Sew erage	Water	Sew erage	Water	Sew erage
15	£15.00	£42.00	£17.03	£45.00	£18.00	£47.00	£21.00	£46.00
20	£15.00	£95.00	£17.03	£101.00	£18.00	£106.00	£33.60	£104.00
25	£15.00	£168.00	£17.03	£180.00	£18.00	£188.00	£40.20	£184.00
30	£120.00	£263.00	£120.00	£281.00	£120.00	£294.00	£48.00	£288.00
40	£170.00	£378.00	£170.00	£405.00	£168.00	£423.00	£58.20	£414.00
50	£300.00	£672.00	£300.00	£726.00	£300.00	£752.00	£178.20	£736.00

VEOLIA WATER**Unit rates**

Pence / cubic metre		
Year	Water	Sew erage*
2007-08	84.1	48.57
2008-09	87.52	51.93
2009-10	91.22	55.76
2010-11	91.01	53.35

Standing charges (for 12 months)

Pipe Size (mm)	2007/08		2008/09		2009/10		2010/11	
	Water	Sew erage	Water	Sew erage	Water	Sew erage	Water	Sew erage
15	£26.00	£43.00	£27.00	£45.00	£28.20	£47.00	£28.08	£46.00
20	£26.00	£97.00	£27.00	£101.00	£28.20	£106.00	£28.08	£104.00
25	£26.00	£172.00	£27.00	£180.00	£28.20	£188.00	£28.08	£184.00
30	£105.00	£269.00	£109.00	£281.00	£114.00	£294.00	£114.00	£288.00
40	£176.00	£387.00	£182.00	£405.00	£189.00	£423.00	£189.00	£414.00
50	£204.00	£688.00	£212.00	£726.00	£221.00	£752.00	£220.00	£736.00

* Both companies are using Thames Water for Sewerage

DISPLAY ENERGY CERTIFICATES

As of January 09 all public buildings over 1000m² are required to have a Display Energy Certificate and an Advisory Report. The Certificate is to be renewed on an annual basis but the advisory report is only required every seven years. However as October 09 all second year DEC's are required to be carried on a building basis rather than a site campus basis. In addition an advisory report is required for each building rather than site. As such each building is to have its energy use measured. For some schools up to five DEC energy certificates are required. For ease of comparison the average site DEC rating is used for comparison purposes in the following table.

The Display Energy Certificate provides an energy rating of a building where A is very efficient and G is least efficient and is based on the useable floor area, the operational hours, and the metered actual energy use over the assessment period.

The Advisory Report is a walk round energy audit by the qualified assessor (since October 2009 this has been the Energy manager) identifying opportunities by which the building can reduce its energy and carbon dioxide emissions. These opportunities are identified in terms of low, medium and high cost measures.

The Certificate ratings are shown overleaf and are ranked from good 'C' to poor 'G' performance. It should be noted that these results can differ in some cases from those listed in APPENDIX A -D. This is mainly due to method of assessment in that hours of occupation and accuracy of data are taken into account. In addition the assessment period is different in that the DEC is based on the period September 08 to October 09.

DEC RATINGS

As shown in the following tables for schools, the majority of second year DECs show an improvement in the energy performance of schools. Only eight schools received a worse rating than the previous year.

However as the majority of Schools buildings only obtained a DEC rating of 76-100 (typical) it is considered that there remains considerable scope for improvement in schools. Moreover fourteen schools (mostly oil heated) have an E 101 rating or worse.

For oil heated schools, the improvement in DEC rating is largely due to the implementation of oil gauge reads allowing accurate oil consumption to be calculated. The 'G' rating of Sandy lane Primary school is due to the faulty electricity meter, which has since been replaced.

ADVISORY REPORTS

The following recommendations were common to the majority of schools.

1. **Frequent Advisory Report Recommendations**
2. No energy awareness on site, no energy policy/strategy, good housekeeping or energy champion allocated
3. Boiler plant /controls over 15 years old

4. Lighting switch-start or soft start fittings greater than 15 years old-few high frequency fittings.
5. No lighting controls or controls fitted which do not allow user to switch off when adequate daylight
6. Excessive temperature and time settings for school occupation-space sensors located in coldest rooms.
7. No individual building gas and electricity meters to enable accurate DEC to be calculated even in recent installed buildings
8. No means of space temperature control in individual classrooms -no TRVs or zone control.
9. Loft insulation no greater than 50-100mm
10. Single glazed windows and curtain walling
11. On new build additions new controls are added which are not conducive with existing BEMS on main building
12. Un-insulated pipe work and valves in boiler house
13. Poorly fitting doors

How can Sites improve their DEC Rating?

1. Adopt energy management measures as recommended in advisory report.
2. Submit monthly gas and electricity readings into the Systemslink website- inaccurate data or estimates may result in a G rating.
3. Ensure renewables when installed are metered, so the energy they produce can be quantified and hence rewarded in the DEC.
4. Oil/biomass users should take gauge readings on a monthly basis to ensure that the oil/biomass that is being actually used is quantified. Without gauge readings, the total volume of the tank is required to be added to the delivery volume.
5. Install sub metering in campus sites to ensure the operational rating reflects the actual energy use of the building in question.

Appendix G

Display Energy Certificate Ratings

Site Name	Rank	2008/09		2009/10		2010/11		% + / -
		Score	Grade	Score	Grade	Score	Grade	
Primary Schools								
Owismoor Primary School	1	70	C	74	C	72	C	-3%
Foxhill Primary School	2	138	F	82	D	75	C	-9%
The Pines School	3	153	G	78	D	76	D	-3%
St Margaret Clitherow VA Catholic Primary	4	n/a	n/a	81	D	79	D	-2%
New Scotland Hill Primary School	5	81	D	77	D	81	D	5%
Wildmoor Heath School	6	74	C	88	D	84	D	-5%
Wildridings Primary School	7	133	F	102	E	87	D	-15%
Birch Hill Primary School	8	89	D	84	D	88	D	5%
Ascot Heath Church of England Junior School	9	126	F	94	D	88	D	-6%
St Michael's Easthampstead CE VA Primary School	10	200	G	94	D	89	D	-5%
College Town Infants And Nursery School	11	82	D	91	D	91	D	0%
Harmans water Primary School	12	100	D	105	E	91	D	-13%
College Town Junior School	13	108	E	82	D	91	D	11%
Binfield Church of England Primary School	14	95	D	95	D	93	D	-2%
Whitegrove Primary School	15	101	E	96	D	94	D	-2%
Crowthorne Church of England Primary	16	97	D	96	D	95	D	-1%
Wooden Hill Primary And Nursery School	17	93	D	94	D	96	D	2%
St Michael's Sandhurst CE VA Primary School	18	162	G	110	E	96	D	-13%
Sandy Lane Primary School	19	200	G	200	G	96	D	-52%
Crownwood Primary School	20	92	D	97	D	97	D	0%
Uplands Primary School	21	121	E	113	E	99	D	-12%
St Joseph's Catholic VA Primary School	22	n/a	n/a	126	F	99	D	-21%
Meadow Vale Primary School	23	127	F	93	D	102	E	10%
Holly springs Junior School	24	157	G	146	F	106	E	-27%
Warfield Primary School	25	115	E	105	E	109	E	4%
Cranbourne Primary School	26	140	F	121	E	110	E	-9%
Great Hollands Primary School	27	129	F	106	E	112	E	6%
Special Schools								
Kennel Lane School*	1	103	E	98	D	93	D	-5%
Secondary Schools								
Easthampstead Park School*	1	96	D	88	D	85	D	-3%
The Brakenhale School*	2	133	F	106	E	94	D	-11%
Ranelagh Church of England School*	3	97	D	107	E	98	D	-8%
Edgbarrow School*	4	86	D	99	D	100	D	1%
Garth Hilll College	5	n/a	n/a	n/a	n/a	106	E	n/a
Sandhurst School*	6	101	E	128	F	121	E	-5%

Appendix H

USE OF SYSTEMSLINK ENERGY & WATER MONITORING

Site	Using Systems Link		Reason for Not submitting Water Readings
	Energy 10/11	Water 10/11	
Ascot Heath Infant school	Y	N	Meter off school grounds in private garden.
Ascot Heath Junior school	Y	Y	
Binfield CE Primary (VA)	Y	Y	
Birch Hill Primary school	Y	Y	
College Town Infant school	Y	N	
College Town Junior school	Y	Y	
Cranbourne Primary school	Y	Y	
Crown Wood Primary school	Y	Y	
Crowthorne CE Primary school	Y	N	
Fox Hill Primary school	Y	Y	
Great Hollands School	Y	N	
Harmans Water Primary school	Y	Y	
Holly Spring Infant school	Y	N	
Holly Spring Junior school	Y	N	
Meadow Vale school	Y	Y	
New Scotland Hill Primary school	Y	N	
Owlsmoor Primary school	Y	N	
Pines School (The)	Y	Y	
Sandy Lane Primary	Y	Y	
St Josephs RC Primary (VA)	Y	Y	
St Margaret Clitherow RC Primary (VA)	Y	Y	
St Michaels CE Primary, E'hamp (VA)	Y	Y	
St Michaels CE Primary, S'hurst (VA)	Y	Y	
Uplands Primary school	Y	Y	
Warfield CE Primary school	Y	Y	
Whitegrove Primary school	Y	N	
Wildmoor Heath School	Y	N	
Wildridings Primary school	Y	N	
Winkfield St Marys CE Primary school	Y	N	
Wooden Hill Primary school	Y	Y	
Special Schools			
Kennel Lane school (Special School)	Y	N	Meter inaccessible as in middle of hedge.
Secondary Schools			
Brakenhale	Y	Y	
Easthampstead Park	Y	Y	
Edgbarrow school	Y	Y	
Garth Hill College	Y	Y	
Ranelagh CE School (VA)	Y	Y	
Sandhurst (Includes Sp Cen)	Y	Y	

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**TO: ENVIRONMENT, CULTURE & COMMUNITIES OVERVIEW & SCRUTINY PANEL
24 APRIL 2012**

**ENFORCEMENT POLICY
Chief Officer: Environment & Public Protection**

1 PURPOSE OF REPORT

- 1.1 The nature of the Environment & Public Protection Division's work is such that it must have in place an Enforcement Policy that sets out the procedure that will be adopted when seeking regulatory compliance.
- 1.2 The provisions of the Regulatory Enforcement and Sanctions Act 2008 and the Regulators' Compliance Code which is statutory guidance applies to Trading Standards, Environmental Health and Licensing. The Council is also a signatory to an earlier voluntary enforcement concordat. The Enforcement Policy is also applied to other services within the Division so as to ensure consistency and transparency in decision making and enforcement.
- 1.3 Our current Enforcement Policy was adopted by the Executive in November 2008 but it now requires updating. A revised Enforcement Policy is attached as Annex A to this report. The Policy is brought to this Panel as part of the consultation process. The Policy is scheduled for the Executive meeting on 12 June 2012.

2 RECOMMENDATION

- 2.1 **That the Panel considers and comments upon the content of the draft Enforcement Policy as set out in Annex A.**

3 REASONS FOR RECOMMENDATION

- 3.1 The Policy has been reviewed by officers in light of changes to the legislative framework in recent times. The views and comments of members of this Panel are sought on the proposed Policy prior to submission to the Executive and formal adoption.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None.

5 SUPPORTING INFORMATION

- 5.1 The current Policy was adopted in November 2008. With the introduction of new legislation and guidance the existing policy has been reviewed and redrafted to reflect those changes. The overriding principles within the former document remain unchanged.
- 5.2 The Policy will go to the Executive prior to adoption and as part of the process it is considered appropriate to give members from this Panel the opportunity to comment.

- 5.3 The purpose of such a Policy is to set in a transparent manner for the benefit of businesses, consumers and victims, the framework for decision-making when evidence of non-compliance with legislative provisions is found. The Policy lays down the principles that will be applied and the matters that will be taken into consideration when dealing with any enforcement matter.
- 5.4 It should be noted that when formal action such as a prosecution is taken it is not uncommon for a defendant to have regard to the Policy when formulating any defence. They will look to satisfy themselves that firstly there was a decision-making process in place and secondly that it was in accordance with legal provisions and stated Council Policy. It is possible for a defendant to argue an abuse of process if decisions are not taken in accordance with or there is an absence of an Enforcement Policy. This can result in a case being dismissed by the Court and costs awarded against the Council.
- 5.5 The Council through the Public Protection and Environment Division plays a major role in protecting the community. The Council is responsible for ensuring food, goods and services are sold in a safe and fair manner, the air and our environment is clean and the borough is a safe place to live in. Regulatory Services staff are a vital source of information and impartial advice for businesses and residents to prevent something going wrong in the delivery of a business. The Council has entered into Primary Authority Partnerships with some of the Borough's major companies and provides professional advice for a fee. The businesses benefit from the arrangement safe in the knowledge that the Council's expert opinion applies across the United Kingdom as a secure base for business investment and operational decisions. The Council also engages with many small and medium size businesses and as a general principle seeks to 'encourage' rather than 'enforce' to achieve compliance with the law. An example of this approach is the promoting of businesses which are perceived by the Council through our inspection and auditing work to be excellent and this is delivered through such initiatives as 'Scores on the Doors' and 'Buy with Confidence'.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 6.1 The relevant legal provisions are contained within the main body of the report and Policy.

Borough Treasurer

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

Equalities Impact Assessment

- 6.3 The Policy seeks to ensure that any enforcement action is appropriate to the circumstances and that decisions are taken in a fair, equitable and consistent manner. An Equalities Impact Assessment is set out in Annex B.

Strategic Risk Management Issues

- 6.4 The Council is put at risk if decisions in relation to enforcement action are taken without due consideration of the legislative framework. A properly considered and presented Enforcement Policy reduces that risk significantly.

Background Papers

Regulators Compliance Code
Code for Crown Prosecutors
Human Rights Act

Contacts for further information

Steve Loudoun
Chief Officer: Environment & Public Protection
01344 352501
Steve.loudoun@bracknell-forest.gov.uk

Robert Sexton
Head of Regulatory Services
01344 352580
Robert.sexton@bracknell-forest.gov.uk

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ENVIRONMENT AND PUBLIC PROTECTION

ENFORCEMENT POLICY 2012

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11	Protection of Human Rights
12	Regulation and Investigatory Powers Act 2000
13	Review of the Enforcement Policy
14	Availability and Comments

EXECUTIVE SUMMARY

This Enforcement Policy provides guidance in relation to the approach to be taken in respect to the application of the legislative provisions enforced by Bracknell Forest Council's Environment and Public Protection Division.

The Council's primary objective is to achieve regulatory compliance. We recognise that prevention is better than cure. However, where circumstances warrant, formal action will be taken. There is a wide range of options available to us but we will look to enforce legislation in a way that is relevant and proportionate to the offence.

The Policy is linear and is built around a process of escalation. In cases where the contraventions are severe, e.g. there is a risk to public health or serious personal injury, the Policy allows discretion to depart from this linear process. Enforcement leading to prosecutions will normally be related to proven risk, statutory nuisance or other similar situations affecting any individual or the environment and not be used as a punitive response to minor breaches.

The Policy sets out the options available which range from no action to prosecution. The Policy explains the approach adopted when carrying out the duty to enforce a wide range of legislation. It is written in general terms as it is intended to be applied to a wide range of responsibilities falling to the Division.

The Policy is designed to give clarity as to the Council's objectives and the methods for achieving compliance. It also clarifies the criteria that will be considered when deciding what the most appropriate response is to a potential breach of legislation.

The Policy seeks to ensure that there is a decision making process that has due regard to current Statutory Guidance and Codes of Practice, particularly the Regulators' Compliance Code, the Code for Crown Prosecutors and the Human Rights Act.

The Council's Scheme of Delegation sets out the powers of the Director of Environment, Culture and Communities. Where appropriate these are sub delegated to the Chief Officer: Environment and Public Protection. Officers are authorised by the Chief Officer for the purposes of enforcing specific legislation conferred on the Council having due regard to their qualifications and experience.

1 INTRODUCTION

1.1 Fair and effective enforcement is essential to protect the health, safety and economic interests of the public, businesses and the environment. Decisions about enforcement action and in particular the decision to prosecute have serious implications for all involved. The Policy is applied to ensure that:

- Decisions about enforcement action are fair, proportionate and consistent.
- Officers apply current Government guidance and relevant Codes of Practice.
- Everyone understands the principles that are applied when enforcement action is considered.
- To make best use of resources enforcement is shared where there is complimentary role within the Council and with other agencies e.g. Planning, Police, Health and Safety Executive and the Office of Fair Trading.
- The Policy addresses the need to have statutory enforcement plans e.g. the Food Law Enforcement Plan and Health and Safety Law Enforcement Plan.

2 LEGAL STATUS OF THE ENFORCEMENT POLICY

2.1 The Executive approved this policy on (to be determined).

2.2 This Policy is intended to provide general guidance for officers, businesses, consumers and the public as regards the approach that will normally be taken in relation to the enforcement of the relevant statutory provisions. It does not fetter the discretion of the Council to take legal proceedings where this is considered to be in the public interest.

3 SCOPE AND MEANING OF 'ENFORCEMENT'

3.1 This Policy applies to all the legislation enforced by Officers of the Environment and Public Protection Division.

3.2 'Enforcement' includes any action taken by officers aimed at ensuring that individuals or businesses comply with the law. This is not limited to formal enforcement action such as prosecution.

3.3 Officers will seek to raise awareness and increase compliance levels by making public details of evidence of unlawful practice and any legal action taken where in their opinion it is appropriate to do so.

4 GENERAL PRINCIPLES

4.1 Prevention is better than cure and the regulatory role includes working with businesses to advise on and promote opportunities to effect compliance as appropriate.

4.2 Where formal action is considered necessary each case will be considered on its own merits. However, there are general principles that apply to the way each case must be approached. These are set out in this Policy and in the Regulators Compliance Code.

For more information about the Regulators Compliance Code visit:

<http://www.bis.gov.uk/policies/better-regulation/improving-regulatory-delivery/implementing-principles-of-better-regulation/the-regulators-compliance-code>

4.3 Every effort will be made to ensure that enforcement decisions will be taken in a fair, independent and objective way. They will not be influenced by issues such as ethnicity,

national origin, gender, religious beliefs, political views or the sexual orientation of the suspect, victim, witness or offender. Such decisions will also not be affected by improper or undue pressure from any source.

- 4.4 In making decisions we will take into account the views of any victim, injured party or relevant person to establish the nature and extent of any harm or loss. Those views may influence the decision as to the form of action to take. The Council will always be mindful of any concerns.
- 4.5 In accordance with the Regulator's Compliance Code this Policy is intended to help promote efficient and effective approaches to regulatory inspection and enforcement, which improve regulatory outcomes without imposing unnecessary burdens.
- 4.6 In certain instances it may be concluded that a provision in the Code is either not relevant or is outweighed by another provision. We will seek to ensure that any decision to depart from the Code will be properly reasoned, based on material evidence and documented.

5 NOTIFYING ALLEGED OFFENDERS

- 5.1 Where information is received (for example from a complainant) that may lead to enforcement action against a business or individual, we will notify that business or individual as soon as is practicable of any intended enforcement action. The exception to this is where it is considered that doing so could impede an investigation or pose a safety risk to those concerned or the general public.
- 5.2 During the progression of enforcement investigations/actions, business proprietors or individuals and witnesses will be kept informed of progress. Confidentiality of witnesses will be maintained and personal information about individuals will only be released to a Court when required and/or in accordance with the Data Protection Act 1998.

6 DECIDING WHAT LEVEL OF ENFORCEMENT ACTION IS APPROPRIATE

A number of factors are considered when determining what enforcement action to take:

6.1 Levels of enforcement action:

- 6.1.1 There are a number of potential enforcement options. The level of the action taken can vary from no action through to proceedings in Court. Examples of main types of action that can be considered are shown below:

- No action
- Informal Action and Advice
- Fixed Penalty Notices
- Penalty Charge Notices
- Formal Notice
- Forfeiture Proceedings
- Seizure of Goods/Equipment
- Injunctive Actions
- Refusal, revocation or suspension of a licence
- Simple Caution
- Prosecution
- Statutory Orders

- Restorative Approach
- Emergency Remedial Action

6.1.2 In assessing what form of enforcement action is appropriate consideration will be given to:

- The seriousness of compliance failure
- The business's past performance and its current practice
- The risks being controlled
- Legal, official or professional guidance
- Local priorities of the Council

6.1.3 Under normal circumstances, a process of escalation will be used with a view to achieving compliance. Exceptions would include where there is a serious risk to public safety or the environment; the offences have been committed deliberately, negligently or involve deception or where there is significant economic detriment.

6.2 **No Action**

6.2.1 In some circumstances, contraventions of the law may not justify any action. Examples include where the cost of compliance to the offender outweighs the detrimental impact of the contravention, or the cost of the required enforcement action to the Council outweighs the detrimental impact of the contravention on the community. A decision of *no action* may also be taken where formal enforcement is inappropriate in the circumstances, such as where a trader has ceased to trade, or the offender is elderly and frail and formal action would seriously damage their wellbeing. Such decisions will take into account the public interest principle and in such cases we will advise the offender and any 'victim' of the reasons for taking no action.

6.3 **Informal Action and Advice**

6.3.1 For minor breaches we may only give verbal or written advice. We will clearly identify any contraventions and give advice on how to put them right. We will include a deadline by which this must be done. The time allowed will be reasonable and take into account the seriousness of the contravention and the implications of the non-compliance.

6.3.2 Where appropriate we will also advise offenders about 'good practice'. In doing so we will clearly distinguish between what they must do to comply with the law and what is advice only.

6.4 **Fixed Penalty Notices**

6.4.1 Certain offences are subject to fixed penalty notices (FPNs). A FPN can be offered as an alternative to going to Court. They are available for some low level offences and avoid a criminal record for the defendant. Where legislation permits an offence to be dealt with by way of an FPN, we may choose to administer an FPN on a first occasion without issuing a warning.

6.5 **Penalty Charge Notices**

6.5.1 Penalty Charge Notices (PCNs) are prescribed by certain legislation as a method of enforcement by which the offender pays an amount of money to the enforcer in recognition of the breach. Failure to pay the PCN will result in the offender being pursued in the County Court for non-payment of the debt. A PCN does not create a criminal record and we may choose to issue a PCN without first issuing a warning.

6.6 **Formal Notice**

6.6.1 Certain legislation allows notices to be served requiring a person or business to take specific actions, provide information or cease certain activities. Notices may require activities to cease immediately where the circumstances relating to health, safety, environmental damage or nuisance demand. In other circumstances, the time allowed will be reasonable, and take into account the seriousness of the contravention and the implications of the non-compliance.

6.6.2 All Notices issued will include details of any applicable Appeals Procedures.

6.6.3 Certain types of Notice allow works to be carried out at default. This means that if a notice is not complied with we have the power to carry out any necessary works to satisfy the requirements of the Notice ourselves. Where the law allows, we may then charge the person/business served with the notice for all costs we have reasonably incurred in carrying out the work. The Council will normally seek to recover all of its costs.

6.7 **Seizure**

6.7.1 Some legislation enables authorised officers to seize goods, equipment or documents, for example unsafe food, sound equipment that is being used to cause a statutory noise nuisance, unsafe products or any goods that may be required as evidence for possible future court proceedings. When we seize goods we will give the person from whom the goods are taken an appropriate Goods Seized Notice.

6.8 **Forfeiture Proceedings**

6.8.1 This procedure may be used in conjunction with seizure and/or prosecution where there is a need to dispose of goods in order to prevent them re-entering the market place or being used to cause a further problem. In appropriate circumstances, we will make an application for forfeiture to the magistrates' courts or seek from the defendant a voluntary forfeiture.

6.9 **Injunctive Actions**

6.9.1 Such injunctive action may be used to deal with repeat offenders, dangerous circumstances or significant consumer detriment.

6.9.2 Proceedings may be brought under the Enterprise Act 2002 where an individual or organisation has acted in breach of community or domestic legislation with the effect of harming the collective interests of consumers. In most circumstances action will be considered where there have been persistent breaches or where there is significant consumer detriment. Action can range from:

- Informal undertakings
- Formal undertakings
- Interim orders
- Court orders
- Contempt proceedings

6.9.3 Where the non-compliance under investigation amounts to anti-social behaviour such as persistent targeting of an individual or a group of individuals in a particular area then, where appropriate, an ASBO or CRASBO will be sought to stop the activity.

6.10 Refusal, Suspension and Revocation of Licence/Permits

- 6.10.1 Where there is a requirement for a business or person to be licensed by the local authority, the licence will be determined in accordance with Council procedures including receipt of representations or objections to that application. Where representations or objections are received and in accordance with the relevant legislation or Council procedure members of the Licensing Committee, may hear the case and decide to grant, grant with conditions, or refuse the licence application.
- 6.10.2 The grounds for Refusal, Suspension or Revocation of a Hackney Carriage or Private Hire Licence (Local Government (Miscellaneous Provisions Act 1976) are set out in the Guidance Notes and Conditions for Hackney Carriage and Private Hire Vehicle Owners, Operators and Drivers.
- 6.10.3 Under the Licensing Act 2003, where a Review of a Premises Licence is sought under Section 51 of the Act, the options available to members of the Licensing Committee are:
- To modify the conditions of the Licence
 - To exclude a licensable activity from the scope of the Licence
 - To remove the Designated Premises Supervisor
 - Suspend the Licence for a period not exceeding three months
 - Revoke the Licence
 - Issue a warning letter
 - No action
- 6.10.4 Under the Gambling Act 2005, where a Review of a Premises Licence is sought under Section 202 of the Act, the options available to members of the Licensing Committee are:
- Revocation of the Licence.
 - Suspend the Licence for a specified period not exceeding three months.
 - Exclude a mandatory condition attached to the Licence, remove or amend exclusion.
 - Add, remove or amend a condition.
- 6.10.5 Under the Housing Act 2004 there is no provision for the council to receive objections relating to HMO applications. Where an HMO licence is refused or revoked the applicant or licence holder has the right of appeal to a Residential Property Tribunal (RPT).
- 6.10.6 Under the Environmental Protection Act the Council has powers to revoke, suspend and prosecute for non-compliance with Environment Permits (EPs). These powers can be used for incidences of serious pollution and none payment of fees.

6.11 Simple Caution

- 6.11.1 A Simple Caution is an admission of guilt, but is not a form of sentence, nor is it a criminal conviction.

For more information about a Simple Caution visit:

http://www.cps.gov.uk/legal/a_to_c/cautioning_and_diversion/

- 6.11.2 For a Simple Caution to be issued a number of criteria must be satisfied:

- Sufficient evidence must be available to prove the case.

- The offender must admit the offence.
- It must be in the public interest to use a Simple Caution.
- The offender must be 18 years or over.

6.11.3 Officers will not offer a Caution where the offender has received one already for a similar offence within the last 2 years.

6.11.4 A record of the Caution will be sent to the Office of Fair Trading and the Local Authority Co-ordinating Body for Regulatory Services (Local Government Regulation) if appropriate, and will be kept on file for 2 years. If the offender commits a further offence, the Caution may influence our decision to take a prosecution. If during the time the Caution is in force the offender pleads guilty to, or is found guilty of, committing another offence anywhere in England and Wales, the Caution may be cited in court, and this may influence the severity of the sentence that the court imposes.

6.11.5 Details of all cautions issued are a matter of public record.

6.12 **Prosecution**

A prosecution will normally ensue where the individual or organisation meets one or more of the following criteria:

- Deliberately, recklessly, negligently or persistently breached legal obligations, which were likely to cause material loss or harm to others.
- Deliberately or persistently ignored written warnings or formal notices.
- Endangered, to a serious degree, the health, safety or wellbeing of people, animals or the environment.
- An attempt to make financial gain at the expense of others.
- Assaulted or obstructed an Officer in the course of his/her duties.

6.13 **Proceeds of Crime Applications**

Applications may be made under the Proceeds of Crime Act for confiscation of assets in appropriate cases. Their purpose is to recover the financial benefit that the offender has obtained from his criminal conduct. Proceedings are conducted according to the civil standard of proof. The Council will seek to recover proceeds of crime in appropriate circumstances.

6.14 **Prohibition**

This power will be used where there are valid grounds (e.g. there is an imminent risk of injury to health or a risk of serious personal injury) and where the situation cannot be allowed to continue because of the risks involved. This course of action is usually associated with food and health and safety enforcement, but there will be other occasions, for example prohibiting the sale of unsafe goods, or part of a dwelling under housing legislation.

6.15 **Statutory Orders**

A range of Statutory Orders are available under the Housing Act 2004. In addition to Prohibition Orders the Council may make an Interim or Final Management Order on a licensed house in multiple occupation, which allows it to take over the running of a property. Powers to take over the management of empty premises are contained in the Empty Dwelling Management Orders. The Council can take emergency remedial action to remove a Category 1 hazard where there is an imminent risk of serious harm to the health or safety of the occupiers. If such works are undertaken action will be taken to

recover the costs incurred. Rights of Appeal exist in relation to these powers and compensation provisions also arise in some cases.

6.16 Compulsory Purchase Orders

The Council may compulsorily purchase property under Section 17 of the Housing Act 1985. The use of such powers will be on a case by case basis. The consent of the Secretary of State is required and compensation provisions for the owner apply.

6.17 Restorative Approach

6.17.1 This approach is available where the victim, the person harmed, and the offender agree to meet. The purpose of this meeting is to provide the opportunity for the offender to acknowledge and accept responsibility for the harm caused and for the victim to have their say on the harm caused. If appropriate and required, suitable restorative actions and/or compensation may be agreed and the process may influence future behaviour and compliance.

6.17.2 Officers will consider if a Restorative Approach is appropriate and will listen to requests from both victims and offenders for such an approach to be adopted. Where a victim and offender are in agreement the Council, sometimes together with other enforcement partners, will consider facilitating a Restorative Approach to assist in the reduction of harm and/or the resolution of conflict. A Restorative Approach may be utilised separately or in conjunction with other enforcement approaches.

7 DETERMINING WHETHER A PROSECUTION OR SIMPLE CAUTION IS VIABLE AND APPROPRIATE

7.1 Two 'tests' will be applied to determine whether a Prosecution or Caution is viable and appropriate. The officers will follow guidance set by the Crown Prosecution Service when applying the tests.

For more information about the 'Code for Crown Prosecutors' visit:

http://www.cps.gov.uk/publications/code_for_crown_prosecutors/index.html

7.2 A Simple Caution or Prosecution will only be progressed when the case has passed both the evidential test and the public interest test. The principles outlined apply equally to the other types of formal enforcement action that are available.

7.3 The Evidential Test

We must be satisfied that there is sufficient evidence to provide a 'realistic prospect of conviction' against each defendant on each charge. A realistic prospect of conviction is an objective test that means that a jury or bench of magistrates, properly directed in accordance with the law, is more likely than not to convict the defendant of the charge alleged. This is a separate test from the one that the criminal courts themselves must apply.

7.4 The Public Interest Test

The public interest will be considered in each case where there is sufficient evidence to provide a realistic prospect of conviction. We will balance factors for and against prosecution carefully and fairly. Public interest factors that can affect the decision to prosecute usually depend on the seriousness of the offence or the circumstances of the suspect. Some factors may increase the propensity to prosecute but others may

suggest that another course of action is more appropriate to the circumstances of the case.

8 WHO DECIDES WHAT ENFORCEMENT ACTION IS TAKEN

8.1 The Council's constitution sets out the Council's Scheme of Delegation. Delegated authority has been given to authorised officers to act in varying capacity according to their professional background and seniority. Delegated authority is exercised within a decision making process that is managed to ensure that the most appropriate enforcement action is taken, based upon professional judgment, legal guidelines, statutory codes of practice and priorities set by the Council and/or Central Government.

8.2 Where appropriate, decisions about enforcement will involve consultation between or approval from:

- Investigating officer(s)
- Heads of Service
- Chief Officer: Environment and Public Protection
- Council solicitor(s)

9 LIAISON WITH OTHER REGULATORY BODIES AND ENFORCEMENT AGENCIES

9.1 Where there is a wider regulatory interest, enforcement activities with Environment and Public Protection will be co-ordinated with other regulatory bodies and enforcement agencies to maximise the effectiveness of any enforcement.

9.2 Where an enforcement matter affects a wider geographical area beyond the Council boundaries, or involves enforcement by one or more other local authorities or organisations, where appropriate all relevant authorities and organisations will be informed of the matter as soon as possible and all enforcement activity coordinated with them.

9.3 If you are a business operating in more than one local authority and you have chosen to have a registered Primary Authority Partnership under the Regulatory Reform Act 2006, we will, where required, comply with the agreement provisions for enforcement and notify your Primary Authority of the enforcement action we propose to take. We may under the Act also refer the matter to the relevant enforcement body if appropriate.

9.4 The Division will share intelligence relating to wider regulatory matters with other regulatory bodies and enforcement agencies including:

- Government Agencies
- Police Forces
- Fire Authorities
- Statutory Undertakers
- Other Local Authorities

10 CONSIDERING THE VIEWS OF THOSE AFFECTED BY OFFENCES

10.1 Regulatory Services undertakes enforcement on behalf of the public at large and not just in the interests of any particular individual or group. However, when considering the public interest test, the consequences for those affected by the offence, and any views expressed by those affected will, where appropriate, be taken into account when

making an enforcement decision.

10.2 Complaints about the service

10.2.1 If anyone wishes to complain about enforcement action they may do so initially by contacting the relevant Team Manager through the Council's Customer Service Centre on 01344 352000 between 8.30am to 5.00pm Monday to Friday, or by writing to them at Bracknell Forest Council, Time Square, Market Street, Bracknell, Berkshire, RG12 1JD. If a complainant is dissatisfied with the result of their complaint to the Team Manager, the formal complaints procedure is on the Council's website: <http://www.bracknell-forest.gov.uk/your-Council/yc-complaints/yc-Council-complaints-procedure.htm>

10.3 Publicity

Where appropriate the Division will publicise details of any convictions including simple cautions which could serve to draw attention to the need to comply with the law or deter others. Where relevant the media will also be provided with factual information about charges that have been laid before the courts.

11 PROTECTION OF HUMAN RIGHTS

11.1 This Policy and all associated enforcement decisions take account the provisions of the Human Rights Act 1998. In particular, due regard is had to the following:

- Right to a fair trial
- Right to respect for private and family life, home and correspondence

12 REGULATION AND INVESTIGATORY POWERS ACT 2000

12.1 This Act provides a statutory framework for use of investigatory techniques including surveillance and gathering information on the use of covert operatives. For the purposes of this Policy the Chief Officer: Environment and Public Protection and the Head of Regulatory Services are authorisation officers.

13 REVIEW OF THE ENFORCEMENT POLICY

13.1 This Policy will be reviewed in the light of experience on an ongoing basis and normally not less than annually by the Chief Officer: Environment and Public Protection. Where changes are required these will be referred through the appropriate management process.

14 AVAILABILITY AND COMMENTS

This Policy will be made freely available and comments are welcomed at any time in writing to:

Chief Officer: Environment and Public Protection
Bracknell Forest Council
Time Square
Market Street
Bracknell
RG12 1JD

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Equalities Screening Record Form

Date of Screening:	Directorate: Environment, Culture and Communities	Section: Environment and Public Protection Division
1. Activity to be assessed	Please give full details of the activity and summarise the budget reduction proposal. The activities cover Environmental Health, Trading Standards, Licensing and Environmental Services and Highways.	
2. What is the activity?	Policy/strategy	
3. Is it a new or existing activity?	Existing	
4. Officer responsible for the screening	Jane Eaton, Chief Officer: Performance and Resources	
5. Who are the members of the EIA team?	David Steeds, Head of Environmental Health Rob Sexton, Head of Trading Standards and Licensing Abby Thomas, Head of Communities Engagement and Equalities Gail Siddall, Team Manager :Environmental Protection John Nash, Principal Trading Standards Manager Laura Driscoll, Licensing Team Manager	
6. What is the purpose of the activity?	The purpose of the activity is to set a framework for enforcement action in the Environment and Public Protection Division. The settings for regulatory activities are the home, workplace and the environment.	
7. Who is the activity designed to benefit/target?	The activity is designed to ensure that enforcement activity is applied fairly, proportionately and consistently to any one who lives either in or outside the Borough.	
8a. Racial equality - Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	Y	In general terms we know the population of Bracknell Forest is 91.0% white and the remainder is comprised of black and ethnic minority communities (BME). Knowledge of the racial make of the population that is covered by the division's enforcement policy is mixed. There is a risk of an adverse impact but, because some of the activities outlined below are high risk in nature, the Council is justified to intervene at a greater frequency. In some areas of the division's work there is no information about the racial make up and therefore an assessment cannot be made.
8b. What evidence do you have to support this? e.g. equality monitoring data, consultation results, customer satisfaction information etc.	<p>Please explain</p> <p>a) The Borough has over 1000 registered food businesses and food safety/standards inspections are automatically generated via a computerised system. There is information about who from ethnic minorities are running food businesses and therefore we know the numbers of restaurants and takeaways run by ethnic minority groups. There is a risk that these premises will be subject to more enforcement action because high risk food is handled and therefore will be inspected at a greater frequency. The outcome should be positive in that public health is protected. With this knowledge we are able to plan for aids to communication in a range of languages, leaflets or training courses.</p>	

	<p>b) There is evidence to suggest that the greatest proportion of people from the BME community work in many of the Borough's food premises, although this is not information that is specifically collected by Regulatory Services. The information and advice in many languages recognises this, assists compliance and hence reduces the need for enforcement</p> <p>c) Approximately 42% of Environmental Health section's work is associated with nuisance investigation, antisocial behaviour. We can break down each complaint by type but we do not have information to determine if the enforcement policy impacts on one group more than another. The division enforces housing standards in private sector housing and can provide a breakdown of the Borough's housing in terms of tenure but we do not collect relevant information to determine if enforcement impacts more on certain groups, and we have no intelligence that it does.</p>
<p>9a. Gender equality – Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.</p>	<p>N</p> <p>There is information breaking down the general population by gender in the Borough. In terms of employment nationally women make up 42% of the employed population. There is potential for the policy to impact one gender over another because some industries are characterised by the employment of one gender. The overall impact is positive in that the legislation is designed to protect consumers and the environment across a range of settings to maintain minimum standards required by law. There is no information available to determine if the policy impacts negatively on one gender group greater than another across the division's regulatory entire regulatory responsibilities. Set out below are some examples to support the statement on gender equality.</p>
<p>9b. What evidence do you have to support this?</p>	<p>Please explain</p> <p>a) The Borough has approximately 1,500 businesses where the Council is the enforcement authority for health and safety and each business can be broken down by type. Some industries are dominated by one gender and therefore there will be impact. The catering and hairdressing/ beauty are industries where a greater numbers of women are employed but there is no data locally available that shows the actual gender breakdown in the Borough's businesses. The examples cited are high risk businesses in that there is data showing risk of injury through slips, trips, falls and hazards is greater in these industries and therefore these premises will be subject to increased frequency of inspections but the impact is positive for the community as a whole.</p> <p>b) As stated in 8b approximately 42% of environmental health section's work is associated with nuisance investigation and antisocial behaviour. We can break down each complaint by type but we do not have information to determine if the policy impacts on one gender group greater than another and therefore we can not assess the impact. The division enforces housing standards in private sector housing and as indicated earlier we can provide a breakdown of the Borough's housing in terms of tenure but there is no information</p>

	collected or intelligence available that indicates enforcement impacts on gender greater than another.
<p>10a. Disability equality - Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.</p>	<p>N</p> <p>The policy does not target specific groups and is universal but there is a need to make provision for access to Council services for owners of businesses and employers, for example those who are deaf/hard of hearing, partially sighted/blind and the Dyslexia disabled. Much of that is provided by Council Services to aid access. On the main enforcement for such groups in their consumer role would be positive as they would be protected by those enforcement actions</p>
<p>10b. What evidence do you have to support this?</p>	<p>Please explain</p> <p>There are approximately 10 million disabled people in the UK who are covered by the Disability and Discrimination Act which represents around 18% of the population. 2% of the workforce becomes disabled each year. There is no data on groups with disability with whom we come into contact either in a residential or commercial setting during the general enforcement process and therefore we cannot assess the impact. In the commercial sector of Environmental Health and Trading Standards it likely that occasional contact will be made with workers who are disabled but a specific population cannot be identified in any one business sector to assess if there is a potential for a negative or positive impact. In general experience has shown that contact with such groups is exceptional during enforcement.</p>
<p>11a. Age equality - Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.</p>	<p>Y</p> <p>Please explain considering the impact on children, young people, middle aged and older people</p> <p>The population of Bracknell Forest can be broken down by age but the policy is universal and does not target groups on grounds of age. If cases do involve a youth, a person defined as being under the age of 18, then legal considerations apply to protect the interests of the youth. For elderly persons additional protections are provided by the Crown Prosecutors code which is enshrined within the Policy. In general knowledge of the age groups covered by the Enforcement Policy is not available, but there are no grounds to believe that there is any negative impact. There is a specific population with whom we are required to work; an example is given in 11b, the outcome of which is assessed to be positive.</p>
<p>11b. What evidence do you have to support this?</p>	<p>Please explain</p> <p>The Borough has 43 residency/nursing homes that provide care for the elderly. The activities are considered high risk in terms of food and are given extra weighting to increase the frequency of visits. The outcome is positive in that a vulnerable population is protected from the risk of illness caused by food poisoning. In addition the elderly are often targeted in their homes by rogue traders and our enforcement policy recognises the importance of dealing with these offenders.</p>

<p>12a. Religion and belief equality - Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.</p>	<p>N</p> <p>The policy is universal and does not target groups on grounds of religion and belief but there are potential risks. In general terms we know the population of Bracknell Forest is 77.8% Christian and there are a range of other religions. Knowledge of the religious make up of the population that is likely to be covered by the division's enforcement policy is mixed and there is therefore potential for an adverse or positive impact.</p>
<p>12b. What evidence do you have to support this?</p>	<p>Please explain There is no specific data but experience shows a number of the Boroughs food establishments are run by BME groups who are non Christian. However because the activities particularly in food establishments are generally of a high risk nature there is justification for frequent intervention to protect public health. When checking compliance with current food safety laws officers need to have knowledge of the significance of ethnic minority food, its origins and where it is from and religious days. This knowledge and skills are applied to all areas of work to avoid any possible negative impact.</p>
<p>13a. Sexual orientation equality - Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.</p>	<p>N</p> <p>The policy does not target groups on grounds of sexual orientation.</p>
<p>13b. What evidence do you have to support this?</p>	<p>Please explain We have no data on the impact of the policy in terms of sexual orientation .The policy intends that the general principles of enforcement are applied appropriately in each case.</p>
<p>14. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carer's/ex-offenders) and on promoting good community relations.</p>	<p>We have no data to support this statement but the policy is universal and is not intended to differentiate between other groups and those equality groups listed. The policy intends that the general principles of enforcement are applied appropriately in each case. Bracknell's health profile at a glance suggests the health of people in Bracknell is generally similar to the England average. Deprivation levels are low and life expectancy is high. There is data to show health inequalities in the Borough's most deprived areas but there is no information to assess if the policy impacts either positively or adversely on a particular population.</p>
<p>15. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?</p>	<p>Please explain There is potential for a negative impact in that specific populations with whom we are required to regulate many be dominated by one group over another but there is a shortfall of information to assess if the impact exists. In general terms Environmental Health, Environmental Services, Trading Standards and Licensing laws are designed to protect the consumer, good businesses and the environment. Fair and effective enforcement is essential to protect the health and safety and economic interests of the public, business and environment. Decisions about enforcement action and in particular to prosecute have serious implications for all involved.</p>

	<p>Regulatory services apply this policy to ensure that:</p> <ul style="list-style-type: none"> • Decisions about enforcement action are fair, proportionate and consistent • Officers apply current Government guidance and relevant Codes of Practice • Everyone understands the principles that are applied when enforcement action is considered.
<p>16. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?</p>	<p>Please explain There is no evidence in the form of collected data or circumstantial evidence to support the position that particular groups are adversely impacted more than another group but the potential exists for there to be an impact on a number of equality groups during the enforcement process.</p>
<p>17. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?</p>	<p>N Please explain for each equality group There is no data to support the potential for unlawful discrimination for equality groups 9 -13.</p>
<p>18. What further information or data is required to better understand the impact? Where and how can that information be obtained?</p>	<p>To answer the questions posed in the equalities impact assessment there has been reliance on inference to draw conclusions in relation to the equality groups and the impact. There is a shortage of data to be able to assess how the policy impacts upon these groups although the limited data and actions put in place to reduce the likelihood of negative impact indicate that as groups who are subject to enforcement there is no negative impact and as consumers who seek to benefit from enforcement there is a positive impact. To inform our decision making in relation to areas covered by the enforcement policy limited quality monitoring would be a positive action and put the needs of customers at the heart of our enforcement policy. Data on the racial background of a range of licence holders has already been collated and has been extended to other equality areas.</p>
<p>19. On the basis of sections 7 – 17 above is a full impact assessment required?</p>	<p>N Please explain your decision. If you are not proceeding to a full equality impact assessment make sure you have the evidence to justify this decision should you be challenged. The initial assessment has shown that there are equalities groups within the area that we work, although the exact numbers and extent are not known but will change on a regular basis. Interventions through a range of enforcement actions are required to protect the health and safety of the population as a whole including those from the equality group's particularly vulnerable consumers which tend to include a high proportion from equalities groups. Action is already being taken to assist those in the equalities groups whom maybe subject to enforcement and further action, in the form of training of staff and the collection of equalities data will improve our knowledge of these groups and the delivery of enforcement actions to and for them.</p>
<p>20. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full,</p>	

adding more rows as needed.			
Action	Timescale	Person Responsible	Milestone/Success Criteria
Diversity Awareness Workshop	Refresher training		Increased awareness and understanding
Increase access to a range of advice and information in			Improved compliance with law
Collect data on a selected equality groups			Better data to inform decision making
21. Which service, business or work plan will these actions be included in?	The Environment and Public Protection Work plans		
22. Have any current actions to address issues for any of the groups or examples of good practice been identified as part of the screening?	Education and training activities already underway		
23. Chief Officers signature.	Signature:		Date:
24. Which PMR will this screening be reported in?	PMR Q1 2011-12		

When complete please send to abby.thomas@bracknell-forest.gov.uk for publication on the Council's website.

**TO: ENVIRONMENT, CULTURE AND COMMUNITIES OVERVIEW AND SCRUTINY
PANEL
24 APRIL 2012**

**FOOD LAW ENFORCEMENT PLAN 2012-13
Chief Officer: Environment and Public Protection**

1 PURPOSE OF REPORT

- 1.1 The Council has responsibility for the enforcement of Food Law in particular food hygiene and food standards within the Borough.
- 1.2 This report set out the basic framework within which a mandatory service is provided. It sets out the typical tasks undertaken during a 'typical' year. The Work Plan (Annex A) sets out the proposal for delivery in line with direction from the Food Standards Agency (FSA). The Plan is required in order to comply with Food Standards Act 1999. The objective is to ensure that national priorities and standards are delivered effectively and consistently at a local level.

2 RECOMMENDATION(S)

- 2.1 **That the Panel considers the draft Work Plan as set out in Annex A providing any comment for consideration prior to approval by the Executive Member for Culture, Corporate Services & Public Protection.**

3 REASONS FOR RECOMMENDATIONS

- 3.1 To comply with the statutory requirement under the Food Standards Act 1999 to ensure that national priorities and standards are delivered effectively and consistently at a local level.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None. The production of an annual plan is a legal requirement. After consideration by the Executive Member the full Plan and Outturn Report for 2011/12 is published for the purposes of consultation prior to being finalised and submitted to the Food Standards Agency.

5 SUPPORTING INFORMATION

- 5.1 As has been the case in previous years the purpose of the Plan is to reassure members that key needs are being met. From 1st April 2012 officers from Environmental Health, Trading Standards and Licensing were combined to form Regulatory Services under a single Head of Service. The impact and potential benefits arising from the reorganisation has not been fully accounted for within this draft plan. Work is under way to affect the benefits but these may not be fully realised over the coming year as there will be training and other issues to address to ensure required staff competency levels are assured.

- 5.2 The Plan has been redrafted into a simplified format reflecting previous comments received. The Annex shows the proposed annual work plan for 2012-13 and its format is intended to make it easier to read and update. The Plan has to be able to reflect a refocusing of priorities identified by the Food Standards Agency.
- 5.3 The Borough currently has over 1,220 food premises where it is responsible for ensuring compliance with the Food Safety Act 1990, the European Communities Act 1972 and associated Regulations. A risk rating is allocated to all food premises in accordance with Statutory Codes of Practice to ensure that all relevant premises are inspected according to risk. Doing so meets the requirement of the Food Standard Agency's 5 year inspection programme. Some of the Borough's premises are deemed sufficiently low risk and they are therefore not subject to routine inspection. In such instances alternative strategies are deployed such as the provision of information and advice through the use of newsletters, mail shots and seminars. Visits to businesses will where appropriate encompass multiple regulatory functions in order to seek to minimise the burden to businesses
- 5.4 The necessary activities to deliver a Food Safety programme to satisfy our legal obligations for 2012-13 are shown in Annex A. Progress against the Plan is reported to Members in the Quarterly Service Report. The Plan is also underpinned by written procedures to ensure effective service delivery.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 6.1 The Borough Solicitor is satisfied that the relevant legal provisions are contained within the body of the report

Borough Treasurer

- 6.2 The Borough Treasurer is satisfied that no significant financial implications arise from this report.

Equalities Impact Assessment

- 6.3 The Plan will target premises based on the history of risk and identified need. Where issues of equality may arise provision is made to help as necessary. The activity is regulatory and the current plan for 2011-2012 is covered by the overarching document entitled Enforcement Policy 2008 and Equalities Impact Assessment (Executive November 2008). This document is being updated for adoption by the Council and the Food Safety Law Enforcement Plan will be covered by the new enforcement policy. Members will be asked to approve the final plan later in the year.

Strategic Risk Management Issues

- 6.4 The Council has to ensure compliance with the Food Standards Act 1999. The Plan sets out how the Council intends to comply with those obligations and in so doing militates against the risk of adverse inspection report followed by intervention.

7 CONSULTATION

Principal Groups Consulted

- 7.1 The nature of the Plan is such that we have consultation with stakeholders after its adoption. All feedback is taken into account and helps inform the Plan's future development.

Method of Consultation

- 7.2 The Plan will be published on the Council's website and issued to key locations in the Borough, including all the Council's Libraries and Town and Parish Council offices.

Representations Received

- 7.3 Not applicable.

Background Papers

Food Law Enforcement Plan 2012-13
Framework Agreement on Local Authority Food Law Enforcement (2003 as amended)

Contact for further information

Robert Sexton
Head of Regulatory Services
01344 352580
robert.sexton@bracknell-forest.gov.uk

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FOOD LAW ENFORCEMENT PLAN 2012-13

Protecting Consumers, Supporting Business					
Task	Outcome	Indicative Resource	Indicative numbers	By when	
To seek to improve compliance with food hygiene and food standards requirements within businesses in Bracknell Forest through effective enforcement methods and by providing support and advice to help local businesses improve compliance, using appropriate methods to ensure regulatory impact does not generate unnecessary burden.	Inspection of all appropriate high and medium risk rated and relevant new businesses in Bracknell Forest, in accordance with FSA guidance. Inspection of all low risk businesses in Bracknell Forest using alternative inspection techniques (questionnaires).	Total 850 hours	750 visits	Fiscal year end	
Improve compliance within businesses that present an increased risk to the public	To ensure that appropriate further contact is made where a business is identified as failing to meet requirements and putting consumers at risk, including revisits, further advice and assistance, and formal action as appropriate	Total 610 hours	90 revisits 20 Notices 250 letters etc	Fiscal year end	
Respond to requests from businesses and the public to help improve food hygiene and food standards compliance	To ensure that an appropriate and effective response is provided for 100% of such contacts. Where significant risks are identified, to take prompt action to improve conditions and reduce likelihood of ill-health or contamination occurring. Examine local trends and use as intelligence.	Total 775 hours	550 service requests 150 visits	Fiscal year end	
Respond to and investigate relevant reports of infectious diseases, including suspected food poisoning outbreaks	To ensure that effective investigations are carried out for 100% of all relevant notifications and to take prompt action to improve conditions and reduce likelihood and spread of food poisoning and other infectious diseases. Examine local trends in accidents reports and use as intelligence.	Total 160 hours	50 service requests 180 visits	Fiscal year end	
To seek to improve the food hygiene standards of businesses in Bracknell Forest, and to facilitate customer choice through support and participation in the Scores on the Doors scheme	Publicise all relevant business scores ratings, and provide encouragement, direction and support to local businesses in achieving higher levels of compliance and standards.	Total 75 hours	180 notifications 47 service requests	Fiscal year end	

	Respond to requests from businesses within Bracknell Forest to rescure their business following improvements made.			
To provide support to local businesses through the participation and promotion of the Primary Authority and Home Authority schemes	Respond to requests for advice and assistance from all Primary and Home Authority Partners and other Local Authorities in order to promote consistency in actions between Authorities, reducing the regulatory burden on businesses. Liaise with any relevant Primary Authority as appropriate in order to promote consistency in approach.	Total 110 hours	130 service requests	Fiscal year end
In partnership with Citizens advice provide a consumer advice and information service providing advice to residents on food issues	95% initial response within 2 working days 90% completed within 30 days 100% informed on progress every 30 days	Total 60 hours	50 service requests	Fiscal year end
Implementation of a food sampling programme to reflect national and local requirements and priorities	Use food sampling as a tool to help identify and prioritise resources on those areas of food control that present the greatest risk to consumers, whilst enabling local businesses to take effective actions to minimise potential risk areas.	Total 100 hours	Visits 80 Samples taken 120	Fiscal year end
Seek to improve the standards of food available from businesses in Bracknell Forest, and to facilitate customer choice	Ensure imported food entering the Borough is safe and correctly labelled by inspecting premises and sampling food to ensure compliance with legal standards.	Total 50 hours	Included in above	Fiscal year end
To facilitate the delivery of food law enforcement activities to reflect local needs whilst ensuring regulatory impact does not generate unnecessary burden	Produce one food safety newsletter for distribution to all Bracknell Forest businesses.	Total 20 hours	1	Fiscal year end
To maintain up-to-date food law information pages on the Council's website	Provision of relevant accessible information and links to other key sites.	Total 20 hours		Fiscal year end

Project Working – Focusing Resources

Task	Outcome	Indicative Resource	Indicative numbers	By when
Continue to develop an integrated approach to regulatory activities across regulatory services	Where activities permit, combine regulatory visits between Environmental Health, Trading Standards and Licensing services in order to minimise the number of visits received by local businesses, reducing the burden on business and maximising the	Incorporated into other tasks		Fiscal year end

	impact of resources used.				
Develop a specialist project aimed at consistently poor catering premises to raise levels of compliance	Work with 20 local businesses that present the greatest risk to consumers through poor performance, targeting management performance in order to increase in confidence and performance.	Total 100 hours			Fiscal year end
In partnership with the Berkshire East PCT promote and encourage caterers to provide healthy menu choices through the promotion and participation in the Catering for Health award scheme.	To continue to encourage new premises to gain the Catering for Health Award in order to offer a range of choice to customers. Review existing premises that have the award during appropriate visits to businesses	Total 50 hours	40 visits and 5 service requests		Fiscal year end
To further develop the Buy With Confidence trader approval scheme within Bracknell Forest and incorporate food businesses	To form partnerships with a variety of food businesses in order to deliver higher standards and improved customer satisfaction.	Total 10 Hours			Fiscal year end
Provide competitively priced accredited food hygiene training courses to local food businesses	Provide 6 x Level 2 CIEH training courses depending on demand and resources.	Time accounted elsewhere			Fiscal year end

Performance Management					
Task	Outcome	Indicative Resource	Indicative numbers	By when	
To respond within agreed timetables for national performance data for the Food Standards Agency (FSA) and BERR (Department for Business Enterprise and Regulatory Reform)	Full reports submitted within time frames and respond to all requests for information and action as appropriate	Total 190 hours	230 alerts	Fiscal year end	
To maintain a quality service in accordance with the Food Law Code of Practice	Annual review of the Food Law Enforcement plan to demonstrate compliance with statutory requirements Implementation of the agreed work plan, ensuring consistency of approach and maximised resources Continue to implement an in-house competency system for appointed officers Reviewed and up-to-date internal procedures Identification of staff training needs during appraisals, including: Regulators Development Needs Analysis tool (RDNA)	Total 100 hours		Fiscal year end	

	Guidance for Regulators Information Point (GRIP) To ensure compliance through consistency exercise training of officers.				
Complete Monthly and Quarterly Performance Assessments	Report on quality and consistency of the Sections work and review as necessary	Total 20 hours		Fiscal year end	
To support and participate in the working of the Trading Standards South East region of authorities and the Berkshire Food Liaison Group	Work effectively together upon agreed regional and national projects to provide a consistent and improved service that facilitates the application of best practice and the identification of collaborative working opportunities.	Total 30 hours	7 meetings and 2 teleconferences	Fiscal year end	
To maintain integrity of data held	To ensure accurate record of premises in the borough.	Total 10 hours		Ongoing	
To respond to requests for information	To provide information and assistance for all received Freedom of Information and other relevant data holding requests.	Total 20 hours	20 requests	Fiscal year end	
		Total Resource: 3360 hours			

**TO: ENVIRONMENT, CULTURE & COMMUNITIES OVERVIEW AND SCRUTINY
PANEL
24 APRIL 2012**

**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 (LDS) and the Annual Monitoring Report (AMR).
- 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, and provides an update following an earlier report (12 January 2012).

2. RECOMMENDATION(S)

- 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 RECOMMENDATION(S)

- 3.1 To advise the Panel of the progress of documents forming part of the Bracknell Forest Borough LDF.

4. ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None.

5. SUPPORTING INFORMATION

Documents that have been finalised

- 5.1 The Bracknell Forest LDF is a portfolio of documents. There is one main adopted document with development plan status; the Core Strategy. This 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 planning documents. A list of the Council's adopted documents is at Appendix 1.

Documents that are under preparation or planned

- 5.3 The Local Development Scheme is a three-year project plan, which sets out time scales for the preparation of planning documents. The current Scheme for Bracknell Forest came into effect on 8 August 2011 and therefore covers the period to 7 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 key development plan documents proposed for preparation within the three year period are the Site Allocations DPD and commencement of the Core Strategy Review. As Members will be aware, the Site Allocations DPD Draft Submission was approved for submission to the Secretary of State by Council on 30th November. Consultation on the Draft Submission took place during January-March 2012, with submission this summer leading to Public Examination in the latter part of 2012.
- 5.5 Initial internal scoping work has recently commenced on a review of the Core Strategy the programme for this will need to be reviewed in light of the National Planning Policy Framework published in late March. The review 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.
- 5.6 Since the previous update report two Supplementary Planning Documents have been adopted:
- The Warfield SPD which contains guidance for the major development at Warfield.
 - The Thames Basin Heaths Special Protection Area Avoidance and Mitigation Strategy SPD. This explains how negative impacts of residential development on a special protection area for rare birds will be avoided and mitigated.

The National Planning Policy Framework (NPPF)

- 5.7 The NPPF is an important new government planning publication. It distils a large number of planning policy guidance notes and statements into a single framework document. One of its key elements is the presumption in favour of sustainable development.
- 5.8 Officers are presently reviewing the content of the NPPF and the implications for Bracknell Forest and our current LDF planning policies. Essentially our saved local plan policies will still carry weight in decision making in proportion to the extent with which they accord with the NPPF. Our Core Strategy policies can still carry their full weight for a 12 month period after which their weight will also depend on the extent to which they accord with the NPPF. We will need to ensure that the Core Strategy Review fills any policy gaps left by the withdrawal of all the previous government guidance (and the abolition of the regional strategy) and complies with the new requirements set out in the NPPF.

**6. ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS / EQUALITIES
IMPACT ASSESSMENT / STRATEGIC RISK MANAGEMENT ISSUES /
CONSULTATION**

6.1 Not applicable.

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

APPENDIX 1

Local Development Framework Update

ADOPTED DOCUMENTS

Development Plan Documents

Core Strategy DPD

- A high level document containing the Council's long-term aspirations for the Borough, and policies to guide and manage development in Bracknell Forest until 2026.
- Adopted - February 2008.
- www.bracknell-forest.gov.uk/corestrategy

Bracknell Forest Borough Proposals Map

- Shows Core Strategy designations and Saved Policies from the Bracknell Forest Borough Local Plan. It will be updated to show the areas of policies and proposed development sites in the Site Allocations Development Plan Document (see below) following its adoption.
- Adopted April 2010.
- www.bracknell-forest.gov.uk/proposalsmap

Supplementary Planning Documents

Designing for Accessibility SPD

- Provides guidance on making development accessible, including for disabled and other less mobile people.
- Adopted at the 20 June 2006 Executive meeting.
- www.bracknell-forest.gov.uk/designaccess

Parking Standards SPD

- Contains guidance on parking requirements for residential and other forms of development.
- Adopted at the 24 July 2007 Executive meeting.
- www.bracknell-forest.gov.uk/parking

Limiting the Impact of Development SPD

- Explains how the Council will secure funding for measures (including infrastructure like roads, schools and open space) needed to mitigate the impact of new development.
- Adopted at the 24 July 2007 Executive meeting.
- www.bracknell-forest.gov.uk/lid

Sustainable Resource Management SPD

- Provides guidance on renewable energy, climate change, efficiency and sustainable construction in relation to Core Strategy policies.
- Adopted at the 21 October 2008 Executive meeting.
- www.bracknell-forest.gov.uk/srm

Amen Corner SPD

- Provides guidance for applications for a comprehensive mixed use development of the Amen Corner South Core Strategy site.
- Adopted at the 16 March 2010 Executive meeting.
- 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 at the 16 March 2010 Executive meeting.
- www.bracknell-forest.gov.uk/characterareas

Streetscene SPD

- Contains design guidance for streets and other public spaces in residential developments
- Consultation of the Draft SPD undertaken in May 2010
- Adoption at the 29 March 2011 Executive meeting.
- www.bracknell-forest.gov.uk/streetscene

Thames Basin Heaths Special Protection Area Avoidance and Mitigation Strategy SPD

- Explains how negative impacts of residential development on a special protection area for rare birds will be avoided and mitigated.
- Consultation on Draft SPD underway until 24 October 2011
- Adopted March 2012.
- www.bracknell-forest.gov.uk/SPA

Warfield SPD

- It will provide guidance for planning applications for a comprehensive mixed use development of the Warfield site (formerly known as land North of Whitegrove and Quelm Park). The site is identified for development in the adopted Core Strategy.
- Consultation on the Draft SPD December 2010
- Further targeted consultation on a detailed concept plan during November 2011
- Adopted February 2012.
- www.bracknell-forest.gov.uk/warfield

DOCUMENTS UNDER PRODUCTION

Development Plan Documents

Site Allocations DPD

- Will implement the adopted Core Strategy. It will identify sites for future housing development, ensure that appropriate infrastructure is identified and delivered alongside new development and will also revise some designations shown on the Proposals Map.
- Options consultation took place in February-April 2010
- Preferred Options consultation took place November 2010-January 2011
- Council resolution for publication: 30 November 2011
- Consultation period on Draft Submission Document – Jan/March 2012
- Submission – Summer 2012
- Examination – Autumn 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, the environment, 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 Development Plan Documents.

**TO: ENVIRONMENT, CULTURE AND COMMUNITIES OVERVIEW AND SCRUTINY
PANEL
24 APRIL 2012**

**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 Public Transport & Concessionary Fares, and the Member Reference Group exploring the possible merits of the Council entering into a commercial sponsorship scheme.

2 RECOMMENDATION(S)

- 2.1 **That the Panel notes the progress achieved to date by its working groups reviewing highway maintenance and Public Transport & Concessionary Fares, and its Member Reference Group considering commercial sponsorship.**

3 REASONS FOR RECOMMENDATION(S)

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

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None.

5 SUPPORTING INFORMATION

Highway Maintenance Working Group

- 5.1 The Working Group has prepared an interim report of its review of highway maintenance which was adopted by the Panel for sending formally to the relevant Executive Member. The Executive Member's response was received by the Panel at its last meeting. Since preparing the interim report, the Working Group had reformed to complete its review and has also considered the Executive Member's response. Ongoing work will include consideration of the Highway Asset Management Plan.

Public Transport and Concessionary Fares Working Group

- 5.2 The Panel established this working group to consider proposed budget reductions in relation to public transport subsidies and concessionary fare support as part of the 2012/13 budget proposals and to contribute towards the preparation of a bus strategy for the Borough. The Working Group has met on two occasions to date. The first meeting focused on the extent and operation of the public transport and concessionary fares scheme. At its second meeting, the Working Group agreed the scope of its work and considered a report which provided further detail in respect of

the rationale behind the proposed budget reductions to public transport and concessionary fares and suggested two alternative potential packages of cuts to achieve the proposed budget reduction.

- 5.3 A further meeting of the Working Group will take place on 24 April 2012 to consider the results of the public transport and concessionary fares consultation exercise and related Equalities Impact Assessment and to consider and comment on the draft Executive report concerning the proposed budget reductions. Further work will focus on progressing the development of the Bus Strategy and include meeting bus operators.

Commercial Sponsorship Member Reference Group

- 5.4 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.
- 5.5 Having agreed that a commercial sponsorship scheme would be acceptable in principle, the Working Group explored the possibility of introducing a viable scheme, having regard to corporate identity standards, commercial sponsorship practices and experiences of other local authorities, planning and highway policies and constraints applying to signage and other issues relating to sponsorship. The Group subsequently engaged a commercial sponsorship company to undertake a basic audit of assets in the Borough which could be utilised for commercial sponsorship purposes, and related matters. The audit is currently being undertaken and once it 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 / EQUALITIES IMPACT ASSESSMENT / STRATEGIC RISK MANAGEMENT ISSUES / CONSULTATION

- 6.1 Not applicable.

Background Papers

The interim report of a review of highway maintenance.

Contact for further information

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

Andrea Carr – 01344 352122
e-mail: andrea.carr@bracknell-forest.gov.uk

**TO: ENVIRONMENT, CULTURE AND COMMUNITIES OVERVIEW AND SCRUTINY PANEL
24 APRIL 2012**

OVERVIEW AND SCRUTINY PROGRESS REPORT Assistant Chief Executive

1 PURPOSE OF REPORT

1.1 This report highlights:

- (i) Overview and Scrutiny (O&S) activity during the period September 2011 to February 2012.
- (ii) Significant national and local developments in O&S.

2 RECOMMENDATIONS

- 2.1 To note Overview and Scrutiny activity over the period September 2011 to February 2012, set out in section 5 and Appendices 1 and 2.**
- 2.2 To note the developments in Overview & 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

Health Scrutiny

5.1 Health Scrutiny Chairmen from the three East Berkshire councils together with Buckinghamshire County Council are considering resuming the Joint East Berkshire Health Overview and Scrutiny Committee, which has been formally suspended since February 2011; this would be to receive a prospective formal consultation by the Primary Care Trust (PCT) later in 2012, regarding prospectively significant changes to health services.

Overview and Scrutiny Membership

5.2 The membership of the O&S Commission and Panels was last set by Council and the Commission respectively at their annual meetings on 25 May 2011. Subsequently, the two Parent Governor and Catholic Diocese vacancies have been filled, and the vacancy of the Church of England representative remains to be filled.

Overview and Scrutiny Work Programme

5.3 The programme continues the increased focus on contributing to policy development and pre-decision scrutiny, through short reviews; with fewer major reviews reviewing important

topics in depth, over several months. The table at Appendix 1 sets out the current status of the O&S Working Groups, along with the list of completed reviews. Work is well underway to refresh the work programme for the coming civic year.

Overview and Scrutiny Commission

- 5.4 The O&S Commission met on 15 September, the main items being: to review the progress of a number of O&S Working Groups and their reports; the responses received to an O&S report; the quarterly performance reports; and considering the work programme and the approach to budget scrutiny. An additional meeting was arranged on 21 September to consider the Call-In of an Executive decision relating to land at Binfield. At the Commission's meeting on 24 November the main items were a presentation on the work of the Economic and Skills Development Partnership, considering the Executive responses to two O&S reports, and to review the progress of the Commission's various Working Groups. At its last meeting on 26 January, the main items included: appointment of Mrs Carol Murray as new Parent Governor Representative; considering the draft budget for 2012-13; reviewing the latest performance reports; receiving a report on Superfast Broadband; and considering the progress of Panels, Working Groups and the future O&S work programme.
- 5.5 The O&S Commission's next meeting is on 29 March. Meanwhile, the Commission is running two Working Groups, as described in Appendix 1. The Commission's working groups which have concluded, listed in Appendix 1, included the review of the new Medium Term Objectives; on that review the Council's Leader's letter of 21 Sept, accepting many of the recommended changes by the O&SC Working Group, said *'Executive colleagues, senior officers and I have certainly found the Working Group's views positive in helping to sharpen the document'*.

Environment, Culture and Communities O&S Panel

- 5.6 The Panel met on 18 October and 10 January. The main items considered at the meetings included: Quarterly Service Reports for the relevant quarters; the 2012/13 budget proposals; the Supporting People Strategy; relevant Executive Forward Plan items; briefings in respect of the Community Infrastructure Levy and the impact of the Localism Act 2011; and progress updates concerning the Borough's Local Development Framework, the re-surfacing of the A322 Bagshot Road, the energy management of the Borough's schools, proposed highway works, winter preparations and monitoring the progress of the Panel's working groups (see Appendix 1). The Panel's next meeting is on 24 April.

Health O&S Panel

- 5.7 The Panel met on 3 November and 2 February. The main items considered at those meetings included: receiving the views of the Member of Parliament for Bracknell on secondary health services in the locality; reviewing progress on the establishment of the new Clinical Commissioning Group; receiving presentations from the Chief Executives of South Central Ambulance Service and Frimley Park Hospital on the work of their NHS Trusts; meeting the Chief Executive of NHS Berkshire PCT on progress on the reforms to health arising from the Government's Health and Social Care Bill and the 'Shaping the Future' programme for health services in East Berkshire; monitoring the Bracknell Healthspace project; receiving briefings on the transfer of public health functions to the Council; and monitoring the progress of the Panel's Working Groups (see Appendix 1). The Panel's next meeting is on 26 April.
- 5.8 The work outside formal panel meetings has included the Panel Chairman attending the Royal opening of the Royal Berkshire Hospital's Brants Bridge Clinic, visiting Frimley Park Hospital, and attending various NHS seminars.

Children, Young People and Learning O&S Panel

- 5.9 Meetings of the Panel were held on 5 October and 18 January when it: viewed a domestic violence DVD created by the Bracknell Forest Youth Council; received the minutes of the Corporate Parenting Advisory Panel; was briefed on school places and the school admissions process, the Education Act 2011 and a Serious Case Review; and considered relevant Executive Forward Plan items, its work programme, Quarterly Service Reports for the relevant quarters, the 2012/13 budget proposals, the report of the O&S review of the Common Assessment Framework, and the 2010/11 annual reports of the Local Safeguarding Children Board, of School and Children's Centre Inspections, of the Ofsted Assessment of Children's Services and of the Independent Reviewing Officer for Children's Social Care. Future review work is described in Appendix 1. The Panel's next meeting is on 18 April.
- 5.10 The work outside formal Panel meetings has included some Panel members and an O&S officer meeting with OFSTED inspectors in November 2011 on the role and activities of the Panel and its working groups. OFSTED and the Care Quality Commission were inspecting safeguarding and looked after children services in Bracknell Forest and subsequently commented on O&S in the report¹ of their Inspection. The inspectors said:

'The council's overview and scrutiny process is outstanding and has led to a thorough and comprehensive review of safeguarding in 2011 with clear and measurable recommendations.'

'The internal scrutiny of performance is outstanding, with strong evidence of senior managers being held to account for service quality, performance and the actions to be taken in order to meet specific targets.'

Additionally, following the issuing of a press release on the report of the Working Group which reviewed the Common Assessment framework, a local radio station interviewed the Lead Member of the Working Group.

Adult Social Care O&S Panel

- 5.11 The Panel met on 11 October and 17 January. The main items considered at the meetings included: the 2010/11 Adult Safeguarding Annual Report; the Adult Social Care and Health Local Account for 2010/11; Quarterly Service Reports for the relevant quarters; the 2012/13 budget proposals; the Panel's work programme, relevant Executive Forward Plan items; briefings in respect of the Emergency Duty Team, Carers' Conference outcomes, substance misuse and Blue Badge disabled parking scheme reforms; and progress updates regarding the personalisation of Adult Social Care and the Older People's Partnership. The Panel also received a petition with 973 signatories asking for Ladybank Residential Care Home to remain open and updates on its working groups (see Appendix 1). The Panel's next meeting is on 17 April.

Other Overview and Scrutiny Issues

- 5.12 The O&S Annual Report for 2011-12 is being produced, and this is planned for presentation to Council on 25 April.
- 5.13 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.

¹ The report was published on 16 December 2011 and can be seen at <http://www.ofsted.gov.uk/local-authorities/bracknell-forest>

- 5.14 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).
- 5.15 The O&S Commission Chairmen and Vice Chairmen are meeting on a regular basis to consider cross-cutting O&S issues. Their next meeting is planned for 16 April.
- 5.16 External networking on O&S in the last six months has included an O&S officer attending the South East Employers Local Democracy and Accountability network events; Members and an O&S officer attending an O&S public health conference; and an O&S officer attending a Home Office conference on the new Police and Crime Panels scrutiny arrangements.

6 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, and is being monitored. The governance implications of the Localism Act relating to scrutiny are under consideration by members.
- 6.2 Council approved the introduction of a Public Participation scheme for O&S, and this is now a standard item for all O&S meetings in public.
- 6.3 Member training on O&S in the period included three training events delivered by the Centre for Public Scrutiny on questioning skills, and on leadership of O&S.
- 6.4 The O&S Officer team pursued a number of developments, including adding O&S questions to the all-Member survey in January 2012. Of the applicable answers from respondents, 96% said they were satisfied with the support provided by officers, and 81% said they were satisfied with the training provided to members on O&S. Other development work by the O&S team included regularly delivering Corporate Induction Training on O&S; and improving the O&S pages on the Council's website. Also, the Head of O&S met the Youth Council on 26 September, at the initiative of the Executive Member for Children and Young People, to explain the role of O&S, and to explore whether the Youth Council would like to become involved.

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 2011/12. 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

Principal Groups Consulted

- 8.1 None.

Method of Consultation

- 8.2 Not applicable.

Representations Received

- 8.3 None.

Background Papers

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

Contact for further information

Victor Nicholls, Assistant Chief Executive
Victor.nicholls@bracknell-forest.gov.uk
Tel: 01344 355604

Richard Beaumont, Head of Overview & Scrutiny
Richard.beaumont@bracknell-forest.gov.uk
Tel: 01344 352283

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OVERVIEW AND SCRUTINY CURRENT WORKING GROUPS – 2011/12

Position at 23 February 2012

Overview and Scrutiny Commission								
WORKING GROUP	MEMBERS	DEPT. LINK OFFICER	O&S LEAD OFFICER	SCOPING	PROGRESS OF REVIEW	REPORT / SUBMISSION	EXECUTIVE RESPONSE	CURRENT STATUS
ICT Strategy	Heydon (Lead) Angell, Ms Brown, Brunel-Walker and Gbadebo	Pat Keane	Richard Beaumont	√	Completed	√ Views given at meeting on 22 February 2012		Final strategy awaited (Note: 15 March strategy submitted)
Community Infrastructure Levy	Leake (Lead), Angell, Mrs Birch, Heydon, Virgo and Worrall	Bev Hindle	Richard Beaumont	Being drafted				First meeting held on 23 February

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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
New Health and Well-being Strategy	Virgo (Lead), Finch, Mrs Temperton, and Baily. Mr Pearce	Glyn Jones	Richard Beaumont	Under development	Information gathering underway			Two meetings held to date
Implementation of the major NHS reforms	Finch (Lead), Virgo, Mrs Angell and Mrs Barnard	Glyn Jones	Richard Beaumont	√	Started. On- hold pending legislation			Two meetings held to date

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: Mrs Cupper (Sandhurst), Mrs Doyle (Binfield), Kensall (Bracknell), Paxton (Winkfield) and Price (Crowthorne)	Steve Loudoun	Andrea Carr	√	Around 80% completed	Interim report issued	Response received to interim report	The working group has resumed to complete the review and will be next considering the Highways Asset Management Plan.
Member Reference Group – Commercial Sponsorship	Finnie (Lead), Brossard, Dudley, Gbadebo and Ward	Vincent Paliczka	Andrea Carr	√	Around 60% completed			To provide views and advice on prospective commercial sponsorship income.
Site Allocations Development Plan Document (SADPD)	Finnie (Lead), Mrs Angell, Brossard, Finch and McLean	Bev Hindle / Max Baker	Andrea Carr	√	Completed	Views submitted to the Executive as part of the DPD consultation.	Not applicable	Work completed and no further meetings proposed.

Unrestricted

Public Transport Subsidies & Concessionary Fare Support	Brossard, Finnie, Gbadebo and Leake	Bev Hindle / Sue Cuthbert	Andrea Carr	Scope drafted	The first meeting will take place on 29 February 2012			Review requested as part of the 2012/13 budget proposals.
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Children, Young People 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 (Lead), Mrs McCracken, Ms Hayes and Mrs Temperton. Mrs Mitchell	Sandra Davies	Richard Beaumont	√	Completed	√		Executive response awaited. Group re-forming to provide input to the Early Intervention Strategy.

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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	Virgo (Lead), Blatchford and Brossard	Jillian Hunt / Mira Haynes	Andrea Carr	√	Third meeting is being arranged.			Information and evidence gathering.
Modernisation of Older People's Services	Allen (Lead), Brossard, Harrison and Mrs Temperton	Mira Haynes	Andrea Carr	√	Second meeting taking place on 20 March.			Information and evidence gathering.

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

Unrestricted

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
June 2011	Office Accommodation Strategy
June 2011	Plans for Sustaining Economic Prosperity
July 2011	Review of Highway Maintenance (Interim report)
September 2011	Performance Management Framework

Unrestricted

Publication Date	Title
October 2011	Plans for Neighbourhood Engagement
October 2011	Regulation of Investigatory Powers

Results of Feedback Questionnaires on Overview and Scrutiny Reports

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

	Average score for previous 15 Reviews ²
PLANNING	2.8
Were you given sufficient notice of the review?	
Were your comments invited on the scope of the review, and was the purpose of the review explained to you?	2.9
CONDUCT OF REVIEW	2.7
Was the review carried out in a professional and objective manner with minimum disruption?	
Was there adequate communication between O&S and the department throughout?	2.7
Did the review get to the heart of the issue?	2.7
REPORTING	2.9
Did you have an opportunity to comment on the draft report?	
Did the report give a clear and fair presentation of the facts?	2.5
Were the recommendations relevant and practical?	2.5
How useful was this review in terms of improving the Council's performance?	2.6

² 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, Safeguarding Children, Safeguarding Adults, and the Common Assessment Framework.

**TO: ENVIRONMENT, CULTURE AND COMMUNITIES OVERVIEW AND SCRUTINY
PANEL
24 APRIL 2012**

**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(S)

- 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(S)

- 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

Richard Beaumont – 01344 352283

e-mail: richard.beaumont@bracknell-forest.gov.uk

Andrea Carr – 01344 352122

e-mail: andrea.carr@bracknell-forest.gov.uk

ENVIRONMENT, CULTURE & COMMUNITIES OVERVIEW & SCRUTINY PANEL

EXECUTIVE WORK PROGRAMME

REFERENCE	1034685
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TITLE: Car Parking Charging at The Look Out (and Coral Reef) - Results of Statutory Consultation

PURPOSE OF DECISION: To consider objections received to the proposals to introduce car parking charges at the Look Out and Coral Reef.

FINANCIAL IMPACT: None at this time, a separate decision to proceed with the car parking charges at the two sites would be funded from approved budgets.

WHO WILL TAKE DECISION: Executive Member for Planning & Transport

PRINCIPAL GROUPS TO BE CONSULTED: The contents of the report are the result of a statutory public consultation process.

METHOD OF CONSULTATION: Public Notice

DATE OF DECISION: 16 May 2012

REFERENCE	1034348
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TITLE: Bracknell Forest Biodiversity Action Plan 2012-2017

PURPOSE OF DECISION: To approve the Bracknell Forest Biodiversity Action Plan 2012-2017. This plan sets out priority habitat and species protection and enhancement measures. This includes a range of delivery partners with action co-ordinated through the Biodiversity Forum.

FINANCIAL IMPACT: To be delivered in partnership with other organisations and within existing budgets. An approved strategy will support bidding for external funding for biodiversity projects.

WHO WILL TAKE DECISION: Executive Member for the Environment

PRINCIPAL GROUPS TO BE CONSULTED: Local conservation groups and individuals
General public
Other Council services
Major land owners
Local Countryside Access Forum

METHOD OF CONSULTATION: Biodiversity Forum and via the website. Consultation has been highlighted in the local media.

DATE OF DECISION: 18 May 2012

REFERENCE	I034536
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TITLE: Consultation on Parks and Open Spaces Strategy and Greenspace Quality Improvements Project

PURPOSE OF DECISION: To undertake consultation on the Parks and Open Spaces Strategy prior to adopting. A key feature of the strategy is to raise quality standards for recreational green spaces across the borough to be funded using S106 developer contributions. Therefore the consultation includes liaising with key groups and individuals to help prioritise and target the improvements programme. Subject to the consultation the intention is to seek approval for the strategy in July.

FINANCIAL IMPACT: Quality improvements to be funded using developer contributions.

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

PRINCIPAL GROUPS TO BE CONSULTED: Local Countryside Access Forum
Ward members
Town and Parish Councils and other local partners

METHOD OF CONSULTATION: Via website, meetings with key partners and in writing to ward members.

DATE OF DECISION: 21 May 2012

REFERENCE	I034415
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TITLE: Highway Network Management Strategy

PURPOSE OF DECISION: To seek approval of the Highway Network Management Strategy

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: 22 May 2012

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

PRINCIPAL GROUPS TO BE CONSULTED: None

METHOD OF CONSULTATION: None

DATE OF DECISION: 12 Jun 2012

REFERENCE	I034392
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TITLE: Budget Related Consultation (Transport)

PURPOSE OF DECISION: To determine whether or not, to implement the budget proposals on community transport based on the outcome of public consultation.

FINANCIAL IMPACT: Dependent upon outcome of consultation exercise.

WHO WILL TAKE DECISION: Executive

PRINCIPAL GROUPS TO BE CONSULTED: Interested parties.

METHOD OF CONSULTATION: Letter, meeting(s) with interested parties and internet.

DATE OF DECISION: 12 Jun 2012

REFERENCE	I032842
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TITLE: Review of Statement of Gambling Principles

PURPOSE OF DECISION: To review the Statement of Gambling Principles and to recommend these to Council.

FINANCIAL IMPACT: No financial implications

WHO WILL TAKE DECISION: Executive

PRINCIPAL GROUPS TO BE CONSULTED: Trade Representatives and the Police

METHOD OF CONSULTATION: Via email

DATE OF DECISION: 3 Jul 2012

REFERENCE	I033988
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TITLE: Food Law Enforcement Plan 2012-13

PURPOSE OF DECISION: To finalise the Food Law Enforcement Plan 2012-13 which is part of the Council's Policy Framework and therefore will be submitted to Council for final approval.

FINANCIAL IMPACT: None at this time

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

PRINCIPAL GROUPS TO BE CONSULTED: None

METHOD OF CONSULTATION: None

DATE OF DECISION: 9 Jul 2012