

**EXECUTIVE
21 OCTOBER 2014
5.00 - 5.55 PM**



Present:

Councillors Ward (Vice-Chairman, in the Chair), Dr Barnard, Birch, Brunel-Walker, Mrs Hayes, McCracken and Turrell

Apologies for absence were received from:

Councillors Bettison

16. Declarations of Interest

There were no declarations of interest.

17. Minutes

RESOLVED that the minutes of the meeting of the Executive on 23 September 2014 together with the accompanying decision records be confirmed as a correct record and signed by the Leader.

18. Executive Decisions

The Executive considered the reports submitted on the items listed below and the decisions taken are recorded in the decision sheets attached to these minutes and summarised below:

Item 5. Polling District and Polling Places Review 2014

RESOLVED that the Electoral Review Steering Group proposals are agreed for recommendation to Council:

- i.* That no changes are made to the following polling districts and polling places which meet the statutory criteria and provide reasonable and accessible facilities:

BA	BD	BE	BF	BG	BH	BJ	BK	BM	BN
BP	BQ	BT	BW	CS	SJ	SO	SP	SQ	WG
WM	WN	WP	WQ	WS	WV	WW	WX	WY	WZ

- ii.* That no changes are made to polling district CN (Crowthorne) noting that the TRL site is a long term development area and therefore will be kept under review as development progresses
- iii.* That a new polling district BC is created to cover those properties in the Wykery Copse development, Peacock Lane and Waterloo Road which are currently located in BB and that the Jennett's Park Community Centre, Tawny Owl Square, is designated as the polling place for the new BC polling district (see Map1).

Electors in the revised BB polling district will continue to vote at Farley Wood Community Centre.

- iv. That a new polling district BLP is created for The Parks and surrounding roads and that the Parks Community Centre is designated as the polling place for the new BLP polling district (see Map 2). Electors in the revised BL polling district will continue to vote at St Paul's Church.

Item 6. Amendment to the Council's Policy on Directed Surveillance and Use of Covert Human Intelligence Sources under the Regulation of Investigatory Powers Act 2000

RESOLVED that the draft policy on Directed Surveillance and Use of Covert Human Intelligence Sources attached as an Appendix to the Director of Corporate Services' report be approved.

Item 7. Local Safeguarding Children Board Annual Report

RESOLVED that the Local Safeguarding Children Board Annual Report 2013/14 and the key messages arising from it be noted

Item 8. Annual Report on the Statutory Roles and Responsibilities of the Director of Children's Services and the Lead Member for Children's Services 2013/14

RESOLVED that the report setting out the range of activity undertaken by the Director of Children's Services and the Lead Member for Children's Services in fulfilling the Statutory Guidance be noted.

Item 9. Complaints against Bracknell Forest Council in 2013-14

RESOLVED that:

- i. The approach taken to dealing with and learning from complaints to the Council be endorsed
- ii. The Annual Review letter of the Local Government Ombudsman to the Council for 2013/4 be noted
- iii. The information on other complaints against the Council in 2013/14 be noted
- iv. The developments in complaints handling be noted

Item 10. The Blue Mountain Programme: Delivery Strategy for the Learning Village and Community Facilities

RESOLVED that:

- i. the scope and programme for Blue Mountain Learning Village as per paragraphs 5.12 and 5.13 of the Chief Executive's report be approved.
- ii. the funding model as per Appendix 3 of the Chief Executive's Report for the delivery of the Learning Village after noting the dependencies and risks (paragraphs 5.14 to 5.39 of the Chief Executive's report) be agreed

- iii. the site acquisition in principle with the land owner of the Blue Mountain site as laid out in Appendix 4 of the Chief Executive's report subject to the due diligence to be completed by the Council's property and legal team be approved
- iv. the Leader be requested to arrange that the decision relating to the terms of acquisition (and disposal) of land at Blue Mountain be taken by the Executive Member for Transformation and Finance.
- v. the Procurement Plan in Appendix 2 of the Chief Executive's report for the use of the Improvement Efficiency South East (IESE) framework to procure the contractor for pre-construction services and main works for the Learning Village be approved

LEADER

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Bracknell Forest Council Record of Decision

Work Programme Reference	I049078
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1. **TITLE:** Polling District and Polling Places Review 2014
2. **SERVICE AREA:** Corporate Services
3. **PURPOSE OF DECISION**

To consider the recommendations of the Electoral Review Steering Group for changes to Bracknell Forest's polling districts and polling places as part of a review carried out as required by the Electoral Registration and Administration Act 2013.

4. **IS KEY DECISION** Yes
5. **DECISION MADE BY:** Executive
6. **DECISION:**

That the Electoral Review Steering Group proposals are agreed for recommendation to Council:

- i. That no changes are made to the following polling districts and polling places which meet the statutory criteria and provide reasonable and accessible facilities:

BA	BD	BE	BF	BG	BH	BJ	BK	BM	BN
BP	BQ	BT	BW	CS	SJ	SO	SP	SQ	WG
WM	WN	WP	WQ	WS	WV	WW	WX	WY	WZ

- ii. That no changes are made to polling district CN (Crowthorne) noting that the TRL site is a long term development area and therefore will be kept under review as development progresses
- iii. That a new polling district BC is created to cover those properties in the Wykery Copse development, Peacock Lane and Waterloo Road which are currently located in BB and that the Jennett's Park Community Centre, Tawny Owl Square, is designated as the polling place for the new BC polling district (see Map1). Electors in the revised BB polling district will continue to vote at Farley Wood Community Centre.
- iv. That a new polling district BLP is created for The Parks and surrounding roads and that the Parks Community Centre is designated as the polling place for the new BLP polling district (see Map 2). Electors in the revised BL polling district will continue to vote at St Paul's Church.

7. REASON FOR DECISION

The proposals seek to update the current scheme to enable Bracknell Forest to implement fully the guidance of the Electoral Commission. In particular the proposals seek to meet the recommended number of electors allocated to polling stations across the Borough.

All proposals are made to ensure that there is a balance of the electorate within each polling district; that polling places are convenient and easily accessible for voters; and that future demand arising from new building and development has been taken into account.

8. ALTERNATIVE OPTIONS CONSIDERED

The Electoral Review Steering Group received and considered the views of the Returning Officer, set out in Annex A of the Director of Corporate Services' report and the representations received in response to the consultation, set out in Annex B of the Director of Corporate Services' Report.

9. PRINCIPAL GROUPS CONSULTED: All councillors, local MPs, local political parties, agents at recent elections and disabled groups were asked to comment and all electors were consulted via the website.

10. DOCUMENT CONSIDERED: Report of the Director of Corporate Services

11. DECLARED CONFLICTS OF INTEREST: None

Date Decision Made	Final Day of Call-in Period
21 October 2014	29 October 2014

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I049481
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1. **TITLE:** Amendment to the Council's Policy on Directed Surveillance and Use of Covert Human Intelligence Sources under the Regulation of Investigatory Powers Act 2000

2. **SERVICE AREA:** Corporate Services

3. **PURPOSE OF DECISION**

To amend the Council's existing Regulation of Investigatory Powers Act (RIPA) policy following an inspection by the Assistant Surveillance Commissioner on the 13 March 2014

4 **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

That the draft policy on Directed Surveillance and Use of Covert Human Intelligence Sources attached as an Appendix to the Director of Corporate Services' report be approved.

7. **REASON FOR DECISION**

To implement the recommendations of the Assistant Surveillance Commissioner following an inspection and a review of the Council's Policy on Directed Surveillance and Use of Covert Human Intelligence Sources under the Regulation of Investigatory Powers Act 2000 (RIPA) and the Human Rights Act 2000.

To ensure that the Council's Policy on Directed Surveillance and Use of Covert Human Intelligence Sources is up to date.

8. **ALTERNATIVE OPTIONS CONSIDERED**

None. The Council should have a Policy which is up-to-date, reflects good practice and the statutory Code of Practice in relation to the use of RIPA.

9. **PRINCIPAL GROUPS CONSULTED:** Not applicable

10. **DOCUMENT CONSIDERED:** Report of the Director of Corporate Services

11. **DECLARED CONFLICTS OF INTEREST:** None

Date Decision Made	Final Day of Call-in Period
21 October 2014	29 October 2014

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I049551
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1. **TITLE:** Local Safeguarding Children Board Annual Report

2. **SERVICE AREA:** Children, Young People and Learning

3. **PURPOSE OF DECISION**

For the Executive to receive the annual report of the Local Safeguarding Children Board (LSCB) and to note the key messages / recommendations made.

4. **IS KEY DECISION** No

5. **DECISION MADE BY:** Executive

6. **DECISION:**

That the Local Safeguarding Children Board Annual Report 2013/14 and the key messages arising from it be noted

7. **REASON FOR DECISION**

Working Together to Safeguard Children (2013) provides the statutory framework for the safeguarding responsibilities of those working with children and young people, including the responsibilities of the LSCB. Working Together requires the LSCB Chair to publish an annual report on the effectiveness of child safeguarding and promoting the welfare of children in the local area. The annual report should cover the preceding financial year, and should be submitted to the Chief Executive, Leader of the Council, the local Police and Crime Commissioner and the Chair of the Health and Wellbeing Board.

8. **ALTERNATIVE OPTIONS CONSIDERED**

None.

9. **PRINCIPAL GROUPS CONSULTED:** Members of the LSCB and wider forum of partners and stakeholders

10. **DOCUMENT CONSIDERED:** Report of the Director of Children, Young People & Learning.

11. **DECLARED CONFLICTS OF INTEREST:** None

Date Decision Made	Final Day of Call-in Period
21 October 2014	29 October 2014

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I049268
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1. **TITLE:** Annual Report on the Statutory Roles and Responsibilities of the Director of Children's Services and the Lead Member for Children's Services 2013/14

2. **SERVICE AREA:** Children, Young People and Learning

3. **PURPOSE OF DECISION**

For the Executive to endorse the report and note the range of activity undertaken by the Director of Children's Services and the Lead Member for Children's Services in fulfilling the Statutory Guidance.

4. **IS KEY DECISION** No

5. **DECISION MADE BY:** Executive

6. **DECISION:**

That the report setting out the range of activity undertaken by the Director of Children's Services and the Lead Member for Children's Services in fulfilling the Statutory Guidance be noted.

7. **REASON FOR DECISION**

The Children Act 2004 requires every upper tier local authority to appoint a Director of Children's Services and designate a Lead Member for Children's Services.

The Director of Children's Services and Lead Member for Children's Services are appointed for the purpose of discharging the education and children's social services functions of the local authority. The aim is that between them the Director of Children's Services and Lead Member for Children's Services provide a clear and unambiguous line of local accountability

8. **ALTERNATIVE OPTIONS CONSIDERED**

None.

9. **PRINCIPAL GROUPS CONSULTED:** Not applicable

10. **DOCUMENT CONSIDERED:** Report of the Director of Children, Young People & Learning.

11. **DECLARED CONFLICTS OF INTEREST:** None

Date Decision Made	Final Day of Call-in Period
21 October 2014	29 October 2014

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I047848
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1. **TITLE:** Complaints against Bracknell Forest Council in 2013-14

2. **SERVICE AREA:** Chief Executive's Office

3. **PURPOSE OF DECISION**

To brief the Executive about complaints made against the Council in 2013-14.

4 **IS KEY DECISION** No

5. **DECISION MADE BY:** Executive

6. **DECISION:**

That:

- i. The approach taken to dealing with and learning from complaints to the Council be endorsed
- ii. The Annual Review letter of the Local Government Ombudsman to the Council for 2013/4 be noted
- iii. The information on other complaints against the Council in 2013/14 be noted
- iv. The developments in complaints handling be noted

7. **REASON FOR DECISION**

The Council's staff guidelines on complaints stipulate that, *'The Chief Executive's Office shall write an annual report about complaints, which shall include reference to the annual letter issued by the Local Government Ombudsman'*. This report gives the Executive information on an important aspect of the Council's services to residents, in keeping with the Council's Charter for Customers, which includes always putting the customer first, learning from feedback, and continually aiming to improve the Council's service and performance.

To support the implementation of the corporate Customer Contact Strategy, endorsed by the Council's Executive on 5 July 2011. This strategy's overarching aim is to improve the quality of customer service to residents and service users.

8. **ALTERNATIVE OPTIONS CONSIDERED**

None

9. **PRINCIPAL GROUPS CONSULTED:** N/A

10. **DOCUMENT CONSIDERED:** Report of the Assistant Chief Executive

11. **DECLARED CONFLICTS OF INTEREST:** None

Date Decision Made	Final Day of Call-in Period
21 October 2014	29 October 2014

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I047693
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1. **TITLE:** The Blue Mountain Programme: Delivery Strategy for the Learning Village and Community Facilities

2. **SERVICE AREA:** Children, Young People and Learning

3. **PURPOSE OF DECISION**

That the Executive approve the delivery strategy for the Learning Village (A nursery, two form entry primary and seven form entry secondary all through school) and community facilities for the site at Blue Mountain

4 **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

That:

- i. the scope and programme for Blue Mountain Learning Village as per paragraphs 5.12 and 5.13 of the Chief Executive's report be approved.
- ii. the funding model as per Appendix 3 of the Chief Executive's Report for the delivery of the Learning Village after noting the dependencies and risks (paragraphs 5.14 to 5.39 of the Chief Executive's report) be agreed
- iii. the site acquisition in principle with the land owner of the Blue Mountain site as laid out in Appendix 4 of the Chief Executive's report subject to the due diligence to be completed by the Council's property and legal team be approved
- iv. the Leader be requested to arrange that the decision relating to the terms of acquisition (and disposal) of land at Blue Mountain be taken by the Executive Member for Transformation and Finance.
- v. the Procurement Plan in Appendix 2 of the Chief Executive's report for the use of the Improvement Efficiency South East (IESE) framework to procure the contractor for pre-construction services and main works for the Learning Village be approved

7. **REASON FOR DECISION**

The Blue Mountain Programme is a priority for Bracknell Forest Council. The programme will deliver statutory school places required in the Borough alongside meeting the need for new housing and the associated community facilities. The strategy for this programme requires Executive approval.

8. ALTERNATIVE OPTIONS CONSIDERED

Doing nothing is not an option because the Council has a statutory duty to provide sufficient pupil places. A viable alternative site for a secondary school is not available.

Recommended Option

On the assumption that a commercial deal between the land owner of the Blue Mountain site and the Bracknell Town Football Club will be made, a Learning Village co-located with the football club is the preferred option for the programme. However, the co-location is dependent upon several external factors including a commercial element between the football club and the land owner; the football club will need to provide funding for its re-location and the new facilities; shared provision will need to be operationally viable for both the school and the football club.

Default Option

In the event that the option for the Learning Village and Bracknell Town Football Club co-location is not achievable, the default option will be to deliver the Learning Village by September 2017 without co-location.

9. **PRINCIPAL GROUPS CONSULTED:** Corporate Management Team and Blue Mountain Project Steering Group
10. **DOCUMENT CONSIDERED:** Report of the Assistant Chief Executive
11. **DECLARED CONFLICTS OF INTEREST:** None

Date Decision Made	Final Day of Call-in Period
21 October 2014	29 October 2014

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