



AGENDA

For the Council meeting to be held on
Wednesday 26 November 2014.

Timothy Wheadon, Chief Executive



NOTICE OF MEETING

Council

Wednesday 26 November 2014, 7.30 pm

Council Chamber, Fourth Floor, Easthampstead House, Bracknell

To: The Council

Councillor Kendall (Mayor), Councillor Blatchford (Deputy Mayor),
Councillors Mrs Angell, Allen, Angell, Baily, Mrs Barnard, Dr Barnard, Bettison, Birch,
Mrs Birch, Brossard, Ms Brown, Brunel-Walker, Davison, Dudley, Finch, Finnie, Gbadebo,
Mrs Hamilton, Harrison, Mrs Hayes, Ms Hayes, Heydon, Kensall, Leake, McCracken,
Mrs McCracken, McLean, Ms Miller, Mrs Phillips, Mrs Pile, Porter, Sargeant, Mrs Temperton,
Thompson, Turrell, Virgo, Wade, Ward, Ms Wilson and Worrall

TIMOTHY WHEADON
Chief Executive

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Published: 18 November 2014



Council

Wednesday 26 November 2014, 7.30 pm

**Council Chamber, Fourth Floor, Easthampstead House,
Bracknell**

Sound recording, photographing, filming and use of social media at meetings which are held in public are permitted. Those wishing to record proceedings at a meeting are however advised to contact the Democratic Services Officer named as the contact for further information on the front of this agenda as early as possible before the start of the meeting so that any special arrangements can be made.

AGENDA

Page No

The meeting will be opened with prayers by the Mayor's Chaplain

1. **Apologies for Absence**

2. **Minutes of Previous Meeting**

To approve as a correct record the minutes of the meeting of the Council held on 17 September 2014.

1 - 12

Annexed to the minutes for information, is a letter of response from the Chief Executive Officer at Heathrow Airport responding to the Council's recent concerns around the lack of consultation around the flight path trials over the Borough.

3. **Declarations of Interest**

Any Member with a Disclosable Pecuniary Interest or an Affected Interest in a matter should withdraw from the meeting when the matter is under consideration and should notify the Democratic Services Officer in attendance that they are withdrawing as they have such an interest. If the Interest is not entered on the register of Members interests the Monitoring Officer must be notified of the interest within 28 days.

4. **Mayor's Announcements**

5. **Executive Report**

To receive the Leader's report on the work of the Executive since the Council meeting held on 17 September 2014.

13 - 22

Council is asked to resolve a recommendation in respect of:

- **Polling Districts and Polling Places**

The Executive will be meeting on 18 November 2014, if any matters arise at that meeting which require a decision by Council, a supplementary report will be circulated.

6. **Establishment of an Appointment Committee** 23 - 26
To establish an Appointment Committee to recruit to the post of Borough Solicitor from June 2015.

7. **Schedule of Meetings 2015-16** 27 - 30
To approve the proposed Schedule of Meetings 2015/16.

8. **Questions Submitted Under Council Procedure Rule 10**

(i) By Councillor Ms Brown to Councillor Brunel-Walker, Executive Member for Economic Development and Regeneration

Now that Fenwick have finally signed to be the second anchor store in Bracknell Town's regeneration, can the Council give the residents their much requested definitive time scale of month and year for the following:-

1. *Start of building M&S, Fenwick and other shops*
2. *Completion of this build and opening of the shops*
3. *Start of rebuild of Charles' Square*
4. *Completion of this rebuild and opening of the shops*
5. *Demolition of the 3M building*
6. *Completion of the rebuild of its replacement flats and shops*
7. *Completion of the bus station renovation*
8. *Demolition of Coopers Hill*
9. *Rebuild of the Youth Hub and flats*
10. *Opening of this central Youth facility promised 2 years ago?*

(ii) By Councillor Mrs Temperton to Councillor Dr Barnard, Executive Member for Children, Young People & Learning

Evidence shows that there will again be pressures on the budget from the need to support an increased number of children taken into care.

'Homestart' is a local organisation that trains volunteers to work with vulnerable families in their homes; providing support, building confidence and resilience; helping to prevent family crises and breakdown. At this time last year, it was proposed that the budget to 'Homestart' be cut by £20,000, a 1/3rd of their budget. In the actual budget this cut was 'reprieved for just one year to allow a review of funding'. I trust the Council will again recognise that supporting 'Homestart's' early intervention is an investment to save a lot of money.

Can we be assured there will be no cut in 'Homestart's' funding in the 2015/2016 budget?

- (iii) By Councillor Mrs Temperton to Councillor Dr Barnard,
Executive Member for Children, Young People & Learning

Piloting the web-based "Mindfull" programme in two secondary schools was a welcome recognition of the urgent need for counselling, to support young people's mental well-being.

In light of the collapse of this programme and before another such is commissioned, what extra support is being offered to our young people in the interim?

COUNCIL
17 SEPTEMBER 2014
7.30 - 9.35 PM



Present:

The Mayor (Councillor Alan Kendall), Councillors Blatchford (Deputy Mayor), Mrs Angell, Allen, Angell, Baily, Mrs Barnard, Dr Barnard, Birch, Mrs Birch, Brossard, Ms Brown, Brunel-Walker, Davison, Finch, Finnie, Gbadebo, Mrs Hamilton, Harrison, Mrs Hayes, Ms Hayes, Leake, McCracken, Mrs McCracken, McLean, Ms Miller, Mrs Phillips, Porter, Sargeant, Mrs Temperton, Thompson, Turrell, Virgo, Wade, Ms Wilson and Worrall

Apologies for absence were received from:

Councillors Bettison, Dudley, Heydon, Kensall, Mrs Pile and Ward

17. Minutes of Previous Meeting

RESOLVED that the minutes of the Council meeting held on 16 July 2014 be approved and signed by the Mayor as a correct record.

18. Declarations of Interest

Councillors Finnie, Finch, Thompson and Wade declared an interest in Agenda Item 8: (S106 Supplementary Capital Approval), as members of the Bracknell Rugby Club.

19. Mayor's Announcements

Suspension of Council Procedure Rule 11

The Mayor advised that he had agreed to add the motion tabled by Councillor Brunel-Walker to the agenda as Agenda Item 11, subject to Council agreeing to suspend Council Procedure Rule 11, motions on notice.

Upon being put to the vote it was **RESOLVED** that Council Procedure Rule 11 be suspended to allow the tabled motion 01/2014 moved by Councillor Brunel-Walker and seconded by Councillor McLean to be considered as Agenda Item 11.

Mayor's Charity Events

The Mayor announced that the following charity events would be taking place in the upcoming months in aid of the Mayor's charity:

- 17 October 2014: Table Top Sale at the Early Bird Florist in Binfield. Members were asked to give any contributions they may wish to make to either Councillor Mrs Angell or the Mayoral Support Officer.
- 6 November 2014: Cake Sale at Easthampstead House at 11am. Any contributions from Members would be welcome.
- 15 November 2014: Mayor's Charity Concert at St Michael and St Mary Magdalene Church, Easthampstead at 3pm. Pupils from local schools would be attending the concert as well as the church choir.

- 23 November 2014: Mayor's Curry Evening.

Other Mayoral Announcements

The Mayor announced that November was Pancreatic Cancer Research month and that he would be working closely with his charity during this month.

The Mayor's Just Giving Page had now been set up.

Executive Member for Corporate Services

Councillor McCracken was pleased to announce that the Bracknell Town Centre Library had been chosen as one of 200 libraries nationally to participate in the Wimpy Kid Challenge. This was quite an achievement, particularly given the difficult financial climate libraries had faced recently; he was delighted that Bracknell Library had been chosen. Bracknell Library would be giving away 53 books from the Wimpy Kid series of books as a result.

Councillor McCracken offered his congratulations to Paul James, the Cemetery and Crematorium Supervisor at Easthampstead Cemetery and Crematorium for achieving runner up employee of the year in the Good Funeral Guide.

Councillor McCracken commended officers in Environmental Health and Trading Standards who had undertaken excellent work to recover in excess of £50,000 monies being withheld illegally. There had also been successful prosecutions for fly tipping in two areas of the borough.

Councillor McCracken was pleased to congratulate the Emergency Planning Team in achieving the ROSPA Gold Award for the fifth time.

Executive Member for the Environment

Councillor Mrs Hayes reported that a number of the Council's employees would be leaving the Council to join Continental Landscape Limited. These staff had given years of excellent service and shown great commitment to the residents and business needs of the borough through inclement weather including snow and even flooding. She looked forward to continuing the excellent working relationship with these staff and their new management team. Councillor Mrs Hayes wished them well for the future.

Councillor Mrs Hayes was pleased to announce that the 26 six foot poppies that had been displayed around the borough had been hugely successful and very well received by local residents. The poppies would be put out again in November for the First World War centenary and thereafter each year in November. If those Members who had not yet purchased a poppy, would like to purchase one they should contact her or Councillor Virgo.

Councillor Mrs Hayes announced that yew trees shaped like Christmas trees were available for purchase and provided a sustainable alternative to traditional Christmas trees. Members were asked to contact Councillor Mrs Hayes if they would like a yew tree for their areas. These trees would be utilised in Martins Heron and Chavey Down.

Councillor Mrs Hayes congratulated Bracknell Town Council for winning their category in the Bracknell in Bloom awards and winning the silver gilt award.

Councillor Mrs Hayes asked all Members to note the Re3 annual environmental report.

Executive Member for Children, Young People & Learning

Councillor Dr Barnard was pleased to announce that the Lights Out event at South Hill Park on 4 August 2014 had been a huge success with 400 attendees. Banners created by local schools had been projected onto the South Hill Park building and it had been a special evening, he passed forward his thanks to all those that had been involved in organised the evening. The banners would be projected again on 11 November on the Ocean House building to mark the centenary of the First World War.

Councillor Dr Barnard was proud to announce that this year both GCSE and A level results had improved showing that local young people had once again excelled themselves. He thanked students, staff, parents and families who all played a part in supporting young people. He was pleased to announce that early years had also achieved good results this year.

20. **Presentation from Thames Valley Police**

The Chief Constable, Sara Thornton, gave a presentation on significant policing issues across the borough and Police and Crime Commissioner, Anthony Stansfeld also attended to speak to Members about budgets and regional funding.

The Police and Crime Commissioner reported that the performance of the Thames Valley Police (TVP) over the last two years had been remarkable. Household burglary was at a 40 year low and other burglaries were at a two year low. Rural crime had dropped in Thames Valley whilst it had increased elsewhere. Technology such as Automatic Number Plate Recognition had helped police forces hugely as well as good support from local Community Safety Partnerships.

The Police and Crime Commissioner reported that the six years ahead were a concern in terms of budgets. £1m would need to be cut from the Thames Valley Police budget which would present significant challenges.

The Chief Constable then delivered her presentation to the Council and reported that the Her Majesty's Inspectorate Constabulary (HMIC) Review had made the following points about TVP:

- TVP was on track to achieve its required savings of £58.9m with a comprehensive strategy to achieve future savings, whilst continuing to fight crime and keep communities safe
- With a focus on non-pay costs, TVP had been able to achieve savings with a considerably smaller reduction in officer and staff numbers than other forces
- Thames Valley stood out as having increased the actual numbers of officers and staff in frontline roles. This was commendable and demonstrated the ambition and commitment of the force to maintain the confidence of its communities
- The force had achieved the highest reduction in crime in comparison to other forces. Crime levels were low overall and high levels of victim satisfaction have been maintained.

The Chief Constable reported that she was very proud of the strong report from HMIC.

The Chief Constable outlined the Police Delivery Plan Six Strategic Objectives for 2014/15 and provided some detail around the work taking place to support these objectives:

1. Cut crimes that were of most concern to the community
2. Increase the visible presence of the police
 - 650 Special Constables were now employed in the Thames Valley region. 126,016 hours operational policing since January 2014, 23% of this was in the Berkshire region.
 - A 12 month Street Triage in Oxfordshire had led to a 38% reduction in the number of people detained under s.136. There were plans to expand to East Berkshire. The Chief Constable stated that she would encourage colleagues from the Health & Wellbeing Board to get involved in this work and help forge strong partnerships.
3. Protect communities from the most serious harm
 - Tackling Child Sexual Exploitation: it was reported that there were currently 16 live investigations taking place in Berkshire. TVP were keen to work with health professionals and local authorities to share intelligence and work together in this area. More resources had been put into this area over the last three budget rounds and the Kingfisher Unit had been set up with Oxfordshire County Council.
 - Organised Crime Groups: 59 disruptions to these groups had been achieved in 2013/14.
4. Improve communication with the public in order to cut crime and build trust and confidence with communities
5. To tackle bureaucracy and develop the professional skills of all staff
6. To reduce costs and protect the frontline

The Chief Constable then responded to questions from the Council.

In response to a question regarding child sexual exploitation, the Chief Constable assured the Council that they would investigate all crime regardless of the ethnicity of the perpetrators. TVP had taken part in a serious case review and this had not given rise to any evidence to suggest that police officers were holding back due to the ethnicity of perpetrators.

In response to a question regarding the failure of the Police and others in South Yorkshire to listen to the young girls that were being abused there, the Chief Constable stated that raising awareness and detecting warning signs were key. A training package was being delivered to various hotels and guest houses. Missing persons training was also being delivered as it was clear that the young girls being abused in South Yorkshire were repeatedly going missing.

Work to raise awareness with young people was also being delivered this included TVP 50% funding the playing of 'Chelsea's Choice' to help raise awareness among children and parents. 'Values Against Violence' also helped give children positive messages instead of scaring them.

The area of Child Sexual Exploitation was also being given a great deal of senior officer oversight and increased resources.

In response to a question regarding British citizens going abroad and being radicalised the Chief Constable reported that it was known that 12 people had travelled to Syria from Slough. 11 of these had travelled for humanitarian purposes and one to fight. The Chief Constable reported that this created several issues that needed to be tackled. All persons travelling to these regions would be wanted by the Police on their return; sometimes persons returning posed a threat.

TVP worked closely with colleagues in London in this area. She stated that the terrorist threat posed to the UK was likely to remain as severe for some time.

In response to a question regarding the theft of bikes in the borough, the Chief Constable reported that the marking of bikes was key, as this enabled TVP to return recovered bikes to their rightful owners.

The Mayor thanked the Chief Constable and the Police and Crime Commissioner for their attendance and informative presentations.

21. **Executive Report**

The Deputy Leader of the Council, Councillor Birch, presented his report on the work of the Executive since that reported at the Council meeting on 16 July 2014. The Executive had met once on 22 July 2014.

The Deputy Leader highlighted the following matters that had been considered:

- **Adult Services, Housing & Health:**
 - Safeguarding Adults Annual Report
 - Dedicated website: www.bfsapb.org.uk was now established
 - Berkshire Care Association Conference held in November 2013
 - The Making Safeguarding Personal Project – this project ensured that the person was kept at the centre of their care and their wishes considered primarily at all times.
 - Multi-agency involvement in safeguarding including Thames Valley Police and the Clinical Commissioning Group working together closely
 - Increased prominence and awareness of safeguarding, including 32% increase in alerts
 - Local Account 2013/14 which provided a statutory overview of activity and performance. An easy read format had also been produced as well as three YouTube clips.
- **Finance & Community Cohesion**
 - Commitment budget 2015/16 – 2017/18: brings together financial impact of all current plans and created a starting point for the 2015/16 budget. The period ahead would be challenging with an underlying gap of £16.5m over three years.
 - Equality Framework for Local Government Peer Review: the review had been undertaken in April 2014. The findings of the peer review were that Bracknell Forest Council had a good understanding of its communities; was rated as achieving and in a good position to reach excellent. An action plan had been developed and submitted to the Executive.
- **Children, Young People & Learning**
 - Community Learning Development Plan 2014-17
 - Pan Berkshire Adoption Service, this involved a service that was led by the Royal Borough of Windsor and Maidenhead. It was hoped to improve the efficiency, effectiveness and responsive of the service.
- **Forward Look**
 - Residents' survey, this had included a telephone survey of 1,800 residents and the results would be available early next year.

- Child Sexual Exploitation, post Rotherham there would be close liaison between the police, health and the Council and there would be no room for complacency.
- Future GP Surgery provision, the Deputy Leader would be meeting with NHS England to discuss future provision given the growth of the population in the Borough. It was noted that whilst ultimately NHS England would decide where any new provision was located, the Council had an important role to play in ensuring that NHS England and the Health & Wellbeing Board understood where growth in the Borough was taking place and where pressures on health services were being experienced.

On the proposition of Councillor Dr Barnard, Executive Member for Children, Young People and Learning, seconded by Councillor Mrs Birch

it was **RESOLVED** that in accordance with the Executive's recommendations, the Development Plan for Community Learning for 2014-2017 be adopted.

22. **Food Law Enforcement Plan 2014-15**

The Council considered the report asking them to approve the Food Law Enforcement Plan 2014-15 in accordance with the Council's Constitution.

Councillor Mrs Temperton queried when the results would be available for the Residential Care Home which had failed its test around dietary requirements as set out on page 27. The Director of Environment, Culture & Communities agreed to provide a response for Councillor Mrs Temperton.

On the proposition of Councillor McCracken, Executive Member for Culture, Corporate Services and Public Protection seconded by Councillor Thomson it was

RESOLVED that the supporting information in the report be notified and that the Food Law Enforcement Plan for 2014-15 be ratified.

23. **S106: Supplementary Capital Approval**

The Council considered a report that asked them to approve the release of £47,700 of Section 106 funding as detailed in the report attached to the agenda papers for improvement works at Lily Hill Park on land leased to Bracknell Rugby Club.

On the proposition of Councillor McCracken, Executive Member for Culture, Corporate Services and Public Protection seconded by Councillor Allen it was

RESOLVED that the release of £47,700 of Section 106 funding as detailed in the report for improvement works at Lily Hill Park on land leased to Bracknell Rugby Club be approved.

24. **Amendments to the Council's Constitution**

The Council considered a report that asked them to approve the amendments to the Council's Constitution as set out in the report attached to the agenda papers and recommended by the Governance and Audit Committee at their meeting on 14 July 2014.

On the proposition of Councillor Allen seconded by Councillor McCracken, Executive Member for Culture, Corporate Services and Public Protection it was

RESOLVED that the amendments to the Council's Constitution set out in Section 5 of the report attached to the agenda papers, be approved.

25. **Questions Submitted Under Council Procedure Rule 10**

Councillor Mrs Temperton asked Councillor Turrell, Executive Member for Planning and Transport the following published question:

Following my question at the April 2014 Council Meeting, the Chief Officer for Planning and Transport, sent a letter to the Jennett's Park Consortium, dated 8 May, listing four outstanding section 106 planning obligations and giving eight weeks for these to be achieved or the Borough Solicitor would be instructed to commence injunction proceedings to secure compliance. This eight week period ended in July.

After the 3 September meeting, between the Council and representatives from the Consortium, the Director of Environment, Culture and Communities concluded that none of the outstanding s106 requirements had properly been met and little or no progress had been made in achieving the promises made to local Members in early Summer.

If the triggers and deadlines included in original planning agreements will not/ can not be enforced, will they still be included in future planning agreements, such as for Binfield and Crowthorne developments?

In response Councillor Turrell stated that many of these facilities had been successfully delivered. They included the primary school, the community centre, three playgrounds, a bus service and a Country Park. However, the concern was with other facilities where the S106 terms and timeframes had not been met by the developer and where residents have had to go without certain planned facilities or amenities for what had now become considerable time.

After the 30 April 2014 Council meeting a S106 compliance letter from the Chief Officer Planning and Transport was sent to the development Project Manager. It was copied to the relevant developer interests, local Councillors, the Executive Member for Planning & Transport and to the Borough Solicitor. The letter listed four matters of particular concern, and gave an eight week deadline (to 3 July) and referred to legal remedy/actions.

A site meeting on 18 June, which Councillor Turrell attended with officers and ward councillors, gave an indication of the works still needed. On 25 June 2014, a reminder letter was sent from the Chief Officer, Planning and Transport as the 8 week (3rd July) deadline was approaching. Councillor Turrell advised that the letter confirmed that, despite an email from the Jennett's Park Project Manager dated 22 May, further confirmation of progress with S106 compliance was required and that the matter was being passed to the Director of Environment, Culture and Communities, as the Chief Officer was leaving the Council.

On 3 September the Director chaired a meeting with the Jennett's Park developers. The developers present were contrite and stated that concerns would be addressed. Since that meeting there had been some progress on and off site: Work was currently in progress on two local areas for play. All play equipment was now installed. Designs for a further two local areas of play had been agreed. Works to complete the floodlighting for the Multi-Use Games Area were nearing completion. Works had started to the cycle link to the area bounded South by Eagle Way, with Kittiwake Way to the east. In terms of shop units, conditions relating to car parking were approved in July and the consortium had stated they were nearing an agreement with a retailer

following lengthy discussions over the summer.

Councillor Turrell stated that while little formal progress has been made regarding the bus link, the consortium had appointed new consultants charged with resolving all the outstanding highway agreements including the bus gate. Officers were satisfied with the proposals and a contract was due to be let for these works. In terms of the GP's surgery, the consortium had stated they were in discussion with two potential occupiers. As there had been a few delays in receiving quotes for the remedial works on various roads, the expected completion dates had slipped and as a consequence were running approx four weeks behind.

Councillor Turrell stated that the delay in progress had been unacceptable, but it was encouraging to see more evidence of works being carried out on site.

In response to Councillor Mrs Temperton's query as to whether the Council should have used enforcement powers when it was apparent that little progress was being made in completing the community infrastructure before the agreed trigger point. Councillor Turrell advised that enforcing S106 requirements required a balanced judgement. The Council had the power to require construction to cease until the requirements were met, but such action would have consequences for the Council in terms of council tax, New Homes Bonus receipts and meeting the borough's housing supply targets. This would be particularly acute if construction ceased on a site for a protracted period. It could undermine the Council's ability to demonstrate a five year housing land supply.

Councillor Turrell advised that the role of Section 106 will change after April 2015 following the introduction of the Community Infrastructure Levy. This would generally scale down the infrastructure to be provided by S106. It was important that S106 agreements continued to include trigger points for the provision of key infrastructure items. Without this, there would be uncertainty over the Council's expectations. There would also be no possibility of taking enforcement action if the terms were not met. However, the Council had discretion as to whether or not to enforce against any breaches. It would need to continue to make balanced judgements in such cases.

In response to a supplementary question from Councillor Mrs Temperton about whether a local enforcement plan would be developed to ensure that lessons were learnt from Jennett's Park so that residents of future developments did not suffer, Councillor Turrell stated that a balanced judgement would always need to be made on a case by case basis as to whether enforcement action should be pursued.

26. Tabled Motion - Trial of New Flight Paths

Motion 01/2014 moved by Councillor Brunel-Walker and seconded by Councillor Mclean:

"As a Borough that encourages enterprise, Bracknell Forest Council supports the continued success of Heathrow but regrets that it was not consulted about the current trial of new flight paths over the parishes of our Borough. Local Members have received approaches from many residents and the Council is resolute in making sure their voices are heard as part of any consultation. Therefore, the Council asks Heathrow Airport and the National Air Traffic Control Service to confirm they are taking fully into account the views of our residents in this trial and will in future ensure this council is informed of all such changes to flight paths, timings etc. that have the potential to cause concern to our residents."

Councillor Brunel-Walker undertook to write to Heathrow Airport setting out the concerns of the Council and urging them to engage with local councils and residents in all future issues that affected local communities. The draft letter would be circulated to all Members as well as any response that was received from Heathrow Airport.

Upon being put to the vote the motion was **CARRIED**.

MAYOR

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Our ref: 0071/JHK/TT/L

20th October 2014

Mr Timothy Wheadon
Chief Executive Officer
Bracknell Forest Council
Easthampstead House
Town Square
Bracknell
Berks, RG12 1AQ

Dear Mr Wheadon

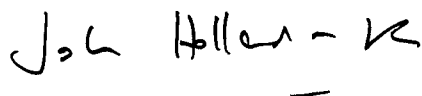
Thank you for your letter dated 29th September regarding the current airspace trials.

I'm sure you're aware that the trials are being driven by the Government's Future Airspace Strategy. Like all other airports, we're legally bound to submit proposals to improve our own surrounding airspace for implementation by 2020. The trials are being done to learn more about our surrounding airspace and how we can get better performance from modern aircraft and navigation technologies.

The response we've had to the current round of airspace trials has been far stronger than earlier trials we've run. It's clear that we need to be doing more to communicate about why we're doing them. Before the trials began last year we held briefings with many local organisations including neighbouring local authorities and MPs, but we need to extend this further afield.

We have committed to publicise any future trials much more widely than we have in the past. We would be delighted to take up your offer to plan how we can engage residents and councillors in your borough on these important matters. Nigel Milton, Director of External Affairs will be in touch with your office over the next few days to set up a meeting.

Yours sincerely



John Holland-Kaye
Chief Executive Officer

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**TO: COUNCIL
26 NOVEMBER 2014**

EXECUTIVE REPORT TO COUNCIL The Leader

1 PURPOSE OF REPORT

- 1.1 Since the Council meeting on 17 September 2014, the Executive has met three times, on 23 September 2014, 21 October 2014 and 18 November 2014. This report summarises decisions taken at the September and October meetings by reference to the relevant portfolio within which they fall. The November meeting occurred too late for the decisions taken at the meeting to be included in this report and these will be reported back at the next Council meeting.
- 1.2 Updated Forward Plans are published every Friday and are available for public inspection at Easthampstead House in the usual way and online at www.bracknell-forest.gov.uk. Full details on the decisions taken by individual portfolio holders can also be accessed online through the Council's website.

2 RECOMMENDATIONS

- 2.1 **The recommendations at paragraph 5.5.4 of the report are recommended to Council by the Executive.**

3 REASONS FOR RECOMMENDATIONS

- 3.1 The reasons for recommendation are set out in the supporting information.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None at this time.

5 SUPPORTING INFORMATION

Transformation and Finance

5.1 Office Accommodation Strategy

- 5.1.1 The Executive has endorsed the progress made towards implementing the Council's Office Accommodation Strategy. The Strategy, approved in 2011, had been developed to achieve a number of objectives including: the decommissioning of Seymour House, improving customer experience and improving the efficiency and maintenance of council buildings. Over the past year significant progress has been made towards achieving these aims with the complete refurbishment of Time Square and the decommissioning of Seymour House to enable its demolition as part of the regeneration of Bracknell town centre.
- 5.1.2 The refurbishment of Time Square has enabled the application of new office layouts which in turn has meant that it has been possible to increase the number of occupants from 550 to 720 and provide space for breakout areas and new meeting rooms.

- 5.1.3 Work is now taking place to improve the space available in Easthampstead House so that it can remain operational in to the immediate future. The creation of larger office space on the ground floor to accommodate Corporate ICT Services is now complete. Further work now underway will result in the creation of a new meeting room on the fourth floor and transformation of the first floor into an open plan office area; a move that will allow the Construction and Maintenance Team to be relocated from the Commercial Centre. New lighting will also be installed and the lifts replaced.
- 5.1.4 A key aspect of this work has been the provision of an improved customer experience and the majority of frontline services have now been relocated to Time Square. The Customer Services Team are now located in a single area on Ground Floor North in Time Square. This area has been comprehensively refurbished to bring it in-line with Disability Discrimination Act requirements, a new self-service booking in and ticketing system has been installed and six public meeting rooms are now available for customers seeking confidential advice. Further service improvements have also been made with the co-location of the Registrar Service alongside the Customer Service Team. All work which has received positive feedback from our customers and staff.

Culture, Corporate Services & Public Protection

5.2 Community Hubs – Strategic Housing Areas

- 5.2.1 The National Planning Policy Framework requires Local Authorities to develop policies that promote social interaction and create healthy, inclusive communities. It also states that planning policies should plan positively for the provision of shared space and community facilities and that an integrated approach should be taken to the location of housing and community facilities. Furthermore recent evidence from the Jennets Park and The Parks developments show that community hubs are highly valued by residents. Consequently the Executive has endorsed proposals for the development of multi-function community hubs at the Warfield and TRL strategic housing sites along with a proposal to use Section 106 funding to expand Farley Wood Community Centre
- 5.2.2 Whilst community hubs are listed as infrastructure in the Site Allocations Local Plan Policy and in the Infrastructure Delivery Plan, the Executive's endorsement of these proposals will help support the Local Planning Authority's negotiations with developers and signal the Council's commitment to prioritising the provision of community facilities in new developments.
- 5.2.3 Although it is intended that these community hubs will be delivered through the use of Section 106 receipts, the Council's financial position means that consideration will need to be given to how the centres will be managed and run. Once the Council has adopted a Community Infrastructure Levy (CIL) charging schedule it will have to pass on either 15 or 25% of any CIL receipts collected to town and parish councils, which they will be able to spend on any development related project in their areas, including giving assistance to projects that have been secured through Section 106 contributions. The Executive has therefore agreed that town and parish councils are the most appropriate bodies to run community centres in future and that the Council should enter into discussions with the relevant town and parish councils over the possibility of pooling their CIL receipts with the developers' Section 106 funding to contribute to the building and running costs of these new facilities.

5.3 Customer Contact Strategy 2011-2014

5.3.1 Good progress has been made on the delivery of the Customer Contact and Channel Strategies which describes the Council's approach to dealing with customer contact and was adopted in 2011.

5.3.2 Highlights of the work on the Strategy's implementation to date include:

- Upgrading the Library Management System to improve online access for customers
- Substantial progress in respect of channel migration for some services. In particular, the number of online applications for secondary school places increased from 22% last year to 65.9% and the number of online applications for primary school places rose from 33.8% to 70.5%. There was also a 50% increase in the number of online renewals received for the brown bin service
- The Digital Inclusion Project has been actively taken forward and work has taken place with the Open Learning Centre and Age Concern to encourage people to try out technology and develop their digital skills
- The implementation of an automated telephony service enabling callers to be automatically transferred to the person they wish to speak to when they state the person's name. This system is currently managing 25% of the calls received by the Customer Contact Centre
- The Benefits and Housing Services have been redesigned resulting in a much more responsive service. In most cases, Customers now require only two interactions with the Council when previously there may have been as many as thirty

5.3.3 Notwithstanding the progress made, there is still work to do to further enhance customer experience including implementation of a new Customer Relationship Management system. This will enable as much as possible to be delivered via self-service using a mobile device, allow customers to develop online accounts so that they can log and track enquiries and service requests and extend the recycling rewards/incentive scheme. Work is also underway to explore the development of online bookings and exploring the possibility of introducing instant messaging or web chats so that customers who are experiencing difficulties in accessing services online can have an online conversation with a Customer Service Advisor to help them find what they are looking for.

5.3.4 It is planned that these actions, and more, will be developed and delivered through 2014-2015. At the same time work will start on the development of new Customer and Digital Strategies that will not only take into account more recent developments in technologies and changes in customer behaviour but also continue the focus on delivering the best experiences for our customers whilst delivering maximum efficiencies.

5.4 Enforcement Policy (Regulatory Services)

5.4.1 The Executive has approved the revised draft Enforcement Policy for Regulatory Functions for public consultation.

5.4.2 The Enforcement Policy sets out the procedure that will be adopted by the Council when it seeks regulatory compliance; ensuring consistency and transparency in decision making and enforcement. The current Enforcement Policy was adopted in June 2012. However, the issuing of the Regulators' Code on 6 April 2014 has meant that the Policy has had to be updated to ensure that it continues to be fit for purpose and that the Council continues to operate within the proscribed legislative framework.

5.4.3 The revised policy will be subject to an eight week public consultation and the Executive has authorised the Director of Environment, Culture and Communities to approve the final version in consultation with the Executive Member for Leisure, Corporate Services and Public Protection following the completion of this consultation exercise.

5.5 Polling District and Polling Places Review 2014

5.5.1 The Electoral Registration and Administration Act 2013 placed a statutory duty on all local authorities to review polling districts and polling places within 16 months of 1 October 2013 and then every five years thereafter. The Council's Electoral Review Steering Group completed a review of the Borough's polling districts and polling places in September and the Executive has now approved a number of proposals made by the Steering Group and recommends that these be adopted by Council to ensure that the Borough's voters are able to vote at polling places that are convenient and easily accessible and that future demand arising from development can be met.

5.5.2 Thirty of the Borough's thirty three polling districts meet the statutory criteria for polling districts and provide reasonable and accessible facilities and these will see no changes as a result of this review. There will also be no changes made at the current time in Polling District CN (Crowthorne) although this will be kept under review as development at the TRL site progresses. If approved by Council, the most significant changes will be:

- Polling district BB will be split to create a new polling district (BC) which will cover properties in Wykery Copse, Peacock Lane and Waterloo Road; the polling place for the new BC district will be at Jennets Park Community Centre. Voters in the revised area BB will continue to vote at Farley Wood Community centre
- Polling district BL will be split to create a new polling district BLP which will cover The Parks. Voters from The Parks will in future vote at the Parks Community Centre. Voters remaining in the revised BL district will continue to vote at St Pauls Church

5.5.3 These changes will come into effect when the revised Register of Electors is published on 1 December 2014

Recommendation

5.5.4 That:

- (i) **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) **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) **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. Electors in the revised BB polling district will continue to vote at Farley Wood Community Centre.

- (iv) 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. Electors in the revised BL polling district will continue to vote at St Paul's Church.

5.6 Amendment to the Council's Policy on Directed Surveillance and Use of Covert Human Intelligence Sources under the Regulation of Investigatory Powers Act (RIPA) 2000

5.6.1 The Council's RIPA Policy ensures that any covert surveillance carried out by employees is undertaken in accordance with the law and that the appropriate authorisations are sought whenever a covert operation is planned. Over the past year, the Council has authorised 4 covert operations, all of which were in relation to sales of alcohol to underage young people. Following an inspection of the Council's RIPA policy and procedures the Office of the Surveillance Commissioners recommended that the following minor changes be made to the Policy:

- The Director of Corporate Services should relinquish her current role as an Authorising Officer but should remain as the Senior Responsible Officer for the Policy
- The Policy should be updated to include reference to the Council's Central Register of Authorisations
- Changes in legislation mean that approval from the Magistrate's Court must be sought in respect of all applications made under RIPA. Consequently urgent oral authorisation is no longer an option and all references to these must be deleted

5.6.2 These changes have now been incorporated into the Council's Policy and the revised policy approved by the Executive ensuring that the Council's RIPA policy remains up to date and fit for purpose.

Children, Young People and Learning

5.7 Provision of Short Breaks

5.7.1 The Executive has approved changes to the provision of the Short Breaks Programme for disabled children. The provision of these short break services is a key factor in ensuring that parents and carers feel supported and helps maintain cohesion of family units. In 2011, government legislation placed a legal duty on local authorities to provide a range of short break services that included day time and overnight care either in the homes of disabled children or elsewhere, educational or leisure activities for disabled children outside their homes and services to assist carers in the evening at weekends and during the school holidays. However at the same time, ring fencing for the Aiming High budget which supported this nationally was removed, giving local authorities greater flexibility to make decisions based on local needs.

5.7.2 As a result of the new changes, savings of £106,000 have been identified in the Aiming High budget with the following key changes being agreed for implementation:

Unrestricted

- The number of targeted Kidz Saturday and holiday schemes sessions (38 and 38 respectively) will be reduced to 38 holiday sessions and 20 Saturday sessions. The cost per session for parents will rise £20
- The number of targeted Konnections Saturday and holiday schemes sessions (38 and 38 respectively) will be reduced to 38 holiday sessions and 20 Saturday sessions. The cost per session for parents will rise from to £20
- The John Nike holiday scheme provision will be reduced by half
- The Oakwood holiday scheme provision will be reduced by half
- The following services will be withdrawn: Sibling Support (BandS), the Parent Group Dialogue, annual consultation with children and young people, FRC Go! family activities, the Family Fun Day, activities for physical and complex needs, the Transition Grant and the Carers' Grant

5.7.3 This decision has been taken following extensive independent consultation with parents, carers and the children and young people making use of the Aiming High services as well as service providers and professionals. The consultation showed widespread understanding over the need to make savings and the majority of those consulted with felt that increasing charges to bring them in-line with mainstream provision was fair if it allows the Council to avoid a further reduction in provision.

5.7.4 The Council is committed to providing high quality service provision to children and young people with disabilities and will continually monitor and evaluate the situation going forward. In adopting these changes it is hoped that these vital services will continue in a way that minimises disruption for those who use them.

5.8 Education Capital Programme – Cranbourne Primary School

5.8.1 The Executive has approved the awarding of the contract for construction works for new classrooms at Cranbourne Primary School under the Education Capital Programme.

5.8.2 The work will include the demolition of the existing pre-school classroom, reception classroom and lean to storage areas and the creation of three new classroom areas including associated toilets, kitchen and storage areas. Work will start on site in November 2015 with completion scheduled for the start of the 2015/16 academic year.

5.9 Local Safeguarding Children Board Annual Report 2013/14

5.9.1 The Local Safeguarding Children Board (LSCB) has a statutory duty to publish an annual report detailing the effectiveness of child safeguarding and child protection practice in the local area. The annual report should cover work carried out to promote child welfare in the Borough over the past financial year and must be presented to the Chief Executive and Leader of the Council, the local Police and Crime Commissioner and the local Health and Wellbeing Board. As part of this approval process the Executive has received the Bracknell Forest LSCB Annual Report for 2013/14 and noted its key messages in relation to child safeguarding.

5.9.2 In Bracknell Forest, the LSCB's remit is wide ranging and the success of its work across the Borough is a testament to the strength of the partnership working that has taken place across all its priority areas. Key areas of work over the past year have included the joint commissioning of the Children's Society to carry out a survey of over 2,000 children and young people, completion of a Child Sexual Exploitation (CSE) Strategy and the on-going development of the CSE Strategy and Operational Groups, a successful conference focusing on the theme of Neglect which was attended by over 200 delegates and welcomed the Right Honourable Frank Field MP as its key note speaker, the development of the Continuum of Need document setting

out local arrangements for managing early help through to thresholds for children's social care, the development of the Learning and Improvement Framework which sets out how all partner organisations will contribute to and undertake learning to improve safeguarding practice and the completion of a Serious Case Review (the report will be published once all criminal proceedings in relation to the case have been completed).

5.9.3 Notwithstanding the positive work that has taken place across the safeguarding arena, the LSCB will continue to set a challenging agenda for agencies across Bracknell Forest over the coming years. To help them achieve this aim the LSCB has agreed that its priorities in 2014/15 will focus on:

- Supporting the further implementation of the early help framework
- Reducing the impact of domestic abuse on children, young people and families
- Reducing the impact of substance and alcohol misuse on children, young people and families
- Further developing the co-ordination of protection and support to young people at risk of CSE
- Developing a greater understanding of neglect and reduce the impact that this has on children, young people and families
- Reducing the impact of parental mental illness on children and young people
- Increasing the understanding of the harm associated with the misuse of technologies, its links with bullying and the further development of proactive strategies to support children, young people and their families

5.10 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

5.10.1 An annual report that provides an account of the role of the Director of Children's Services and the Lead Member for Children's Service has been prepared with the report providing an overview of both roles in terms of their key statutory functions, evidencing the accountability links between the Director, Leader Member, Chief Executive and Leader. In line with this requirement, the Executive has received and endorsed the second 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 and its associated action plan.

5.11 Blue Mountain Programme – Learning Village and Community Facilities Delivery Strategy

5.11.1 Since 2003, over 5,000 additional school places have been created across the Borough. However, most primary schools in the Borough are operating at full capacity and there is a significant shortage of secondary school places in north Bracknell. The successful delivery of a Learning Village with a nursery, two-form entry primary school and seven-form entry secondary school with post 16 provision and integrated SEN provision on the Blue Mountain Development site will provide 1851 additional school places in the north of the Borough and is essential to allow the Council to meet its statutory obligation to provide sufficient school places. In order to take this forward, the Executive has now approved the delivery strategy for the development of the learning village and integrated community facilities on the site.

5.11.2 In approving the delivery strategy the Executive has agreed a project scope, timetable, funding model and procurement plan that will see the Learning Village completed in time for the start of the 2017/18 academic year. The Executive has also requested that the Leader delegate a decision in relation to the terms of the acquisition and disposal of land at Blue Mountain to the Executive Member for Finance and Transformation.

- 5.11.3 At a proposed cost of £39.07million, the development of the Blue Mountain Learning Village will represent the largest one-off capital investment made by the Council and will require funding from multiple sources including contributions from the Basic Needs Grant, Targeted Basic Need Grant and external contributions including Section 106 and Community Infrastructure Levy funding. The funds for the project will be staggered over a seven year period and the Council will borrow funds from external sources in order to complete the project.

Economic Development and Regeneration

5.12 Work Plan for the Council's Business and Enterprise Service

- 5.12.1 The Executive has endorsed the Business and Enterprise Service's work plan and authorised the drawing down of funds from the Economic Development Reserve to fund the plan for the period up to 31 March 2016.
- 5.12.2 Supporting the economic development and prosperity of the Borough is a key priority for the Council and a dedicated Business and Enterprise Team has been recruited to help achieve this. One of the Team's first tasks will be the development of a robust ten year Local Economic Framework for the borough which will focus on retaining existing businesses helping to bring about the conditions in which they can grow and thrive, attracting new inward investment, supporting small and medium sized businesses and, where possible, generate indigenous enterprise.

Council Strategy and Community Cohesion

5.13 Corporate Performance Overview Report

- 5.13.1 The Executive has received an update on Council performance during the first quarter of the 2014/15 financial year (April to June 2014).
- 5.13.2 The Council has made a successful start to the 2014/15 financial year and at the end of the first quarter 9 of the 263 key actions in the service plan have been completed, 238 are on target and 16 have not yet been started. Analysis of the Council's 76 key performance indicators shows that the majority are on target.

5.14 Complaints against Bracknell Forest Council in 2013/14

- 5.14.1 The Executive has received and noted the annual report setting out statistics and learning in relation to complaints made against the Council including those made to the Local Government Ombudsman.
- 5.14.2 During 2013/14 the Local Government Ombudsman received 28 complaints against the Council. Whilst this was higher than in previous years (compared to an average of 19 complaints a year for the past three years) it was lower than the numbers received by the other Berkshire unitary authorities. The Ombudsman subsequently decided to investigate 24 of these complaints but did not uphold any. During the period covered by the report 99 complaints against the Council were received by the Council and dealt with through the Council's Corporate Complaints Procedure. This included those referred to the Ombudsman.
- 5.14.3 Analysis of the complaints found no obvious patterns emerging with complaints being received by all sections of the Council. The one exception to this was fifteen complaints about the waiting times being experienced in the Council's main reception area. This had arisen as a result of trialling a new way of delivering the Housing and Benefits Services. The Council has actively pursued a solution to the queue management issues and waiting times have now been reduced to a minimum.

6 Appointments and Delegations by the Leader of the Council

6.1 The Leader has agreed that decisions on the following matters are to be delegated:

- i. Authority to take a decision on the terms of the acquisition and disposal of land at Blue Mountain is to be delegated to the Executive Member for Transformation and Finance
- ii. Authority to make a Compulsory Purchase Order in relation to acquiring access rights in the vicinity of the Grange Hotel in order to help facilitate the regeneration of Bracknell Town Centre is to be delegated to the Executive Member for Transformation and Finance

6.2 Land North of Quelm Park Roundabout

In March 2014 the Planning Committee approved, subject to completion of a Section 106 Agreement, an application for planning permission submitted by Berkeley Homes (Oxford and Chiltern) Limited for a major development of up to 750 houses plus a primary school on land between Harvest Ride and Watersplash Lane, Warfield. The application also proposed the construction of a "Link Road" between Harvest Ride and the Three Legged Cross junction. Part of the Link Road is proposed to be constructed upon land immediately to the north of the Quelm Park roundabout which is owned by the Council and which in November 2013 the Executive agreed to appropriate from use as open space to use for planning purposes. To allow Berkeley Homes to go on to the Council land to construct the road a Licence Agreement was required and I nominated the Executive Member for Transformation and Finance, Councillor Ward, to take the decision on whether or not to grant the Licence.

As the decision was required to be taken urgently in order for planning permission to be granted at the earliest opportunity to facilitate the construction of the school in accordance with the programme envisaged by the Council, the possible application of the "call in" process was, following notification to the Chairman of the Overview and Scrutiny Commission and with the agreement of the Deputy Mayor, excluded. On 22nd October 2014 the Executive Member for Transformation and Finance approved the granting of the Licence.

7 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

7.1 The Borough Solicitor's comments on each item referred to in the annex can be found in the reports presented to the Executive.

Borough Treasurer

7.2 The Borough Treasurer's comments on each item referred to in the annex can be found in the reports presented to the Executive.

Equalities Impact Assessment

7.3 Equalities issues, where appropriate, have been addressed in the reports to the Executive.

Strategic Risk Management Issues

7.4 Any strategic risks have been identified in the reports to the Executive.

Background Papers

Executive Agenda – 23 September 2014

Executive Agenda – 21 October 2014

Contact for further information

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TO: COUNCIL
26 NOVEMBER 2014

ESTABLISHMENT OF AN APPOINTMENT COMMITTEE (Chief Executive)

1 PURPOSE OF DECISION

- 1.1 The Borough Solicitor has indicated his decision to retire in June 2015 so it is necessary to agree a recruitment process to fill the vacancy. The Officer Employment Procedure Rules (Part 4, Section 12 of the Council's Constitution) are relevant to such appointments and this report invites the Council to establish an Appointment Committee for the post.

2 RECOMMENDATIONS

The Council is asked to agree:

- 2.1 That a Committee of the Council of five members (4:1), including at least one Member of the Executive (plus up to two substitute members per group) be appointed, with the following terms of reference:

"To interview and appoint on behalf of the Council to the post of Borough Solicitor"

- 2.2 That the nominated Members are to be confirmed.

- 2.3 That the substitute Members are to be confirmed.

3 REASONS FOR RECOMMENDATIONS

- 3.1 To ensure that the appointment process is in accordance with the Council's Constitution.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 Not applicable.

5 SUPPORTING INFORMATION

Appointment Committee

- 5.1 A close examination of the need for the post has been carried out. The post is a key one and its principal responsibilities centre around providing effective, reliable and efficient legal services to the Council. It is responsible for ensuring that the Council acts within the law and is able to use the law effectively in exercising its power and duties. In its role as Monitoring Officer, the post reports any case to the Council which is likely to be illegal or to constitute maladministration; is responsible for a range of functions relating to the conduct of councillors and officers (for example maintaining the Register of Members' interests) and ensures the Council's

Unrestricted

Constitution is operated effectively. The post provides timely advice to the Council on all legal issues.

The post also acts as the lead for the Council in a number of areas, Senior Information Risk Officer, Assets of Community Value, Community Right to Bid etc.

The post plays the leading role in the development and maintenance of effective management in the Legal Services Team and constructs major plans and service issues across the full range of the service area under its management.

- 5.2 Therefore there is a clear requirement to recruit to the post to ensure these crucial Council functions are properly resourced and managed.
- 5.3 The Council's Officer Employment Procedure Rules, which form Part 4, Section 12 of the Constitution, deal with the arrangements for the appointment of officers at director and chief officer level. Those rules dictate that if it is proposed that an appointment to a post at this level is not made exclusively from within the Council's existing staff, it must be advertised externally. This is the case with the Borough Solicitor.
- 5.4 The Officer Employment Procedure Rules require that where a committee is to be established for the purposes of making an appointment it should include at least one Member of the Executive. Whilst it is a matter for the political groups to make their own nominations, in this instance it would be appropriate for the Executive Member responsible for Culture, Corporate Services and Public Protection to serve on the Committee. It is also suggested that the Chairman of the Employment Committee be included.
- 5.5 In accordance with standard practice for a Chief Officer post, the Committee will be responsible for approving the shortlist of candidates prepared by officers, for interviewing those candidates and for making the final appointment. It is suggested that the Committee should comprise five Members and in order to reflect the political balance on the Council, four of these members would be from the Conservative Group, with the remaining Member from the Labour Group. Accordingly, nominations have been sought from the Group Leaders, the nominations will be announced at the Council meeting.
- 5.6 The likely date for interviews will be Friday 30 January 2015.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Treasurer

- 6.1 There are no financial implications arising from the establishment of the Appointment Committee.

Borough Solicitor

- 6.2 The Appointment Committee process accords with the Council's constitution particularly section 12 part 4 and S151 Local Government Act 1972.

Equalities Impact Assessment

- 6.3 The recruitment process will be conducted in accordance with the Council's employment policies.

Strategic Risk Management

- 6.4 Not to recruit to the post would expose the Council to risk as the functions identified in paragraph 5.1 could not be carried out effectively.

7 CONSULTATION

Principal Groups Consulted

- 7.1 Group Leaders regarding composition of the Committee.

Method of Consultation

- 7.2 Discussion and email.

Representations Received

- 7.3 Not applicable

Background Papers

None

Contact for further information

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**TO: COUNCIL
26 NOVEMBER 2014**

SCHEDULE OF MEETINGS 2015/16 Director of Corporate Services

1 PURPOSE OF THE REPORT

- 1.1 To seek approval to the proposed Schedule of Meetings 2015/16.

2 RECOMMENDATION

- 2.1 **That the schedule of meetings 2014/15 as set out in the annex to this report be approved.**

3 REASONS FOR THE RECOMMENDATION

- 3.1 To enable arrangements for the next municipal year's meetings to be put in place and assist members plan their diaries for the year ahead.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 An extensive consultation took place with Directors, Chief Officers and other key officers regarding the timetable to ensure as far as possible that the schedule provides for meetings when decisions are required so that all matters are dealt with on a timely basis. Adjustments could be made to the timetable but adjusting one meeting date is likely to have a impact on a number of others given the inter-relationship between meetings and the limited number of dates available throughout the year.

5 SUPPORTING INFORMATION

- 5.1 The timetable has been drawn up having regard as far as possible to the usual limitations:
- Avoiding meetings during the school holidays as far as possible.
 - Leaving a gap of at least 8 days between meetings of the Executive and Council to allow time for the Executive report (and any recommendations) to be published either with the Council agenda or the next day.
 - Scheduling the Local Joint Committee at least 15 days before each meeting of the Employment Committee.
 - Avoiding 7.30 meetings on Fridays.
 - Scheduling each committee's meetings on the same day of the week throughout the year.

- Avoiding a gap of more than 5 weeks between meetings of the Planning Committee.
- 5.2 The annual Council meeting in 2015 was originally scheduled to take place on 20 May 2015. However, as the agenda would have to be published on 12 May 2015, just 5 days after the elections on 7 May, this date has been put back to 27 May 2015.
- 5.3 If the schedule is agreed, it is hoped that members will only seek to change these dates in exceptional circumstances as to do so inevitably causes problems for some people.
- 5.4 Council is accordingly invited to approve the schedule set out in the annex to this report.

Background Papers

None

Contact for further information

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SCHEDULE OF MEETINGS – 2015-16

	Day	Start Time	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN 2015	FEB	MAR	APR	MAY
COUNCIL	Wed	7.30	27(A)		15		16		25		20	24		27	18
Portfolio Review Groups (Closed)	-	6.30/ 8.00		1/2 & 29/30			1/2 & 28/29	26/27	23/24		4/5 & 18/19	15/16	21/22	18/19	16/17
Executive Briefing (closed)	Tue	5.00		9	7		8	6	3	1	12	23	29	26	24
EXECUTIVE	Tue	5.00		23	21		22	20	17	15	26	9	8	12	10
Bracknell Town Centre Regeneration Committee	Mon	5.30		8	6		7		2		4		14		9
School & Children's Centre Performance Advisory Panel	Thu	5.00		11			10			3			17		
Corporate Parenting Advisory Panel	Wed	5.00		24			23			9			9		
OVERVIEW & SCRUTINY COMMISSION	Thu	7.30	27(A)		9		24		19		28		10		12
Adult Social Care Overview & Scrutiny Panel	Tue	7.30		16			15				19		15		
Environment, Culture and Communities Overview & Scrutiny Panel	Tue	7.30		23			22				12		23		
Children, Young People and Learning Overview & Scrutiny Panel	Wed	7.30		10			30				13		2		
Health Overview & Scrutiny Panel	Thur	7.30			2			1			14			14	
Planning Committee	Thu	7.30	28	18	16	20	17	15	12	17	21	25	31	21	26
Licensing & Safety Committee	Thu	7.30		11				8			7				
Licensing Panels	Wed	AM/PM													
Employment Committee	Wed	7.30			1			7		16		10	16		
Education Employment Sub	Tue	5.30			14			13				2			
Local Joint Committee	Tue	4.00		16			15		24			10	1		
Health and Safety Panel	Wed	3.30		3					11						
Appeals Committee	Mon	9.00 am		8	13		7	5	9	7	11		21		
Governance & Audit Committee	Wed	7.30		24			23				27			13	
Education Governor Appointments Committee	Mon	6.30		15					16			29			
Standards Committee	Mon	6.00		22							18				
Health & Wellbeing Board	Thu	2.00		4			3			10			3		
Bracknell Forest Access Group	Wed	7.30		17			9			2				20	
Parish & Town Councils' Liaison Group	Wed	7.30		3						9		3			

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