



## **NOTICE OF MEETING**

### **The Executive**

**Tuesday 23 June 2015, 5.00 pm**

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

### **To: The Executive**

Councillor Bettison (Chairman), Councillor Dr Barnard (Vice-Chairman), Councillors D Birch, Brunel-Walker, Mrs Hayes MBE, Heydon, McCracken and Turrell

ALISON SANDERS

Director of Corporate Services

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Published: 15 June 2015



**The Executive**  
**Tuesday 23 June 2015, 5.00 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**

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<b>1. Apologies</b>	
<b>2. Declarations of Interest</b>	
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.	
<b>3. Minutes</b>	
To consider and approve the minutes of the meeting of the Executive held on 31 March 2015.	1 - 26
<b>4. Urgent Items of Business</b>	
Any other items which, pursuant to Section 100B(4)(b) of the Local Government Act 1972, the Chairman decides are urgent.	
<b>5. Response to Children, Young People &amp; Learning Overview and Scrutiny Panel Working Group review on Substance Abuse</b>	
To inform the Executive of the response to the Overview and Scrutiny report on substance misuse.	27 - 76
<b>6. Changes to admission to schools as a basis for consultation</b>	
To review admissions criteria and designated areas in the light of the new, large housing developments that are likely to be build over the next 10 years.	77 - 88
<b>7. Binfield Learning Village: Appointment of school sponsor</b>	
To agree the process for appointing a sponsor for the proposed all-through Binfield Learning Village as an Academy school.	89 - 110

8. **Local Development Scheme**  
To seek approval to bring a revised Local Development Scheme into effect. 111 - 146
9. **Update on Provision for Young People Not In Education, Employment or Training (NEET)**  
To update the Executive on the current position regarding young people Not in Education, Employment or Training (NEET) and to agree revisions to the NEET Strategy and Action Plan. 147 - 178
10. **Local Account 2014/15**  
To present the Annual Report for 2014-15 for Adult Social Care. 179 - 226
11. **Corporate Performance Overview Report**  
To inform the Executive of the performance of the Council over the 4<sup>th</sup> and final quarter of the 2014/15 financial year (January-March 2015). 227 - 254

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**EXECUTIVE**  
**31 MARCH 2015**  
**5.00 - 6.20 PM**



**Present:**

Councillors Bettison (Chairman), Ward (Vice-Chairman), Dr Barnard, Birch, Mrs Hayes, McCracken and Turrell

**Apologies for absence were received from:**

Councillor Brunel-Walker

**35. Declarations of Interest**

There were no declarations of interest.

**36. Minutes**

**RESOLVED** that the minutes of the meeting of the Executive on 10 February 2015 together with the accompanying decision records be confirmed as a correct record and signed by the Leader.

**37. 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: Overview & Scrutiny Commission Review of Business Rates**

**RESOLVED** that

- 1 The following recommendations of the Working Group on "A Review of Business Rates and Discretionary Relief" be accepted:
  - a) That efforts are made to ascertain the rate of take up of Small Business Rates Relief in Bracknell Forest, and if similarly low to the national average, to publicise the availability of this valuable relief scheme more widely.
  - b) That the Executive looks for opportunities – perhaps through the Local Government Association, and possibly directly to Government Ministers – to stress to central government the significance of Business Rates avoidance, and the need for early resolution.
  - c) That the Executive Members for Culture, Corporate Services and Public Protection; and Economic Development and Regeneration should ensure there is effective promotion of the proposed Discretionary Business Rate Relief scheme.

- 2 That the following recommendation of the Working Group on “A Review of Business Rates and Discretionary Relief” be accepted, with refinements:
  - d) That the draft scheme at Appendix 2, along with further considerations and details at Appendix 3, are put forward for consideration by the Executive and implementation during 2015/16.

**Item 6: Joint Commissioning Strategy for Carers**

**RESOLVED** that the Joint Commissioning Strategy for People in an Unpaid Caring Role 2015 -2020 be approved.

**Item 7: Troubled Families (Family Focus) Phase Two**

**RESOLVED** that

- 1 The progress and success of Phase 1 of the programme be noted.
- 2 The progression into Phase 2 of the potentially longer, five year programme, on the proposed basis set out in the body of the report be noted.
- 3 The outline budget plan set out in Annex 2 to the report be agreed.

**Item 8: Staying Put Policy**

**RESOLVED** that

- 1 The Staying Put Policy at Appendix A be agreed;
- 2 Option 3 from Appendix B, Staying Put Financial Implications be agreed.

**Item 9: Community Safety Partnership (CSP) Plan 2014-17 - 2015 Refresh**

**RESOLVED** that

- 1 The priorities and targets contained within the CSP Plan be noted and comments be provided to the Community Safety Manager by Friday 6 March 2015.
- 2 The Executive recommends to Council the CSP Plan 2014–2017 – 2015 Refresh for adoption as part of the Policy Framework. (Appendix 1 to the report).

**Item 10: 2015/16 Highway Maintenance Programme**

**RESOLVED** that

- 1 The 2015/16 capital programme budget for Highway Maintenance be targeted at the indicative work programme as set out in Annex 1;
- 2 The Integrated Transport Capital Programme for 2015/16, as set out in Annex 2 to the report be approved.

**Item 11: Corporate Performance Overview Report**

**RESOLVED** that the performance of the Council over the period from October - December 2014, highlighted in the Overview Report in Annex A to the report be noted.

**Item 12: Cranbourne Award of Contract - Special Urgency Procedures**

**RESOLVED** that the use of Special Urgency Procedures by the Leader to revise the award of contract for the construction works to create new classrooms at Cranbourne Primary School be noted.

**Item 13: Redevelopment of Coopers Hill**

**RESOLVED** that

- 1 Subject to the outcome of a financial viability study to approve in principle the redevelopment of the Coopers Hill site in partnership with TVHA to provide youth and housing facilities as outlined in the report be agreed.
2. To test the financial viability study looking at, the creation of a creative, digital and performing arts centre through the redevelopment of the Coopers Hill site, by securing the support of leading national organisations with a track record in delivering effective programmes for young people be agreed.
- 3 Subject to the successful outcome of 2.2; to negotiate and enter into a development agreement with TVHA be agreed.
- 4 To report back on the outcome of the feasibility study and the potential terms of a development agreement for the site by December 2015 be agreed.

**38. Exclusion of Public and Press**

**RESOLVED** that pursuant to Regulation 21 of the Local Authorities (Executive Arrangements) (Access to Information) Regulations 2000, members of the public and press be excluded from the meeting for the consideration of item 15, 16 & 17 which involves the likely disclosure of exempt information under the following category of Schedule 12A of the Local Government Act 1972:

- (3) Information relating to the financial or business affairs of any particular person (including the authority).

**Item 15: Intermediate Care Services Contract**

**RESOLVED** that the competition requirements of Contract Standing Orders be waived to allow negotiation of a contract for a period of 1 year (six month contract with option for a further six months) at a total estimated value as set out in the restricted report, with BHFT for staffing to support Intermediate Care Services.

**Item 16: Implementation of Older Persons Accommodation & Support Services Strategy**

**RESOLVED** that

- 1 The Council acquires the freehold interest of the Dennis Pilcher House site from Bracknell Forest Homes (BFH) as shown in Appendix A for the sum as

set out in the restricted report subject to a clawback by BFH if the Council disposes of the freehold interest in the future.

- 2 The Council disposes of the freehold interest of the Ladybank site as shown at Appendix B to BFH for the amount set out in the restricted report, conditional upon BFH obtaining satisfactory planning permission and to be simultaneous with the acquisition of Dennis Pilcher House.
- 3 The Council enters into a short term full repairing lease back of the Ladybank site for a nominal fee from the date it acquires vacant possession of the Dennis Pilcher site.

#### **Item 17: Establishing a Local Housing Company**

##### **RESOLVED that**

- 1 The development of Local Housing Company (LHC) to procure accommodation to provide homes for homeless households , households with learning disabilities and/or autism and care leavers so as reduce Council expenditure on accommodation be agreed;
- 2 The Council provides financial support to the Company in the form of a short term loan as set out in the restricted report, as start-up funding be agreed;
- 3 The Council provides loan finance to the company in the future of as set out in the restricted report, so that it can acquire properties, the loan to be repaid from the surplus income it generates be agreed;
- 4 The structure of the company will be as a company limited by shares, initially set up as a wholly owned subsidiary of the Council be agreed;
- 5 Minimum Council representation on the Board of the LHC will by the Executive member Adult social care , Health and housing, Executive member Transformation and finance, Chief executive , Borough Treasurer and Borough Solicitor be agreed.



## Bracknell Forest Council Record of Decision

<b>Work Programme Reference</b>	<b>I051746</b>
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1. **TITLE:** Overview & Scrutiny Commission Review of Business Rates

2. **SERVICE AREA:** Corporate Services

3. **PURPOSE OF DECISION**

To consider the Executive's response to the Overview and Scrutiny Commission Working Group's review of business rates.

4 **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

1 That the following recommendations of the Working Group on "A Review of Business Rates and Discretionary Relief" be accepted:

a) That efforts are made to ascertain the rate of take up of Small Business Rates Relief in Bracknell Forest, and if similarly low to the national average, to publicise the availability of this valuable relief scheme more widely.

b) That the Executive looks for opportunities – perhaps through the Local Government Association, and possibly directly to Government Ministers – to stress to central government the significance of Business Rates avoidance, and the need for early resolution.

c) That the Executive Members for Culture, Corporate Services and Public Protection; and Economic Development and Regeneration should ensure there is effective promotion of the proposed Discretionary Business Rate Relief scheme.

2 That the following recommendation of the Working Group on "A Review of Business Rates and Discretionary Relief" be accepted, with refinements:

d) That the draft scheme at Appendix 2, along with further considerations and details at Appendix 3, are put forward for consideration by the Executive and implementation during 2015/16.

7. **REASON FOR DECISION**

The Overview and Scrutiny Commission's Working Group has spent considerable time on the review of a subject about which many local authorities are currently developing their thinking and formulating strategies. The Working Group has made a number of pragmatic recommendations, the most significant of which seek to encourage small businesses to take on premises within the Borough. This is a priority for the Council's Economic Development Strategy.

8. **ALTERNATIVE OPTIONS CONSIDERED**

Not applicable.

9. **PRINCIPAL GROUPS CONSULTED:** None

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

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

<b>Date Decision Made</b>	<b>Final Day of Call-in Period</b>
31 March 2015	8 April 2015

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>I050130</b>
---------------------------------	----------------

1. **TITLE:** Joint Commissioning Strategy for Carers
2. **SERVICE AREA:** Adult Social Care, Health & Housing
3. **PURPOSE OF DECISION**

The Joint Commissioning Strategy for Carers is being submitted to the Executive for approval. Bracknell Forest Council and Bracknell and Ascot Clinical Commissioning Group are developing this strategy to set out how services will need to develop over the next five years in order to support informal carers to live the life they choose and to support them in their caring role.

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

6. **DECISION:**

That the Joint Commissioning Strategy for People in an Unpaid Caring Role 2015 -2020 be approved.

7. **REASON FOR DECISION**

To ensure that the strategic direction for supporting people in an unpaid caring role continues to reflect:-

- the needs and wishes of the people concerned
- national strategic direction
- recognised best practice.

8. **ALTERNATIVE OPTIONS CONSIDERED**

To continue with the strategic direction identified in the original commissioning strategy. However, this would not take account of people's current needs and aspirations or follow recent government legislation and best practice.

9. **PRINCIPAL GROUPS CONSULTED:** Adults caring for other adults  
Parent carers who are supporting a young person approaching adulthood  
Young carers approaching adulthood  
People who support carers  
People interested in supporting carers

10. **DOCUMENT CONSIDERED:** Report of the Director of Adult Social Care, Health & Housing

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

Date Decision Made	Final Day of Call-in Period
31 March 2015	3 8 April 2015

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>I051719</b>
---------------------------------	----------------

1. **TITLE:** Troubled Families (Family Focus) Phase Two
2. **SERVICE AREA:** Children, Young People and Learning
3. **PURPOSE OF DECISION**

To agree the continuation of the Troubled Families (Family Focus) Programme into Phase Two and the associated funding requirements.

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

6. **DECISION:**

- 1 That the progress and success of Phase 1 of the programme be noted.
- 2 That the progression into Phase 2 of the potentially longer, five year programme, on the proposed basis set out in the body of the report be noted.
- 3 That the outline budget plan set out in Annex 2 to the report be agreed.

7. **REASON FOR DECISION**

This programme is a high priority nationally and it represents a key component of the Borough's Early Intervention Strategy.

8. **ALTERNATIVE OPTIONS CONSIDERED**

The alternative is to continue with the current pattern of service delivery with escalating costs for specialist and acute services and increasing demand for those services. These are areas of statutory expenditure, which will drive up costs to the Council. This is particularly acute in the areas of children's social care, excluded pupils and youth crime. This will result in additional financial pressure on demand led services being placed on already stretched budgets all of which impact on the department's work on Prevention and Early Intervention.

9. **PRINCIPAL GROUPS CONSULTED:** Children, Young People and Learning DMT  
Family Focus Reference Group
10. **DOCUMENT CONSIDERED:** Report of the Director of Children, Young People & Learning.
11. **DECLARED CONFLICTS OF INTEREST:** None.

<b>Date Decision Made</b>	<b>Final Day of Call-in Period</b>
31 March 2015	8 April 2015

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>I051471</b>
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1. **TITLE:** Staying Put Policy
2. **SERVICE AREA:** Children, Young People and Learning
3. **PURPOSE OF DECISION**

For the Executive to approve a Staying Put Policy for Looked After Children wishing to remain in their foster care placement past the age of 18 and up to 21.

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

6. **DECISION:**

- 1 That the Staying Put Policy at Appendix A be agreed;
- 2 That Option 3 from Appendix B, Staying Put Financial Implications be agreed.

7. **REASON FOR DECISION**

To ensure the Council meets the requirements of the Children and Young Persons Act 2008 and the Children and Families Act 2014, which imposed the duty on LAs to provide Staying Put arrangements, and the Planning Transition to Adulthood for Care Leavers 2010 (Regulations and Guidance) to have a 'Staying Put Policy' that sets out arrangements to promote the extension of foster care placements beyond a young person's eighteenth birthday.

The recommended allowance payments are considered the most appropriate to balance the level of care to be provided against the Council's resources.

8. **ALTERNATIVE OPTIONS CONSIDERED**

The alternative options are set out in Appendix B to the report.

9. **PRINCIPAL GROUPS CONSULTED:** Children, Young People and Learning  
Departmental Management Team  
Corporate Parenting Advisory Panel  
Foster carers
10. **DOCUMENT CONSIDERED:** Report of the Director of Children, Young People & Learning.
11. **DECLARED CONFLICTS OF INTEREST:** None.

<b>Date Decision Made</b>	<b>Final Day of Call-in Period</b>	
31 March 2015	8 April 2015	

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>I05152</b>
---------------------------------	---------------

1. **TITLE:** Community Safety Partnership (CSP) Plan 2014-17 - 2015 Refresh

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

3. **PURPOSE OF DECISION**

To endorse the 2015 Refresh to the Community Safety Partnership (CSP) Plan 2014-17

4 **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

1 That the priorities and targets contained within the CSP Plan be noted and comments be provided to the Community Safety Manager by Friday 6 March 2015.

2 That the Executive recommends to Council the CSP Plan 2014–2017 – 2015 Refresh for adoption as part of the Policy Framework. (Appendix 1 to the report).

7. **REASON FOR DECISION**

To seek the Executive's endorsement of the CSP Plan.

8. **ALTERNATIVE OPTIONS CONSIDERED**

The publication of a CSP Plan is a statutory requirement and therefore there are no alternative options to consider. The priorities adopted result from the annual CSP Strategic Assessment as well as partnership and community consultation. These priorities will be discussed by the CSP at its meeting on 9 March 2015.

9. **PRINCIPAL GROUPS CONSULTED:** Partners of the Community Safety Partnership, Overview & Scrutiny (Crime & Disorder Committee)

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

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

<b>Date Decision Made</b>	<b>Final Day of Call-in Period</b>
31 March 2015	8 April 2015

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>I051686</b>
---------------------------------	----------------

1. **TITLE:** 2015/16 Highway Maintenance Programme
2. **SERVICE AREA:** Environment, Culture & Communities
3. **PURPOSE OF DECISION**

To approve the 2015/16 Integrated Transport and Highway Maintenance Capital Programmes.

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

6. **DECISION:**

1. That the 2015/16 capital programme budget for Highway Maintenance be targeted at the indicative work programme as set out in Annex 1;
2. That the Integrated Transport Capital Programme for 2015/16, as set out in Annex 2 to the report be approved.

7. **REASON FOR DECISION**

To facilitate transport services in line with the Council's Local Transport Plan (LTP3) and improve the condition of the highway network in pursuance of the Council's Medium Term Objectives.

8. **ALTERNATIVE OPTIONS CONSIDERED**

In respect of the 2015/16 Highway Maintenance Capital Programme, no alternative options are appropriate. The proposals seek to effect works according to priority based on an assessment of condition that also reflects general safety. The need to have a large range of schemes is essential in order to minimise delay and maximise operational efficiencies. The Annex (1) is updated annually.

Failure to deliver the 2015/16 Integrated Transport Capital Programme would impact negatively on the Council's adopted Transport Policy.

9. **PRINCIPAL GROUPS CONSULTED:** None.
10. **DOCUMENT CONSIDERED:** Report of the Director of Environment, Culture & Communities
11. **DECLARED CONFLICTS OF INTEREST:** None.



<b>Date Decision Made</b>	<b>Final Day of Call-in Period</b>
31 March 2015	8 April 2015

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>I050179</b>
---------------------------------	----------------

1. **TITLE:** Corporate Performance Overview Report

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

3. **PURPOSE OF DECISION**

To inform the Executive of the Council's performance over the third quarter of 2014-15

4 **IS KEY DECISION** No

5. **DECISION MADE BY:** Executive

6. **DECISION:**

That the performance of the Council over the period from October - December 2014, highlighted in the Overview Report in Annex A the report be noted..

7. **REASON FOR DECISION**

To brief the Executive on the Council's performance, highlighting key areas, so that appropriate action can be taken as appropriate if needed.

8. **ALTERNATIVE OPTIONS CONSIDERED**

None applicable.

9. **PRINCIPAL GROUPS CONSULTED:** Chief Executive and Assistant Chief Executive, Officer groups

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

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

<b>Date Decision Made</b>	<b>Final Day of Call-in Period</b>
31 March 2015	8 April 2015

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>I052579</b>
---------------------------------	----------------

1. **TITLE:** Cranbourne Award of Contract - Special Urgency Procedures

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

3. **PURPOSE OF DECISION**

To inform the Executive of the use of special urgency procedures for the award of a contract at Cranbourne Primary School

4. **IS KEY DECISION** No

5. **DECISION MADE BY:** Executive

6. **DECISION:**

That the use of Special Urgency Procedures by the Leader to revise the award of contract for the construction works to create new classrooms at Cranbourne Primary School be noted.

7. **REASON FOR DECISION**

To comply with Contract Standing Order 7 in relation to the reporting of any waiver of Contract Standing Orders approved by the Leader in relation to contracts valued at over £400k.

8. **ALTERNATIVE OPTIONS CONSIDERED**

None, as to have delayed the decision until the next meeting of the Executive would have impacted significantly on the works programme and jeopardised the timely delivery of the new classrooms.

9. **PRINCIPAL GROUPS CONSULTED:** Headteacher, School Governors, neighbours/local residents, staff and parents.

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

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

<b>Date Decision Made</b>	<b>Final Day of Call-in Period</b>
31 March 2015	8 April 2015

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>I048672</b>
---------------------------------	----------------

1. **TITLE:** Redevelopment of Coopers Hill
2. **SERVICE AREA:** Adult Social Care, Health & Housing
3. **PURPOSE OF DECISION**

Proposals to redevelop the Council owned site at Coopers Hill to provide over 100 units of low cost home ownership residential accommodation and an exemplar youth arts centre/hub.

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

6. **DECISION:**

1. That subject to the outcome of a financial viability study to approve in principle the redevelopment of the Coopers Hill site in partnership with TVHA to provide youth and housing facilities as outlined in the report be agreed.
2. That to test the financial viability study looking at, the creation of a creative, digital and performing arts centre through the redevelopment of the Coopers Hill site, by securing the support of leading national organisations with a track record in delivering effective programmes for young people be agreed.
3. That subject to the successful outcome of 2.2; to negotiate and enter into a development agreement with TVHA be agreed.
4. That to report back on the outcome of the feasibility study and the potential terms of a development agreement for the site by December 2015 be agreed.

7. **REASON FOR DECISION**

The recommendations in the report support the Council's medium term objectives:

- Medium term objective 1 - to regenerate Bracknell Town Centre
- Medium term objective 4 - to support our young residents to maximise their potential
- Medium term objective 10 - to encourage a range of appropriate housing.

The redevelopment of Coopers Hill through a partnership between Bracknell Forest Council and TVHA will provide a completely new facility for delivering services to young people. The facility will deliver a wide range of services that are not currently available in the region, in accommodation that is fit for purpose and meets the specification drawn up through extensive consultation with young people. The facility will be unique in the region and make a significant contribution to the wider regeneration of the Town Centre.

The delivery of financially viable services for young people through the Coopers Hill facility will require strategic partnerships with business and enterprise in the region; with national

bodies; with arts, culture and technology organisations; with local schools, colleges, and universities. These partnerships will need to be in place to enable delivery of services from the completion and handover of the building. A partner or partners with an established, known high quality brand will add significant value to and secure the successful operation of the Coopers Hill Centre. The Council has commenced the process to identify potential partners.

The scheme proposed by TVHA will provide c.2,000 m<sup>2</sup> of accommodation for the creative, performing and digital arts centre. An outline is shown in Appendix A. This will be funded from the sale of 122 shared ownership homes to be provided on the same site. TVHA will design the scheme, in partnership with Bracknell Forest Council, seek planning permission and undertake an OJEU compliant procurement process through the Homes and Communities Development Agency panel. The Council, supported by the Youth Council, will be involved in the selection of the preferred bidder to ensure they have the experience, expertise and capacity to deliver a creative, digital and performing arts centre to the required quality and specification.

## 8. **ALTERNATIVE OPTIONS CONSIDERED**

The Council has commissioned independent consultants to develop a business case that would allow the youth facility to be provided at no additional cost to the Council. The results are summarised in the confidential Appendix B. The business case itself has also been examined by independent financial analysts.

There are three options considered in the Full Business Case:

1. Continue current provision at Coopers Hill without a redevelopment programme. This option will require continued funding for maintenance, refurbishment, staffing and premises costs to be met by Bracknell Forest Council, thereby creating a financial liability for the Council.
2. Redevelop Coopers Hill with sufficient capacity to enable the delivery of services that cover operational costs. The 'breakeven' option has been developed to demonstrate that a viable and sustainable business can be delivered at no cost to the Council. This 'breakeven' position can be achieved through the participation of 7% of the target population.
3. Redevelop Coopers Hill and maximise the opportunity to use the whole of the proposed accommodation. This full operation model has the same staffing and premises costs as option 2 but will achieve a higher income.

Option 3 is recommended as it achieves a significantly greater return for the costs of operating the facility, maximises the use of the facility and engages a greater number of young people in purposeful activities. This model is predicted to generate a year on year surplus to be reinvested in the programmes for young people and in the equipment and facilities available to support this work.

The Council could consider investing circa £ 3.6 million of capital investment to deliver the performing arts centre to the current specification itself. However, as the current proposals do not require Council capital investment this has not been pursued.

9. **PRINCIPAL GROUPS CONSULTED:** To be confirmed.

10. **DOCUMENT CONSIDERED:** Report of the Director of Adult Social Care, Health &

Housing

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

<b>Date Decision Made</b>	<b>Final Day of Call-in Period</b>
31 March 2015	8 April 2015

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>I051404</b>
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1. **TITLE:** Intermediate Care Services Contract

2. **SERVICE AREA:** Adult Social Care, Health & Housing

3. **PURPOSE OF DECISION**

To approve a request to waive the competition requirements of the Contract Standing Orders for Staffing for Intermediate Care Services by Berkshire Healthcare NHS Foundation Trust.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

That the competition requirements of Contract Standing Orders be waived to allow negotiation of a contract for a period of 1 year (six month contract with option for a further six months) at a total estimated value as set out in the restricted report with BHFT for staffing to support Intermediate Care Services.

7. **REASON FOR DECISION**

In July 2013, the Executive approved a request to waive the Contract Standing Orders in order to enter into a two year contract with BHFT while Adult Social Care undertook a review of the service. The current contract is due to end 31 July 2015.

As part of the review, a Joint Commissioning Strategy for Intermediate Care was developed. The strategy went to the Executive on the 16th December 2014. The minutes indicate:

*RESOLVED that the overall approach within the Joint Commissioning Strategy for Intermediate Care 2015-18 is approved, and that final approval, following comment from the Clinical Commissioning Group, is delegated to the Better Care Fund Programme Boards.*

The Strategy for Intermediate Care has now been approved.

Adult Social Care and the Clinical Commissioning Group (who jointly fund the service) are now undertaking an evaluation of the impact on the service of the Intermediate Care Strategy, which will determine what changes will be required to the future requirements. As such, it would not be possible to identify the new requirements and undertake a tender before the current contract ends. As this is an essential, front line service, there cannot be a break in service provision. One outcome of the review is that the Clinical Commissioning Group may commission some of the services themselves, which would reduce the level of services commissioned by the council.

8. **ALTERNATIVE OPTIONS CONSIDERED**

To tender for this service at this stage, however, this was discounted for the following

reasons:-

- The timescale to review the impact of the strategy on the service and competitively tender would take 9-12 months to complete. It would therefore not be possible to do this before the current contract expires

To request an alternative waiver of the contract standing orders which sought approval to undertake a limited competition to look at other suppliers (using a less time-consuming way than going through a formal tender), for an interim solution, who potentially might provide better value for money. It was felt that this was not an option for the following reasons:-

- ASC have been in partnership with BHFT for many years. BHFT understand the processes and procedures that relate to this service, which as previously mentioned, is a critical service. To bring in a new provider at this stage would be costly in terms of the manpower required to bed in a new provider, which would not be cost effective for a short period of time; would reduce officer hours to work on the review of the service ready for the re-tender, and de-stabilise the service at a time of change, particularly when A&E are struggling to cope with additional pressures over the winter months. Also, if we were to consider an alternative provider, we would need to consult the CCG, which could delay the process.

To directly employ all the staff at this stage. This has been discounted for the following reason:-

- TUPE may apply, and if so, there would not be any cost savings as staff would transfer under their current contractual terms and conditions and the Council would have to manage any further organisation changes
9. **PRINCIPAL GROUPS CONSULTED:** Internal teams within Adult Social Care, the current provider of the service, people who use the service and their carers.
10. **DOCUMENT CONSIDERED:** Report of the Director of Adult Social Care, Health & Housing
11. **DECLARED CONFLICTS OF INTEREST:** None.

<b>Date Decision Made</b>	<b>Final Day of Call-in Period</b>
31 March 2015	8 April 2015



**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>I051942</b>
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1. **TITLE:** Implementation of Older Persons Accommodation & Support Services Strategy

2. **SERVICE AREA:** Adult Social Care, Health & Housing

3. **PURPOSE OF DECISION**

The acquisition of accommodation to provide improved services for older people and disposal of assets to finance that acquisition.

4 **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

1 That the Council acquires the freehold interest of the Dennis Pilcher House site from Bracknell Forest Homes (BFH) as shown in Appendix A for the sum as set out in the restricted report subject to a clawback by BFH if the Council disposes of the freehold interest in the future.

2 That the Council disposes of the freehold interest of the Ladybank site as shown at Appendix B to BFH for the amount set out in the restricted report, conditional upon BFH obtaining satisfactory planning permission and to be simultaneous with the acquisition of Dennis Pilcher House.

3 That the Council enters into a short term full repairing lease back of the Ladybank site for a nominal fee from the date it acquires vacant possession of the Dennis Pilcher site.

7. **REASON FOR DECISION**

The recommendations in this report directly support the Council's Medium Term Objective 7 to support our older and more vulnerable residents and in particular to improve the range of specialist accommodation for older people which will enable more people to be supported outside residential and nursing care.

8. **ALTERNATIVE OPTIONS CONSIDERED**

The Council intends to relocate the re-ablement service currently provided at Ladybank to Dennis Pilcher House. Alternatively the Council could invest over £380,000 in the Ladybank site to address immediate repair issues. However, the current building does not provide the level of accommodation to achieve the standards expected by the Care quality commission. It would not be possible to achieve the accommodation standards required on that site without considerable capital investment. Therefore, conversion and improvement of the Dennis Pilcher House site represents best value for the Council.

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

10. **DOCUMENT CONSIDERED:** Report of the Director of Adult Social Care, Health & Housing

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

<b>Date Decision Made</b>	<b>Final Day of Call-in Period</b>
31 March 2015	8 April 2015

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>I049461</b>
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1. **TITLE:** Establishing a Local Housing Company
2. **SERVICE AREA:** Adult Social Care, Health & Housing
3. **PURPOSE OF DECISION**

Members are asked to consider further work to establish a local housing company to provide temporary accommodation for homeless households.

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

6. **DECISION:**

1. That the development of Local Housing Company (LHC) to procure accommodation to provide homes for homeless households , households with learning disabilities and/or autism and care leavers so as reduce Council expenditure on accommodation be agreed;
2. That the Council provides financial support to the Company in the form of a short term loan as set out in the restricted report, as start-up funding be agreed;
3. That the Council provides loan finance to the company in the future as set out in the restricted report, so that it can acquire properties, the loan to be repaid from the surplus income it generates be agreed;
4. That the structure of the company will be as a company limited by shares, initially set up as a wholly owned subsidiary of the Council be agreed;
5. That minimum Council representation on the Board of the LHC will by the Executive member Adult social care , Health and housing, Executive member Transformation and finance, Chief executive , Borough Treasurer and Borough Solicitor be agreed.

7. **REASON FOR DECISION**

There has been a 68% increase in homeless acceptances over the last twelve months. The main reason for households losing their home is loss of tenancy due to landlord serving notice to re-possess properties often with the intention of letting at an increased rent. Households are often finding it very difficult to find another home in the private rented sector and are thus approaching the Council. As the Council is unable to access private rented accommodation to help the household avoid homelessness the number of households accepted as homeless has and continues to increase. This impacts on the number of households who are housed in emergency bed and breakfast accommodation while they wait to be moved onto other temporary accommodation. In July 2013 there were 9 households in bed and breakfast at the end of the month and in July 2014 there were 24 a 260% increase. This increase manifests itself in additional expenditure on bed and breakfast for the Council.

The current estimated spend on bed and breakfast accommodation in 2014/15 will be in the region of £250,000 over the budget of £85,470. This additional expenditure is currently contained within departmental budgets by using the rental income generated from the Council owned temporary to permanent properties which have been purchased via the use of the stock transfer receipt.

As the problem is lack of access to accommodation that is driving up Council spend on bed and breakfast the Council needs to establish a way of making available more accommodation to act as temporary accommodation for homeless households and as quickly as possible. Increase in the number of properties that can be offered as temporary accommodation means households will spend less time in bed and breakfast thus reducing Council expenditure but also providing the family a better quality of life.

The provision of temporary accommodation provides a staging post for homeless households on their journey to a settled home which would discharge the Council's homeless duty. So as to keep pace with the increased homeless demand a higher proportion of affordable housing will need to be let to homeless households meaning it will take longer for first time applicants to be housed from the housing register. The LHC provides the opportunity to provide accommodation to homeless households to discharge the Council's homeless duty thus enabling more affordable housing allocation to first time applicants from the housing register.

The current state of the housing market is impacting on the ability of other households who could be housed in the private rented sector to secure a home. Adult Social Care (ASC) currently pay a top up to cover the difference between the maximum housing benefit that can be paid and the rent on properties occupied by people with learning disabilities. Many of these households are being evicted and approaching the Council as homeless thus increasing the demand to procure accommodation for homeless households. ASC estimate there will be 70 households approaching the Council for accommodation over the next two years. In addition Children, Young People & Learning (CYPL) pay organisations to provide accommodation for care leavers.. A local housing company set up by the Council to procure accommodation for households which the Council supports offers an opportunity to realise significant revenue savings whilst providing appropriate accommodation within the Borough.

The recommendations directly support the Council's medium term objective 10 to encourage the provision of a range of accommodation.

## **8. ALTERNATIVE OPTIONS CONSIDERED**

The Council could continue to use the income from its temporary to permanent portfolio to meet bed and breakfast costs. This provides no return for the Council expenditure albeit it provides emergency accommodation. The Council is required to only use bed and breakfast for a maximum of 6 weeks for families with children after which time the bed and breakfast becomes unsuitable and the household should be housed in more appropriate accommodation. Without more appropriate temporary accommodation the Council risks not complying and could face financial penalty via the local Government Ombudsman as has been the case for other local authorities and a requirement to rehouse households.

The independent legal advice procured by the Council has confirmed that as long as the Council purchases properties to provide temporary housing for homeless households there will not be a requirement to re-open a housing revenue account. Therefore, the council could continue to purchase properties using the revenue from the existing temporary to permanent portfolio to support borrowing keeping the properties and not setting up a separate company. However, the Council cannot discharge its homeless duty by offering homeless households

accommodation that it owns without running the risk of re-opening the housing revenue account. The same applies for housing households with learning difficulties or care leavers if they are provided with self-contained accommodation. Therefore, the LHC offers the Council housing opportunities not available if it purchased property to let itself. However, it should be recognised that the LHC does generate additional costs in the form of operating costs and tax that do not accrue if the Council purchases the properties itself.

The Council could fund registered social landlords / registered providers to purchase properties. Registered social landlords are regulated and can only offer assured tenancies to households. Moreover, some registered social landlords are not prepared to house some households if there is a risk to their income. Thus this option does not offer the Council the flexibility of moving homeless households on after six months in occupation into a permanent home nor does it provide control over the nomination of the household. Lastly, it does not provide a return for the Council's investment and as such this option is not recommended.

The Council could consider paying above market rents to gain access to private rented accommodation. To date landlords and letting agents have not been receptive to this offer. It does not provide a return for Council investment and runs the risk of distorting the market. Consequently, this option is not recommended.

- 9. **PRINCIPAL GROUPS CONSULTED:** Not applicable at this stage.
- 10. **DOCUMENT CONSIDERED:** Report of the Director of Adult Social Care, Health & Housing
- 11. **DECLARED CONFLICTS OF INTEREST:** None.

Date Decision Made	Final Day of Call-in Period
31 March 2015	8 April 2015

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TO: EXECUTIVE  
23 JUNE 2015

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**JOINT RESPONSE TO THE CHILDREN, YOUNG PEOPLE AND LEARNING OVERVIEW  
AND SCRUTINY REPORT ON SUBSTANCE MISUSE INVOLVING CHILDREN AND  
YOUNG PEOPLE**

**Director Children, Young People & Learning  
Director Adult Social Care, Health and Housing**

**1 PURPOSE OF REPORT**

- 1.1 To inform the Members of the Executive of the response from the Executive Member for Children, Young People and Learning and the Executive Member for Adult Services, Health and Housing to the Overview and Scrutiny report on substance misuse.

**2 RECOMMENDATIONS**

**That the following recommendations of the Working Group “A Review of Substance Misuse Involving Children and Young People” be accepted:**

- 2.1 **Following consultation with the Youth Council and/or other relevant groups of local young people, the substance misuse leaflet be updated on a partnership basis to ensure that up to date information is disseminated and that all partners are working together with common understanding and goals.**
- 2.2 **Awareness raising booklets including ‘before and after’ pictorial content be produced to alert parents to the signs and symptoms of substance misuse by their children, and to provide a step guide to recognising a substance misuse issue, acknowledging its potential impact on the family and seeking advice/assistance/treatment to overcome it to be produced.**
- 2.3 **A substance misuse peer mentoring scheme be introduced in Bracknell Forest schools to support children and young people with related issues.**
- 2.4 **Additional training for both newly qualified and established teachers be provided to enable them to detect early signs of substance misuse and then offer support and signposting to services.**
- 2.5 **A programmed, consistent and joined up partnership approach to substance misuse prevention education in schools involving misuse youth workers, the Youth Offending Services, police and other relevant organisations.**
- 2.6 **Opportunities are taken to pursue closer family-wide substance misuse working practices between Children’s Social Care, Adult Social Care and Public Health.**
- 2.7 **Efforts be made to secure the closure of the gap in CAMHS Tier 2 preventive mental health services and to increased CAMHS service provision to assist young people to break free from substance misusing peer groups and support young people at risk of offending and entering the court system owing to substance misuse.**

- 2.8 **A Berkshire wide substance misuse data sharing protocol be developed to enable comparisons with other local authorities and to facilitate identification and response to issues.**
- 2.9 **In recognition of the link between substance misuse and child sexual exploitation, relevant groups such as Children’s Social Care, the police and Local Safeguarding Children’s Board strategic group be requested to monitor this situation and report to the Children and Young People Overview and Scrutiny Panel on request on a regular basis.**
- 2.10 **Where appropriate, child protection plans include the requirement for parent(s)/guardians to attend a relevant substance misuse support for treatment programme.**
- 2.11 **The Working Group has carried out a thorough review of substance misuse services involving children and young people. Although the review is focused on the impact of substance misuse on children and young people, it also involved adult family members and the drug and alcohol services function which falls within the portfolio of the Executive Member for Adult Services and Health.**

### **3. REASONS FOR RECOMMENDATIONS**

- 3.1 The Overview and Scrutiny Working Group has spent considerable time on the review and the Executive are asked to support the recommendations outlined above.

### **4. ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 Not applicable

### **5 SUPPORTING INFORMATION**

The recommendations and early actions in support of these are set out below:-

- 5.1 There are ten recommendations made in the report six have been accepted in full and four have been partially accepted. This is because of the cost implications of full implementation of three of the recommendations, therefore they have been accepted in part and actions agreed from within existing budgets.
- 5.2 We would like to thank the Working Group for their very helpful and well informed report which will enable us to further improve and develop our services. It is also of note that in the conclusion the successful work of the services to addressing substance abuse is commended and in particular the high level of partnership work which takes place in Bracknell Forest.



5.3 **Recommendation 1**

**Following consultation with the Youth Council and/or other relevant groups of local young people, the substance misuse leaflet be updated on a partnership basis to ensure that up to date information is disseminated and that all partners are working together with common understanding and goals.**

- 5.4 Accepted. The Executive Members both share the group's view of the valuable role of providing and promoting up to date information. The substance misuse leaflet will be updated as requested. It is recommended that this is also prepared as electronic copy so that they can be more widely and cost effectively disseminated through the Youth Council, schools and relevant community groups. The Drug and Alcohol Strategic Group has tasked the operational group to review and revise the information currently being supplied. An initial draft document has been completed with young people and further editing is being undertaken.
- 5.5 The development of a local drug and alcohol website by the DAAT and the Public Health Team will allow us to include any leaflets, information and advice and will sign post adults and young people to further support and information.
- 5.6 The DAAT has recently purchased a license for an online programme which contains over 20 psychosocial interventions. This programme is for adults and young people and can be used as part of one to one sessions. It also provides the ability for people to use the programme on their own and e-mail their work to their recovery facilitator. The programme also has a dashboard for monitoring use and progress towards outcomes.
- 5.7 Working with the police and other partners we will ensure that the information is widely disseminated via schools and community venues.
- 5.8 The estimated costs of printing leaflets will be approximately £208 for 2,000 black and white leaflets or £295 for 2000 colour. This would be met from existing DAAT budgets.

5.9 **Recommendation 2**

**Awareness raising booklets including 'before and after' pictorial content be produced to alert parents to the signs and symptoms of substance misuse by their children, and to provide a step guide to recognising a substance misuse issue, acknowledging its potential impact on the family and seeking advice/assistance/treatment to overcome it be produced.**

- 5.10 Accepted. The Drugs and Alcohol Team will undertake research into any existing resources in respect of raising parental awareness in respect of drug and alcohol misuse. The Drug & Alcohol Strategic Group will consider the use of before and after pictures to illustrate the harm that drug and alcohol misuse can cause as well as researching images that may provide pointers to parents. It is recommended that these are also prepared as electronic copy so that they can be more widely and cost effectively disseminated to the local community through schools and community groups.
- 5.11 The development of a local drug and alcohol website by the DAAT and the Public Health Team will allow us to include any leaflets, information and advice and will sign post parents to further support and information.

5.12 The estimated costs of printing and disseminating awareness raising booklets is not yet known as there may already be resources available for downloading. If funding was required to produce specific leaflets this would require approval from the Drug & Alcohol Strategic Group.

5.13 **Recommendations 3-5 are accepted in part and will be promoted and discussed with Headteachers, but implementation will be reliant on the taking up the recommendations.**

5.14 **Recommendation 3**

**A substance misuse peer mentoring scheme be introduced in Bracknell Forest schools to support children and young people with related issues.**

5.15 Accepted in part. The recommendation can be promoted as an idea to schools alongside the work that the Youth Service and DAAT already carries out in schools, but developing and implementing a peer mentoring scheme for substance misuse will depend on head teachers wanting to promote and develop such a scheme in their school, and use their staff and other resources to commission, develop and continue such a scheme in the long term, as well as allocate time in school to meet this recommendation.

5.16 Consideration should be given to Youth Services rolling out a mentoring programme in schools as two of the substance misuse youth workers have experience of developing these schemes and have previously done so in community settings in Bracknell Forest. Any such scheme would need to be fully costed before a decision is made as to the practicalities and affordability of this type of scheme.

5.17 **Recommendation 4**

**Additional training for both newly qualified and established teachers be provided to enable them to detect early signs of substance misuse and then offer support and signposting to services**

5.18 Accepted in part. The LA promotes a wide range of training opportunities and courses to schools. Substance misuse will be included in the future provision advertised to schools however courses all have a charge for attendance. It is therefore the school's decision which staff attend particular training courses and how school in-service days are used.

5.19 Consideration should be given to providing short awareness raising session for teachers as part of in-service days. The approximate cost of this would be £250 per half day.

5.20 Alternatively the DAAT provides a full training programme which teachers are in a position to access for a small charge.

5.21 **Recommendation 5**

**A programmed, consistent and joined up partnership approach to substance misuse prevention education in schools involving substance misuse youth workers, the Youth Offending Services, police and other relevant organisations be adopted.**

- 5.22 Accepted in part. The recommendation can be promoted to schools alongside the work that the Youth Service and DAAT already carry out in schools. It will be up to individual schools to take this work forward.
- 5.23 DAAT can provide on request substance misuse information sessions for children in year six and their parents in preparation for their transition to secondary school.
- 5.24 The DAAT has been in discussions with the information lead for Alcoholics Anonymous with a view to offering awareness sessions in schools. These sessions will include a short video presentation followed by a questions and answers session with people who are in recovery from drug and alcohol misuse.
- 5.25 We recognise that Recommendations 3-5 are of value, but will carry a significant cost implication to be fully implemented.
- 5.26 **Recommendation 6**
- Opportunities are taken to pursue closer family-wide substance misuse working practices between Children's Social Care, Adult Social Care and Public Health.**
- 5.27 Accepted. It should be noted that there are already close working relations with these teams. The DAAT team lead on this work and we will continue to develop our good practice.
- 5.28 **Recommendation 7**
- Efforts be made to secure the closure of the gap in CAMHS Tier 2 preventative mental health services and to increased CAMHS service provision to assist young people to break free from substance misusing peer groups and support young people at risk of offending and entering the court system owing to substance misuse.**
- 5.29 Accepted. This recommendation consists of three strands of work, that relate to improving preventative support for CAMHS Tier 2 is being overseen by the Health and Wellbeing Board. The young people who are at risk of offending or who are known offenders have access to a wide range of high quality preventative support through the Youth Offending Service. We will seek to further emphasise the links with substance misuse as a result of this recommendation. The DAAT has commissioned 'Mindfulness' training to help staff to better support people and their families with substance abuse.
- 5.30 **Recommendation 8**
- A Berkshire wide substance misuse data sharing protocol be developed to enable comparisons with other local authorities and to facilitate identification and response to issues.**
- 5.31 Partially Accepted. The DAAT team have access to a wide range of information at a local, Berkshire wide and national level. The Public Health Team have access to the full range of information and are already in a position to make comparisons as required. Regular needs assessments are undertaken in respect of both adults and young people to identify any emerging trends or barriers to entering treatment.
- 5.32 The JSNA also includes substance misuse and using national comparisons in terms of hospital admissions, treatment uptake and successful outcomes.

5.33 The Berkshire DAAT leads meet quarterly with the Drug & Alcohol Lead Consultant for Public Health and raise issues, concerns, emerging trends and examples of best practice.

5.34 **Working Group Recommendation 9**

**In recognition of the link between substance misuse and child sexual exploitation, relevant groups such as Children's Social Care, the police and the Local Safeguarding Children's Board strategic group be requested to monitor this situation and report to the Children and Young People' Overview and Scrutiny Panel on request on a regular basis.**

5.35 Accepted.

5.36 **Recommendation 10**

**Where appropriate, child protection plans include the requirement for parent(s)/guardians to attend a relevant substance misuse support or treatment programme.**

5.37 Accepted. A Child Protection Plan can request attendance at relevant treatment or support and they already do, with parents/guardians being required where appropriate to provide evidence that they have not been using drugs.

5.38 The DAAT Team Leader and SMART Service Co-ordinator have recently met with the Independent Safeguarding Chairs to discuss the use of drug testing and attendance at group sessions in CP & CIN plans. A further visit to a team meeting is planned to ensure that all Independent Chairs have information on the relevant groups.

5.39 The Head of Drug & Alcohol Services has reviewed and revised the Substance Misuse Testing Policy and this has been provided to the Chief Officer for CSC and all relevant Heads of Service and Team Managers to try to reduce the amount of regulated testing being used and replaced it with random testing which is considered far more effective.

## **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.

### Borough Treasurer

6.2 The Borough Treasurer is satisfied that there are no significant financial implications arising out of this report. Where there are costs associated with the recommendations that have been accepted, these are marginal and can be met from within existing budgets.

### Equalities Impact Assessment

6.3 N/A

Strategic Risk Management Issues

6.4 N/A

**7 CONSULTATION**

Principal Groups Consulted

7.1 N/A

Method of Consultation

7.2 N/A

Representations Received

7.3 N/A

Background Papers

Report by the Working Group of the Children, Young People and Learning Scrutiny Panel 'A Review of Substance Misuse Involving Children and Young People'.

Contact for further information

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# A Review of Substance Misuse Involving Children and Young People

by a working group of the  
Children, Young People and Learning  
Overview and Scrutiny Panel



*Mephedrone*



*Alcohol*

April 2015

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## Acknowledgements

The Working Group would like to express its thanks and appreciation to the following people for their co-operation and time. All those who have participated in the review have received a copy of this report if wished.

Inspector John Goosey	Deputy Local Policing Area Commander, Bracknell, Thames Valley Police
Patsy Carvell	SMART Service Manager for Bracknell Forest

The following officers from Bracknell Forest Council:

Janette Karklins	Director of Children, Young People and Learning
Lorna Hunt	Chief Officer: Children's Social Care
Mira Haynes	Chief Officer: Older People and Long Term Conditions
Lisa McNally	Consultant in Public Health
Jillian Hunt	Head of Drug and Alcohol Services
Mairead Panetta	Head of Safeguarding Services
Karen Roberts	Head of Youth Offending Service
Debbie Coleman	Alcohol and Substance Misuse Youth Worker
Dani Ettia	Alcohol and Substance Misuse Worker
Andrea Carr	Policy Officer (Overview and Scrutiny)



## 1. Lead Member's Foreword

- 1.1 Bracknell Forest Council's Children, Young People and Learning Overview and Scrutiny Panel were concerned to learn of the prevalence of mephedrone use in the Borough and the harmful impact this, and other substances, can have on our children and young people's health, wellbeing, education and life chances. We were also troubled about the impact which parents' substance misuse can have on children, young people and families, particularly as it has been a factor in many child protection cases. For these reasons we formed a Working Group to carry out this in-depth review of substance misuse involving children and young people in order to explore the depth of the problem, to discover what work was in place to tackle/prevent it and to seek enhanced outcomes.
- 1.2 I have found this a very worthwhile and informative review and would like to thank the Working Group and representatives from Bracknell Forest Council, Thames Valley Police and SMART for all their time, preparation and support in this review project. I would also like to express my appreciation for all the help and support we have received from our Overview and Scrutiny officer, Andrea Carr, during the course of the review.
- 1.3 This report illustrates the work of the Working Group and sets out our findings and recommendations which I commend to the Executive Member for Children, Young People & Learning, Councillor Dr. Gareth Barnard, and to the Executive Member for Adult Services, Health & Housing, Councillor Dale Birch, where appropriate. We look forward to your responses.

Councillor Mrs Gill Birch  
(Lead Working Group Member)

## 2. Executive Summary

2.1 Problem drug and alcohol use has a destructive impact and endangers the health, safety and social wellbeing of the individual and the wider community. Substance misuse by children and young people was selected as a review topic in the 2014-15 Overview and Scrutiny work programme owing to concerns regarding the growing use of mephedrone by young people in Bracknell Forest and the resulting impact on children, young people and their families, and also the effect of parental substance misuse on children and young people. The Children, Young People and Learning Overview and Scrutiny Panel therefore established this Working Group in September 2014 to undertake a review of substance misuse by, and impacting on, children and young people and their families. The review includes suggested actions to minimise the effects of substance misuse and lead to successful outcomes. It follows on from a review of substance misuse by adults previously undertaken by a working group of the Adult Social Care and Housing Overview and Scrutiny Panel.

2.2 This report describes the work of the Working Group between autumn 2014 and spring 2015 which has consisted of fact finding meetings with relevant Council officers and partners such as the police, the Youth Offending Service and the Substance Misuse Arrest and Referral Team; undertaking research; and visiting New Hope, Bracknell Forest's drug and alcohol treatment service. The report also sets out the findings of the review and is organised in the following sections. Members hope that the report will be well received and look forward to receiving responses to their recommendations which recognise the key importance of education, prevention and early intervention in tackling substance misuse:

Part 1 Lead Member's Foreword.

Part 2 Executive Summary.

Part 3 Background information in respect of substance misuse and treatment services.

Part 4 A summary of the information and evidence gathered by the Working Group.

Part 5 Conclusions reached following the review.

Part 6 Recommendations to the Council's Executive.

Part 7 Glossary

2.3 The Working Group comprised:

Councillors Mrs Birch (Lead Member) & Mrs Temperton and Mr Briscoe (Parent Governor Representative), Miss Richardson (Teacher Representative) & Mrs Wellsteed (Parent Governor Representative).

### 3. Background

- 3.1 Establishing a life course approach to drug prevention that covers early years, family support, universal drug education, and targeted and specialist support for young people is one of the key aims of the Government's 2010 Drug Strategy.
- 3.2 The responsibility for commissioning drug treatment services transferred to local authorities in April 2013. This offered opportunities to deliver effective and integrated services including Children's Social Care, education, housing, sexual health and offending to achieve positive outcomes for young people across a range of risk factors.
- 3.3 Substance misuse is often a symptom rather than a cause of vulnerability among young people. Many have broader difficulties in their lives such as family breakdown, inadequate housing, offending, low educational attainment and mental health concerns that are compounded by drugs and alcohol and that need addressing simultaneously as part of a care package. Young people's substance misuse services engage vulnerable young people misusing drugs or alcohol regularly and intervene early to stop escalating risk and harm from substance misuse. Interventions can include medical, psychosocial or specialist harm-reduction that build young people's resilience and reduce the harm caused by substance misuse. Young people's lives can improve when they have access to substance misuse services alongside support to address their wider health and wellbeing needs.<sup>1</sup>
- 3.4 Specialist interventions for young people's substance misuse are effective and provide value for money. A Department for Education cost-benefit analysis found that every £1 invested saved £1.93 within two years and up to £8.38 in the long term. Specialist services engage young people quickly, the majority of whom leave in a planned way and do not return to treatment services.
- 3.5 The immediate benefit of specialist interventions is reduced substance misuse, but there are other positive short-term outcomes for young people, including:
- reduced drug and alcohol-related crime.
  - fewer drug and alcohol-related deaths and hospital admissions.
  - more involvement in positive activities.
  - increased confidence and self esteem.
  - reduced risk-taking behaviour.
  - improved attendance at school.
- 3.6 The longer term benefits of specialist interventions for young people are:
- they are less likely to have long-term substance misuse problems as adults.
  - they are likely to see improvements in their education results, employment opportunities, wellbeing, mental health and family relationships.
- 3.7 An effective young people's specialist substance misuse service should have the following components:
- Strong strategic leadership, with clear lines of accountability, which can demonstrate that services are outcome-focused, efficient and effective.

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<sup>1</sup> PHE: Good practice in planning young people's specialist substance misuse interventions 2013

- Services that are delivered within an integrated support package along with wider children's services to engage young people early and minimise risk and harm.
- High-quality, age-appropriate and evidence-based substance misuse interventions.
- A skilled workforce to deliver the services.

3.8 Parental substance misuse is also a problem as parents who are dependent on drugs and alcohol present a risk to themselves and their children. Over half of adults in substance misuse treatment are either parents or live with children.<sup>2</sup> However, parents who live with their own children do well in treatment which helps parents to stabilise their lives and care for their children better. For children of drug-misusing parents, treatment is a protective factor. The problems addiction causes will motivate many parents to find help, while entering treatment has major benefits for them and for their children. Their lives become more stable, and they can get support to address their wider problems and help them look after their family better.

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<sup>2</sup> Parents with drug problems: How treatment helps families NHS NTA 2012

## 4. Investigation, Information Gathering and Analysis

### Introductory Briefing and Discussion

- 4.1 The Head of Drug and Alcohol Services gave an introductory briefing in respect of young people and substance misuse. The presentation and the Young People's Needs Assessment 2012/13 previously received by the Children, Young People and Learning Overview and Scrutiny Panel were re-circulated to the Working Group together with the relevant extract of the minutes of the Panel meeting.
- 4.2 Mephedrone (commonly referred to as M-CAT) was the drug in widest use in Bracknell Forest. It was an amphetamine type stimulant which was highly addictive and gave users a significant 'high' greater than that caused by cocaine, followed by a distinct 'low' after use. Mephedrone was popular with young people and had largely replaced ketamine and ecstasy as a party drug although mephedrone and ketamine mixes were often consumed. The Drug and Alcohol Action Team (DAAT) had met police officers the week prior to this meeting to discuss the on-going issue of mephedrone use by young people in Bracknell Forest. The police had acknowledged that this was a problem requiring attention and would act accordingly.
- 4.3 Educating younger people, particularly those in the 14-15 years age group, by emphasising the side effects and damage caused by drug use could be effective in deterring its use. By the time side effects were experienced the user was addicted to mephedrone. Following treatment young people could be subject to temptation and peer pressure to resume drug misuse.
- 4.4 The DAAT had undertaken work in local schools to raise aware of the associated dangers and its work was acknowledged nationally. An upsurge in the use of mephedrone had also been witnessed in Wokingham in recent weeks. Bracknell Forest had shared some of its work including a substance misuse information leaflet with schools and parents in Wokingham in response. Although mephedrone use in this Borough had recently reduced by 5% overall, young people, mainly female, continued to present for treatment and usage amongst adults had grown proportionately as they were using it as a more financially affordable alternative to cocaine.
- 4.5 Intelligence gathering was pursued with a view to discovering sources, availability and cost of mephedrone and other drugs. Most dealers travelled to the area from London, often by train. Intelligence suggested that there were no main dealers located in the Borough. The Council shared relevant information with the police, who patrolled local areas known as drug dealing sites such as Bill Hill and Albert Road car park.
- 4.6 The number of people in treatment for substance misuse varied and at the time of the meeting there were 24 adults and 15 young people being treated for 12 weeks. 16 adults and 4 young people were retained for longer in treatment and 12 adults and a number of young people had successfully completed treatment. There were currently no cannabis users in treatment. If they presented, they would undergo a dual assessment involving the mental health services as related issues could be caused by that drug and users were likely to have complex needs. Data concerning the number of parents presenting for treatment would be gathered and shared with the Working Group although this information may not confirm the number of children and young people affected by parental substance misuse. The Working Group was advised of a situation

where counselling had assisted a 5 year old adversely affected by a parent's alcohol consumption. All adults entering treatment were asked if they had come into contact with Children's Social Care and the DAAT would liaise with Children's Social Care. The gender split of people in treatment was 75% male and 25% female. It was felt that this percentage may not be reflective of people misusing substances as women may be more reluctant to seek treatment owing to a fear that their children may be taken into Children's Social Care if they admitted substance misuse. The DAAT recognised the need to advise people that they worked with a family as a whole. Resources included a Parenting Intervention Officer who worked with parents and targeted children whose parents misused substances. There was also one person who worked with young offenders.

- 4.7 There was a brief to review services as it was felt that there were insufficient resources for early intervention work in schools, particularly in primary schools where the Alcohol and Substance Misuse Youth Worker was the only staff member. Existing resources were utilised to best effect and included counselling and work through the Family Focus initiative. Some schools provided a degree of substance misuse educational sessions for Year 6 pupils and this offered an opportunity for the DAAT to build on this via Personal, Social and Health Education (PSHE). Family Support Advisers were well equipped to identify substance misuse and referred relevant children and young people for treatment.
- 4.8 Intergenerational behaviour patterns indicated that young people were more likely to misuse substances if their parents did and this was a cycle which needed to be broken through education. Bracknell Forest's dedicated Targeted Youth Support Workers would be able to assist in this area and the creation of links with families would be beneficial. When substance misusers reached 18 years of age they were automatically transferred to Adult Services and many experienced difficulties with the transition and therefore it was suggested that the age range for Children's Services should be extended to 24-25 years. An example of a 17 year old young woman who had achieved good progress in treatment until she was transferred to a group of significantly older people and discontinued treatment as a result was shared with the Working Group. The fact that her children were then taken into Children's Social Care emphasised the need to address such issues in a holistic and innovative manner with a greater emphasis on families in preference to age grouping.
- 4.9 Consideration was being given to the use of financial resources and whether they could be targeted to greater effect. The budget was ring-fenced and grants allocated in respect of substance misuse treatment for adults was on the basis of payment by results. Services were currently provided on an in-house basis and consideration could be given to commissioning services from an external provider, possibly serving all age groups, if it would offer improved and financially beneficial outcomes. The possible merits of separating the 2 aspects of the service, prevention and treatment, was identified together with the need for more prevention work.
- 4.10 The Working Group noted that the number of young people attending and engaging with the recently introduced substance misuse counselling service sessions had grown and attendance levels were high. Members suggested that offering sessions during the school holidays would provide beneficial continuity and were disappointed to note that due to funding constraints the service was operating at full capacity and that it may become necessary to introduce a waiting list.

- 4.11 Although the number of adults misusing substances appeared to have reduced overall, the number of children and young people now entering child protection owing to parental substance misuse had increased. The Head of Children's Safeguarding met representatives of mental health service providers every 2 weeks and the latest number of families referred was 40, a reduction from 48. However, this figure fluctuated and did not necessarily reflect the number children and young people involved per family.
- 4.12 A Family Group met weekly and offered people the opportunity to share their substance misuse issues and problems. There was also a group for young mothers which met on a weekly basis although it was challenging to encourage them to attend due to their fear that admitting substance misuse would lead to their children being taken into Children's Social Care. Involving Children's Centres and working together in the community were seen as a way forward. The support and services provided via Children's Centres had recently transferred to The Willows at Priestwood at an earlier and more convenient start time. Although initial take up was limited, it was expected that the number of mothers attending would grow over time. The inclusion in Child Care Plans of the requirement to attend was sought. Resources were limited and there was one person to deliver the programme. Structured hour long sessions with different focuses were provided over a 12 week period which could be published in advance to attract people to relevant sessions. It was possible to rotate the entire 12 week programme between different Children's Centres to increase access. In the event that transport was an issue the DAAT would cover the cost of taxis. It was not possible to compel people to engage in substance misuse support and treatment services and more publicity and personal recognition of a dependency assisted.
- 4.13 Inappropriate unnecessary referrals to New Hope, Bracknell Forest's drug and alcohol treatment centre, were an issue and training was highlighted as a means to educate workers, particularly recent recruits, to identify correctly when people's substance use required treatment. Some new staff members had recently joined the workforce including a Local Area Single Assessment and Referral Service (LASARS) worker and a post working for half a day every 2 weeks in Children Social Care on an appointment basis. If the latter proved successful the Young People's Worker could perform a similar task to reduce inappropriate referrals. For example, twice weekly drug testing was considered inappropriate as a single use of cocaine resulted in traces of the drug remaining in the user's body for 2 months after. A triage approach to referrals was beneficial. Reflective practice sessions with the Substance Misuse Arrest and Referral Team (SMART) to discuss the success of treating specific cases was useful and substance misuse training for new social workers at New Hope would be beneficial.
- 4.14 When visiting the sex education nurse in secondary schools and colleges young people were invited to report any substance misuse issues for referral to the Alcohol and Substance Misuse Youth Worker. Although the formal tiered system in adults' substance misuse treatment did not apply to children and young people, a system consisting of GPs and schools constituting Tier1, targeted work by the Alcohol and Substance Misuse Youth Worker comprising Tier 2 and New Hope representing Tier 3 existed for children and young people and there would be merit in raising awareness and use of this approach. Existing training consisted of basic substance misuse awareness training for all involved with more intensive targeted training where required. Specific targeted training in respect of mephedrone could be provided. Police officers may benefit from being familiar with the appearance and smell of mephedrone and recognising people's reactions to it. Whilst teachers could be trained to detect

substance misuse and pursue early interventions, schools could not be compelled to spend their budgets in respect of this type of training.

- 4.15 Another session of Operation Ladybird, a police-led operation in partnership with the DAAT, the Probation Service and housing providers which sought to reduce crime by monitoring the movements of known offenders and discouraging them from leaving their homes and re-offending, would take place on 15 September 2014 and would target mephedrone users who had failed to attend treatment following assessment. It was not recorded how many substance misusers relapsed although if they re-presented within 6 months of completing treatment they were not considered to be new referrals. Some young people successfully completing treatment later relapsed as adults. Over the past year more substance misusers had presented with chaotic lifestyles, often involving mental health issues, than previously. Mental health conditions could pre-date and lead to drug use. Staff, including the Young People's Worker, received personality disorder training to identify low level disorders such as Asperger's Syndrome, Attention Deficit Hyperactivity Disorder (ADHD) and Oppositional Defiant Disorder (ODD). However, these conditions did not warrant specific mental health treatment. Genetic chemical strains were thought to increase the likelihood of substance dependencies.
- 4.16 The demographics of young people using mephedrone was unprecedented and involved those from affluent backgrounds where previously young drug users tended to be from broken homes or those with limited incomes. The former were different to work with and their parents were often in disbelief over their children's drug use. The Parenting Service assisted with working with families and was able to encourage them to operate more cohesively and be more resilient. However, some families were resistant to support and did not acknowledge that they had a problem.
- 4.17 An interactive website to address heavy drinking was under development and could lead to more referrals. It was impossible to reach all alcohol misusers and many who had successfully completed treatment were prone to relapse for a considerable time after.
- 4.18 Operation Yewtree, a Metropolitan Police investigation into sexual abuse allegations, predominantly the abuse of children, against some British media personalities and others, had led to a changing pattern of referrals where a number of men were entering treatment with alcohol problems which they attributed to childhood memories of abuse being re-kindled by the investigation. It was possible that women may also seek treatment as a result of the Rotherham abuse scandal for the same reason. There was no suggestion that there were gangs of men grooming girls for sexual abuse in the Borough although there were cases of girls being abused by individual older men who they considered to be their boyfriend and risk assessments and other work had taken place in this field. The links between substance misuse and other issues, such as prostitution, were highlighted.
- 4.19 The Alcohol and Substance Misuse Youth Worker outlined her recent work in schools which had grown over the summer holidays. Sessions with every year group in each of Bracknell Forest's schools had taken place to highlight the dangers of substance misuse. Although fewer referrals for treatment had been received during August it was anticipated that numbers would increase when students returned to school. The Alcohol and Substance Misuse Youth Worker was the first point of contact in instances of substance misuse before children and young people were then referred to the Substance Misuse Worker. Most secondary schools in Bracknell Forest were receiving smoking cessation



sessions via local health services. Although a survey had indicated that fewer young people smoked than previously, it remained common in Years 10 and 11 and students, particularly boys, were requesting nicotine replacement services. Girls were more reluctant to stop smoking as they feared resulting weight gain. E-cigarettes were not provided or promoted as an alternative to cigarettes. The health implications of e-cigarettes were yet to be determined. Nicotine-free seecha pens were used by young people as cigarette alternatives and were available to 14 year olds in local shops. Some publicity and sessions to raise awareness of the negative aspects of smoking seecha pens was proposed.

- 4.20 By way of a brief update, the Head of Children's Safeguarding advised that there were currently 305 child protection plans in place and approximately 70% involved substance misuse. Of the 12 child protection conferences held up to June 2014, 7 involved alcohol misuse and 7 referred to drug misuse.

#### **Thames Valley Police (TVP)**

- 4.21 Inspector John Goosey, TVP's Deputy Local Policing Area Commander for Bracknell, met the Working Group to provide information concerning the TVP's involvement with, and response to, substance misuse, including work with local schools.
- 4.22 The Inspector reported that 114 drugs offences perpetrated by 29 offenders had been recorded in Bracknell Forest for the period from 1 April to the end of October 2014. Of these 29 offenders, 12 were aged 17 years or younger. Youth Cannabis Warnings (YCWs) had been issued and the youngest recipient had been 16 years of age. A 17 year old had been charged with the intent to supply drugs. If found to be in possession of drugs, people of 18 years and older would be issued with a Penalty Notice for Disorder, a rapid and effective disposal option for dealing with and deterring low-level, anti-social and nuisance offending, and this had been the case with two 19 year olds during the period.
- 4.23 The issue of YCWs were categorised as local disposals and not crime detections. They applied to young people aged between 10 and 17 years who admitted the offence and agreed to attend a drugs intervention session with the Youth Offending Service (YOS). The YOS was notified within 24 hours of a YCW being issued and was responsible for pursuing an interaction with the offender. The YOS's remit was working with young people of 18 years and younger. YCWs were issued on the street or in the home where the associated paperwork should be completed in the presence of the offender's parents and no arrests were made. If the young people did not co-operate with the YCW process they would be arrested and the YOS would inform their parents of the offence.
- 4.24 Whilst the majority of the recorded drug offences were associated with cannabis, which was categorised as a Class B drug under the Misuse of Drugs Act 1971, 6 of the 29 offenders had been in possession of Class A drugs, such as heroin. Of the 12 offenders who were aged 17 years or younger, 9 had received a warning, 1 had been charged with supplying drugs and another had been charged with possession of drugs. A Youth Restorative Disposal (YRD) could be applied in the case of possession of a Class A drug by young people between the ages of 10 and 17 years. A YRD was not classed as a conviction and was only applied to young people who did not have a history of offending, had accepted responsibility for their offence and were prepared to address their behaviour through the use of restorative justice in conjunction with the YOS if that was felt necessary by the police. A young person may only receive one YRD and any future offence reverted to an established criminal justice

measure. Both the victim and offender needed to agree to participate in the YRD, which was facilitated by an authorised police officer or Police Community Support Officer trained in restorative techniques. Children's Services and the YOS were informed after the YRD was issued to provide an opportunity to identify early risk factors and allow the right agencies to step in and provide appropriate support and intervention, such as a rehabilitation programme, to the young person who may be at risk of becoming further involved in criminal or anti-social behaviour.

- 4.25 Mephedrone first appeared in Bracknell Forest in 2010 and partners had worked to address its production, supply and use for approximately 2 years having become aware that it was an issue in the Borough. Although local use exceeded that in neighbouring Boroughs, a recent overspill into Wokingham had led to police undertaking some joint working with that Borough. Work to break the supply chain in Hampshire, another area with relatively high usage levels, had been successful. As use remained high in Bracknell Forest it was assumed that mephedrone was produced in the Borough and sold locally. The main dealers of Class A drugs, such as heroin and crack cocaine, travelled from London and were often young people pressured into doing so. Although mephedrone was not as harmful or physically addictive as heroin, users became addicted to the 'high' which was considerable, however, the 'low' that followed was equally extreme. Low self-esteem could sometimes be a trigger for drug use. Mephedrone was formed from legally available plant food and was less costly than other drugs. It was grey or white in colour, available in powdery or crystalline form and could be snorted, smoked or injected. The drug was a compound and analysis of batches of it in the past had revealed wide variations in its composition. Fragments of broken light bulb glass and traces of heroin, to increase its addictive qualities, had been found.
- 4.26 There was a Bracknell Forest Mephedrone Strategy which had been refreshed recently through the Drug and Alcohol Strategy Group. The Strategy Group was considering extending sessions in schools to include Year 6 in the interests of prevention. There were also operational groups relating to mephedrone, domestic violence, missing children and child sexual exploitation (CSE). The Mephedrone Group featured multi-agency work with individuals. Domestic violence could be prompted or exacerbated by substance misuse. Although a few children and young people went missing it was generally for a short time frame only and usually due to extended parties. CSE was a particular focus for the TVP and relevant partners and there were links with substance misuse. Work with risk management groups and the Local Safeguarding Children's Board had taken place to avoid abuse situations such as that in Rotherham occurring locally.
- 4.27 Intelligence had suggested that drug dealing took place at South Hill Park in the past, however, frequent visits by the police and checks for needles had led to dealers moving elsewhere. Parents could contact Crimestoppers or the police if they suspected their children were attending a party involving drug misuse.
- 4.28 The refreshed Mephedrone Strategy featured provisions for communication including e-mail contact between all staff involved to notify each other and the police of developments and required actions. There was also an alert system for circulating community messages concerning matters including substance misuse. 'Parent mail' could also be utilised to inform parents of related issues. An ongoing action required a letter and leaflet identifying the symptoms and dangers of drug misuse to be circulated to the parents of all secondary school pupils via schools on a regular basis. A concertina card concerning mephedrone, including the symptoms, dangers and sources of help, which was

directed at both parents and young people was being produced and would be available for circulation in the next few weeks. The police and specialist workers visited schools to educate against substance misuse. The police's Schools Officer briefed young people on the dangers of drug misuse. It was suggested that one possible recommendation from the review could be that the Schools Officer circulated a substance misuse leaflet in schools and to parents, possibly on parents' evenings in the interests of early intervention. Also, the option of attending parents' evenings to provide information could be explored. Further work with schools was undertaken by the Alcohol and Substance Misuse Youth Worker and her team who educated pupils from Year 7 upwards in respect of all substance misuse aspects of the Personal, Social and Health Education curriculum as teachers were not trained to deliver this. These sessions featured a different substance misuse related topic each year to avoid duplication and took the form of whole lessons whereas the Alcohol and Substance Misuse Worker attached to New Hope worked with individuals. It was felt that pupils paid more attention to substance misuse sessions delivered by outside people than they would to their own teachers as they perceived them in a different light. Sexual health education which covered all aspects including grooming and the impact of substance misuse was also provided to inform pupils and warn them of the associated dangers. It was thought that raising the profile of substance misuse issues may encourage affected pupils to seek help and support to abstain. Pupils responded to requests that they report suspicions and concerns regarding substance misuse by fellow pupils and friends, anonymously if preferred. Although Ranelagh School had previously resisted visits by the Alcohol and Substance Misuse Team, it was now amenable to this type of education. School plays depicting the dangers and consequences of drug and alcohol misuse were felt to be useful preventative tools.

- 4.29 Children's Services worked with children and young people up to the age of 19 years, or 25 years in the case of people with special needs. Older people were referred, often by the police, to New Hope.
- 4.30 There appeared to be no particular family background pattern to substance misuse by children and young people locally. Some belonged to dysfunctional or deprived families whereas others were from affluent families without a history of intergenerational substance misuse. This was also the case with teenage girls being subjected to CSE. Some parents were willing to engage with the process to tackle their children's substance misuse issues.
- 4.31 Police meticulously followed stop and search procedures when tackling drug possession and dealing and made affected young people aware of their rights. Intelligence from the public concerning drug dealing and use was pursued by police. TVP officers received a daily update briefing at the beginning of each shift to assist them to tackle drug related crime. Generally drug supply and use could influence crime levels and as Bracknell Forest was a low crime area there were resources to combat drug related crime. However, a side effect of mephedrone use was aggression which could cause some problems. The Amsterdam pilot of legalising drug use in cafés was failing as it was attracting drug tourism.
- 4.32 Information leaflets identifying the symptoms and dangers of substance misuse, some specifically relating to mephedrone, were discussed. The DAAT produced one such leaflet directed at young people, which had been circulated recently, and another for parents. The leaflets were produced in a black and white easy read format and a colour version designed to engage young people. They were intended to achieve the correct balance between warning of the risks

of substance misuse without appealing to some young people's appetite for risky behaviour and encouraging them to indulge in it. Leaflets were also circulated to schools on request and had been made available to Police Community Support Officers to increase circulation. The usual procedure was for such literature to be approved by Bracknell Forest's Communications and Marketing Team and by Members to ensure a consistent approach amongst partners. Copies of leaflets and the covering letter to parents were supplied for circulation to the Working Group. Substance misuse information for parents was also available on the Council's website.

- 4.33 A review of young people's services was being undertaken with a view to completion in January 2015 and would include consideration of additional communication channels such as social media and youth workers providing drug and alcohol sessions in schools. Although a post-examination end of year campaign had been operated in schools in previous years to discourage substance misuse by students at celebration parties, funding for this was no longer available. Being mindful that the pressure and tension in the period leading up to examinations could be a trigger for substance misuse, Youth Services would visit secondary schools regularly and respond to intelligence received from headteachers. Members of the DAAT would visit schools every 12-18 months to discuss and provide information concerning tackling and preventing substance misuse with headteachers and PSHE teachers. Unfortunately, free resources were no longer available from the 'Talk to Frank' drug information website and the DAAT were preparing alternatives as part of the Drug and Alcohol Strategy refresh.
- 4.34 The Working Group was interested in the activities of neighbouring authorities in relation to tackling substance misuse, particularly as some children and young people from Bracknell Forest attended secondary schools in other Boroughs. The approaches of different Boroughs reflected their particular substance misuse issues and in Bracknell Forest the focus was on mephedrone. Wokingham and Slough Boroughs and Buckinghamshire had experienced some increase in mephedrone use although this was not the case in Reading or the Royal Borough of Windsor and Maidenhead. As the Royal Borough had fewer young people in treatment than Bracknell Forest, this released more resources for it to employ more staff and undertake further work in schools. The review of young people's services would inform in this area.
- 4.35 The majority of substance misuse treatment referrals were via the YOT. There were currently fewer community referrals as intervention, involving the Alcohol and Substance Misuse Youth Worker, often took place at school and community level without escalating to the YOT. Referrals to Children's Social Care were also made. The Working Group sought a statistical breakdown of the source of referrals.
- 4.36 National Christmas campaigns concerning matters including drink / drug driving and risky sexual behaviour would be launched in the near future and provide an opportunity for the DAAT to raise the dangers of substance misuse, particularly mephedrone.
- 4.37 Mephedrone users tended to have affluent family backgrounds whilst Class A drug users generally stemmed from deprived and dysfunctional backgrounds.

#### **Children's Social Care / Substance Misuse Data**

- 4.38 The Head of Drug and Alcohol Services and the Head of Safeguarding Services had met in order to refine their respective substance misuse data. However, as

the DAAT's data and figures did not correspond with those of Children's Social Care as the former counted families involved and the latter measured the number of children affected, work was being progressed to synchronise and further refine data. This was the first occasion when the two service areas had worked so closely together and offered mutual benefits such as recognising commonalities and sharing facts and evidence.

- 4.39 There were currently 270 people in substance misuse treatment, of whom 168 were parents. There was a growing number of parents with substance misuse issues, some of whom had a range of problems that services had failed to resolve to date. Where only one parent misused substances the other generally supported him / her and the family. However, greater issues were experienced when both parents were substance misusers and joint working between Children's Social Care and the DAAT was undertaken in these instances. There were currently 20 families jointly comprising approximately 30-60 children known to both the DAAT and Children's Social Care who were not engaging with services as well as hoped. These families had other issues such as domestic violence, depression, anger management and unprotective partners requiring officers to tackle multiple issues in addition to substance misuse. Work to increase engagement was being pursued and included a DAAT Team Leader who was also a qualified social worker making half day planned visits to referees in order to break down barriers and encourage them to attend New Hope for treatment. The majority of new child care proceedings involved drug, alcohol and domestic violence issues.
- 4.40 Some parents had been sexually abused as children. A substance misuse link to bereavement had been identified recently where bereavement at a young age had led to substance misuse or recent bereavement at a later age had caused former substance misusers to relapse.
- 4.41 There were currently 800 open Children's Social Care cases with 20-30 children and young people in care proceedings, many of which involved substance misuse issues. The focus was on care proceedings and child protection as child safeguarding was of paramount importance. SMART was presently working with approximately 30 families.
- 4.42 There was a 9 year database relating to children and young people and the DAAT sought to track them through substance misuse services to ascertain whether they transferred to adult services and to gauge how effective the services had been. However, obtaining all the necessary information could be problematic. The police had local knowledge of intergenerational substance misuse although official records were not necessarily made. There was an intelligence sharing form produced in liaison with the drug enforcement police officer. Completed forms were passed to a 'reader' in Slough who anonymised them for records. Several forms per week were completed by each of the DAAT, youth workers and other partners. Use of the form was promoted. Some substance misuse was hidden and only came to light when crisis point was reached and referrals were made. Referrals of employees to the DAAT by local companies were not uncommon.
- 4.43 Substance misuse by pupils and students were often reported by peers unless the entire group of friends were involved. 31 young people had been reported anonymously following a substance misuse themed school assembly. Members of the Youth Council now visited schools and delivering messages to combat substance misuse could be a role for it. Although the Youth Council had been invited to take part in a substance misuse workshop to input views and respond to a related consultation, no response had been received to date

and the invitation would be repeated. Shadowing in New Hope by young people was taking place as an educational experience.

- 4.44 Although some people were entrenched in substance misuse behaviour, others ceased as a result of certain factors and life changes, such as becoming a parent. An example was given of one mother who had successfully completed substance misuse treatment and assisted others by attending the Mother and Pre-School Group to offer support and advice.
- 4.45 The Head of Drug and Alcohol Services worked closely with the local Criminal Investigation Department and other police contacts who were interdependent on each other to tackle substance misuse. The use of Class A drugs tended to lead to crime as a means of funding it and although crime levels were low locally, there were repeat offenders. Class A drugs were introduced into the Borough from London by train and dealers were most likely to disembark at Martins Heron station to avoid Bracknell town centre and from there travel around the area by hire car or bicycle. Hire cars offered anonymity and would not alert automatic number plate recognition cameras at Borough boundaries unlike cars of known or suspected criminals. Dealers could become violent towards customers who were unable to cover the cost of Class A drugs. However, where mephedrone was concerned young people were more likely to fund its purchase by saving pocket money, obtaining forms of credit from dealers or exchanging property such as mobile phones which parents would then replace in the belief that they had been lost or stolen.
- 4.46 There were 1,000 individual visits to New Hope per month. The number of visits tended to increase in February as people realised they had a substance misuse problem. The number in August 2014 had been unusually low with 25 people entering treatment. It had taken approximately 3 years to develop the New Hope service and the number of referrals had generally increased over this time.
- 4.47 Arising from an action in the notes, copies of a substance misuse leaflet were circulated. The leaflet was due for review prior to re-printing to ensure that young people could relate to it and understand it. The Working Group also received a mephedrone information document which described its use, smell, effects, chances of addiction, risks, visual signs of use, cost and purchasing, supply, links to CSE, legal status, number of users in treatment, interventions and general information. Copies of a Bracknell Forest DAAT service directory were also provided for information.

#### **Alcohol and Substance Misuse Worker**

- 4.48 The Alcohol and Substance Misuse Worker, who was part of the DAAT, gave an overview of her role which was varied. She had been in post for 8 years during which time many changes to Drug and Alcohol services had been witnessed, the most significant of which was the increase in the use of mephedrone from 2011, prior to which cannabis and alcohol had been the most prevalent drugs in use. There was currently 1 cannabis user and 1 heroin user receiving treatment, the latter being rare in young people. Ms Ettia's role had included work in schools prior to the establishment of the Alcohol and Substance Misuse Youth Worker post which was created to provide lower level preventative work in schools whilst Ms Ettia concentrated on higher level work and interventions. This doubling of resources had proved to be beneficial.
- 4.49 Work was based around the assessment of, and engagement with, referees to Drug and Alcohol services to ensure that they accessed the correct service. A

basic referral form had been replaced with a more in-depth form which acted as a screening tool to assist with capturing the correct information, making appropriate referrals and offering the required services. The Working Group were provided with a blank copy of the new form for their information. If referrals into Drug and Alcohol services were considered to be inappropriate, referees would be signposted to other services which matched needs. Following the assessment a recovery plan would be produced. Plans would typically consist of an initial harm reduction session which offered a good opportunity to influence a person's substance misuse followed by an information session concerning the particular drug(s) being misused to inform people to make informed decisions and choices. Advice was provided on the safest method of using substances such as how to avoid blood borne viruses. Interventions often consisted of 4 sessions stretched over a period of months but were delivered based on individual needs. The object of intervention was to address substance misuse and endeavour to reduce it. Family backgrounds were taken into account. Some of the young people referred to the service were obliged to attend the YOS owing to a court referral order associated with a crime for a specific amount of time but were at liberty to continue attending after the expiry of the order if they wished. Reparation through unpaid work or anger management were other interventions which may be required depending on the circumstances.

- 4.50 20-30 professionals had attended a substance misuse workshop held the previous week to obtain input and views in response to a consultation related to the review of young people's services which would consider matters including the age range for accessing services. There had been a 19% response rate to an associated survey which indicated that Drug and Alcohol services were generally held in high regard and the majority of responders knew how to refer people to them. However, some gaps in services had been identified. Some responders had indicated that they would appreciate further training in relation to substance misuse and consideration would be given to providing this, possibly via the Council's e-learning system, which could then be cascaded to schools by learners. Personality disorder training had been provided to all adult and young people workers in East Berkshire to improve staff skills, build resilience in services and reduce inappropriate referrals.
- 4.51 Substance misuse could often be the cause of mental health issues and CAMHS were reluctant to undertake interventions with young people unless they were drug free. Mephedrone could impact on mental health by causing aggression, anxiety / panic attacks and paranoia possibly leading to self-harm and suicide. A dual diagnosis approach and support had been sought from CAMHS and joint working had increased. All referrals to the CAMHS service were received by the Common Point of Entry (CPE) team who assessed and directed the referral to the most appropriate service. The CPE team was also available for advice and consultation regarding urgent concerns and would offer support in determining whether the referral met CAMHS criteria or provide advice in identifying other relevant local services. Consideration could be given to alternative, possibly double, approaches to assessments and interventions offered. There was an adult mental health worker based within the adult substance misuse services who offered a dual diagnosis service.
- 4.52 A case study involving a former substance misuser was shared with the Working Group. Although the person had progressed well and developed some resilience to deal with future life and drug issues, they continued to misuse drugs to a degree.

- 4.53 Assessments were undertaken in different locations such as schools or YOS premises and sometimes home visits were made as they offered a relaxed atmosphere. As the Alcohol and Substance Misuse Worker worked for the DAAT the team was aware of young people receiving services and at the age of 17 ½ years they would be referred to adult services if necessary avoiding any loss of continuity of services.
- 4.54 Although younger siblings of substance misusers sometimes followed the same pattern of behaviour, this was not necessarily the case as there were other drivers for individuals' drug use such as personality traits and risk taking boundaries. If siblings were considered to be at risk of harm they would be referred to Children's Social Care or the YOS prevention service. However, some people known to the Substance Misuse Services had family wide issues such as substance misuse, domestic violence, poverty or mental health conditions.

### **Alcohol and Substance Misuse Youth Worker**

- 4.55 The Alcohol and Substance Misuse Youth Worker advised that she was 1 of a team of 3 and that her role included conducting some PSHE sessions in every school in Bracknell Forest. Every school year had a set programme she developed which covered all aspects of substance misuse. The curriculum commenced with smoking cessation with younger pupils before growing more intense and addressing the risk ladder, drugs and alcohol as pupils progressed through the school. There were smoking cessation clinics in 5 schools which were operating successfully and replaced the sessions previously provided in youth clubs. All feedback was complimentary.
- 4.56 Some young people approached the Alcohol and Substance Misuse Youth Worker directly. She would refer young people to the Alcohol and Substance Misuse Worker if their assessment indicated that this was necessary and would intervene with harm reduction and other sessions where lower level interventions were required. The Alcohol and Substance Misuse Youth Worker completed paperwork concerning substance misuse prevention and referral in schools and it was felt that promoting her role more widely amongst schools would bring benefits.
- 4.57 As there were links between substance misuse and risky sexual behaviour, sexual health awareness and guidance cards inviting 13-19 year olds to anonymously text related questions were produced. The Working Group received copies of the cards for information. There were sexual health drop-in centres in all secondary schools. It was noted that the number of people accessing screening for chlamydia in Bracknell Forest had doubled indicating that there was an increased awareness of the infection. Neighbouring boroughs had not experienced this increase. A lack of school nurses had been raised by Healthy Schools Co-ordinators as an issue at the recent workshop as there were currently only 3 serving the Borough's schools.

### **Consultant in Public Health**

- 4.58 The Consultant in Public Health advised that CAMHS had a tiered treatment criteria and it was felt that there was a gap in Tier 2 services (see Appendix 2) which catered for children vulnerable to mental health difficulties and consisted of liaison and joint working with universal and targeted services in education, social care and health. The gap was in preventative mental health services which lacked a counsellor and needed to be made more accessible. Closing this gap by supporting mental wellbeing was a priority as factors such as low



self-esteem could lead to substance misuse. Other gaps such as assisting young people to break free from substance misusing peer groups also needed addressing. Public Health had a limited budget of £60k to commission such counselling services in 2015/16 and although a pilot was planned for next year funded by the Public Health budget alone, in the longer term the Consultant was seeking a partner provider such as the Children, Young People and Learning department for joint working and to contribute funding for the co-commissioning of a strong and sustainable joint service which would benefit all Council departments. Such a whole system approach was required to support children and young people to improve quality of life and wellbeing and to prevent mental health issues in adulthood as poor mental wellbeing in children and young people could lead to mental health conditions in adults. The Consultant had met providers and would commission services based on 3 quotes. Offers had been received and would be shared with the Working Group for its in-put. The care pathways were diagnostic in nature. Use of internet and telephone services would increase capacity and accessibility and an electronic system was favoured as it would provide privacy and offer features such as computer textual analysis to ascertain whether the user was a child or adult by their differing speech patterns. People whose condition was not sufficiently severe to warrant treatment from CAMHS would be signposted to alternative sources of support. Some providers offered face to face work in schools. Although there were voluntary workers, qualified practitioners and a structure were required. Child Line could assist in a crisis, however, a sustained and structured service was required to prevent crisis point being reached. The pupil premium could be utilised in this area, particularly with Looked After Children, to fund out of class activities to tackle anxiety and build self-esteem, confidence and resilience. It was suggested that Parish and Town Councils in the Borough may have some resources which Public Health could utilise for this purpose.

- 4.59 The DAAT sought to re-introduce assertive peer mentoring specific to substance misuse and the associated dangers such as risky sexual behaviour as it was effective. Existing peer mentoring could be expanded and training to operate related courses provided. The assistance of Public Health was invited to explore the opportunities to provide this service.
- 4.60 Although there were good national data sets concerning substance misuse, information concerning children's mental health was less readily available. Primary data collection offered the most useful information but was costly to acquire.

### **Youth Offending Service (YOS)**

- 4.61 The Head of the Youth Offending Service (YOS) introduced her report which explained the role of the Bracknell Forest YOS and provided information relating to current caseload, governance and staffing, interventions to address a range of offences, re-offending and outcomes, and the links between substance misuse and youth offending.
- 4.62 The main role of the YOS was to work with young people to reduce offending and re-offending. The YOS Statutory Service worked with young people aged between 10 and 17 years who had offended and were subject to Statutory Youth Court Orders. The YOS Prevention Service worked with young people from 8 years of age who had not been convicted but were assessed as being 'at risk' of offending and entering the Youth Justice System. The YOS also worked with the parents and carers of young offenders and those at risk of offending.

- 4.63 Referrals to the Statutory Service came from the Youth or Crown Courts. Referrals to the Prevention Service were from a range of agencies, e.g. the police, schools, Children's Social Care and the Bracknell Forest Early Intervention Hub. YOS representatives regularly attended the Hub which was well known and established locally. At the time of the meeting the YOS's caseload was approximately 130 young people which comprised young people with statutory Court Orders, Police Cautions and those on voluntary prevention programmes. Although crime rates in Bracknell Forest had reduced in recent years, this number remained static as the YOS had re-shaped its services to access and work with younger children as earlier intervention and prevention was felt to be more effective. Work with parents / carers was carried out simultaneously. Youth Court Orders ranged in length from 3 months to 3 years, with the average length of work on Police Cautions being approximately 3 months. Prevention and intervention programmes were usually of a 3 to 6 month duration although complex cases could take up to a year to resolve. Re-offenders would return to court and receive a new court order and interventions would continue.
- 4.64 Governance of the YOS was provided by the YOS Performance Management Board which reported to the Bracknell Forest Community Safety Partnership. The YOS Management Board met quarterly and comprised the members of the Community Safety Partnership which had statutory responsibility for YOS funding i.e. the local authority, National Probation Service and NHS. Performance was measured against national statistics.
- 4.65 In accordance with the requirements of the Crime and Disorder Act 1998, the YOS planned its work around young people and their families and had a full skill set within the workforce which comprised professionals from a variety of agencies whose skills and experience complemented each other. Regular analysis of need and review of service provision had underpinned staff training and development to ensure that partnership resources were used effectively. The YOS was a multi-agency team and had a good range of specialist services 'in house' featuring case workers and specialists co-located in a single building in Binfield. Specialist services located within the YOS team included: a named accommodation officer; a substance misuse worker; a physical health worker; an education, employment and training worker; a parenting worker; and a restorative justice co-ordinator. The DAAT hosted a young people's substance misuse worker post for Bracknell Forest, 0.4 of the full time equivalent of which was commissioned by the YOS. Going forward from April 2015, the DAAT and YOS would continue to share the post of young people's substance misuse worker, according to the current secondment arrangements, which would allow for assessment and intervention to be targeted at young offenders and those young people who were at risk of offending. Although there were no plans to change the way in which these services were delivered at the time of the meeting, the service would remain flexible to respond to local trends in substance misuse as they developed during the year.
- 4.66 YOS intervention commenced with a full assessment of the young person's needs, and focused upon the criminogenic factors which contributed to the risk of offending and re-offending. Each young person underwent an initial assessment for substance misuse and the extent to which this was a feature of the behaviour which was influencing them towards offending. If that assessment suggested that substance misuse was a factor, then the young person would be referred to the YOS substance misuse worker for a full assessment and a programme of intervention.

- 4.67 Substance misuse could be an influential factor in the whole range of offences committed by young people, from shoplifting to offences of violence in more serious cases. Where substance misuse was a factor in the offending, it was common for alcohol and / or drugs to have been used recreationally with peers and this could impact negatively on the judgement, self-control and behaviour of the young people who ultimately committed offences together. The YOS also worked with a small number of young people whose misuse of substances was more entrenched and problematic, affecting other areas of their lives and their relationships with their families. Another factor could be the home environment where parents and / or siblings were substance misusers which could have the effect of normalising frequent and excessive use from an early age.
- 4.68 Given the known evidence based link between substance misuse and offending, it was crucial that the YOS had a clear and accessible pathway for referral to specialist substance misuse intervention at the earliest opportunity to enable the appropriate level of advice, guidance and treatment to be provided, ideally as soon as the young person began engagement with the YOS. Outcomes were generally very positive, particularly through early intervention where a programme of harm reduction was put in place and parents engaged with the preventative work. In a small number of cases where the substance misuse was more entrenched and the young person had become physically and / or psychologically addicted, positive outcomes were more difficult to achieve, as the lifestyle tended to be more chaotic with relapses occurring frequently. In these cases, long term motivational interviewing was the approach taken to address the problem with some good outcomes achieved in very challenging cases.
- 4.69 In terms of re-offending, the most recent national data on the Ministry of Justice website indicated that Bracknell Forest had a significantly lower percentage of young people re-offending compared with the average for the Thames Valley, South East and England, (i.e. Bracknell Forest 25.3%, South East 35.3%; Thames Valley 31.2%; England 35.4%). The YOS Management Board also tracked a local cohort of young people to measure re-offending in 'real' time, as the national data was retrospective.
- 4.70 A cohort of 58 young people who started supervision with the YOS between January and March 2013 were 'tracked' during 2014. Of these, 17 (29%) re-offended. During the same period 17 young people commenced substance misuse treatment programmes. Of these, 7 young people successfully completed treatment with a 'drug free' outcome. Of the remaining 10 young people, 4 completed treatment with an 'occasional user' outcome, 2 remained actively in treatment, 2 moved out of the area and 2 disengaged from treatment. Of the 17 young people who commenced treatment during the period, 5 re-offended.
- 4.71 In relation to outcomes of the YOS Prevention Service, during 2013 there were 75 referrals of young people assessed as being at risk of offending. The YOS Prevention Service was entirely voluntary, and of the 75 who were referred 38 young people voluntarily engaged in a programme of intervention, with parental support. Of these 38, only 1 young person went on to offend. Of the 37 who failed to engage with the programme offered, 11 young people became offenders. All of the young people who engaged with the prevention programme had a substance misuse assessment carried out. As these young people were being worked with at an early stage, most of the work carried out in respect of substance misuse focused on awareness raising and harm reduction to prevent any emerging problems escalating.

- 4.72 Although parents could refer their children there were few direct parental referrals and it usually occurred in conjunction with the school. Parents needed to sign up to the Prevention Service and the majority did and were pleased to engage. However, in the case of a custodial sentence, parents who refused to engage and co-operate may be served with a Parenting Order if the need could be demonstrated to the court. 1 in 20 parents would not co-operate with the process and approximately half did not engage to a sufficient degree. 2 Parenting Orders had been issued during the last 2 years. Families with intergenerational crime proved to be the most challenging to work with. A snapshot of how many young people with substance misuse issues themselves or in their families was provided. The current caseload had parents who were in treatment for substance misuse and cross references were made. In January 2015 there were 3 cases where young people misused substances and their parents were in treatment for it.
- 4.73 The majority of younger children in prevention work had family issues and a multi-agency approach involving Children's Social Care was required. Specific work with other young people could relate to bullying, aggression or stealing at school. Early signs of problems often emerged at school. As resources were limited, risk of offending was prioritised. The caseload at the time of the meeting mainly consisted of 10-11 year olds who would be the subject of harm reduction work to make them aware of the dangers of substance misuse.
- 4.74 Mental health and other conditions such as ADHD and autism could lead to criminal behaviour and the YOS was finding that in the region of 15 young people receiving services at any one time were being diagnosed with, or awaiting the results of possible diagnosis of, these conditions. The YOS was trained to deal with young people with these conditions and had access to a range of resources tailored to their needs. Efforts were made to enhance understanding of the criminal justice system and the consequences of criminal behaviour. At the time of the meeting the YOS was currently working with 5 young people with mental health problems such as ODD which rendered them opposed to any type of discipline and their behaviour could be very challenging. Substance misuse by young people with such conditions exacerbated the problem and if in a position where they were unable to build friendships it could make them vulnerable to becoming part of a manipulative peer group. Increased service provision at CAMHS was sought to meet the need to refer such young people for support before they were in a position where they entered the court system.
- 4.75 The links between substance misuse and youth offending were well researched and evidence based. The YOS responded to this by commissioning a specialist young people's substance misuse worker from the DAAT for 15 hours per week. All young people were assessed for the degree to which substance misuse was an influential factor in their offending (or risk of offending in Prevention Service cases). The range of offences was wide and the length and type of treatment offered was dependent upon the needs and risks of each young person. In terms of outcomes, it was clear that early intervention and prevention were more effective than intervention with those with entrenched problems, or in cases where there was intergenerational substance misuse within the family. However, in the latter case, successful outcomes were being achieved although these took longer and were more resource intensive.
- 4.76 Substance misuse was a key factor with young people who re-offended. These young people tended to have many criminogenic factors present in their lives including family dysfunction and breakdown in addition to substance misuse. In

these cases there was a range of agencies involved with the families and the YOS was often part of a multi-agency plan around the child and family.

- 4.77 It was a breach of the Bail Act to retain young people in police cells overnight unless they were dangerous. Those retained were likely to be 17 years old and an appropriate adult would be required as part of the interview stage. If an adult family member was unable to attend the YOS the Council's Emergency Duty Team would undertake the role. If necessary, emergency foster care could be provided overnight to keep younger children out of cells. There were currently 15 volunteers who had been recruited, and trained and were supported to act as appropriate adults and work in reparation. Volunteers were vetted and very few who approached had criminal records.
- 4.78 Courts were reluctant to give custodial sentences to young people unless they were necessary as they could harm their life chances and credible punitive alternatives such as court orders, warnings, supervision and intervention were pursued. Community reparation such as working in the community was an alternative. Persuading young people and their families to realise the negative effects of their behaviour and transform was effective although this approach was time consuming with young people who had become more hardened to crime. Young people in need with a custodial sentence would be visited 5 days into their sentence and then every 6 weeks after for progress monitoring. Consideration would be given to their lives and family background and they would be assisted with reintroduction to the community under custodial supervision. Those who had been in prison for 3-6 months would be on licence at the completion of their sentence. 29 offences had been monitored during the last quarter of 2014 and 5 monitored in January 2015. Young people were fully assessed against 13 criteria including substance misuse, family background and issues at school before a plan was tailored to their needs and priorities. The plan could be a combination of restrictions and interventions to address problems and issues such as one to one counselling which was key to good outcomes.
- 4.79 As detecting internet crime was a challenge for the police, there was limited evidence of young people committing it, however, many put themselves at risk on the internet. Work by the Community Safety Partnership and in schools raised awareness of the risks of CSE, the internet etc.

#### **Children's Social Care and Substance Misuse Including Data**

- 4.80 The Chief Officer: Children's Social Care gave a presentation regarding the impact of substance misuse on Children's Social Care services. The presentation outlined the national picture, the impact of substance misuse on families, sources of referral of young people to the DAAT, care proceeding court work, Child Protection Plans as at October 2014, missing children / child sexual exploitation, young carers, Department of Education and Association for Clinical Pastoral Education drug advice for schools, targeted youth support concerning substance misuse, multi-agency working opportunities, case studies, Children's Social Care / DAAT monthly surgeries and next steps for the Children, Young People and Learning department's work.
- 4.81 In terms of the national picture, the National Drug Treatment Monitoring System (NDTMS) estimated that one-third of the treatment population had parental responsibility for children; many families required specialist support to help them stabilise, keep children safe and maximise the life chances of those affected by substance misuse; services needed to provide effective responses for parents who needed treatment as this was crucial to strengthening families

and protecting children from harm and damaged futures, particularly when delivered within a whole family approach and in collaboration with Children's and Adults' Social Care; two-thirds of child protection cases and serious case reviews had parental drug use, poor parental mental health or domestic abuse as a contributory factor; and parental involvement in the criminal justice system was also a risk factor (162,000 children had a parent in prison).

4.82 Substance misuse impacted on families as parental substance misuse could reduce the capacity for effective parenting. Children and young people with substance misusing parents were more likely to develop problems such as poor school attendance, low educational attainment, behavioural issues and may become substance misusers themselves. This was a reason for the whole family approach which had been developed. Some children's health or development could be impaired to the extent that they were suffering or likely to suffer significant harm. If a substance misuser was a parent their treatment outcome was likely to be affected (positively or negatively) by the demands being placed on them in caring for their children. Whole family approaches, by working closely together (drug and alcohol services, young carer services and parenting and family services), could help meet the needs of parents whose substance misuse was adversely affecting the whole family. The Think Family programme had helped to fund local authorities to provide targeted support to families which may include substance misuse problems. Nationally accessing treatment was seen as a protective factor in families where there was drug or alcohol misuse.

4.83 Sources of referral of young people aged 13-17 years (average 69 young people) to the DAAT in 2013/14 were as follows:

Education	30%
YOS	23%
Family/friends/self	20%
Children's Social Care	9%
Health	7%
Housing	4%
Other	7%

4.84 With regard to care proceeding court work, of court cases ending October 2012 to October 2014, 16 (32%) out of 50 families had substance misuse as a primary factor resulting in costly proceedings to take children into adoption, special guardianship or foster care. In December 2014, 4 out of 12 families were in the Pre Court proceeding stage. 3 London Boroughs, Gloucester and Milton Keynes had trialled a Family Drug and Alcohol Court (FDAC) with good outcomes. An evaluation report of the 3 London Boroughs indicated that funding had been obtained from the Home Office and Ministry of Justice and that approximate savings of £5,000 per family had been achieved through this approach. Although the long term benefits had not been calculated this would be carried out in the future. The Working Group received a copy of the evaluation report. Bracknell Forest was working with the other Berkshire unitary authorities to develop a local FDAC feasibility / proposal. Components of a successful FDAC included:

- Families had to agree to use the FDAC and accept they had a substance dependency problem which was adversely affecting their ability to care for their child.
- Between court hearings, work took place under the supervision of the FDAC Team and in conjunction with related local services. The Team

reported directly to the district judge who met with the parents every two weeks to review progress.

- There was an expectation that lawyers on both sides would largely drop back and only be involved when legal matters needed to be resolved (known as lawyer hearings).
- The FDAC Team would consist of input from Health and the local authority. There was no additional funding for this.
- Work was currently being undertaken in terms of the estimated costs of establishing a Berkshire Wide FDAC and the number of families who would be eligible.

4.85 Child Protection Plans as at October 2014 were as follows:

- 135 Children & Young People - 41 children (26 parents) had substance misuse as a primary concern.
- 3 of the parents had intergenerational substance misuse.
- 2 young people in the families went on to become substance misusers.
- 11 families had domestic violence as a key issue.
- Other factors were criminal behaviour, involvement with drug dealers, involvement in sex working, bereavement, mental health issues, poverty and poor parenting skills.

4.86 The following factors related to missing children / CSE:

- During October to December 2014, the CSE Operational Group discussed 19 girls, 10 of whom had links to both drugs and alcohol, 3 to substance misuse only and 4 to alcohol misuse only. Young people's substance misuse workers were core members of the CSE Operational Group / Missing Children's Panel and worked assertively to engage with these young people to reduce risk and harm.
- Mephedrone became a concern in 2011 and subsequently became strongly linked to CSE. Initially older males of 18 to 25 years of age were associating with younger females aged 14 to 16 years and providing them with free mephedrone in return for sexual favours.
- Recently, there had been reports of parties with under age females and sexual favours exchanged. It was yet to be established whether mephedrone was used to entice young females to attend these parties or if the use meant that they became less inhibited and more likely to engage in sexual activities.
- There appeared to be a strong correlation between children going missing and substance / alcohol misuse.

4.87 Where young carers were concerned, details of the needs of whoever the child was caring for were not currently routinely held. This could change as new legislation was introduced and whole family assessments may be required. The number of young carers was currently low and some examples of young carers receiving support were:

- 1 child whose parent had an alcohol problem had now been placed with another family member.
- 1 child who had cared for a parent with a problem was now in the care of another family member due to other reasons but remained a carer.
- 1 family had drug and alcohol problems in the past but this was not the case now and the children were young carers due to other physical needs of the parent.

- 4.88 Numbers were low and the co-ordinator had identified the need to work more closely with New Hope.
- 4.89 As part of the statutory duty on schools to promote pupils' wellbeing, schools had a clear role to play in preventing drug misuse as part of their pastoral responsibilities. To support this, the Department of Education and Association for Clinical Pastoral Education provided drug advice for schools and the Government's Drug Strategy 2010 ensured that staff had the information, advice and power to: provide accurate information on drugs and alcohol; tackle problem behaviour in schools, with wider powers of search and confiscation; and work with local voluntary organisations, health partners, the police and others to prevent drug or alcohol misuse.
- 4.90 Challenges were staff training, promoting a clear understanding of the curriculum and programmes of study, adoption of a clear drugs and alcohol policy which included guidance on confidentiality, establishing links with local partners and organisations, and a network of support for pupils.
- 4.91 Targeted youth support concerning substance misuse featured a team which delivered a service in conjunction with the DAAT. School referrals were triaged and issues were addressed or referred upwards depending upon the complexity. The team could deliver the PSHE programmes in all schools for Years 7 -13 which included awareness of the dangers of the misuse of drugs, alcohol and legal highs, and smoking cessation courses. Bracknell and Wokingham College had made a commitment to provide two weeks of substance misuse workshops, these had been offered to all new students during their registration and covered drugs, alcohol and legal highs.
- 4.92 Multi-agency working opportunities pursued by the Drug & Alcohol Strategic Group (chaired by the Chief Officer; Older People & Long Term Conditions) were:
- To work within the agendas of health, social care and criminal justice to improve and tackle the systems, processes and service level agreements relating to the commissioning of specialist alcohol and drug treatment systems.
  - To monitor emerging trends in terms of legal highs and other psychoactive drugs and develop and monitor local strategies to reduce the impact locally.
  - To share intelligence on activity in service areas to identify critical areas for work.
  - To monitor the effectiveness of existing services and identify areas in need of improvement.
- 4.93 The Partnership Joint Tasking (chaired by Local Area Police Commander) worked: to adopt a multi-agency approach to crime and anti-social behaviour, to share information with other agencies to support robust enforcement in respect of emerging trends in criminal behaviour, and to reduce the impact of or the fear of crime in the community.
- 4.94 Work undertaken by the Drug and Alcohol Operational Group (chaired by the YOS Team Manager) consisted of:
- Sharing good practice between agencies.
  - Carrying out the tasks delegated by the Strategic Group e.g. leaflets for schools in relation to legal highs.
  - Sharing information regarding substance misuse in the community.



- Identifying gaps in service to be raised at strategic level.
- 4.95 Roles undertaken by the Mephedrone Operational Group (chaired by the Young People's Substance Misuse worker DAAT / YOS) were:
- Identifying gaps in service to be raised at strategic level.
  - Monitors those reporting to be using mephedrone and shares concerns and relevant information (December 2014, 17 adults and 12 young people under 18 years).
  - Red / Amber / Green system relating to each individual to identify concerns, progress and monitoring requirements.
  - Cases were removed where mephedrone was no longer being used or where there was no longer any information on the individual.
  - Partners believe the drug may be manufactured in or just outside the Borough. Any knowledge reported to drug workers was passed on to the Area Intelligence Team.
- 4.96 These groups monitored any changes in trends and any increases in substance misuse. Professionals were given the opportunity to discuss specific cases and look at specific interventions.
- 4.97 The Working Group was provided with 2 case studies of parents with substance misuse issues and noted the outcomes.
- 4.98 The Children's Social Care / DAAT had monthly surgeries during which the representative from DAAT:
- Discussed initial Child Protection Conferences, plans of work where substance misuse had been an issue or was a current concern and investigations under Section 47 of the Children Act 1989 which placed a duty on local authorities to investigate and make inquiries into the circumstances of children considered to be at risk of 'significant harm' and, where these inquiries indicated the need, to decide what action, if any, it may need to take to safeguard and promote the child's welfare.
  - Informed social work professionals of the remit / interventions New Hope offered ensuring that Child Protection / Children in Need plans were as effective as they could be, with appropriate referrals to New Hope.
  - Explained the process of accessing the prescribing service, in addition to ways of monitoring and addressing risks, particularly alcohol users (for example using a breathalyser test).
  - Discussed longer term cases to identify a way forward. Some were already in treatment and contact had been made with others to discuss concerns.
  - Made joint home visits with the Duty Team in relation to concerns with parents and binge alcohol misuse. This was a developing piece of work, taking forward a joint working approach to best promote the welfare of the children and young people that Children's Social Care (and New Hope) worked with.
  - Discussed cases New Hope may have and any referrals needed to Children's Social Care.
  - Met social workers, making face to face contact and establishing a rapport was valuable and promoted and strengthened working relationships.
- 4.99 Next steps for the department's work were:
- Continue for Children's Social Care / DAAT to work closely together – monthly surgeries / joint home visits.

- Expand information sharing when referrals were made to New Hope.
- Ensuring substance misuse testing continued to be available, £3.5k (April – December 2014).
- Staff being able to access reflective practice sessions once per month at New Hope.
- Training / raising awareness in schools would continue to be targeted where it was most needed. Options in respect of providing sessions in primary schools would be explored.
- Explore the option of an integrated adult and young people's service to increase capacity, resilience and adopt a whole family approach in future commissioning plans.
- Explore setting up a Pan Berkshire Family and Drug Alcohol Court, which would have cost implications.

4.100 The Working Group noted that substance misuse referrals were often from fellow pupils and acknowledged that a network of pupil support was a key factor which it wished to improve. School staff turnover was identified as an issue and the importance of training to identify substance misuse and offer support and make treatment referrals was highlighted. Although peer mentoring and training within schools was felt to be good, newly qualified teachers did not receive any substance misuse teacher training. Although the DAAT training programme was accessible to teachers and there were national resources to fund and cascade e-learning were available in the event of a large number of new teachers requiring training, additional training for both newly qualified and established teachers was sought to enable them to detect early signs of substance misuse and then offer support and signposting to services. As substance misuse could have a negative impact on the misuser's appearance and health, it was suggested that awareness raising in schools include 'before and after' substance misuse pictures to highlight this as a disincentive.

4.101 The link between GP surgeries and substance misuse was critical and doctors were encouraged to recognise the signs of substance misuse and make referrals where necessary. Education services and the police made the greatest number of referrals to New Hope. Audits of assessments occasionally referred to substance misuse which could be across the wider family and as grandparents were being increasingly relied on to provide childcare this could be an issue. Drug and alcohol testing services were procured by SMART and recharged to Children's Social Care where necessary. Drug testing policies were rolled out to Children's Social Care and key workers. Random testing was recommended as frequent testing was considered to be too punitive and discouraged people from attending treatment. As cannabis remained in the body for 28 days after use frequent testing could be misleading. Testing strands of hair was effective but costly. Adult Social Care, Children's Social Care and the DAAT worked in partnership leading to favourable outcomes. The review of Children's Social Care had found that closer working with Adult Social Care would be beneficial. The emphasis was changing to a broader team with individual expertise and increased multi-tasking.

4.102 The proportion of parents in treatment as a percentage of all in treatment was higher in Bracknell Forest than the national average and this was seen as positive as a higher number of parents in treatment was a protective factor for children. The DAAT raised concerns with Children's Social Care where parents became involved in substance misuse treatment. Male parents were generally more included to seek treatment opportunities than females who were concerned their children may be taken into care if they admitted to substance misusing. As part of the review of Children's Services, the DAAT was exploring

means of making treatment services more accessible in the community to encourage people to seek early assistance before matters escalated.

### **SMART (Substance Misuse Arrest and Referral Team)**

4.103 SMART was contracted by the DAAT to provide Bracknell Forest's drug and alcohol recovery services on a payment by results basis. Originally a charity providing substance misuse services in arrest and prison situations, SMART had expanded to deliver all types of drug and alcohol services across the Thames Valley. It had been developing and delivering innovative drug and alcohol treatment services since 1996 and believed everyone had the ability to change and worked with people to assist them to achieve and maintain a better quality of life and to meet their hopes and aspirations. Its clients were instrumental in designing, implementing and evaluating their own tailored recovery journey in collaboration with their family, their community, SMART workers and partners. Reaching and maintaining recovery required more than absence of drugs and / or alcohol and recognising that substance misuse did not occur in isolation, SMART addressed all factors leading to it such as wellbeing needs, relationship difficulties and mental health issues. Recovery plans assisted vulnerable people to face many challenges such as access to secure housing, education, employment opportunities and a supportive community.

4.104 SMART's Bracknell Forest Recovery Service provided a range of services for people with drug and alcohol issues living in the Borough which included:

- Drop-in service
- Structured day Programme
- Group support (including Cannabis, Stimulant and Women's Groups)
- One-to-one support sessions
- Harm Reduction advice
- Complimentary Therapies

This service was for anyone in Bracknell Forest experiencing problems with their drug or alcohol use. Most services (excluding the Open Access Drop-in and Family and Carer services) required referral from the Bracknell Forest LASARS. In addition to the Bracknell Forest Recovery Service, SMART offered other services including education and awareness raising for students and teachers which could feature bespoke sessions.

4.105 The way forward was greater integration of children's and adults' substance misuse services. SMART consisted of a team of 3 based at New Hope who were multi-skilled and multi-tasking sharing all areas of service provision. Although children and young people's substance misuse services did not differ from those provided for adults, services were tailored to the individual's needs irrespective of age. Some young people discontinued treatment at the point of transferring from children's to adults' services and efforts were made to prevent this. The SMART team attended regular triage meetings with representatives of the YOS in advance of referrals of new clients. In addition to mephedrone, children and young people being supported by SMART misused cannabis and alcohol. Although none were alcohol dependent, they tended to 'binge' drink at weekend parties. Many substance misusers had not been taught any boundaries and these needed to be instilled into them to enable them to control their anger and articulate their emotions. SMART had an interface with CAMHS and treated substance misuse before referring young people with mental health issues to CAMHS.

4.106 Of the 218 adults in treatment, 44 were parents with dependents of whom 30 (64%) were involved with Children's Social Care. It was possible for families not involved with Children's Social Care to have problems and these were referred to a counsellor if necessary. There was close partnership working between SMART and Children's Social Care who shared client reports and follow up work. Every parent in treatment and their children were risk assessed and children were invited to discuss their parents' substance misuse. A successful initiative was the 'recovery café' which was held on Friday afternoons and where mothers may, for example, sell cakes they had baked to pay for treats for themselves or their children whilst working towards a health and hygiene certificate. Domestic violence was in issue with some families and support could be provided through the Family Support Group which operated outside services, involved the entire family and was led by parents.

4.107 The payment by results system had been piloted successfully for 2 years. SMART's contract was for a 3 year duration with a possible extension to 5 years and tenders would be invited for renewal in April 2015. SMART and the DAAT worked well together and although the SMART Service Manager was answerable to the Head of Drug and Alcohol Services for performance, she had autonomy in service delivery. SMART produced leaflets in respect of all types of drugs which outlined their unit values, characteristics, effects, side effects and signs of use. Although client information was not shared with family members without permission, in the event of people not attending for treatment their family would be contacted to ensure that they were safe and home visits could be made if necessary. The support of spouses and partners was a significant factor in people's recovery. It was the more affluent parents who were in denial of their children's substance misuse as there may be no indication of it and they perceived it as occurring in poorer chaotic families. Substance misuse by young people from poorer backgrounds was more likely to become apparent as there was greater likelihood of them becoming involved in the criminal system owing to crimes to fund substance misuse. Although some people felt they had failed as parents when their children misused substances, this was largely not the case and attention was focused on the misusing young people and not their parents.

## Research Findings

4.108 According to Public Health England<sup>3</sup>:

- 20,032 young people (under 18 years) accessed specialist substance misuse services in 2012-13. This was a decrease of 656 individuals (3.2%) since 2011-12 and a decrease of 1,923 individuals (8.8%) since 2010-11.
- The most common routes into specialist substance misuse services were from youth offending services (30%) and mainstream education (17%).
- Of the 20,032 young people accessing specialist substance misuse services in 2012-13, the majority were white British (81%). Two thirds were male (66%). Just over half (52%) were aged 16 or over.
- The majority of young people accessing specialist services did so with problems for cannabis (68%) or alcohol (24%) as their primary substance.
- 81% of young people accessing specialist services stated they were living with their family or other relatives. 5% stated they had an accommodation status of either living in care or living independently as a looked after child.

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<sup>3</sup> Young People's Statistics from the National Drug Treatment Monitoring System

- Of those entering services in 2012-13 just over half (51%) were in mainstream education. 19% stated they were not in education or employment.
- The majority of those entering specialist substance misuse services did so reporting multiple vulnerabilities (74%).
- Of the 29,157 first and subsequent interventions starting in 2012-13, 28,820 (99%) began within three weeks of referral. The average (mean) wait to commence specialist interventions for first interventions was 1.8 days.
- The majority of young people in specialist services received a psychosocial intervention only (43%) or a psychosocial intervention in combination with a harm reduction intervention (41%). 165 of the young people in specialist services received a pharmacological intervention (0.8%).
- The average (mean) number of days a young person accessed their latest episode of specialist interventions for during 2012-13 was 154 days (just over 5 months). Crack cocaine users tended to spend the longest time accessing interventions, on average around 6.5 months (201 days).
- 12,947 young people exited specialist substance misuse services in 2012-13 and 10,208 (79%) of these did so because they no longer needed young people specialist interventions.
- Of these 10,208 clients, 6,512 (66%) received a referral back into wider young people's services. Less than 1% received a referral onto adult drug or alcohol treatment

4.109 Problematic alcohol misuse by parents can contribute to child abuse, neglect and harm. Estimates suggest 3 in 10 children (under 16) may have a parent with an alcohol problem. Alcohol problems may also overlap with deprivation such as bad housing, poverty, ill health and poor educational attainment by children. The prevalence on social work case loads is likely to be higher. Problematic alcohol use often features in<sup>4</sup>:

- Serious Case Reviews
- Child neglect, physical and sexual abuse
- Domestic abuse and domestic violence
- Mental and physical health issues

4.110 Factors that influence substance misuse among children and young people include:

- environment (for example, availability of drugs).
- family (for example, sibling and/or parental substance misuse and lack of discipline.)
- individual experience (for example, early sexual encounters and peer group pressure to misuse substances).
- mental health (for example, low self-esteem, depression).
- education (for example, parental expectations) (adapted from Canning et al. 2004).

4.111 Those young people at particular risk include those:

- who are, or who have been, looked after by local authorities, fostered or homeless, or who move frequently.
- whose parents or other family members misuse substances.

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<sup>4</sup> 'Essential Information for Social Workers' supported by the British Association of Social Workers

- from marginalised and disadvantaged communities, including some black and minority ethnic groups.
- with behavioural conduct disorders and/or mental health problems.
- excluded from school and engaging in truancy.
- young offenders (including those who are incarcerated).
- involved in commercial sex work.
- with other health, education or social problems at home, school and elsewhere those who are already misusing substances.

## 5. Conclusions

From its investigations, the Working Group concludes that:

- 5.1 The Council and its partners provide robust and effective substance misuse interventions and treatment services which meet the key aims of the Government's 2010 Drug Strategy and have the four components of an effective young people's specialist substance misuse service identified by Public Health England in its guide to good practice in planning young people's specialist substance misuse interventions (paragraph 3.7). Also, a Department for Education cost-benefit analysis has found that specialist interventions for young people's substance misuse are effective and provide value for money.
- 5.2 Prevention and early intervention are crucial to protect children and young people from the harm associated with substance misuse by themselves or their parents / guardians.
- 5.3 Although substance misuse can be intergenerational, it is not limited to households of limited means or chaotic lifestyles and occurs amongst all types and ages of people in all sectors of society.
- 5.4 There is a link between substance misuse, particularly mephedrone locally, and child sexual exploitation. Substance misuse also has links with children going missing, poor educational attainment and crime.
- 5.5 Education is vital to prevent substance misuse by children and young people and to alert their parents to it.
- 5.6 A programmed, consistent and joined up partnership approach to substance misuse prevention education in schools would be beneficial.
- 5.7 A substance misuse peer mentoring scheme in the Borough's schools would be a beneficial method of supporting children and young people with related issues.
- 5.8 Additional training for both newly qualified and established teachers would enable them to detect early signs of substance misuse and then offer support and signposting to services.
- 5.9 The substance misuse information leaflet produced by the DAAT is in need of updating and should reflect a common approach by all partners to educating against and preventing substance misuse.
- 5.10 The production of awareness raising booklets to alert parents to the signs and symptoms of substance misuse by their children and featuring a step guide to recognising and acknowledging a substance misuse issue and its potential impact on the family with signposting towards assistance and treatment would be beneficial.
- 5.11 Closer family-wide substance misuse working between Children's Social Care, Adult Social Care and Public Health would be advantageous.
- 5.12 Further sharing and comparing of substance misuse data with partners and neighbouring authorities would enhance opportunities to identify and respond to related issues.

- 5.13 Substance misuse can often be the cause or result of mental health issues and low self-esteem. The identified gap in CAMHS Tier 2 preventative mental health services requires closing to support mental wellbeing. Increased CAMHS service provision is also required to assist young people to break free from substance misusing peer groups and to support young people at risk of offending and entering the court system owing to substance misuse.
- 5.14 Some difficulties have been experienced in engaging with mothers with substance misuse issues and encouraging them to admit to the problem and to make use of the assistance and support on offer.



## 6. Recommendations

It is recommended to the Executive Members for Children, Young People & Learning and for Adult Services, Health & Housing, where appropriate, that:

- 6.1 Following consultation with the Youth Council and / or other relevant groups of local young people, the substance misuse leaflet be updated on a partnership basis to ensure that up to date information is disseminated and that all partners are working together with common understanding and goals.
- 6.2 Awareness raising booklets including 'before and after' pictorial content be produced to alert parents to the signs and symptoms of substance misuse by their children and to provide a step guide to recognising a substance misuse issue, acknowledging its potential impact on the family and seeking advice / assistance / treatment to overcome it be produced.
- 6.3 A substance misuse peer mentoring scheme be introduced in Bracknell Forest schools to support children and young people with related issues.
- 6.4 Additional training for both newly qualified and established teachers be provided to enable them to detect early signs of substance misuse and then offer support and signposting to services.
- 6.5 A programmed, consistent and joined up partnership approach to substance misuse prevention education in schools involving substance misuse youth workers, the Youth Offending Service, police and other relevant organisations be adopted.
- 6.6 Opportunities be taken to pursue closer family-wide substance misuse working practices between Children's Social Care, Adult Social Care and Public Health.
- 6.7 Efforts be made to secure the closure of the gap in CAMHS Tier 2 preventative mental health services and to increased CAMHS service provision to assist young people to break free from substance misusing peer groups and support young people at risk of offending and entering the court system owing to substance misuse.
- 6.8 A Berkshire-wide substance misuse data sharing protocol be developed to enable comparisons with other local authorities and to facilitate identification and response to issues.
- 6.9 In recognition of the link between substance misuse and child sexual exploitation, relevant groups such as Children's Social Care, the police and the Local Safeguarding Children's Board strategic group be requested to monitor this situation and report to the Children, Young People and Learning Overview and Scrutiny Panel on request on a regular basis.
- 6.10 Where appropriate, child protection plans include the requirement for parent(s) / guardian(s) to attend a relevant substance misuse support or treatment programme.

## 7. Glossary

ADHD	Attention Deficit Hyperactivity Disorder
CAMHS	Child and Adolescent Mental Health Service
Council	Bracknell Forest Council
CPE	Common Point of Entry for referrals
CSE	Child Sexual Exploitation
DAAT	Drug and Alcohol Action Team
FDAC	Family Drug and Alcohol Court
FSA	Family Support Adviser
GP	General Practitioner
LASARS	Local Area Single Assessment and Referral Service
Meow Meow / Drone / Sniff / M-Cat / Meph	Mephedrone – a powerful synthetic stimulant drug closely chemically related to amphetamines
New Hope	Bracknell Forest's Drug and Alcohol Treatment Centre
NHS	National Health Service
NTA	National Treatment Agency (for substance misuse)
ODD	Oppositional Defiant Disorder
O&S	Overview and Scrutiny
PHE	Public Health England
PSHE	Personal, Social and Health Education
SMART	Substance Misuse Arrest and Referral Team
YCW	Youth Cannabis Warning
YOS	Youth Offending Service
YRD	Youth Restorative Disposal

## BRACKNELL FOREST COUNCIL

## CHILDREN, YOUNG PEOPLE AND LEARNING OVERVIEW AND SCRUTINY PANEL

## WORK PROGRAMME 2014 – 2015

Terms of Reference for:

**CHILDREN AND YOUNG PEOPLE'S SUBSTANCE MISUSE OVERVIEW AND SCRUTINY WORKING GROUP**

**Purpose of this Working Group / anticipated value of its work:**

- |    |   |
|----|---|
| 1. | The purpose of this working group is to carry out a review of substance misuse by, and impacting on, children and young people and their families. It includes actions taken to minimise the effects of substance misuse and the success of their outcomes. |
|----|---|

**Key Objectives:**

- |    |   |
|----|---|
| 1. | To define substance misuse in the terms of this review (e.g. alcohol and illicit drugs, not prescription drugs or 'legal highs').   |
| 2. | To establish the extent and type of substance misuse by children and young people in Bracknell Forest (through case studies and focus groups).  |
| 3. | To measure the impact of substance misuse on children, young people and their families in terms of educational achievement in addition to physical and mental health and wellbeing.                 |
| 4. | To explore the extent to which drug and alcohol misuse by parents is the reason for children and young people being referred into children's social care locally.                                   |
| 5. | To review the degree to which substance misuse by parents and other family members influences the likelihood of children and young people assuming the same habits as they are seen to be the norm. |
| 6. | To identify and evaluate measures to prevent and intervene in substance misuse.   |
| 7. | To explore the relationship between criminal activity and children and young people's substance misuse.   |

**Scope of the work:**

- |    |   |
|----|---|
| 1. | Substance misuse by children, young people and their family members in Bracknell Forest.      |
| 2. | The physical and mental health implications of substance misuse by children and young people. |
| 3. | Relevant Public Health data and information.  |
| 4. | Actions to intervene in substance misuse and the outcomes.                                    |
| 5. | Criminal activity associated with children and young people's substance misuse.               |
| 6. | Partnership working.  |

**Not included in the scope:**

- |    |  |
|----|--|
| 1. | Substance misuse by adults unconnected with children and young people. |
| 2. | Investigating the supply of drugs.                                     |

**Terms of Reference prepared by:**

Andrea Carr

**Terms of Reference agreed by:**

Children and Young People's Substance Misuse Overview & Scrutiny Working Group

**Working Group Structure:** Councillors Mrs Birch & Mrs Temperton and Mr Briscoe (PGR), Mrs Wellsted (PGR) & Miss Richardson (Teacher Representative)

**Working Group Lead Member:** Councillor Mrs Birch

**Portfolio Holder:** Councillor Dr Barnard

**Departmental Link Officer(s):** Jillian Hunt and Mairead Panetta

**BACKGROUND:**

1. Substance misuse by children and young people was selected as a review topic in the 2014-15 Overview and Scrutiny work programme owing to concerns regarding the growing use of mephedrone by young people in Bracknell Forest and the resulting impact on children, young people and their families, and also the effect of parental substance misuse on children and young people. This review also follows on from a review of adult substance misuse previously undertaken by a working group of the Adult Social Care and Housing Overview and Scrutiny Panel.

**SPECIFIC QUESTIONS FOR THE PANEL TO ADDRESS:**

1. What percentage of local children and young people misuse substances?
2. What is available to support children and young people misusing substances?
3. How many Bracknell Forest children and young people are referred to Children’s Social Care as a result of substance misuse by their parents or carers?
4. Is there any evidence of intergenerational substance misuse?
5. What impact does substance misuse have on the wellbeing, mental health, educational attainment and life chances of children and young people?
6. What more can be done to prevent and reduce substance misuse?
7. Is there a co-ordinated partnership approach to give consistent messages to children and young people concerning substance misuse?

**INFORMATION GATHERING:**

**Witnesses to be invited / met**

<b>Name</b>	<b>Organisation/Position</b>	<b>Reason for Inviting / Meeting</b>
Janette Karklins	BFC, Director of Children, Young People & Learning	To provide information on the impacts of substance misuse by, and on, children and young people.
Lorna Hunt	BFC, Chief Officer: Children’s Social Care	As above.
Jillian Hunt	BFC, Head of Drug & Alcohol Services	To advise on substance misuse data, services and outcomes.
Debbie Coleman	BFC, Alcohol and Substance Misuse Youth Worker	To bring the youth service’s perspective to the review.
Lisa McNally	BFC, Consultant in Public Health	To advise on the mental health and Public Health aspects of substance misuse.

Dani Ettia	BFC, Substance Misuse Worker	To share information concerning substance misuse.
Mairead Panetta	BFC, Head of Service, Safeguarding	To receive an understanding of the safeguarding implications associated with substance misuse.
Karen Roberts	BFC, Head of Youth Offending Service	To explore the links between substance misuse and youth offending.
Patsy Carvell	SMART (Substance Misuse Arrest & Referral Team) Service Manager	As above.
Police Representative	Thames Valley Police	To gain information concerning the police's involvement and response to substance misuse.

### Site Visits

Location	Purpose of visit
New Hope	To explore drug and alcohol treatment services.

### Key Documents / Background Data / Research

1. Young People's Needs Assessment 2012/13
2. Various publications relating to data, good practice, guidance and interventions associated with young people's substance misuse issued by the NHS, Public Health England, the National Treatment Agency for Substance Misuse and the National Drug Treatment Monitoring System etc.
3. The report of the O&S review of adult substance misuse previously undertaken by a working group of the Adult Social Care & Housing Overview and Scrutiny Panel.

### TIMESCALE

Starting: September 2014

Ending: March 2015

### OUTPUTS TO BE PRODUCED

1. Report of the review with conclusions and recommendations.

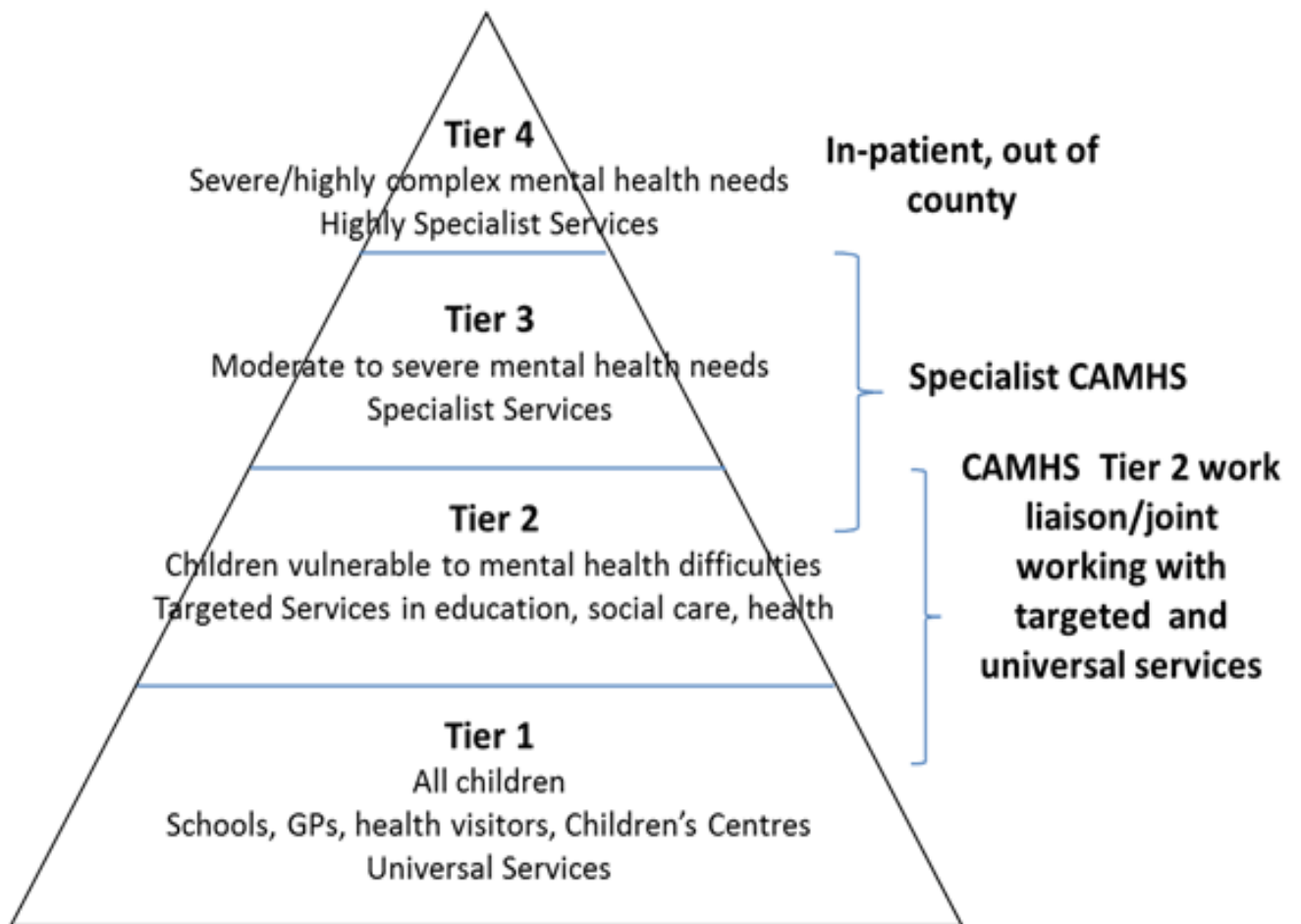
### REPORTING ARRANGEMENTS

Body	Date
Report to the Children, Young People and Learning Overview and Scrutiny Panel	4 March 2015

### MONITORING / FEEDBACK ARRANGEMENTS

Body	Details	Date
Reporting to Children, Young People and Learning Overview & Scrutiny Panel by Executive Member.	Oral or written report	Spring / Summer 2015

The Four-Tiered CAMHS Framework



For further information on the work of Overview and Scrutiny in Bracknell Forest, please visit our website on:

<http://www.bracknell-forest.gov.uk/scrutiny>

or contact us at:

Overview and Scrutiny Chief Executive's Office  
Bracknell Forest Council  
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or email us at [overview.scrutiny@bracknell-forest.gov.uk](mailto:overview.scrutiny@bracknell-forest.gov.uk)

or telephone the O&S Officer team on 01344 352283

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TO: EXECUTIVE  
23 JUNE 2015

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## CHANGES TO ADMISSION TO SCHOOLS AS A BASIS FOR CONSULTATION Director of Children, Young People and Learning

### 1 PURPOSE OF REPORT

- 1.1 To review admissions criteria and designated areas (DA) in the light of the new, large housing developments that are likely to be built over the next 10 years. New housing will lead to the creation of large numbers of additional school places in existing or new schools. Current admission arrangements need to change to reflect these developments.

### 2 EXECUTIVE SUMMARY

- 2.1 Over the past few years in excess of 5,000 school places have been created. Projecting forward, up to 13 additional primary forms of entry (FE) and up to 9 secondary FE are required as a result of new housing developments in the next 10 years. Although there was a review of school provision in South Bracknell 10 years ago, there has been no significant review of designated areas for over 15 years.
- 2.2 There are two key aspects to the proposed changes: changes to secondary school admission arrangements and designated area changes at both primary and secondary schools. Taken together changes will affect ALL schools in the Borough; designated area changes will affect schools in North Bracknell, Sandhurst and Crowthorne.
- 2.3 Changes to DA boundaries are sensitive and create interest with local communities and the media. As a complex project the Council wishes to receive comments in order to inform the way forward. The initial consultation will include the overall strategic plan covering the next 5-10 year period. The implementation of these changes will be phased over a number of years through the annual admissions consultation process.
- 2.4 The Council is progressing in a fair and transparent manner by responding to the new schools by establishing DAs for these schools at an early stage.
- 2.5 The current arrangement of the five secondary schools having feeder primary schools is recommended for removal and instead the focus would be on the designated area for each maintained secondary school.
- 2.6 Designated areas are recommended to be revised.
- 2.7 Voluntary Controlled (VC) schools can now opt to remove the denominational criterion from their admissions criteria. VC schools will be asked if they wish the Council to include this aspect in the consultation.
- 2.8 In order to minimise disruption to families with children already at school, admission arrangements will include, for a 6 year period, provision for placing a higher priority on children who have siblings in the DA at the school at the time of the child's admission.
- 2.9 Extensive consultation will be required and statutory deadlines adhered to. Initial briefings and approvals will take place in the period until the end of the summer term (mid July). Statutory and non-statutory consultation will take place between 1 September and 20 November. Approvals will then be sought between December 2015 and January 2016.

### **3 RECOMMENDATIONS**

- 3.1 **To agree to consult on the removal of feeder primary links for secondary school admission purposes.**
- 3.2 **To agree to consult on revisions to primary and secondary school designated areas.**
- 3.3 **If requested by a Voluntary Controlled school, to change that school's admission criteria to omit the denominational criterion.**
- 3.4 **To agree to consult on including in criteria for Community and Voluntary Controlled schools protection for up to 6 years for younger siblings of children who were living in the designated area at the time of their admission.**
- 3.5 **To agree that non-statutory and statutory consultation will take place between 1 September and 20 November.**

### **4 REASONS FOR RECOMMENDATIONS**

- 4.1 Over the past few years in excess of 5,000 school places have been created. There has been no significant review of designated areas for over 15 years. Projecting forward, up to 13 additional primary forms of entry (FE) and up to 9 secondary FE are required as a result of new housing developments. Significant changes are required to existing DA boundaries that will affect all schools in the Borough. It is necessary to start the process now for the required changes to admissions arrangements so that entry to schools in September 2017 is possible.
- 4.2 As a complex project the Council wishes to receive comments in order to inform the way forward.
- 4.3 The changes demonstrate that the Council is responding positively and transparently to new housing and the need for new schools
- 4.4 Having set out the overall strategic objective it would be the Council's intention to seek agreement to detailed changes through the annual admissions consultation process over forthcoming years by working towards the final outcome year by year, as required and when school providers are known.

### **5 ALTERNATIVE OPTIONS CONSIDERED**

- 5.1 'No change' is not an option. Alternative options are set out in the body of the report.

### **6 SUPPORTING INFORMATION**

#### Admissions Authorities and designated areas

- 6.1 The Council is the Admissions Authority for Community and Voluntary Controlled (VC) schools in the Borough. All these schools, primary and secondary, have designated areas.
- 6.2 Changes agreed as a result of this paper will affect ALL schools in the Borough.
- 6.3 Voluntary aided (VA) schools and Academies are their own Admissions Authorities. Three voluntary aided primary schools have designated areas as part of the overall coverage in the Borough; the remaining three primary schools and Ranelagh secondary academy school take children from a wider area determined by the Diocese. Although all these schools will be interested in potential changes, any changes agreed as a result of this paper will only affect the DAs of the three voluntary aided primary schools that have DAs.

New housing and school places

- 6.4 New housing developments are planned at Amen Corner (on two sites, North and South), Binfield Learning Village at Blue Mountain, the Transport Research Laboratory site (TRL) near Crowthorne and in Warfield (on two sites, West and East).
- 6.5 11-13 additional *primary* forms of entry (FE) and 8-9 FE additional *secondary* places are being planned through school expansions or new Academies as part of all these developments. Changes are needed to existing primary and secondary designated areas as a result of the substantial number of new places being created in existing and new schools.
- 6.6 Construction of new houses is managed by the housing developer. The timings of additional school places is therefore dictated by the housing developer and are currently scheduled as:

<i>School</i>	<i>Academy/Expansion</i>	<i>Phase</i>	<i>Due to open Sept.</i>
Warfield West	Expansion	Primary	2016
Binfield Learning Village	Academy	Sec'y & Primary	2017
TRL	Expansion	Primary	2018
Amen Corner North	Academy	Primary	2018
Amen Corner South	Academy	Primary	TBA
Warfield East	Academy	Primary	TBA

Secondary school admission arrangements

- 6.7 Current Community secondary schools admission arrangements include provision for feeder primary schools.
- 6.8 The new school places at TRL are to be provided as an expansion of the adjacent school, Crowthorne CE Primary, onto a second site. However the DA of the current school feeds into Edgbarrow School, and the DA of TRL feeds into Easthampstead Park School. Similarly, the new Warfield West development is to be served by an expansion of Warfield CE Primary onto a second site. The DA of the current school feeds into Garth Hill, and the new area would feed into the new Binfield Learning Village secondary provision. Feeder school arrangements will not allow provision for one part of a primary school DA to feed one secondary school, and another part to feed a different secondary school.
- 6.9 Two primary schools in the east of the Borough, Ascot Heath Junior and Cranbourne are currently feeder schools to a secondary school outside the Borough, Charters School in the Royal Borough of Windsor and Maidenhead. Charters School are currently consulting on the possibility of removing feeder schools as part of their admission criteria for 2016/17. It is likely this change will be successful and then there would be a knock-on implication to the continued pattern of feeder schools in the rest of the Borough. Continuation of the feeder school relationships would therefore be difficult to continue as it would otherwise mean treating applicants from different parts of the Borough in different ways, which is not allowed in the Schools Admission Code<sup>1</sup>. Given the uncertainty in relation to the admission arrangements for Charters School, it is prudent to review the existing arrangements for feeder status into our secondary schools. Whilst Charters may not change admission arrangements for 2016, it is likely that they will change by

<sup>1</sup> The School Admission Code (2014) states that the use of a feeder school as an over-subscription criterion must be 'transparent and made on reasonable grounds'.

2017 therefore the Council needs to ensure we are best placed to manage the impact of this change at the outset of our consultation process.

- 6.10 The current arrangement of the five Community secondary schools having feeder primary schools is recommended for removal and instead the focus would be on the designated area for each maintained secondary school. Secondary schools can continue to have working links (for visits, study days, resource sharing etc.) with primary schools in their designated area.
- 6.11 The criteria for admission to secondary schools would therefore change. Children with a Statement of Special Educational Needs or an Education Health & Care Plan that names a specific school must, by law, be admitted to that school. After this requirement has been satisfied the following rules will apply:

<i>Current criteria</i>	<i>Proposed criteria</i>
Looked After Children and all previously looked after children	Looked After Children and all previously looked after children
Children who have either medical or social grounds for admission to a particular school	Children who have either medical or social grounds for admission to a particular school
Children who live in the designated area of the secondary school	Children who live in the designated area of the secondary school.  <i>NB Those children who were living in the DA at the time of admission will have protection for their younger siblings(s) for up to 6 years.</i>
Children who have siblings at the school	Children who have siblings at the school
Children who attend a primary school that is formally linked with the secondary school i.e. in a 'feeder primary'	If a school does not have places for all the children in one of the above criteria, priority will be given to children who fulfil a combination of higher admission criteria. The combination of criteria will follow the same order of priority as the basic list of criteria.
If a school does not have places for all the children in one of the above criteria, priority will be given to children who fulfil a combination of higher admission criteria. The combination of criteria will follow the same order of priority as the basic list of criteria.	If there are still insufficient places, a final decision will be made on the <i>radial distance</i> between the home and the school. Those living nearer to the school will be placed higher than those living further away.
If there are still insufficient places, a final decision will be made on the <i>radial distance</i> between the home and the school. Those living nearer to the school will be placed higher than those living further away.	

Revision to primary and secondary school designated areas

- 6.12 Where extra places are required as a result of housing developments, these can be provided through expanding an existing school or establishing a new school as an Academy.

Primary schools

- 6.13 Two schools are expanding onto a second site - Warfield and Crowthorne CE Primaries. For these schools their DAs will need adjusting:

<i>New primary places</i>	<i>Currently in the DA(s) of:</i>
Warfield West	Warfield/Whitegrove, Sandy Lane & Meadow Vale
TRL/Crowthorne	Hatch Ride and Oaklands (Wokingham schools)

- 6.14 The governors of each school will need to decide how they want the school organised across the two sites. Parents applying for places at these two schools will express a preference in the usual way (for reception and in-year intake) for the school as a single establishment. The decision on which site the child attends will be made using information on the distance from home to each school site and whether or not there is a sibling already at the school.

- 6.15 Four Academy schools are likely to be forthcoming. There will be a need for primary school DAs to be created from existing DAs in the following areas:

<i>New primary places</i>	<i>Currently in the DA(s) of:</i>
Amen Corner North	Binfield
Amen Corner South	Binfield
Binfield Learning Village <sup>2</sup>	Binfield and Meadow Vale
Warfield East	Warfield/Whitegrove

- 6.16 There is also the opportunity to address an outstanding issue in relation to the current pattern of primary school DAs. Four areas of the Borough are currently shared by more than one primary school which makes admissions arrangements more complicated for parents:

- Binfield and Warfield / Whitegrove
- Warfield and Whitegrove
- College Town and Owlsmoor
- New Scotland Hill and St Michael's Sandhurst

It is recommended that these shared areas be removed at the same time.

Secondary schools

- 6.17 The new secondary school to be built at the Binfield Learning Village at Blue Mountain is planned to take children from the western half of the current Garth Hill College DA. A new DA is required for the Binfield Learning Village secondary provision and a subsequent revision made to Garth Hill College's DA.

Summary of changes to DAs

- 6.18 Maps of proposed arrangements are provided in Annex 1.

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<sup>2</sup> Note that primary provision at Binfield Learning Village is part of a proposed 'all-through' school for children aged 5-18 years old.

6.19 The merits of revising DAs are:

- New school places are being developed in areas of new housing and strong community links can be developed with the new development areas. On the whole there will be minimal influence on the DAs of existing schools which will continue to work with their current communities. The Council's vision of 'local schools for local people' and close school–community links will be maintained.
- Where new school places are being funded by developers<sup>3</sup>, developers will feel more confident that residents of their new houses, in the DA of the school, will be able to attend the new schools.
- Designated areas mean that the highest proportion of children can attend a local school closest to them (subject to there being no designated area pressure on places). This is particularly important in rural areas.
- Continuation of current admissions procedures and transport policies and procedures which are well-established and well-known by parents.

6.20 Points that do not support this approach:

- Across the Borough there will be a higher surplus of secondary places, which provides choice for parents but will mean an overall increase in build and fitting out costs.

#### Inclusion of denominational criterion

6.21 Church schools – both Voluntary Controlled (VC) and Voluntary Aided (VA) – can now consider whether or not to have a denominational criterion as one of their admissions criteria. For this change to apply to 2017 admissions, changes to criteria will be needed as part of the current year's process.

- Governors of VC schools (Crowthorne CE, Warfield CE and Winkfield St Mary's CE Schools) will need to decide by July 2015 and ask the Council to revise the admissions criteria for their school<sup>4</sup> and the Council will **adjust their criteria** and consult in the timescales described in this paper.
- If Governors of VA schools wish to make this change they will need to decide, as the Admissions Authority for their school, in time to consult between 1 October and 31 January.

#### Protection for siblings

6.22 In order to minimise disruption to families with children already at school, admission arrangements will need to include for a 6 year period a provision placing a higher priority on children who have siblings in the DA at the school at the time of the child's admission. This is to provide transitional protection for those families who have already accepted places where the sibling rule applied.

#### Timetable and scope of consultation

6.23 Note that the expansion to Warfield CE School due to open in September 2016 can happen with no need for changes to the DA as the new development is located in the current DA of Warfield CE / Whitegrove School. Should changes have been necessary the consultation on these would have been held in 2014.

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<sup>3</sup> This affects most new primary school places but not primary and secondary places at the Binfield Learning Village which are being funded by the Council.

<sup>4</sup> The Council is the Admissions Authority for VC schools

- 6.24 Consultation will need to be extensive, and programmed carefully to align with statutory requirements. The statutory annual consultation for admissions purposes (for 2017 entry and beyond) must run for a minimum of 6 weeks and must be held between 1 October and 31 January, and be formally agreed by 28 February.

Specific content of consultation in 2015/16 for 2017/18 admission and beyond

- 6.25 The consultation in 2015/16 will:
- Remove secondary school 'feeder primary' criterion.
  - Establish the final revised pattern of DAs.
  - Establish DAs for Binfield Learning Village and necessary changes in North Bracknell involving Binfield, Warfield and Whitegrove primary schools and Garth Hill College<sup>5</sup>.
  - Establish the extended Crowthorne School DA, to include TRL, currently in Wokingham BC.
- 6.26 The following timescales are recommended.
- |  |                            |
|--|----------------------------|
| Initial discussion and approval processes  | up until July              |
| Consultation (Statutory and non-statutory) | 1 September to 20 November |
| Approvals                                  | December to January        |
- 6.27 Consultation regarding changes at Amen Corner & Sandhurst will be processed in 2016/7 and Warfield East in 2017/8.
- 6.28 The costs of consultations will be met from within existing resources.

## **7 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS**

### Borough Solicitor

- 7.1 The LA has a wide discretion following consultation on the admission policy it adopts for oversubscription. The touchstone is that whatever policy it adopts must be clear and easy to understand by all.
- 7.2 Neighbouring boroughs will have to be consulted and it must be recognised that if re-drawing the designated areas and oversubscription criteria adversely affects neighbouring boroughs, they may re-draw their area as a consequence

### Borough Treasurer

- 7.3 The Borough Treasurer is satisfied that no significant financial implications arise from this report. Any options for change that are proposed in the future will need to be costed and funded before formal approval.

### Equalities Impact Assessment

- 7.4 An EIA is available for admissions to schools. This EIA will be reviewed as part of the consultation and planning processes.

### Strategic Risk Management Issues

- 7.5 A risk matrix is attached as Annex 2.
- 7.6 Other risks are set out above in the body of the report.

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<sup>5</sup> There is a need to link with the timescales for Binfield Learning Village process to seek a sponsor, including publication of specification which will need to include reference to DAs

## **8 CONSULTATION**

### Principal Groups Consulted

- 8.1 There has been no consultation as yet. Extensive consultation will be planned and undertaken if the review scope and process is agreed.

### Method of Consultation

- 8.2 To be decided.

### Representations Received

- 8.3 None received as yet.

### Background Papers

'School Admissions Code', DfE, December 2014

Executive Report on 'School Capacity and Funding Strategy', 16 December 2014

Executive Report on 'School Places Plan 2014-2019', 18 November 2014

CMT report on 'New housing developments and additional primary pupil places', 26 November 2014

CYPL DMT report on 'Planning for new school places', 3 February 2015

### Contact for further information

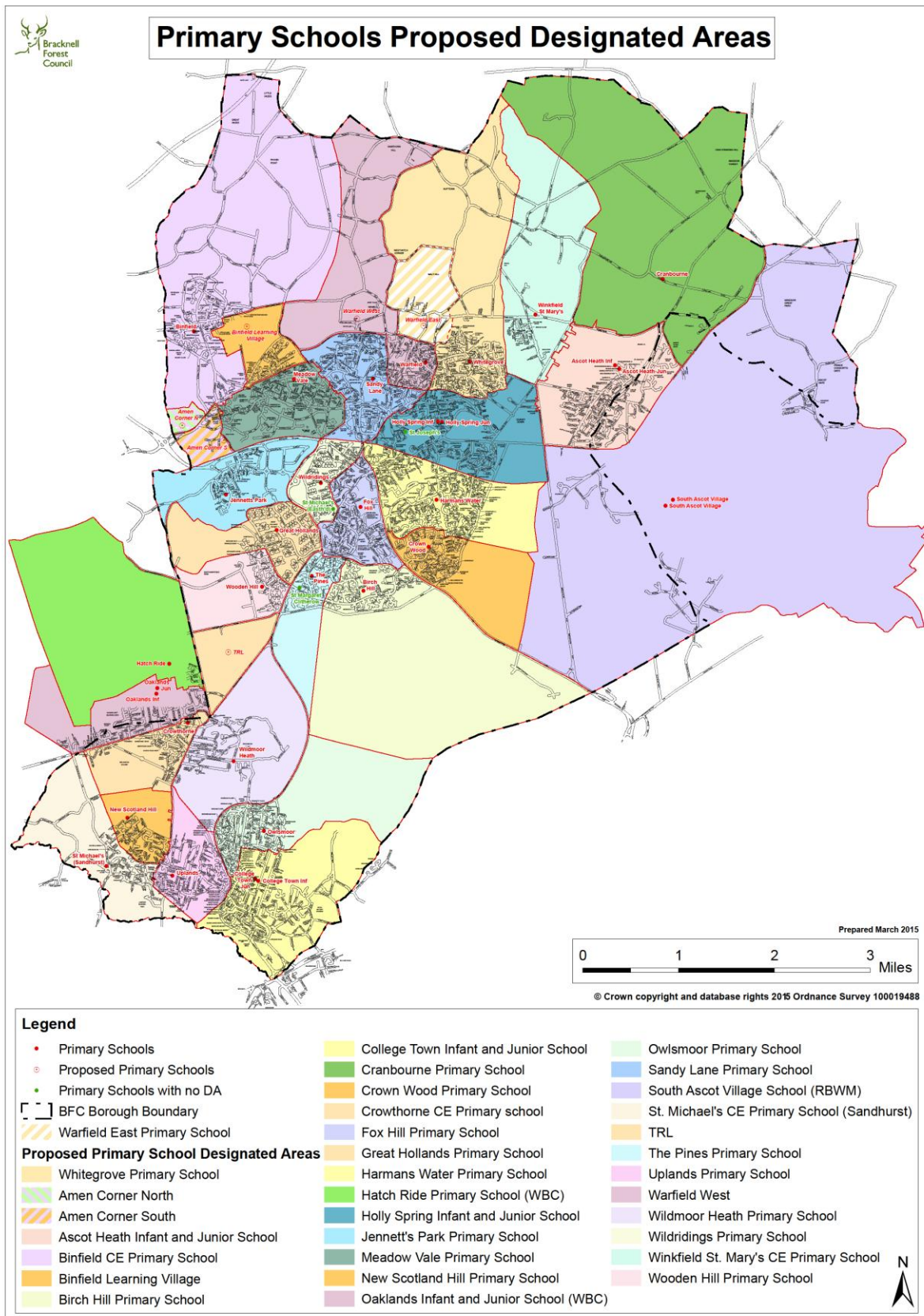
David Watkins  
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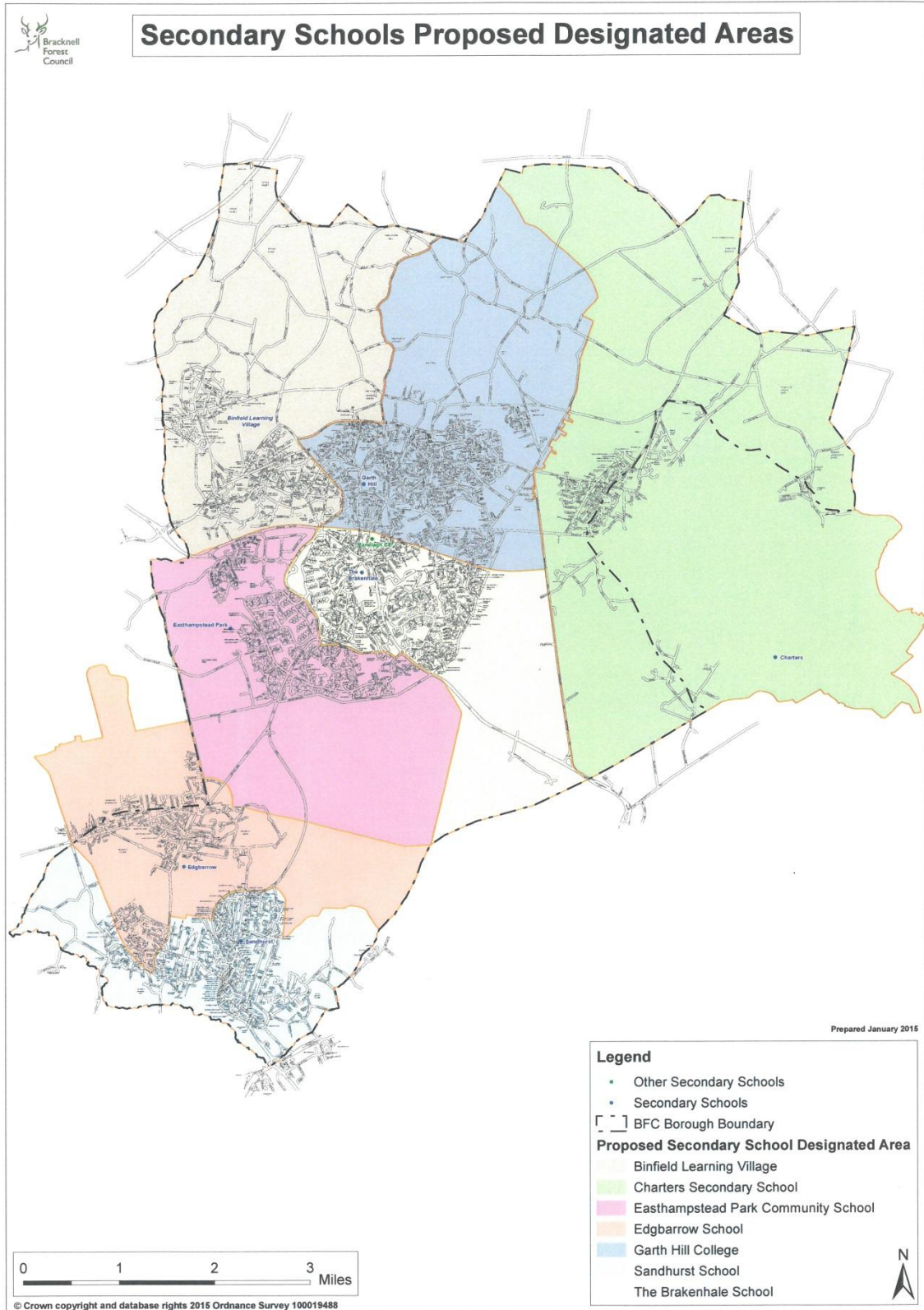
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Annex 1:

Maps of proposed designated areas: Primary and Secondary





Annex 2



RISK LOG: CHANGES TO ADMISSION ARRANGEMENTS

ID No	Raised by	Date Raised	Description	Risk type	Potential scale of impact	Potential likelihood	Unadjusted Impact	Confidence in data or assumption	Preventative / Mitigating actions	Follow up	Owned by	Status
<b>Key admissions related issues</b>												
1	GS	Oct-14	Risk of delay in public consultation re DA boundary changes & admission number, which could adversely affect the intake of new pupils.	Reputation / Statutory - school place provision	Low	Low	Low	High	Annual schedule is well established. Experienced team familiar with processes. Long term planning essential to meet required timeframes.		LA	Open
2	GS	Oct-14	Proposals to DAs and admission arrangements create issues with communities.	Timing / Reputation	Medium	Medium	Medium	Medium	Only pursue DA changes when timely to do so. Consult in a clear, organised manner. The need to change DA boundaries for the new schools may be generally accepted however the opposition to the housing development creating demand for the new schools is less predictable.		GS / LA	Open
3	GS	Mar-15	Inappropriate boundary settings of new DAs i.e. too small or too big or changed too early or too late	Statutory - school place provision Timing Cost	High	Low	Medium	High	Plans reflect current housing proposals and build timescales; arrangements will be enacted when needed and can be modified in detail if required.		GS / LA	Open
4	GS	Oct-14	Delay in agreeing proposals for one area may delay agreements in other areas.	Timing	Low	Low	Low	Medium	Areas will not be linked and pursued separately when timely to do so.		GS / LA	Open
5	GS	Oct-14	The proposals are not seen as being 'clear and reasonable' if the Schools Adjudicator is required to be involved.	Timing	High	Low	Medium	Medium	Manage the process so that we pay particular attention to what is 'reasonable' and if necessary seek the advice of the Schools Adjudicator at an early stage		GS	Open
6	GS	Oct-14	Risk that a suitable provider of places may not be on board to the programme timescale.	Timing / Statutory	Medium	Medium	Medium	Medium	Continue discussions with schools about expansions. If suitable schools with an interest in expanding are not forthcoming, need to pursue Academy route and timescale		DW / GS	Open
7	GS	Oct-14	New school provider may face implementation challenges and delays	Timing / Statutory	Medium	Medium	Medium	Medium	There will be a need to monitor the situation sensitively as the process continues to ensure governing bodies and headteachers are aware of, and satisfied with emerging outcomes – listening to needs and resolving them. Necessary timeframes to be well known. Council support to be provided as necessary.		GS / CT	Open

Unrestricted

8	GS	Oct-14	Risk of demand forecast not meeting the target, leading to lack of demand in the new school provision.	Reputation	Low	Medium	Low	Medium	Continue to refine pupil forecasting methodology with regular review of factors and assumptions. Be prepared to open additional places on a phased basis. Consider spare spaces alongside needs in surrounding areas.		GS	Open
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**TO: EXECUTIVE**  
**DATE: 23 JUNE 2015**

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**BINFIELD LEARNING VILLAGE – APPOINTMENT OF SCHOOL SPONSOR  
(Director, Children, Young People and Learning)**

**1 PURPOSE OF DECISION**

- 1.1 To agree the process for appointing a sponsor for the proposed all-through Binfield Learning Village as an Academy school.

**2 RECOMMENDATIONS**

- 2.1 **To agree the School Sponsor Appointment Plan to identify a preferred sponsor for the Binfield Learning Village Academy School, as attached at Appendix 1.**
- 2.2 **To agree to notify the DfE of the Council’s intention to seek an Academy sponsor**
- 2.3 **To agree the appointment application evaluation criteria, as attached at Appendix 3.**

**3 REASONS FOR RECOMMENDATIONS**

- 3.1 Local authorities (LA) have a duty to provide sufficient school places to meet needs in their area. The Council has identified significant areas of new housing that are scheduled to be built in the period to 2025. The provision of a new primary, secondary and special all-through school at Binfield Learning Village is an important part of the overall future provision in the Borough.
- 3.2 The Education Act 2011 changed the arrangements for establishing new schools and introduced Section 6A (the academy/free school presumption) to the Education and Inspections Act 2006. Where a LA thinks there is a need for a new school in its area it must seek proposals to establish an academy school.
- 3.3 Given the pressures on school places and the design and construction period, the timely appointment of a provider is necessary to start the process at the current time.
- 3.4 In June 2013, the Executive agreed:
- a) the methodology to be used to endorse potential providers, thereby ensuring that any providers will be equipped to deliver good and outstanding provision.
  - b) that a standing Education Review Group be established with an independent Chair, the Executive Member for Children, Young People and Learning, the Chair of the Children, Young People & Learning Overview and Scrutiny Panel, one other Councillor representative from the opposition party, the Director of Children, Young People & Learning or their representative, two school representatives (a headteacher and Chair of Governors) and a parent governor.
  - c) the criteria which potential providers should meet if they wish to be commissioned to run a school in the borough.

- 3.5 The scope, timetable, funding model and the procurement plan for the Binfield Learning Village was approved by the Executive in October 2014. Mace has been appointed as the design and build contractor under the IESE framework.

#### **4 ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 The option of expanding an existing school was considered but this is not viable as the resulting school would be too big to run effectively.
- 4.2 The Education and Inspections Act 2006 gives statutory force to the presumption that all new schools will be academies. The Council will follow the requirements of the Act and statutory guidance issued by the Secretary of State so that a suitable provider is appointed including so far as may be possible consideration of existing schools.

#### **5 SUPPORTING INFORMATION**

- 5.1 The Executive have agreed (June 2013) the procedures for assessing applications for the establishment of a new school. A methodology was agreed to endorse potential providers, thereby ensuring that any providers will be equipped to deliver good and outstanding provision. The procedures included setting up an Education Review Group In order to ensure that the Council can assess all proposals received and submit comments to the Secretary of State.
- 5.2 The Binfield Learning Village 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.
- 5.3 The Council is aiming to deliver a 7FE secondary school with post-16 provision, a 2FE primary school with a 52 place nursery, provision for children with special educational needs (SEN) and community provision from September 2017 to support the planned growth in the Borough.
- 5.4 The process to be followed is prescribed by the DfE and the DfE make the final decision of sponsor taking into account the Council's recommendation. The DfE will ultimately contract with the sponsor for the education provision at Binfield Learning Village. The Council is the DfE's agent in the process.
- 5.5 The DfE have indicated that there are insufficient suitable sponsors so they are looking to LAs to develop interest and suitable sponsors. Therefore, to enable the DfE to make a decision, the Council will develop the interest of possible suitable Academy providers, publish the specification and seek expressions of interest from potential providers, assess and score their proposals, undertake due diligence and make a recommendation to the Secretary of State who will make the final decision.
- 5.6 The School Sponsor Appointment Plan is attached in Appendix 1.
- 5.7 The timeline is attached in Appendix 2. The current timetable has limited contingency. The programme also has several external dependencies, which could negatively impact the programme delivery.
- 5.8 Evaluation of applications will be undertaken against a set of criteria under the broad headings, as agreed by the Executive in 2013:
- Meeting demand for provision

- The proposed ethos of the school
- Ability to achieve high standards of education
- A clear commitment and strategy for ensuring inclusion of all
- The organisation's track record in delivering education in the relevant phase
- The organisation's capacity to deliver a new school

It was agreed that the above criteria would receive equal weighting.

- 5.9 The recommended detailed criteria against which scoring will be completed are attached in Appendix 3. The main headings of the criteria remain the same as agreed by the Executive in June 2013. Further sub-criteria have been added and as a result the weightings have been revised. As previously agreed, the criteria will be scored on a three point scale: 'fully met', 'partially met' and 'not met'.
- 5.10 In addition to the criteria, other commitments may also be sought e.g. land deal requirements.

## **6 CONSULTATION**

### Principal Groups Consulted

- 6.1 The DfE statutory process will be followed. The DfE expect local views to be reflected in the specification. A consultation plan will be developed to inform this requirement.

### Method of Consultation

- 6.2 Summary reports and discussions.

### Representations Received

- 6.3 Comments will be included in the appointment specification.

## **7 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS**

### Borough Solicitor

- 7.1 The Borough Solicitor has commented on a number of occasions on the relevant statutory requirements, and his advice and comments are now reflected in this report and the appointment plan referred to.

### Borough Treasurer

- 7.2 The Borough Treasurer is satisfied that no significant financial implications arise from agreeing the Appointment Plan. A strategy for funding the construction and fit out of the school has previously been approved with on-going revenue funding falling on the Dedicated Schools Grant, which is outside the council's funding responsibilities and will be determined by the funding policy agreed by the Schools Forum.

### Equalities Impact Assessment

- 7.3 Attached in Annex B of the School Sponsor Appointment Plan.

### Strategic Risk Management Issues

- 7.4 The main risks identified are:

Table 1: Strategic Risk Management Issues

ISSUE		RISK	COMMENT
1	Cost Risk	Gap in revenue funding in the initial years following the school's opening.	Scenario modelling can raise awareness and minimise risk
2	Cost Risk	Extra costs could emerge since we are dependent upon the DfE.	Need to maintain effective liaison with DfE
3	Programme Risk	Not meeting timescales will jeopardise implementation.	Need to continually pay strict attention to timescales and maintain effective liaison with DfE
4	Sponsor Risk	DfE not appointing the sponsor recommended by the Council.	Need effective liaison with DfE and provide robust recommendations to the DfE
5	Sponsor Risk	Successfully delivering the school if the sponsor does not engage with the Council.	Need to establish good relationships and effective communications with the sponsor appointed.

A comprehensive list of risks is shown in Annex A of the Sponsor Appointment Plan.

#### Background Papers

- a. Papers on Binfield Learning Village:
  - Business Case
  - Programme Plan
  - Programme Status Reports
  - Risk & Issue Register
  - Project Initiation Document
  - Procurement Plan
  - Communications Plan
  - Terms of Reference, Community Reference Group
  - Draft plans
  - Executive Report (21 October 2014 and 10 February 2015)
- b. Executive report, 11 June 2013, 'Procedures for assessing applications for the establishment of a new school in Bracknell Forest'

#### Contacts

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## Appendix 1:

**School Sponsor Appointment Plan**

**Document Status:** Draft  
**Revision:** 7  
**Date:** May 2015  
**Prepared By:** Graham Symonds

**Circulation List:**

	<b>Project Team/ Management:</b>	
	David Watkins	Chief Officer: Strategy, Resources and Early Intervention
	Graham Symonds	School Sufficiency and Commissioning Manager
	Rajesh Sinha	Programme Manager, Binfield Learning Village at Blue Mountain
For comments	<b>Finance / Procurement / Legal</b>	
	Geoff Reynolds	Head of Procurement
	Simon Heard	Borough Solicitor
	Paul Clark	Group Accountant CYPL
	Calvin Orr	Chief Technical Accountant
For comments	<b>Other</b>	
	Janette Karklins	Director of Children, Young People and Learning
	Christine McInnes	Chief Officer: Learning & Achievement
	Chris Salt	School Adviser
	Amanda Wilton	Head of Targeted Services
	<b>For Approval:</b>	
	CMT	Programme Board

**Sign Off: Executive**

<b>Name</b>	<b>Signature</b>	<b>Date</b>
Executive		

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9. Equality
10. Contract Award
11. Project Organisation
12. Advice Received from Other Officers
13. Change Control

### Annexes

1. Risk Log
2. Equalities Impact Assessment

## **1. BACKGROUND**

The Binfield Learning Village 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 Council is aiming to deliver a 7FE secondary school with post-16 provision, a dedicated Special Educational Needs Resource Unit, a 2FE primary school with a nursery and community provision from September 2017 to support the planned growth in the Borough.

The Education Act 2011 changed the arrangements for establishing new schools and introduced Section 6A (the academy/free school presumption) to the Education and Inspections Act 2006. Where a local authority (LA) thinks there is a need for a new school in its area it must seek proposals to establish an academy school.

## **2. TERMS OF REFERENCE**

### **2.1. Reason for Requirement**

LAs have a duty to provide sufficient school places to meet needs in their area.

The Council has identified significant areas of new housing that are scheduled to be built in the period to 2025. These bring the implication of a need for further school places and the Council continues to work with developers to have these places provided through the development process.

The provision of a new primary, secondary and special all-through school at Binfield Learning Village is an important part of the overall future provision in the Borough

### **2.2. Objectives**

To identify a preferred sponsor of the Academy School for the proposed Binfield Learning Village.

### **2.3. Project Scope**

To seek an Academy sponsor based on promoting the opportunity to potential providers, making an assessment of applications, undertaking due diligence and making a recommendation to the DfE.

### **2.4. Project Constraints/Assumptions**

- The DfE provide the basis of the process that must be followed and will make the final decision on the appointment of the provider.
- On receiving details of interested providers and the Council's recommendation, the time taken by the DfE to make a decision is out of the Council's control.
- The DfE reserves the right to appoint a sponsor of their own choice.
- On appointment, the provider will then work with the Council and DfE to open the school as per the agreed timetable.
- Due to the complexity in procuring the site and adhering to a hybrid planning approach, the timescales for appointment of a school provider will not align to the planning application process for the new school buildings. It means that the school provider will not have an opportunity to influence the design and build process.

- Providers will express an interest to operate and manage the school. If no provider is appointed there are subsequent stages to the DfE process.
- It should be noted that the period when providers will be sought includes the 6 week school summer holiday period. Additional time has been added to the process after the school holiday period.

## 2.5. Dependencies

### 2.5.1 Resources

The project team will consist of the following individuals who will be available throughout the process.

- Janette Karklins – Director of Children, Young People and Learning
- David Watkins: Chief Officer, Strategy, Resources and Early Intervention
- Rajesh Sinha – Programme Manager, Binfield Learning Village at Blue Mountain
- Graham Symonds – School Sufficiency & Commissioning Manager
- Chris Taylor – Head of Education Capital and Property
- Chris Salt – School Adviser
- Amanda Wilton – Head of Targeted Services (including SEN)

### 2.5.2 Funding

**Capital:** The Council is responsible for providing the site and meeting all associated capital costs. The Executive has approved (October 2014) a funding strategy for the construction of the new school.

**Revenue:** Pre-opening start-up costs and post-opening funding required to address diseconomies of scale until the school reaches full capacity will need to be met through the DfE Dedicated Schools Grant that is allocated to fund schools. Scenario modelling will be carried out in 2015 to identify challenges and likely costs. Funds will be allocated in accordance with policies approved by the Schools Forum.

## 3. VALUE FOR MONEY

There is a requirement to appoint a sponsor (via DfE) that will best meet the outcomes and expectations required by the Council. Prospective providers will be required to demonstrate how they will achieve the quality and service expectations of the Council.

## 4. TIMESCALES

### 4.1 Indicative project plan

The following timetable is proposed for the application process and implementation of the Binfield Learning Village:

1	Draft documents for the Executive	May 2015
2	Notify DfE of intentions	By 30 June 2015

3	Develop the interest of possible, suitable providers	By end of July 2015
4	Confirm Education Review Group and first meeting held	By end of June 2015
5	Seek Academy provider	3 August to 30 October 2015
6	Liaison with DfE, scoring of proposals, undertake due diligence on providers, meetings of Education Review Group, and seek approvals on the recommendation by Executive.	2 November to 31 December 2015
7	Send DfE the assessment of proposals and await decision by DfE	15 January 2016 to Mid/End March 2016 (approx. 8 weeks)
8	Scenario funding for school operational funding	June to September 2015
9	Planning permission by	February/March 2016
10	Sponsor appointed by DfE	March 2016
11	Sponsor consults on funding agreement	2016/17
12	Build and implementation	Build starts: approx. Mar/April 2016 School opens: Sept 2017

#### **4.2 Forecast Sponsor Start Date**

March 2016 (Timeframe dependent on DfE) for appointment of the sponsor.

The Funding Agreement is expected to be agreed between the sponsor and DfE, following consultation, before the school opens.

#### **4.3 Contract Term**

A permanent appointment will be made by the DfE.

### **5. FINANCIAL BREAKDOWN**

#### **5.1. Forecast cost breakdown**

Actual costs of running the school will be dependent on decisions taken by the new Academy School.

In terms of funds to be received, these will mainly be determined by the Bracknell Forest Funding Formula for Schools, the mechanism used to fund all Bracknell Forest schools. It is approved by the Schools Forum and Executive Member for Children, Young People and Learning and also used to calculate core funding for Academy schools.

## **6. APPOINTMENT METHOD**

### **6.1. Process and methods**

An Education Review Group will be convened to understand the performance record of any potential sponsor, to scrutinise their track record and approach and most importantly to be confident that the sponsoring organisation will be able to deliver the good and outstanding schools the Council expects. The Review Group would agree responses to the Secretary of State in relation to questions raised in relation to the suitability of potential sponsors.

The Education Review Group would comprise: an independent Chair, the Executive Member for Children, Young People and Learning, the Chair of the Overview and Scrutiny Panel for CYP&L, one other Councillor representative from the opposition party, the Director: CYP&L or their representative, two school representatives (a headteacher and Chair of Governors) and a parent governor. The Review Group would meet as and when required with sufficient notice for all Review Group members to attend. Meetings would be convened by the Director: CYP&L.

Specialist advice and support would be sought from officers from across the Council.

A specification will be prepared and promoted to Academy Sponsors on the DfE list and in a targeted way. The process will run from 3 August 2015. Interested providers will be asked to complete a response

### **6.2. Evaluation**

Applications will be evaluated against criteria listed in Appendix 3.

## **7. RISK MANAGEMENT**

### **7.1. Risks and Mitigation Options**

The risk log is attached as Annex A.

### **7.2. Contingency Plans – Business Continuity**

In the event that the application exercise is not successful, a statutory competition can be held with the Secretary of States' consent. Academy, free school, foundation, voluntary controlled and voluntary aided proposals can be submitted in the competition. If an academy or free school proposal is entered, and deemed suitable, the competition ends and the proposer works with the DfE to progress the proposal. Otherwise the competition continues and the local authority can determine which maintained school proposal wins.

If a competition is needed, the school design and build process will continue throughout the process.

## **8. EQUALITY**

### **8.1. Equality Impact Assessment (EIA)**

An EIA is separately attached as Annex B.

### **8.2. Equalities Monitoring**

The provider will be expected to monitor equalities aspects of their provision and to contribute to local partnership outcomes.

## 9. CONTRACT AWARD

The Secretary of State at the DfE will appoint the provider. The Council has to inform unsuccessful applicants.

## 10. PROJECT ORGANISATION

### 10.1. *Project Sponsors*

Chief Executive / Director of Children, Young People and Learning

### 10.2. *Project Director*

David Watkins - Chief Officer: Strategy, Resources and Early Intervention

### 10.3. *Project Manager*

Rajesh Sinha – Programme Manager

### 10.4. *Project Team and workstream leads*

Graham Symonds – School Sufficiency and Commissioning Manager

Chris Taylor – Head Of Education Capital and Property

Chris Salt – School Adviser

Mandy Wilton – Head of Targeted Services

### 10.5. *Contract Manager*

There is no ongoing contractual relationship between the provider and Council.

## 11. ADVICE RECEIVED FROM OTHER OFFICERS

### 11.1. *Finance Comments*

*Provided By: Calvin Orr and Paul Clark*

Included within the body of the report.

### 11.2. *Procurement Comments*

*Provided By: Geoff Reynolds*

Legal advice is clear that this is not a procurement regulated by Public Contract Regulations. However, the approach defined is consistent with good procurement practice.

### 11.3. *Legal Comments*

*Provided By: Simon Heard*

The Borough Solicitor's advice and earlier comments are reflected in the drafting of this plan

## 12. CHANGE CONTROL

If any major changes are required to this document it will be re-issued as a revision for approval. No additional work will be undertaken without approval by the CMT Programme Board.





Annex A

RISK LOG: APPOINTMENT OF SCHOOL SPONSOR

ID No	Raised by	Date Raised	Description	Risk type	Potential scale of impact	Potential likelihood	Unadjusted Impact	Confidence in data or assumption	Preventative / Mitigating actions	Owned by	Status
1	GS	Mar-15	Not meeting project plan timescales would jeopardise the implementation of the new school.	Timing / Implementation	High	Medium	Medium	Medium	Strict attention will be given to project plan timescales. Strong liaison with DfE so that they are aware of our timings and the need for them to decide on a provider within the required timescales.	GS/RS	Open
2	GS	Mar-15	If a sponsor is not appointed by the end of November 2015, impact on opening time in Sept 2017	Timing / Implementation	Medium	High	Medium	Medium	Make DfE aware of requirements and discuss any mitigating possibilities with them. These could include: * The Council setting admission arrangements on behalf of a future provider and consulting pending their appointment * Seeking an exception to consult later than the statutory timescale.	GS	Open
3	GS	Mar-15	Changes in Government policy post-election regarding academies and/or free schools may lead to delays.	Timing	High	Low	Medium	Medium	Continue to liaise with DfE and take their advice.	GS/RS	Open
4	PC	Apr-15	DfE may not appoint the sponsor we recommend.	Implementation	High	Low	Medium	High	Continue to liaise with DfE and take their advice.	GS/RS	Open
5	PC	Apr-15	If the sponsor does not properly engage with the Council then implication for opening in Sept 2017.	Implementation	Medium	Medium	Medium	Medium	Establish good relationship with appointed sponsor. Council meeting its obligations promptly Effective communication of background and Council's aspirations.	GS/RS	Open

6	PC	Apr-15	Possible gap in revenue funding in the initial years of the school opening if working assumptions are inaccurate	Cost	Medium	Medium	Medium	Medium	Scenario modelling of alternative ways in which the school might grow in size following opening	PC	Open
7	PC	Apr-15	Extra costs could emerge as the Council is dependent on the DfE.	Cost	Medium	Medium	Medium	Medium	Continue to liaise with DfE and take their advice.	PC	Open
8	GS	Mar-15	A suitable provider is not identified and/or appointed.	Timing / Implementation	High	Medium	Medium	Medium	Have discussions with possible providers about academy opportunity. Second stage procedures can start, but delay in process.	GS/RS	Open

## Annex B: Equalities Screening Record Form

<b>Date of Screening: 3 October 2014</b>		<b>Directorate: CYPL</b>		<b>Section: School Sufficiency and Commissioning</b>																																
<b>1. Activity to be assessed</b>		To commission Binfield Learning Village (BLV) to respond to pressure on school places from new house building and demographic change.																																		
<b>2. What is the activity?</b>		<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input checked="" type="checkbox"/> Project <input type="checkbox"/> Review <input checked="" type="checkbox"/> Service <input type="checkbox"/> Organisational change																																		
<b>3. Is it a new or existing activity?</b>		<input checked="" type="checkbox"/> New <input type="checkbox"/> Existing																																		
<b>4. Officer responsible for the screening</b>		Graham Symonds																																		
<b>5. Who are the members of the screening team?</b>		Rajesh Sinha																																		
<b>6. What is the purpose of the activity?</b>		To select and appoint an Academy provider to run the all-through school including SEN provision at the Binfield Learning Village (BLV).																																		
<b>7. Who is the activity designed to benefit/target?</b>		Nursery and primary aged children in the Binfield area Secondary aged children in North Bracknell Parents, adults, residents and business across Bracknell. SEN??																																		
<b>Protected Characteristics</b>		<b>Please tick</b>	<b>Is there an impact?</b>	<b>What evidence do you have to support this?</b>																																
<b>8. Disability Equality</b>		Y	N	<p><b>Providers</b></p> <p>The principle need is to provide additional mainstream school places. Organisations currently providing special education would be welcome to put their names forward, but on the understanding that the requirement is for mainstream education with integrated SEN.</p> <p><b>Type of school</b></p> <p>The Council's policy is to accommodate disabled children in mainstream schools wherever possible. BLV design will comply with the Equality Act 2010.</p>	<p>Historically 2.8% of children have special educational needs and need some form of specialist provision in a mainstream or special school.</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Children from Bracknell Forest attending Bracknell Forest schools and early years settings</th> <th>Children from elsewhere attending Bracknell Forest schools and early years settings</th> <th>Totals</th> <th>Children from Bracknell Forest attending schools elsewhere</th> </tr> </thead> <tbody> <tr> <td>2010</td> <td>452</td> <td>57</td> <td>509</td> <td>166</td> </tr> <tr> <td>2011</td> <td>453</td> <td>58</td> <td>511</td> <td>197</td> </tr> <tr> <td>2012</td> <td>484</td> <td>52</td> <td>536</td> <td>192</td> </tr> <tr> <td>2013</td> <td>491</td> <td>54</td> <td>545</td> <td>199</td> </tr> <tr> <td>2014</td> <td>474</td> <td>52</td> <td>526</td> <td>201</td> </tr> </tbody> </table>		Year	Children from Bracknell Forest attending Bracknell Forest schools and early years settings	Children from elsewhere attending Bracknell Forest schools and early years settings	Totals	Children from Bracknell Forest attending schools elsewhere	2010	452	57	509	166	2011	453	58	511	197	2012	484	52	536	192	2013	491	54	545	199	2014	474	52	526	201
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			<p>Detailed planning is undertaken to accommodate future increased numbers on children with special needs and resourced provision at BLV should be seen in this context.</p> <p>The Learning Village will be available to all sections of the community.</p>	<table border="1"> <caption>Percentage of Pupils with Statement of SEN in Mainstream Schools in Bracknell Forest</caption> <thead> <tr> <th>Year</th> <th>% Stated Primary Pupils</th> <th>% Stated Secondary Pupils</th> </tr> </thead> <tbody> <tr> <td>2010</td> <td>1.7</td> <td>2.5</td> </tr> <tr> <td>2011</td> <td>1.6</td> <td>2.5</td> </tr> <tr> <td>2012</td> <td>1.8</td> <td>2.6</td> </tr> <tr> <td>2013</td> <td>1.9</td> <td>2.6</td> </tr> <tr> <td>2014</td> <td>1.5</td> <td>2.5</td> </tr> </tbody> </table>	Year	% Stated Primary Pupils	% Stated Secondary Pupils	2010	1.7	2.5	2011	1.6	2.5	2012	1.8	2.6	2013	1.9	2.6	2014	1.5	2.5
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<b>9. Racial equality</b>	Y	N	<p><b>Providers</b> Not applicable</p> <p><b>Type of school</b> BLV will be open to children of all races. School policies and practice will ensure equality.</p> <p>The Learning Village will be available to all sections of the community.</p>	<p>The proportion of minority ethnic pupils has risen steadily in the last 10 years, from 9.9% in 2004 to 18.7% in 2014. Full details are available at: <a href="http://boris.bracknell-forest.gov.uk/ethnicity-january-2014.pdf">http://boris.bracknell-forest.gov.uk/ethnicity-january-2014.pdf</a></p>																		
<b>10. Gender equality</b>	Y	N	<p>The need is to construct additional places in mixed schools that cater for boys and girls.</p> <p><b>Providers</b> Organisations currently providing single sex education would be welcome to put their names forward, but on the understanding that the requirement is for a mixed school.</p> <p><b>Type of school</b> BLV will be open to children of both genders, with appropriate facilities where necessary. School policies and practice will ensure equality and respect for example in terms of changing for PE.</p> <p>The Learning Village will be available to all sections of the community.</p>	<p>School rolls approximately comprise the same proportion of boys and girls (50%)</p>																		

11. Sexual orientation equality	¥	N	<p><b>Providers</b> Not applicable</p> <p><b>Type of school</b> The Learning Village will be available to all sections of the community</p>	
12. Gender re-assignment	¥	N	<p><b>Providers</b> Not applicable</p> <p><b>Type of school</b> The Learning Village will be available to all sections of the community</p>	
13. Age equality	¥	N	<p>Additional places are required for both primary and secondary phases.</p> <p><b>Providers</b> Organisations currently providing for a single phase of education would be welcome to put their names forward to provide places for the same or both phases of education. Pre-school places will be provided in appropriate numbers and locations. The Learning Village will be available to all sections of the community.</p>	Full details are available in the 'School Places Plan 2014-2019'

<b>14. Religion and belief equality</b>	Y	N	<p>The need is to provide additional places to serve the needs of communities of all religions, no religion and all faiths.</p> <p><b>Providers</b> Organisations currently providing faith-based education would be welcome to put their names forward, but on the understanding that the requirement is for the education of all children.</p> <p><b>Type of school</b> Diocesan schools or Academy Trusts would be welcome to provide additional places. School policies and practice will ensure equality and respect. The Learning Village will be available to all sections of the community.</p>	<table border="1"> <thead> <tr> <th colspan="3">Total Pupils in Bracknell Forest Schools By Religion/Belief (as at 28/08/13)</th> </tr> <tr> <th></th> <th>Number</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Baptist</td> <td>2</td> <td>0.0%</td> </tr> <tr> <td>Methodist</td> <td>11</td> <td>0.1%</td> </tr> <tr> <td>Jewish</td> <td>21</td> <td>0.1%</td> </tr> <tr> <td>Jehovah</td> <td>34</td> <td>0.2%</td> </tr> <tr> <td>Sikh</td> <td>74</td> <td>0.5%</td> </tr> <tr> <td>Anglican</td> <td>77</td> <td>0.5%</td> </tr> <tr> <td>Buddhist</td> <td>109</td> <td>0.7%</td> </tr> <tr> <td>Muslim</td> <td>267</td> <td>1.7%</td> </tr> <tr> <td>Refused</td> <td>287</td> <td>1.8%</td> </tr> <tr> <td>Other</td> <td>297</td> <td>1.9%</td> </tr> <tr> <td>Hindu</td> <td>328</td> <td>2.1%</td> </tr> <tr> <td>Roman Catholic</td> <td>676</td> <td>4.3%</td> </tr> <tr> <td>No Religion</td> <td>4,738</td> <td>30.4%</td> </tr> <tr> <td>Christian</td> <td>8,687</td> <td>55.7%</td> </tr> <tr> <td><b>Total Pupils</b></td> <td><b>15608</b></td> <td><b>100.0%</b></td> </tr> <tr> <td colspan="3"><i>Source: Bracknell Forest schools' ONE system</i></td> </tr> </tbody> </table>	Total Pupils in Bracknell Forest Schools By Religion/Belief (as at 28/08/13)				Number	%	Baptist	2	0.0%	Methodist	11	0.1%	Jewish	21	0.1%	Jehovah	34	0.2%	Sikh	74	0.5%	Anglican	77	0.5%	Buddhist	109	0.7%	Muslim	267	1.7%	Refused	287	1.8%	Other	297	1.9%	Hindu	328	2.1%	Roman Catholic	676	4.3%	No Religion	4,738	30.4%	Christian	8,687	55.7%	<b>Total Pupils</b>	<b>15608</b>	<b>100.0%</b>	<i>Source: Bracknell Forest schools' ONE system</i>		
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<b>16. Marriage and civil partnership equality</b>	Y	N	<p><b>Providers</b> Not applicable</p> <p><b>Type of school</b> The Learning Village will be available to all sections of the community</p>																																																							
<b>17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders) and on promoting good community relations.</b>	Schools will be accessible to children from throughout society.																																																									
<b>18. 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?</b>	No negative impacts are identified.																																																									

19. 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?	There are no significant differences.		
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	☐	N	Please explain for each equality group
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	No further information is required		
22. On the basis of sections 7 – 17 above is a full impact assessment required?	☐	N	Additional places are to be provided for all children from throughout the community. School policies will ensure equality and respect.
23. 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, adding more rows as needed.			
<b>Action</b>	<b>Timescale</b>	<b>Person Responsible</b>	<b>Milestone/Success Criteria</b>
The process to seek providers to be open and transparent	May to September 2015	Graham Symonds	Processes seen to be open.
Promote the opportunity to potential providers and engage effectively with them	May to August 2015	Graham Symonds	Good quality responses are received.
24. Which service, business or work plan will these actions be included in?	Programme Plans for implementation of BLV, overseen by the CMT.		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Please list		
26. Chief Officers signature.	Signature: <i>David Watkins</i>		Date: 14/4/15

Appendix 2: Timeline

BINFIELD LEARNING VILLAGE		Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16
		P = Likely press interest / communications need																	
		To Sept'17																	
<b>1</b>	<b>Site and legal negotiations</b>																		
1.1	Planning permission achieved																		
<b>2</b>	<b>Academy provider timetable</b>																		
2.1	Draft timetable, appointment materials, evaluation criteria																		
2.1.1	Agree at DMT																		
	Papers																		
	Meeting																		
2.1.2	Agree at CMT																		
	Papers																		
	Meeting																		
2.1.3	Notify DfE of intentions & seek exception to Admissions Arrangements																		
2.1.4	Executive cycle																		
	PRG																		
	Papers																		
	Meeting																		
	Exec Briefing																		
	Papers																		
	Meeting																		
	Executive																		
2.1.5	Convene Education Review Group																		
2.2	Develop the interest of possible, suitable providers																		
2.3	Input of early school design comments																		
2.4	Prepare Specification																		
2.4.1	Meeting with DfE Regional Schools Commissioner																		
2.4.2	Agree at DMT																		
	Papers																		
	Meeting																		
2.4.3	Agree at CMT																		
	Papers																		
	Meeting																		
2.5	Seek academy sponsor																		
2.5.1	Notify DfE and send specification																		
2.5.2	Expressions of interest																		
2.6	Scoring of proposals & meetings of Education Review Group																		
2.6.1	Feedback to/from DfE on expressions of interest																		
2.6.2	Undertake due diligence (see note) on providers																		
2.6.3	Agree at DMT																		
	Papers																		
	Meeting																		
2.6.4	Agree at CMT																		
	Papers																		
	Meeting																		
2.6.5	Executive cycle																		
	PRG																		
	Papers																		
	Meeting																		
	Exec Briefing																		
	Papers																		
	Meeting																		
	Executive																		
	Papers																		
	Meeting																		



Unrestricted

2.7	<b>Send DfE assessment of proposals</b>	15-Jan																	
2.8	<b>Await decision of DfE: Sponsor Confirmed</b>	To mid/end-Mar 2016																	
2.9	<b>BFC to notify unsuccessful proposers</b>	Apr-16																P	
2.10	<b>Proposer works with DfE and Council to develop school</b>	Apr 2016 to Sep 2017																	
2.11	<b>Scenario funding for school operational funding</b>	Jun - Sept 2015																	
2.12	<b>DfE signs funding agreement with proposer</b>	When school ready to open																	
3	<b>Construction of the School Buildings</b>	Starts Mar-Apr '16																	
4	<b>New School Opens</b>	Sep-17																	
<b>NB Statutory Consultation on Admissions Arrangements (Not part of appointment process)</b>																			
5	5.1 Pre-consult with Wokingham re 'triangle'	May - July																	
	5.2 Identify options, agree process and initial briefings	Mar - July																	
	6.1 Executive approve Scope & Content	July																	
	6.2 Engage with existing heads, governors and ward cllrs	June - July																	
	6.3 Consultation Period (min. 6 weeks)	Min. 6 weeks in Mid Nov - End Jan (excl. sch. holidays)																	
	6.4 DMT and through for Executive Approval	By 28 Feb																	
	6.5 Post Admissions Arrangements on Website	For Sep 2017 Academic Year																	

### **Appendix 3: Appointment application evaluation criteria**

- A. Meeting demand for provision* 20%
1. A commitment that the proposed education model would support an open admissions policy that allows local schools for local people.
  2. Meeting the needs of the local diverse community.
- B. The proposed ethos of the school* 25%
3. Vision, pedagogy, ethos and capability to promote high standards, innovate and drive system change.
  4. A track record of collaborative and partnership working with the local council and a commitment to work with Bracknell Forest Council in order to maintain an appropriate focus on Borough wide priorities.
  5. Work collaboratively in our local partnership of schools that may or may not be academies.
- C. Ability to achieve high standards of education* 30%
6. A proven track record of high standards and school improvement.
  7. Appropriate staffing arrangements to ensure high quality teaching and learning from qualified staff.
- D. A clear commitment and strategy for ensuring inclusion of all* 10%
8. Inclusive practice and fair access to the school for all pupils as governed by the Admission Code of Practice and the Authority's Fair Access Protocols.
  9. Community access and use of facilities through agreed extended opening and lettings policy which encourages community use and sets costs are comparative with other local schools
  10. A commitment to the Bracknell Forest Safeguarding Children Board (LSCB), the application of tried and tested methods to keep pupils safe and assure high standards of pupil inclusion – supporting children of all abilities and needs, behaviour, discipline and welfare.
- E. The organisation's capacity to deliver a new school* 10%
11. Management structure and approach to relationships with schools: governance, delegations, accountability and allocations of responsibilities.
  12. Maintaining an open dialogue with the Council regarding the school's performance and alert the local authority of any issues causing concern in order that they may be addressed.
  13. Securing best VFM, maintaining financial viability and a willingness to purchase services from the Council.
- F. The organisation's track record in delivering education in the relevant phase* 5%
14. Size and rate of growth of provider; local infrastructure to support proposal.
  15. Capacity to take on new projects; experience of managing change.
  16. Type and size of existing academies.

TO: EXECUTIVE  
23 JUNE 2015

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## REVISED LOCAL DEVELOPMENT SCHEME

Director of Environment, Culture and Communities

### 1 PURPOSE OF REPORT

- 1.1 The purpose of this report is to seek the Executive's approval to bring a revised Local Development Scheme (LDS) into effect.

### 2 EXECUTIVE SUMMARY

- 2.1 The maintenance of an up to date development plan means that the Council can properly plan and influence the level and location of sustainable new development in the Borough, reflecting community and business needs. The Council's work programme for preparing Local Plans is set out in the LDS. The current LDS (2014 – 2017) sets out a timetable for the preparation of three Local Plans relating to Gypsies and Travellers; Development Management, and a Comprehensive Local Plan (CLP).
- 2.2 Whilst work on these has begun, a recent appeal decision has indicated that the Council needs to prepare up to date robust housing policies more quickly than previously anticipated in the existing timetable for producing a Comprehensive Local Plan. It is also considered more appropriate and effective to incorporate the Gypsy and Traveller, and Development Management Local Plans into one Comprehensive Local Plan.
- 2.3 It is a statutory requirement to prepare and publish an up to date LDS and the changes referred to above mean that there is a need to review the scope and nature of the documents in the current LDS including a review of policy areas in the current Core Strategy (2008) and the Bracknell Forest Borough Local Plan (2002) (subsequently referred to as the 2002 Local Plan).

### 3. RECOMMENDATION(S)

- 3.1 **That the Executive resolve that the Local Development Scheme at Appendix A shall come into effect on 30<sup>th</sup> June 2015.**

### 4 REASONS FOR RECOMMENDATION(S)

- 4.1 The Council is required to maintain an up to date LDS on its website. Preparation and adoption of an up to date LDS will give residents, businesses and potential investors a clear indication that the Council remains committed to having an effective planning policy framework in place. Existing policies in the 2002 Local Plan and the Core Strategy pre-date current planning legislation, policy and guidance and therefore need to be reviewed in the light of these in order to provide a robust planning policy framework.

- 4.2 As set out in paragraph 2.2, it is clear that the Council is vulnerable on appeal without more robust housing policies in place. This is, in part, due to the strategic sites taking longer to come on board than originally anticipated. The preparation of a Comprehensive Local Plan (CLP) will review the Borough's housing requirement and allocate necessary sites to meet development needs more quickly than set out in the current LDS.

## **5 ALTERNATIVE OPTIONS CONSIDERED**

- 5.1 The option of not updating the LDS has been considered but as set out in this report the current proposals in the LDS which identify three Local Plans to be prepared is not considered to be the most effective way forward in order for the Council to influence the future level and location of new development. Not publishing an up to date LDS would mean a lack of clarity for local residents, developers and the business community about the Council's intended approach to producing planning policies to guide future development.
- 5.2 In addition, alternative timetables for the production of a CLP have been considered as discussed in Section 6 of this report.

## **6 SUPPORTING INFORMATION**

- 6.1 National Policy requires each Local Planning Authority to prepare a Local Plan for its area. The Development Plan for the Borough to 2026 currently comprises the following documents:
- South East Plan (May 2009) – Thames Basin Heaths Special Protection Area Policy NRM6 only
  - Saved policies in the Bracknell Forest Borough Local Plan (BFBLP) (9 January 2002)
  - Core Strategy (February 2008)
  - Minerals and Waste Local Plans (time expired)
  - Site Allocations Local Plan (SALP) (July 2013)
- 6.2 The current LDS (January 2014) identifies the following Local Plans to be prepared:
- Gypsy and Traveller Local Plan (target adoption date June 2017)
  - Development Management Local Plan (target adoption date November 2016)
  - Comprehensive Local Plan (CLP)(target adoption date July 2019).
- 6.3 In adopting the current LDS, the Executive was advised of the significance of a number of legislative and national policy changes that had taken place since the preparation of the 2002 Local Plan and the Core Strategy. These included:
- Introduction of the Localism Act;
  - Introduction of Neighbourhood Planning;
  - Revised Local Planning Regulations;
  - Introduction of the National Planning Policy Framework (NPPF);
  - Introduction of the Planning Policy for Traveller Sites;
  - Replacement of national planning policy guidance with the National Planning Practice Guidance (NPPG);
  - Partial revocation of the South East Plan (Policy NRM6 retained); and,

- Additional changes to the change of use permitted development rights.
- 6.4 More recently other changes which will influence the future development of planning policies include:
- Publication of the Thames Valley Berkshire Local Enterprise Partnership Strategic Economic Plan 2015/16 – 2020/21;
  - Further extension of permitted development rights allowing changes of use without planning permission;
  - Other initiatives such as the introduction of the Self Build and Custom Housebuilding Act 2015 requiring the need for self build plots to be considered through planning policies through the preparation of an on line self build register; and,
  - Ministerial Statement dated 25<sup>th</sup> March 2015 on streamlining the planning system.
- 6.5 The NPPF strongly supports the preparation of a single Local Plan and along with the NPPG sets out guidance on the evidence base and content of Local Plans, as well as on specific topics such as the Green Belt, town centres and heritage.

#### Future approach for Bracknell Forest

- 6.6 The current LDS shows the preparation of three Local Plans with a CLP (which would include a review of future development needs including housing) starting this year and following the preparation of the other Local Plans. A recent appeal decision at Tilehurst Lane, Binfield indicates that the Council needs to prepare robust housing policies more quickly than previously anticipated in order to be able to defend planning refusals and properly plan for longer term sustainable development. Other reasons for preparing a CLP which were set out when the current LDS was agreed also remain relevant:
- Loss of the regional context for the role of Bracknell Forest, following the partial revocation of the South East Plan;
  - To respond to the wider economic context particularly through the role and work of the Local Enterprise Partnership;
  - To ensure compliance and consistency with national planning policy and guidance
  - To inform the development of Neighbourhood Plans;
  - To provide a robust and up to date evidence base to support planning decisions/defend appeals, and the Borough's planning policies and guidance framework (such as housing, gypsy and traveller needs, affordable housing, retail, employment, landscape and infrastructure).
- 6.7 In order to maintain progress on introducing up to date development management policies and a target for the provision of plots/pitches for travellers and any associated site allocations, it is proposed to merge the Development Management Local Plan and Gypsy and Traveller Local Plan with the CLP. The current LDS indicates that minerals and waste policies will be incorporated in the CLP. However, it is now planned to produce a joint Minerals and Waste Local Plan with Reading Borough Council, Wokingham Borough Council, and the Royal Borough of Windsor and Maidenhead. It is proposed to change the LDS to reflect this currently planned approach. If, for some reason a joint Minerals and Waste Local Plan is not practicable, the LDS will be further updated accordingly. A detailed timetable is

currently being prepared jointly with the other local authorities, but at this stage it is anticipated that adoption would be during 2019.

#### Comprehensive Local Plan Timetable options

- 6.8 The statutory process for preparing a Local Plan is set out in the 2012 Local Plan Regulations. The main area of flexibility relates to the level of stakeholder and community engagement in the plan preparation process. Regulations and guidance set out an expectation that there will be engagement in the Plan but there are no prescribed requirements (such as an Issues and Options or draft Plan/Preferred Options stage), prior to the Publication stage when the Plan has to be made available for a period of six weeks before it is then submitted, with any representations, for examination.
- 6.9 The level and timing of engagement will therefore have an impact on the overall length of time that it will take to prepare the Local Plan and a balance needs to be struck between the need to progress the Plan within a reasonable timeframe in order to provide up to date policies, and the need for the Plan to have input from stakeholders, including satisfying the Duty to Cooperate.
- 6.10 Engagement will include a range of meetings and communication throughout the preparation process as well as more ‘formal’ style consultations. In terms of more ‘formal’ consultations, it is considered that at the least this should include engagement and participation on a draft Plan as well as engagement at the Publication stage. In preparing both the Core Strategy and the Site Allocations Local Plan (SALP), the Council also included an earlier ‘Issues and Options’ stage. A further option would be to go straight to a Publication Plan without any formal consultation stages up until that point. However, it is considered that this carries a high risk of developing an unsound Plan and should not be pursued.
- 6.11 The table below sets out potential timetables for preparing a CLP with and without an Issues and Options stage. The current LDS (2014 – 2017) identifies commencement of a CLP this month (June 2015) and adoption in July 2019.

<b>Task</b>	<b>Without Issues and Options</b>	<b>With Issues and Options</b>
SA Scoping	June 2015	June 2015
Issues & Options consultation		June/July 2016
Draft Plan consultation	October/November 2016	June/July 2017
Publication Plan (6 weeks)	June/July 2017	Feb/March 2018
Submission	December 2017	July 2018

Adoption	September 2018	February 2019
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6.12 Both options provide different timetables and have different advantages and disadvantages as set out below:

<b>Timetabling Options</b>	<b>Pros</b>	<b>Cons</b>
Including an Issues and Options and a Draft Plan stage	<p>Greater community involvement</p> <p>Greater opportunity to resolve concerns / objections</p> <p>Greater opportunity to explore and resolve duty to cooperate issues</p>	<p>Local Plan takes longer to prepare – delay to adoption of up to date policies</p> <p>More consultation requires greater financial and staff resources</p> <p>Longer timeframe may risk some early evidence having to be updated</p>
Including only a Draft Plan stage	<p>Local Plan can be prepared more quickly – leading to up to date policies in place sooner.</p> <p>Less staff and financial resources required</p> <p>Evidence base less likely to be out of date</p>	<p>Stakeholders may feel less engaged/involved in plan preparation</p> <p>Less opportunity to resolve concerns/objections including duty to cooperate issues.</p>

6.13 In preparing previous Local Plans, including the SALP, it is clear that there is a high level of engagement and interest from the local community and other stakeholders in preparing the Local Plan. In addition, the challenges of meeting the Duty to Co-operate will be significant in preparing a CLP. It is therefore considered that there are advantages in progressing a timetable that includes an Issues and Options stage. There is flexibility about what this engagement might include and whether it comprises a series of smaller topic discussions/consultations, and/or workshops, or consultation on an Issues and Options document. This would still enable a CLP to be prepared more quickly than shown in the current LDS (subject to other risks).

6.14 The timetable set out above, and in the attached LDS is considered to be realistic but challenging. The key risks which are considered to be likely to affect this timetable being met are set out below:

<b>Task</b>	<b>Date</b>	<b>Risks</b>
SA Scoping	June 2015	This date is not crucial to the remainder of

		the plan so SA scoping dates can be flexible.
Issues & Options consultation	June/July 2016	<p>Risks to meeting this date will depend in part on the scope of issues to be part of this consultation stage.</p> <p>Dependent upon staff and financial resources required to commission and manage the evidence base and/or undertake evidence gathering in-house, and to prepare and run this consultation stage.</p> <p>Agreement with Duty to Co-operate bodies to the commissioning of joint evidence, and to the findings is also a risk to meeting this date.</p> <p>Any significant planning policy/legislative changes that arise from the new Government may also be a risk to this stage.</p>
Draft Plan consultation	June/July 2017	Changes to legislation and national planning policy and guidance. Staff and financial resources. Duty to Co-operate issues, particularly the agreement to delivering the objectively assessed housing need across the Housing Market Area.
Publication Plan (6 weeks)	Feb/March 2018	<p>The level of responses and issues raised at Draft Plan stage may require additional work to be undertaken.</p> <p>Staff and financial resources to prepare final Plan and finalise the evidence base.</p> <p>Delays possible to Publication if there are any unresolved Duty to Co-operate issues, particularly around the delivery of housing across the Housing Market Area.</p>
Submission	July 2018	Delays are possible to submission if any new and/or significant issues are raised by representations received during Publication. This might include the need to resolve any objections arising from Duty to Co-operate bodies.
Adoption	February 2019	Delays to adoption possible if Modifications arising out of the Examination process require further consultation.

6.15 A certain level of mitigation can be undertaken for some of these risks. For example, by ensuring that adequate financial budgets are in place to deliver the Local Plan. On-going and timely discussions with Duty to Co-operate bodies will be essential in order to identify which are likely to be the most significant cross boundary issues.



Early commissioning of the evidence base will help to ensure that delays are avoided or minimised. It is also possible to engage the Planning Inspectorate at an early stage, and other bodies such as the Planning Advisory Service to help advise on auditing processes and Plan content for example, should this be useful.

#### Site Implications

- 6.16 Preparation of the CLP will need to reflect the latest evidence on housing need which will be set out in the Strategic Housing Market Assessment being undertaken jointly across Berkshire. This evidence, and the fact that the CLP will probably look to 2035 is likely to result in the need to identify additional sites for residential and potentially other forms of development over and above those identified in the SALP.
- 6.17 The identification of possible sites for allocation will need to be developed through the testing of various options through stakeholder engagement and through the Sustainability Appraisal process.

### **7. NEXT STEPS**

- 7.1 Work which has already been undertaken on the Gypsy and Traveller and Development Management Local Plans will be carried forward to use in the preparation of a CLP. Some of the evidence base for the CLP has already been commissioned and subject to the agreement of the LDS, this will continue and a detailed project plan will be prepared.
- 7.2 Executive and Council approval will be required at the relevant statutory stages in the process of producing the Local Plan documents. A Member Steering Group has also been established to help provide regular and frequent Member input to the process. This is an internal group with no decision making powers on Local Plan documents.

### **8 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS**

#### Borough Solicitor

- 8.1 No additional comments.

#### Borough Treasurer

- 8.2 The Council's Commitment Budget makes adequate provision for the delivery of the work outlined in this report.

#### Equalities Impact Assessment

- 8.3 The Equalities Screening Record Form is at Appendix B of this report.

#### Strategic Risk Management Issues

- 8.4 The Strategic Risk Register (2015) includes Risk 10 which identifies the risk of not working effectively with key partners or residents in the development of services. Such a risk could mean that community needs are not met. This could have a

negative impact on community cohesion. The production of an up to date CLP as specified in the LDS will involve extensive engagement with stakeholders and residents in order to identify local needs. Risk 11 identifies the risk of being unable to implement legislative changes. As set out in Section 6 such changes may mean some delays to the Local Plan preparation process.

### Consultation

- 8.5 No groups have been consulted in the preparation of this report. As the CLP makes progress, relevant consultation bodies and the community will be engaged in the process. Consultation will need to be in line with relevant legislation and with the Council's adopted Statement of Community Involvement (February 2014) which sets out how and when the Council will engage the public and stakeholders in preparing Local Plans. A specific Consultation Strategy for the CLP will also be prepared.

### Background Papers

APPENDIX A Local Development Scheme 2015 – 2018  
APPENDIX B Equalities Screening Record

Local Development Scheme 2014 – 2017

<http://www.bracknell-forest.gov.uk/local-development-scheme.pdf>

National Planning Policy Framework, March 2012

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

National Planning Practice Guidance, March 2014 (and updated)

<http://planningguidance.planningportal.gov.uk/>

Planning Policy for traveller sites, March 2012

<https://www.gov.uk/government/publications/planning-policy-for-traveller-sites>

### Contact for further information

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# Local Development Scheme 2015-2018

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# 1 Introduction and purpose of Local Development Scheme

**1.1** The Planning and Compulsory Purchase Act 2004 (as amended by the Planning Act 2008 and Localism Act 2011) requires a Local Planning Authority to prepare and maintain a Local Development Scheme (LDS). Its main purposes are to inform the community and other partners of the Local Plan documents that are being prepared for the area and the envisaged timescales for their preparation, and to establish the Council's priorities for the preparation of the Local Plan documents and their associated work programmes, including in relation to budgeting and resources.

**1.2** This LDS supersedes the previous version that was agreed in January 2014 and deals with a three-year period to June 2018. It has become necessary to review the January 2014 LDS to take account of the following:

- Issues arising from the application of the National Planning Policy Framework (NPPF) and the Planning Policy for Traveller Sites (PPTS) together with the introduction of the National Planning Practice Guidance (NPPG);
- The need to respond further to the Government's growth agenda and the vision and priorities being pursued by the Thames Valley Berkshire Local Enterprise Partnership (LEP), set out in the Strategic Economic Plan 2015/16 – 2020/21 (March 2014);
- The further extension of permitted development rights allowing changes of use without planning permission;
- Other initiatives such as the introduction of the Self Build and Custom Housebuilding Act 2015 requiring the need for self build plots to be considered through planning policies through the preparation of an online self build register;
- The Ministerial Statement on 25th March 2015 concerned with measures that the Government was taking to streamline the planning system, protect the environment, support economic growth and assist locally-led decision-making;
- Criticisms through the planning appeal process that the Council's housing target is out dated and not based on an objective assessment of need; and
- Issues with the Council's ability to demonstrate a 5 year housing land supply, including the method of calculation and delivery of strategic sites.

**1.3** Following changes in legislation in 2011 and 2012 (through the Localism Act 2011 and new Town and Country (Local Plan) (England) Regulations 2012), there is no longer a requirement for Local Planning Authorities to specify the timetables for producing other planning documents such as Supplementary Planning Documents (SPDs) in the LDS. However, the Council is aware that this is useful information that should be publicly available. Consequently, a summary of adopted SPDs and a list of those that the Council is proposing

to prepare and review are available on the web site in a separate document titled 'Summary of local planning policy and guidance documents'. This approach has been taken to enable the list to be kept up to date on a more regular basis.

## 2 Policy context

### National context

#### Localism Act 2011

**2.1** The Act received Royal Assent in November 2011, and introduced a number of changes to the planning system, which are relevant to the preparation of planning policy documents:

- **Abolition of Regional Strategies.** Section 109 of the Act abolished the regional planning tier and also made provision to revoke, by Order, the whole or any part of a Regional Strategy. The Regional Strategy for the South East (Partial Revocation) Order came into force on the 25th March 2013.
- **Duty to Co-operate.** The Act amends the Planning and Compulsory Purchase Act 2004. As a result, a legal duty has been placed on local planning authorities, county councils and public bodies to engage constructively, actively and on an ongoing basis in dealing with strategic cross boundary matters in the preparation of Local Plans. If an Inspector decides that this legal test has not been complied with on examination of a Plan, he/she will recommend that the Local Plan is not adopted. In addition to this, is the test of soundness which is set out in full in the NPPF (para.182).
- **Neighbourhood Planning.** The Act introduces a new tier of planning called neighbourhood planning which gives communities more of a say in the development of their local area. Communities have the power to make a Neighbourhood Development Plan, Neighbourhood Development Order and/or a Community Right to Build Order. The Local Planning Authority has a duty to support the process (see Regulations below).

#### Local Plan Regulations

**2.2** The Town and Country (Local Plan) (England) Regulations 2012 came into force on 6 April 2012. These Regulations prescribe the form and content of a Local Plan and Policies Map and set out procedural arrangements for preparing Local Plans. They also list the prescribed bodies in relation to the Duty to Co-operate (Regulation 4), the requirements in relation to the Authority Monitoring Report (Regulation 34), and set out how information should be made available for inspection.

#### Neighbourhood Planning Regulations

**2.3** The Neighbourhood Planning (General) Regulations 2012 came into force on 6 April 2012. The Regulations include the process and procedures for setting up Neighbourhood Areas, preparing Neighbourhood Development Plans, Neighbourhood Development Orders and Community Right to Build Orders. The first step in the neighbourhood planning process is for the 'relevant body' to apply to the Local Planning Authority for the designation of a Neighbourhood Area. Any plan or order needs to meet the 'basic conditions' set out in paragraph 8(2) of Schedule 4B of the Town and Country Planning Act 1990. These include the need to contribute to the achievement of sustainable development and be in general conformity with the strategic policies of the Development Plan. Once the independent

examiner issues a report, the local planning authority considers this report to reach its own view and takes a decision on whether to send the plan/ order to local referendum. If more than 50% of those who vote at the local referendum do so in favour of the plan/ order, then the Council 'makes' the plan/ order. It will then form part of the Development Plan and be taken into account when making decisions on planning applications in the area.

**2.4** As Neighbourhood Development Plans are not prepared by the Council and their timetables are dependant on the progress made by the respective communities, they cannot be included in the LDS. At the time of preparing this LDS three Neighbourhood Areas have been formally designated covering Binfield Parish, Warfield Parish and Bracknell Town.

### **National Planning Policy Framework**

**2.5** The NPPF was published in March 2012 and sets out the presumption in favour of sustainable development. Core planning principles include the need to be plan-led and to pro-actively drive and support sustainable economic development. Paragraph 153 of the document states that a Local Planning Authority can review a Local Plan for its area in whole or in part to respond flexibly to changing circumstances. Various strategic priorities must be addressed in the Local Plan, including policies to deliver the homes and jobs needed together with any necessary retail, leisure and other commercial development. It is stressed that plans must be based on adequate, up to date and relevant evidence. In relation to housing, a Local Planning Authority should ensure that its evidence base looks at full objectively assessed needs for market and affordable housing in the housing market area. Any plan must be prepared in accordance with the Duty to Co-operate, legal and procedural requirements, and be sound. The NPPF sets out the tests of soundness. An Annex relating to implementation specifies (para. 215) that the weight to be attached to policies in existing plans depends on their degree of consistency with the NPPF (the closer the policies in the plan to the NPPF, the greater is the weight that can be given to them).

### **National Planning Practice Guidance**

**2.6** The National Planning Practice Guidance (NPPG) was launched in March 2014 and is updated as necessary by the Government. The guidance provides an indication of the Secretary of State's views. The NPPG contains guidance on a wide range of planning matters, for example, there are sections on 'housing and economic development needs assessments' and on 'housing and economic land availability assessment'. The 'need' part of the guidance contains a detailed methodology as to how the objectively assessed need should be calculated.

### **Planning Policy for Traveller Sites**

**2.7** The PPTS was published in March 2012 and should be read in conjunction with the NPPF. This sets out national policy for Traveller sites and requires Local Planning Authorities to work collaboratively to prepare a robust evidence base to establish accommodation needs and then set local targets for pitches and plots in a Local Plan. Appropriate sites should be allocated, to meet needs and enable the identification of a rolling five year supply of deliverable sites.



## **National Waste Planning Policy**

**2.8** The Waste Management Plan for England was published in December 2013 and sets out the Government's ambition to work towards a more sustainable and efficient approach to resource use and management. National Planning Policy for Waste was published in October 2014 and sets out detailed planning policies for waste within the framework provided by the national plan.

## **Current Development Plan for Bracknell Forest**

**2.9** Documents forming the Development Plan for Bracknell Forest can be viewed at <http://www.bracknell-forest.gov.uk/developmentplan>

## **South East Plan**

**2.10** The South East Plan (SEP) was approved in May 2009. However, most of its content was revoked in March 2013, with the exception of Policy NRM6 which is concerned with the Thames Basins Heaths Special Protection Area.

## **Core Strategy**

**2.11** The Core Strategy was adopted in 2008. It is an overarching document which sets out the Council's long term planning framework and vision for the Borough up to 2026. Policy CS15 sets out the overall housing provision and requires a phased approach to the delivery of 11,139 dwellings over the plan period.

## **Site Allocations Local Plan**

**2.12** The Site Allocations Local Plan (SALP) was adopted in 2013. It includes the presumption in favour of sustainable development (through the inclusion of Policy CP1). This means that this is now more than a material consideration through the NPPF. The primary purpose of the SALP is to identify sites to meet the Borough's development needs for 11,139 dwellings between 2006 and 2026. It therefore allocates sites for a further 4,346 dwellings, including previously developed and greenfield sites that were outside defined settlement boundaries.

## **Bracknell Forest Borough Local Plan**

**2.13** The Bracknell Forest Borough Local Plan (BFBLP) was adopted in January 2002. It contains a number of detailed development management policies that were "saved" by the Secretary of State beyond 27 September 2007. Although some of these policies have subsequently been superseded by policies in the Core Strategy and Site Allocations Local Plan, many remain in effect. These remain part of the Development Plan until such time as they are replaced by new policies.

## **Minerals and Waste Local Plans**

**2.14** The Replacement Minerals Local Plan for Berkshire (RMLP) was adopted by the former County Council in 1995, with alterations adopted in 1997 to include the areas of Colnbrook and Poyle. It was intended to ensure that minerals were extracted at the right pace throughout the plan period (until 2006), and that there were enough planning permissions for mineral extraction at the end of that period for a further seven years of extraction (to the

end of 2013). The plan also contains a number of development management policies. The Waste Local Plan for Berkshire (WLPB) was adopted in 1998. It looked at where new waste management facilities should be provided and methods of disposing of waste.

### **Background Evidence**

**2.15** Local Plans are prepared using a range of evidence (including primary data) prepared by the Council and by consultants on behalf of the Council. The purpose of establishing an evidence base is to ensure that all future planning policies and decisions are based on robust and up-to-date information. The importance of Local Planning Authorities having an up to date, relevant and robust evidence base is emphasised in the NPPF (see above). Some of the background evidence produced to support the SALP now needs updating. Furthermore, the NPPG indicates areas where there is a need to revise the approach and gather further evidence.

## 3 Schedule of planned documents

**3.1** Work will be undertaken on the preparation of a Comprehensive Local Plan and associated Policies Map over the next three years.

**3.2** This will:

- cover the period to 2035;
- support the 'Plan for Growth' and economic strategies produced by the LEP and the Council;
- identify the role of Bracknell Forest, following the partial revocation of the SEP;
- give confidence to investors and help leverage funding for any infrastructure needed to support a vision for the future;
- include policies to meet the requirements of the NPPF and the NPPG;
- be informed by a robust and up to date evidence base, including the results of an objective assessment of housing needs and economic needs assessment;
- include any site allocations to meet identified needs over the plan period;
- be informed by a comprehensive review of leisure, cultural and recreational provision, and our communities' aspirations;
- incorporate the requirements of the PPTS;
- be informed by the results of a Gypsy and Traveller Accommodation Needs Assessment;
- allocate any additional sites required to meet identified Travellers needs;
- include policies to guide the delivery of development planned in the Core Strategy and the SALP;
- include the filling of 'policy gaps' resulting from the revocation of the SEP (such as heritage (conservation areas, listed buildings) and green infrastructure); and,
- include a review of policies following changes to permitted development rights and the Use Classes Order.

**3.3** The Council has an Infrastructure Delivery Plan which will be updated and reviewed as part of this process. In addition other supporting documents will be produced such as viability assessments.

### Resources

**3.4** The broad resource and management arrangements for the Local Plan and Policies Map are set out in the timetables on the following pages. Resources will be primarily from the Spatial Policy Section of Environment Culture and Communities, but will also involve input from other service areas and external resources, as necessary. Consultants may also be engaged on specific projects where there is a lack of capacity in-house, or additional expertise is required. This is likely to be for technical baseline surveys, viability testing and other specialist areas where it is not economic to have an in-house resource.

## Profile of Comprehensive Local Plan

Document title	Comprehensive Local Plan
Lead Section	Local Plan team, Planning, Planning and Transport Division, Environment Culture and Communities Department
Scope	Borough Wide
Priority	High
Synopsis	<ul style="list-style-type: none"> <li>• Sets the Council's spatial vision, spatial objectives, and strategy for the distribution of development up to to 2035;</li> <li>• reflects the most up-to-date national policies and guidance;</li> <li>• reviews the existing Core Strategy policies, for example those dealing with housing and economic development;</li> <li>• reviews and updates 'saved' Bracknell Forest Borough Local Plan policies;</li> <li>• fills gaps in local policy, for example, those left by the partial revocation of the South East Plan e.g. green infrastructure;</li> <li>• reviews the existing settlement boundaries;</li> <li>• establishes and enables the delivery of development needs for the Borough, including a housing target for the plan period, based on an objective assessment of need;</li> <li>• promotes sustainable economic growth, including planning for future employment, retail and business needs;</li> <li>• allocates strategic sites to meet development needs;</li> <li>• depending on the amount and availability of land required to meet future identified development needs, may review the existing Green Belt boundary;</li> <li>• includes a suite of development management policies on issues such as design, heritage, affordable housing and green infrastructure;</li> <li>• sets pitch and plot targets for Gypsies and Travellers and Travelling Showpeople; and</li> <li>• identifies any necessary sites for Gypsies and Travellers and Travelling Showpeople.</li> </ul>
Chain of conformity	General conformity with national planning policy (the National Planning Policy Framework)

<b>Document title</b>	<b>Comprehensive Local Plan</b>
Current Document (date of adoption)	'Saved' policies of the Bracknell Forest Borough Local Plan (2002 and saved in 2007)  Core Strategy (February 2008)  Site Allocations Local Plan (July 2013)
<b>Timetable</b>	
<b>Key Milestone</b>	<b>Timescale</b>
COMMENCEMENT OF REVIEW (Notification of bodies/persons of intention to prepare a Plan, <sup>(1)</sup> , SA scoping, evidence gathering and preparation of consultation documents)	June 2015  (June 2015 - June 2016)
Issues and Options consultation	June/July 2016
Further evidence and analysis	July 2016 - June 2017
Draft Plan consultation	June/July 2017
PUBLICATION (6 weeks)	February/March 2018
Consideration of representations	April - June 2018
SUBMISSION <sup>(2)</sup>	July 2018
Pre-Examination Meeting/Examination Hearing/Inspector's Report <sup>(3)</sup>	August - December 2018
Report to Council/Adoption	February 2019
Management Arrangements	Head of Planning - Chief Officer: Planning & Transport - Executive Member for Planning & Transport - Portfolio Review Group - Executive - Council
Resources	Internal: <ul style="list-style-type: none"> <li>• Staff in the Spatial Policy Section;</li> <li>• Internal administrative and technical support;</li> </ul>

Document title	Comprehensive Local Plan
	<ul style="list-style-type: none"> <li>• Other Borough Council Officers and Members time;</li> <li>• Local Plan budget to cover consultation, printing and design costs, and examination costs.</li> </ul> <p>External:</p> <ul style="list-style-type: none"> <li>• Consultants and major landowners for some aspects of preparation;</li> <li>• Local Strategic Partnership to provide link with the community;</li> <li>• Representatives from stakeholder groups to attend meetings and contribute to preparation etc;</li> <li>• Development industry expertise;</li> <li>• Specific Local Plan budget for possible use of consultants for specific aspects of preparation;</li> <li>• Duty to Co-operate bodies;</li> <li>• Other external agencies/consultees;</li> <li>• Amenity/Community groups.</li> </ul>
Approach to involving stakeholders and community	Wide stakeholder and community involvement using a range of consultation methods described in the Statement of Community Involvement, which also meets the requirements set out in relevant Regulations.

1. (Reg 18 Town and Country Planning (Local Planning) (England) Regulations 2012)
2. Assumes that only minor changes, ie. Typographical changes are needed following consultation on the Publication document.
3. The Planning Inspectorate usually decides whether a Pre-Hearing meeting is needed. This could affect timing of subsequent stages. Assumes no further consultation on main modifications necessary following examination hearings.

### Profile of Joint Waste and Minerals Local Plan

Document title	Joint Waste and Minerals Local Plan
Lead Section	Local Plan team, Planning, Planning and Transport Division, Environment Culture and Communities Department
Scope	Bracknell Forest, Wokingham Borough, Royal Borough of Windsor and Maidenhead, Reading Borough
Priority	High
Synopsis	Set out policies on minerals and waste across the four authorities.
Chain of conformity	General conformity with national planning policy (the National Planning Policy)

Document title	Joint Waste and Minerals Local Plan
	Framework), timeframe to align with the Comprehensive Local Plan.
Current Document (date of adoption)	Replacement Minerals Local Plan for Berkshire (RMLP), Waste Local Plan for Berkshire (WLPB)
Timetable	
Key Milestone	Timescale
COMMENCEMENT OF REVIEW (Notification of bodies/persons of intention to prepare a Plan, <sup>(1)</sup> , SA scoping, evidence gathering and preparation of consultation documents)	June 2015  (June 2015 - June 2016)
Issues and Options consultation	June/July 2016
Further evidence and analysis	July 2016 - June 2017
Draft Plan consultation	June/July 2017
PUBLICATION (6 weeks)	February/March 2018
Consideration of representations	April - June 2018
SUBMISSION <sup>(2)</sup>	July 2018
Pre-Examination Meeting/Examination Hearing/Inspector's Report <sup>(3)</sup>	August - December 2018
Report to Council/Adoption	February 2019 <b>tbc</b>
Management Arrangements	Head of Planning - Chief Officer: Planning & Transport - Executive Member for Planning & Transport - Portfolio Review Group - Executive - Council
Resources	Internal: <ul style="list-style-type: none"> <li>• Staff in the Local Plan team</li> <li>• Internal administrative and technical support;</li> <li>• Other Borough Council Officers and Members time;</li> <li>• Local Plan budget to cover consultation, printing and design costs, and examination costs.</li> </ul>

Document title	Joint Waste and Minerals Local Plan
	<p>External:</p> <ul style="list-style-type: none"> <li>• Representatives from stakeholder groups to attend meetings and contribute to preparation etc;</li> <li>• Industry expertise;</li> <li>• Specific Local Plan budget for possible use of consultants for specific aspects of preparation;</li> <li>• Duty to Co-operate bodies;</li> <li>• Other external agencies/consultees;</li> <li>• Amenity/Community groups.</li> </ul>
Approach to involving stakeholders and community	Wide stakeholder and community involvement using a range of consultation methods described in the Statement of Community Involvement, which also meets the requirements set out in relevant Regulations.

1. (Reg 18 Town and Country Planning (Local Planning) (England) Regulations 2012)
2. Assumes that only minor changes, ie. Typographical changes are needed following consultation on the Publication document.
3. The Planning Inspectorate usually decides whether a Pre-Hearing meeting is needed. This could affect timing of subsequent stages. Assumes no further consultation on main modifications necessary following examination hearings.

### Profile of Policies Map

Document title	Policies Map
Lead Section	Local Plan team, Planning, Planning and Transport Division, Environment Culture and Communities Department
Scope	Borough Wide
Priority	High
Synopsis	The adopted Policies Map spatially illustrates the policies of the Local Plans on an Ordnance Survey base (currently the Core Strategy, Site Allocations Local Plan policies, 'saved' policies in the Bracknell Forest Borough Local Plan, Replacement Minerals Local Plan for Berkshire (RMLP), and Waste Local Plan for Berkshire (WLPB)). It will be updated to incorporate any changes in area specific policies resulting from the adoption of the Comprehensive Local Plan and Minerals and Waste Local Plan.
Chain of conformity	Conformity with the adopted Local Plan.
Current Policies Map (date of adoption)	Bracknell Forest Borough Policies Map (July 2013).



<b>Document title</b>	<b>Policies Map</b>
	Policies Map associated with Replacement Minerals Local Plan for Berkshire (RMLP), Waste Local Plan for Berkshire (WLPB).
<b>Timetable</b>	
<b>Key Milestone</b>	<b>Timescale</b>
	To be progressed alongside the timetable for the Comprehensive Local Plan and Minerals and Waste Local Plan.
Management Arrangements	Head of Planning - Chief Officer: Planning & Transport - Executive Member for Planning & Transport - Portfolio Review Group - Executive - Council
Resources	<p>Internal:</p> <ul style="list-style-type: none"> <li>• Staff from the Spatial Policy Section;</li> <li>• Internal administration and GIS technical support;</li> <li>• Other Borough Council Officers and Members time;</li> <li>• Local Plan budget to cover printing and design costs.</li> </ul> <p>External:</p> <ul style="list-style-type: none"> <li>• Specific Local Plan budget for possible use of consultants for certain aspects of preparation.</li> </ul>
Approach to involving stakeholders and community	As for Comprehensive Local Plan and Minerals and Waste Local Plan.

## 4 Risk assessment

As the Council is required to set out firm timetables for the delivery of Local Plans it is important to identify the risks that could affect the work programme set out in this LDS, and consider how the risks may be minimised and mitigated. The position is summarised in the table below:

**Table 1 - Risk Factors affecting the LDS**

Risk	Level of Risk	Possible Consequences and Mitigation
Potential change in national and local political control/ leadership	High	<p>There may be future changes to legislation and guidance introduced by a new Government which will need to be taken account of as and when published, which could be part way through document preparation.</p> <p>Changes in policy and guidance will be monitored and assessed for their impact on the content of emerging documents. Any Local Plan will be based upon the information available at that time. Advice will be sought from the Department of Communities and Local Government and the Planning Inspectorate, as appropriate. Locally, officers will work closely with Members through working groups and committees.</p>
Staffing and Resources	Medium/ High	<p>Government spending cuts continue to affect resources across the Council. Over the past few years, there has been a reduction in staff available to carry out local planning work within the Local Plan team. In addition to work on drafting policies/guidance and the implementation of projects, the Duty to Co-operate on an ongoing basis now requires the dedication of additional resources.</p> <p>In order to maintain progress on the Local Plan, project teams will be established for specific topics. Consultants may also be used (depending on available funding), for specialist work. The possibility of increasing resources within the team is being considered. The staffing situation will be monitored, and timetables adjusted if there is no alternative. Work on the Local Plan will be made a priority, to prevent staff being diverted onto unforeseen work. In certain circumstances it may be more effective and efficient to undertake pieces of work on a joint basis with surrounding Authorities.</p>

Risk	Level of Risk	Possible Consequences and Mitigation
		<p>The Localism Act also imposes new duties on Councils in relation to neighbourhood planning in terms of supporting the process and holding examinations and referendums. This will place further pressures on staff and resources. A number of communities have expressed an interest in neighbourhood planning and at the time of this LDS three Neighbourhood Areas have been designated.</p> <p>Close contact will be maintained with the town and parish councils in order to gain early notice of future intentions and timetables for the preparation of documents. Opportunities will be sought to secure government funding to assist with the neighbourhood planning process.</p> <p>The requirement for specialist staff resources to prepare and monitor the Waste and Minerals Local Plan.</p>
Resources of External Agencies, including Planning Inspectorate	High	<p>Preparation of a Local Plan requires considerable input from other organisations, including the Planning Inspectorate (due to the examination process). Many will be involved in the preparation of Local Plans by other Local Planning Authorities and Duty to Co-operate requirements. They are also being affected by reduced resources. The Council relies upon working collaboratively with a number of partners, particularly to address cross-boundary issues and infrastructure, and if these organisations do not have sufficient resources this could result in delays to timetables.</p> <p>In order to minimise risk, the Council will seek to talk to such organisations as early as possible, and it is hoped that the Council can build upon existing working relationships in order to progress the production of Local Plans. The Council has an Infrastructure Delivery Plan which demonstrates partnership working. The Council will also keep in close contact with the Planning Inspectorate and make them aware of any alterations to the programme.</p>
Legal Compliance/	Medium	The Council will seek to ensure that the Local Plan is legally compliant, "sound", based upon a robust

Risk	Level of Risk	Possible Consequences and Mitigation
Soundness/ Legal Challenge		evidence base, and has a well audited consultation process in order to minimise the risk of legal challenge. The Council will work closely with the Planning Inspectorate at all stages to ensure the tests of soundness are met. The Council will take account of other advice available such as from the Planning Advisory Service and tools such as 'self assessment toolkits' in respect of the Local Plan process. The Council will also take legal advice on the plan process as appropriate.
Thames Basins Heaths Special Protection Area	High	The Council has an up-to-date Avoidance and Mitigation Strategy in place and is working in partnership to implement and deliver measures such as Suitable Alternative Natural Greenspaces (SANG) and Strategic Access Management and Monitoring (SAMM) measures. To deliver sites on the ground, effective measures will need to be in place to satisfy the Habitats Regulations through a combination of land, works and financial contributions depending upon individual schemes. The Council has dedicated and funded officers in place to enable the necessary work to be completed on the ground, including producing relevant assessment work. The Local Plan will require a Habitats Regulations Assessment which will require an evidence base and the potential need to provide additional SANG sites. Future budgets will need to take account of the need for this work.
High levels of public interest in consultations and large volumes of responses to consultations	Medium	High levels of interest in consultations and a large volume of responses result in pressure on staff and other resources due to the need to support the process and consider representations. When project planning for controversial documents (particularly any involving the allocation of sites), additional time should be programmed for consultation and subsequent analysis of responses.
Dating of evidence base	Medium	Due to changes in the economy, there is a risk that studies can become outdated before reaching the examination stage. Accordingly there is a need to monitor the situation and update information where possible.
Joint Working	Medium	The Localism Act and Local Plan Regulations impose the Duty to Co-operate and the need to work collaboratively on strategic issues in relation to the planning of sustainable development. The Council is

Risk	Level of Risk	Possible Consequences and Mitigation
		<p>required to engage constructively, actively and on an ongoing basis. There is a need for joint working on evidence studies relating to strategic issues that cross Borough boundaries. As different Local Planning Authorities are at different stages in their Local Plan process, there is the potential for delays in preparing joint evidence studies. Therefore, there is a need to identify at an early stage, where joint working should take place, share timetables with relevant adjoining Local Planning Authorities, engage and maintain good working relationships. Consideration will be given to the governance of joint work and decision making at various milestones, prior to the commencement of work, for example, the Strategic Housing Market Assessment.</p>

## 5 Monitoring and review

**5.1** The Council compiles an annual Authority Monitoring Report (AMR), by topic. The timetable for the Comprehensive Local Plan set out in the LDS will be reviewed in the AMR. In particular, the following matters will be looked at:

- progress against specific milestones;
- reasons for any mismatch and proposed actions;
- any new technical information that warrants changes or reviews;
- any new legislation or guidance or reviews of other strategies that may have an impact; and
- any other unforeseen circumstances that may have arisen.

**5.2** The AMR will also monitor:

- policies in adopted documents to identify whether or not they are being implemented and identify actions to ensure implementation or replacement (if appropriate);
- whether targets and indicators within the Local Plans are being met (and identify actions to overcome any areas where these are not being achieved);
- specifically on housing, the number of dwellings built during the monitoring period and forecast completions on remaining sites. This enables the housing trajectory to be updated and an assessment of progress against the strategic housing requirement to be made.

**5.3** The AMR includes data published in the Council's annual report on 'Planning Commitments for Housing' and 'Planning Commitments for Employment Uses'.

**5.4** The AMR and Commitments can be viewed:

<http://www.bracknell-forest.gov.uk/monitoringandbackgroundinformation>

**5.5** Further details of the implementation of development on sites allocated through the Council's Site Allocations Local Plan is also given in the Council's Housing Implementation Strategy.

### Further Information

**5.6** For further information about this document or on the preparation of Local Plans, please contact a member of the Local Plan team at:

- Planning and Transport Policy  
Environment, Culture and Communities  
Bracknell Forest Council  
Time Square  
Market Street  
Bracknell  
RG12 1JD
- [mailto: development.plan@bracknell-forest.gov.uk](mailto:development.plan@bracknell-forest.gov.uk)
- Telephone: 01344 351000
- Alternatively visit: <http://www.bracknell-forest.gov.uk>

## 6 Glossary of terms

Term	Definition
Authority Monitoring Report (AMR)	<p>The AMR monitors progress in preparing documents in the Local Development Scheme and assesses the extent to which planning policies are being implemented successfully.</p> <p>The AMR also updates monitoring information in key subject areas, including housing, economic development and retail, and examines the implications of the information for the Development Plan.</p>
Basic Conditions	<p>Basic Conditions for Neighbourhood Plans are specified by law. They must:</p> <ul style="list-style-type: none"> <li>• be appropriate having regard to national policy</li> <li>• contribute to the achievement of sustainable development</li> <li>• be in general conformity with the strategic policies in the development plan for the local area</li> <li>• be compatible with human rights requirements</li> <li>• be compatible with EU obligations.</li> </ul>
Community Right to Build Order	<p>A Community Right to Build Order can be used to grant planning permission for development schemes e.g. housing. Local community organisations that meet certain requirements or parish/town councils are able to prepare Community Right to Build Orders.</p>
Development Plan	<p>Planning law (section 38(6) of the Planning and Compulsory Purchase Act 2004 and section 70(2) of the Town and Country Planning Act 1990) requires that decisions on planning applications should be made in accordance with the development plan unless material considerations indicate otherwise.</p> <p>The Development Plan for the Borough includes Policy NRM6 of the South East Plan, the Core Strategy, the Site Allocations Local Plan, saved policies in the Bracknell Forest Borough Local Plan and the Mineral and Waste Local Plans. It is important that all documents comprising the Development Plan are read together.</p>
Infrastructure Delivery Plan (IDP)	<p>A document that identifies, as far as is possible, the infrastructure needs (e.g. provision for new open space, road/junction</p>

Term	Definition
	improvements, schools and other community uses) associated with the development of sites. It is compiled following engagement with infrastructure providers and partner organisations. The current IDP for Bracknell Forest relates specifically to strategic sites allocated through the Site Allocations Local Plan.
Localism Act 2011	The Act received Royal Assent in November 2011 and covers a wide range of measures that have an impact on local government. The principle of localism is that power and resources should be transferred from central government to the local level. It is based on the principle that decisions should be taken as closely as possible to the people they affect.
Local Plan	Local Plans have statutory development plan status and are subject to rigorous procedures involving community involvement and formal testing through examination by an independent Planning Inspector to assess whether a plan has been prepared in accordance with the Duty to Co-operate, legal and procedural requirements and whether it is sound.
National Planning Policy Framework (NPPF)	The NPPF (March 2012) is a single document that sets out the Government's economic, environmental and social planning policies for England. Taken together, these policies articulate the Government's vision of sustainable development. The NPPF prioritises the role of planning in supporting economic growth.
National Planning Practice Guidance (NPPG)	The NPPG (March 2014) is an online resource setting out further detail on the Government's national planning policies set out in the NPPF.
Neighbourhood Area	Designating the Neighbourhood Area is the first stage of preparing a Neighbourhood Development Plan or Order, and designates the boundary to which the plan or order will affect. The application is submitted by the relevant body (parish/ town council) to the local planning authority. Neighbourhood Areas must be coherent, consistent and appropriate in planning terms.
Neighbourhood Development Plan	A plan that establishes planning policies for the development and use of land in a neighbourhood. It may contain a vision, aims, planning policies, proposals for improving the area or providing new facilities, and, identify key sites for specific kinds of development.
Neighbourhood Development Order	<p>A Neighbourhood Development Order is a means for parish/town councils to grant planning permission for certain kinds of development within a specified area.</p> <p>These orders may apply to the whole or just part of a Neighbourhood Area.</p>



Term	Definition
Planning Policy for Traveller Sites (PPTS)	The PPTS (March 2012) sets out national policy for Traveller sites and requires Local Planning Authorities to work collaboratively to prepare a robust evidence base to set local targets and plan for Traveller sites. It must be read in conjunction with the NPPF.
South East Plan (SEP)	The SEP was partially revoked in March 2013. Policy NRM6, which relates to new residential development near the Thames Basin Heaths Special Protection Area, an area designated under European Directives 79/409/EEC (now codified in 2009/147/EC) and 92/43/EEC, is retained.
Soundness Tests	<p>A Local Plan must be 'sound'. The tests of soundness are set out in paragraph 182 of the NPPF. A plan must be:</p> <ul style="list-style-type: none"> <li>• Positively prepared</li> <li>• Justified</li> <li>• Effective</li> <li>• Consistent with national policy.</li> </ul>
Statement of Community Involvement (SCI)	A document which sets out how a Council will engage with communities in reviewing and preparing planning policy documents and consulting on planning applications.
Supplementary Planning Document (SPD)	A type of planning document that provides support, and additional detail on the implementation of policies contained in Local Plans. An SPD is a material consideration, but carries less weight than a Local Plan.
Sustainability Appraisal (SA)	Examines the impact of proposed plans and policies on economic, social and environmental factors, and ensures that these issues are taken into account at every stage so that sustainable development is delivered on the ground. It also appraises the different options that are put forward in the development of policies and the process of allocating sites. Each Local Plan that the Council produces is accompanied by its own SA. Although not a requirement for an SPD, the Council has, to date, prepared SAs for SPDs in order to ensure that social, environmental and economic factors are considered.
Thames Basin Heaths Special Protection Area (TBHSPA)	A group of heathland sites distributed across Berkshire, Surrey and Hampshire that support important breeding populations of lowland heathland birds (especially the Nightjar, Dartford Warbler and Woodlark). The area is designated for its interest under a European Wildlife Directive (and subject to the assessment procedure set out in the Habitats Directive) in order to protect the important species of birds that live within them.

Copies of this booklet may be obtained in large print, Braille, on audio cassette or in other languages. To obtain a copy in an alternative format please telephone 01344 352000

### **Nepali**

यस प्रचारको सक्षेपं वा सार निचोड चाहिं दिइने छ ठूलो अक्षरमा, ब्रेल वा क्यासेट सून्नको लागी । अरु भाषाको नक्कल पनि हासिल गर्न सकिने छ । कृपया सम्पर्क गनुहोला ०१३४४ ३५२००० ।

### **Tagalog**

Mga buod/ mga hango ng dokumentong ito ay makukuha sa malaking letra, limbag ng mga bulag o audio kasette. Mga kopya sa ibat-ibang wika ay inyo ring makakamtan. Makipag-alam sa 01344 352000

### **Urdu**

اس دستاویز کے خلاصے یا مختصر متن جلی حروف، بریل لکھائی یا پھر آڈیو کیسٹ پر ریکارڈ شدہ صورت میں فراہم کئے جا سکتے ہیں۔ دیگر زبانوں میں اس کی کاپی بھی حاصل کی جا سکتی ہے۔ اس کے لیے براہ مہربانی ٹیلیفون نمبر 01344 352000 پر رابطہ کریں۔

### **Polish**

Streszczenia lub fragmenty tego dokumentu mogą być dostępne w wersji napisanej dużym drukiem, pismem Brajla lub na kasecie audio. Można również otrzymać kopie w innych językach. Proszę skontaktować się z numerem 01344 352000.

### **Portuguese**

Podemos disponibilizar resumos ou extractos deste documento em impressão grande, em Braille ou em audiocassete. Podem também ser obtidas cópias em outros idiomas. Por favor ligue para o 01344 352000.

Bracknell Forest Council  
Time Square  
Market Street  
Bracknell  
RG12 1JD

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# APPENDIX B

## Initial Equalities Screening Record Form

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Date of Screening: April 2015	Directorate: Environment, Culture & Communities		Section: Spatial Policy
1. Activity to be assessed	Bringing into effect a revised Local Development Scheme.		
2. What is the activity?	<input checked="" type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change		
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing		
4. Officer responsible for the screening	Head of Planning		
5. Who are the members of the screening team?	Head of Planning and the Development Plan Team Leader		
6. What is the purpose of the activity?	To set out an updated programme for the production of Local Development Documents (LDDs)		
7. Who is the activity designed to benefit/target?	The production of LDDs is intended to ensure that the Borough's development needs are met in a sustainable way for the benefit of all who live and work in Bracknell Forest. Publication of a revised LDS allows the public and stakeholders to know when LDDs will be prepared and when they can get involved.		
Protected Characteristics	Please tick yes or no	<b>Is there an impact?</b> 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.	<b>What evidence do you have to support this?</b> Eg equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
8. Disability Equality – this can include physical, mental health, learning or sensory disabilities including conditions such as dementia.	Y	There is likely to be a positive impact. The delivery of development will include affordable housing and other housing to meet specific needs which is an important part of ensuring that no equalities groups are unfairly disadvantaged. The LDDs will also include proposals for the provision of community facilities which will be available to organisations supporting equalities groups. Policies will include provisions to secure good accessibility around buildings.	Data on the completion of affordable, specialist and market houses by size and type. Infrastructure Delivery Plan.

<b>9. Racial equality</b>	Y		There is likely to be a positive impact. The delivery of development will include affordable housing which is an important part of ensuring that no equalities groups are unfairly disadvantaged. The Comprehensive Local Plan LDD will also include policies to meet specialist housing needs and the provision of community facilities which will be available to organisations supporting equalities groups.	Data on the completion of affordable, specialist and market housing by size and type. Infrastructure Delivery Plan.
<b>10. Gender equality</b>	Y		There is likely to be a positive impact. The delivery of development will include affordable housing which is an important part of ensuring that no equalities groups are unfairly disadvantaged. The Comprehensive Local Plan LDD will also include proposals for the provision of community facilities which will be available to organisations supporting equalities groups.	Data on the completion of affordable, specialist and market housing by size and type. Infrastructure Delivery Plan.
<b>11. Sexual orientation equality</b>	Y		There is likely to be a positive impact. The delivery of development will include affordable housing which is an important part of ensuring that no equalities groups are unfairly disadvantaged. The LDDs will also include proposals for the provision of community facilities which will be available to organisations supporting equalities groups.	Data on the completion of affordable, specialist and market housing by size and type. Infrastructure Delivery Plan.
<b>12. Gender re-assignment</b>	Y		There is likely to be a positive impact. The delivery of development will include affordable housing which is an important part of ensuring that no equalities groups are unfairly disadvantaged. The LDDs will also include proposals for the provision of community facilities which will be available to organisations supporting equalities groups.	Data on the completion of affordable, specialist and market housing by size and type. Infrastructure Delivery Plan.
<b>13. Age equality</b>	Y		There is likely to be a positive impact. The delivery of development will include affordable housing which is an important part of ensuring that no equalities groups are unfairly disadvantaged. The LDDs will also include proposals for the provision of specialist housing (such as sheltered accommodation) and community facilities which will be available to organisations supporting	Data on the completion of affordable, specialist and market housing by size and type. Infrastructure Delivery Plan.

			equalities groups	
<b>14. Religion and belief equality</b>	Y		There is likely to be a positive impact. The delivery of development will include affordable housing which is an important part of ensuring that no equalities groups are unfairly disadvantaged. The LDDs will also include proposals for the provision of community facilities which will be available to organisations supporting equalities groups	Data on the completion of affordable, specialist and market housing by size and type. Infrastructure Delivery Plan.
<b>15. Pregnancy and maternity equality</b>	Y		There is likely to be a positive impact. The delivery of development will include proposals for the provision of community and health facilities which is an important part of ensuring that no equalities groups are unfairly disadvantaged.	Infrastructure Delivery Plan.
<b>16. Marriage and civil partnership equality</b>	Y		There is likely to be a positive impact. The delivery of development will include affordable housing which is an important part of ensuring that no equalities groups are unfairly disadvantaged. The LDDs will also include proposals for the provision of community facilities which will be available to organisations supporting equalities groups	Data on the completion of affordable, specialist and market housing by size and type. Infrastructure Delivery Plan.
<b>17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.</b>			There is likely to be a positive impact. The delivery of development will include affordable housing which is an important part of ensuring that no equalities groups are unfairly disadvantaged. The LDDs will also include proposals for the provision of community facilities which will be available to organisations supporting equalities groups.	
<b>18. 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?</b>			No adverse impact.	
<b>19. 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?</b>			None	
<b>20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?</b>		N	Please explain for each equality group	

<b>21. What further information or data is required to better understand the impact? Where and how can that information be obtained?</b>	Further evidence will be prepared to support the development of policies and proposals. This will include for example, evidence on housing needs for different sectors of the community.		
<b>22. On the basis of sections 7 – 17 above is a full impact assessment required?</b>		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. <b>If you are proceeding to a full equality impact assessment please contact Abby Thomas.</b>
<b>23. 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?</b> Please complete the action plan in full, adding more rows as needed.			
<b>Action</b>	<b>Timescale</b>	<b>Person Responsible</b>	<b>Milestone/Success Criteria</b>
Continued monitoring of completions of market, specialist and affordable housing including type and size	On going	Chief Officer – Planning & Transport	The delivery of housing and supporting facilities in line with identified needs and other necessary development and infrastructure
Continued monitoring of equalities data gathered during consultations	On going	Chief Officer – Planning & Transport	
Equalities screening of LDDs as they are prepared	On going	Chief Officer – Planning & Transport	
<b>24. Which service, business or work plan will these actions be included in?</b>	Environment, Culture and Communities		
<b>25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?</b>	N/A		
<b>26. Chief Officers signature.</b>	Signature:		Date:

When complete please send to [abby.thomas@bracknell-forest.gov.uk](mailto:abby.thomas@bracknell-forest.gov.uk) for publication on the Council's website.

TO : EXECUTIVE  
DATE : 23 JUNE 2015

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## **UPDATE ON PROVISION FOR YOUNG PEOPLE NOT IN EDUCATION, EMPLOYMENT OR TRAINING (NEET)**

**Director, Children, Young People & Learning**

### **1 PURPOSE OF DECISION**

- 1.1 The purpose of the report is to update the Executive on the current position regarding young people Not in Education, Employment or Training (NEET) and to agree revisions to the NEET Strategy and Action Plan.

### **2 EXECUTIVE SUMMARY**

- 2.1 This report outlines the range of interventions that have either been introduced or further developed to support young people that are not in a form of education, employment or training. This remains a key area of focus for the Council and a number of positive outcomes have been noted as a result.

### **3 RECOMMENDATIONS**

- 3.1 **NOTE the progress made in reducing the number of young people not in education, employment or training**
- 3.2 **AGREE the updated version of the Bracknell Forest NEET Strategy and Action Plan as set out in Appendix 1.**

### **4 REASONS FOR RECOMMENDATIONS**

- 4.1 To ensure that the Bracknell Forest NEET Strategy and Action Plan continues to focus on the ongoing reduction in the number of young people who are not in education, employment or training, which is a priority action for the Council.

### **5 ALTERNATIVE OPTIONS CONSIDERED**

- 5.1 None.

### **6 SUPPORTING INFORMATION**

#### **Current achievements and initiatives**

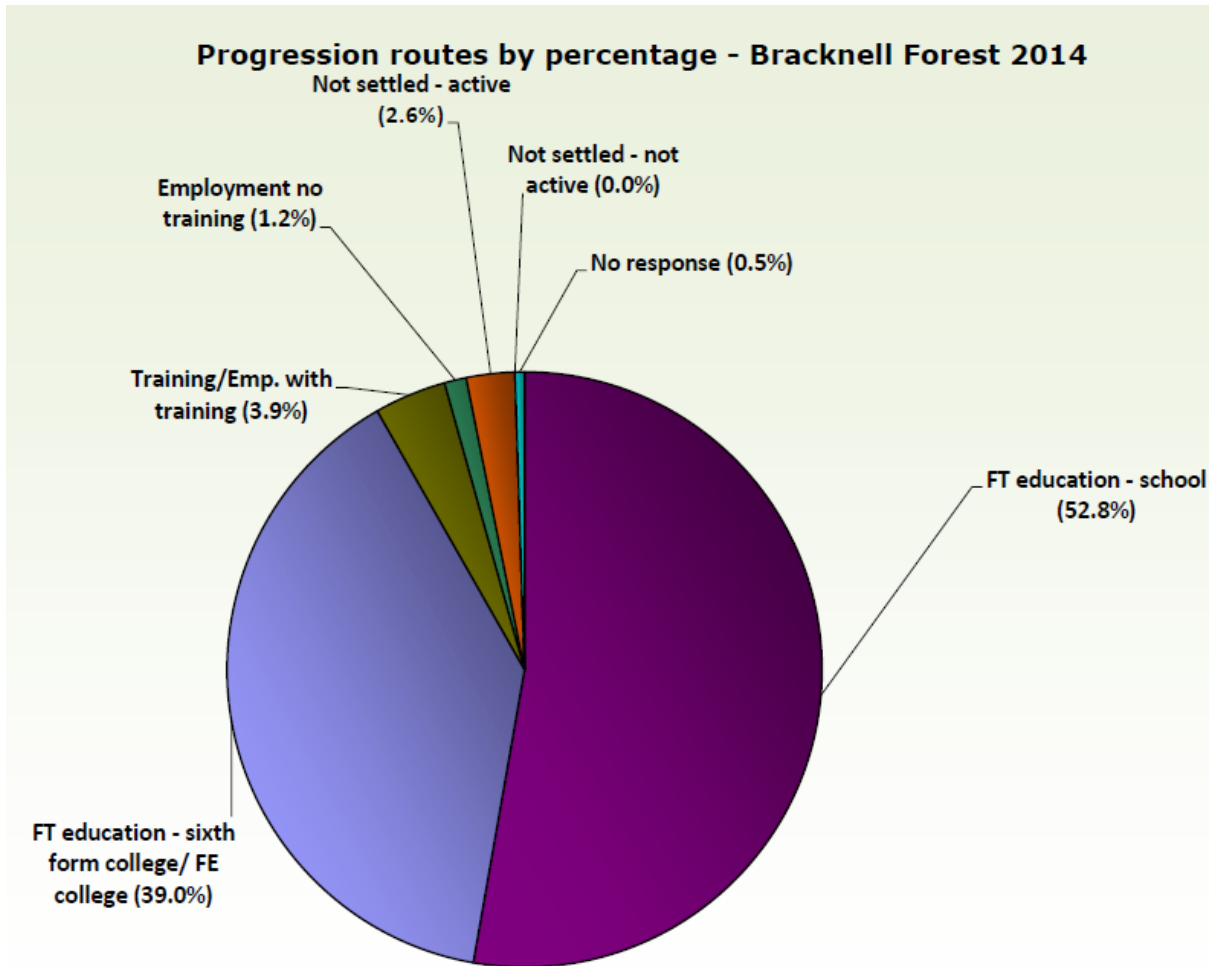
- 6.1 On-going work continues in Bracknell Forest to support young people who are not in education, employment or training (NEET). The focus of the work is based around two strands of activity; prevention and targeted support. The effectiveness of this work can be seen through the low NEET levels, and the range of options available to young people to meet their different levels of need as well as the take up of these services.
- 6.2 The prevention work uses the risk of NEET indicators (RONI) which are based on quantitative data held on the ONE database. This is used in conjunction with the local qualitative information held by schools and working together we can identify those young people who potentially could become NEET. The second element of work is to support young people into appropriate education and training. Much of this work is

## Unrestricted

focused on individual young people through the work of the multi-agency participation group.

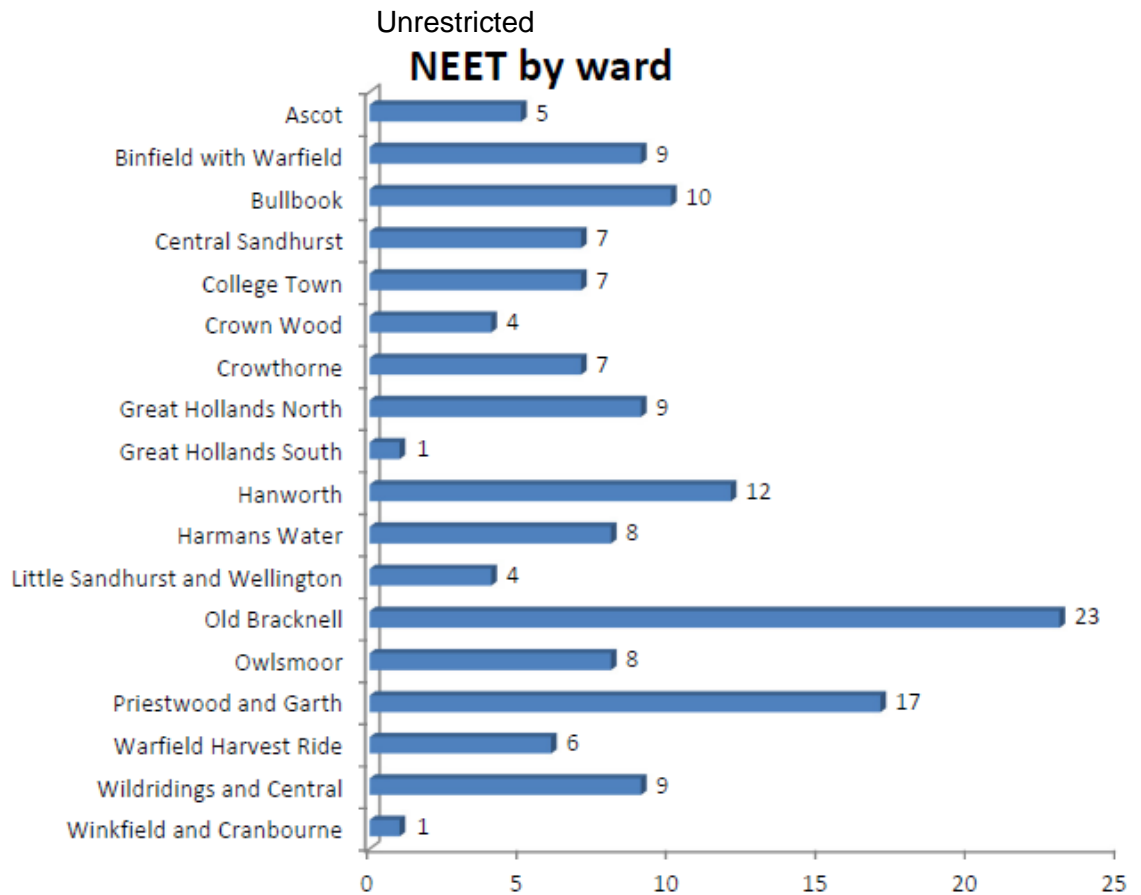
- 6.3 The national NEET figure for 16-24 year olds is 13.6%, a decrease of 1.6% on the previous year with a South East figure of 11.7%, which represents a decrease of 0.4%. Bracknell Forest performs exceptionally well against this indicator with data at the end of February 2015 showing the percentage of NEET young people to be **3.77% (cohort: 132)**. This is a decrease from **4.2% (144)** on the equivalent figure for February 2014.
- 6.4 Adviza deliver a major part of our service to young people who are NEET in Bracknell Forest. They provide information, advice and guidance services to 13-19 year olds (and up to 25 for those with learning difficulties or disabilities) to help them progress successfully into education, employment and training. In addition to this they are also commissioned to collect various strands of data and share information with partner agencies to inform and develop practice and service offers for young people.
- 6.5 A number of different destinations are taken up by those in Year 11. This forms part of the September guarantee which is a statutory obligation on all Local Authorities to provide education and training to all 16- and 17-year-olds and to support young people to find a suitable place. The September Guarantee helps local authorities to fulfill these duties, working with their partners - particularly schools and colleges - to agree how the process will work in their local area. A crucial part of this offer is that it should be appropriate to the young person's needs and may be in a school, college or in work-based learning. This could also be for part-time education where the young person is combining education with full-time employment or voluntary work. 94.1% of 16 – 17 year olds had a guaranteed place of education, employment or training for September 2014 which was an increase of 1.1% on the September 2013 figure. Data from approximately 1.2% 16 – 17 year olds is yet to be verified. This chart provides a summary of this activity:





The “Not Settled” category includes those that are either NEET and/or in a part time destination.

6.6 The numbers of NEET young people are spread across the borough. There are however certain wards where the numbers are marginally higher than others. This reflects the wards identified in the JSNA as having the highest levels of need, as identified through the Income Deprivation Affecting Children Index (IDACI) scores.



6.7 To support care leavers in making appropriate education choices the remit of the Virtual School was extended in April 2014 to reflect this commitment. Each Care Leaver is supported at the point of transition from Key Stage 4 to post 16 by a member of the Virtual School. This is coordinated by a member of the Virtual School and information is shared with relevant colleagues. It was felt that young people benefit more from having direct and prompt access to specialist advice and support when needed. This has led to a 71% increase in the number of children in care/Care Leavers in a form of education, employment or training over the past two years (2012 = 24, 2014 = 41). As part of our continued commitment to support Care Leavers, the Council is also developing plans to 'ring fence' some apprenticeships for Care Leavers. On-going planning discussions are taking their varied needs into account to ensure there is an equality of opportunity as well as outcome.

#### **Example of NEET Prevention Actions**

There is a wide range of successful preventative work in place.

6.8 **The Work Pairing Programme** has had a significant impact on securing sustainable education, employment and training for the most vulnerable young people in the borough. The model used is one which can be replicated in other local authority areas offering the potential to generate revenue from other authorities buying into the programme.

6.9 Work Pairing aims to help those young people who are motivated and have an ideal career in mind. It enables them to gain relevant experience in the work place which helps them to secure further employment. Work Pairing results in experience on their CV, a reference and contacts in the occupational field they want to enter. They contact local employers to support a young person for 2 days a week for 3 months. There is no financial obligation for the employer, the training provider and local council cover all expenses. Both the employer and young person receives weekly support throughout the work pairing and after the 3 month programme.

- 6.10 In order to be accepted on the course the young people have to do the following (all with assistance and support):
1. Create a Curriculum Vitae
  2. Fill out the application form
  3. Research employers they would like to work for and bring the list along to his/her interview
  4. Have an interview with Transition Co-ordinator
  5. Agree to the Code of Conduct
- 6.11 This ensures peace of mind for the employer but also increases the chances of the young person securing a positive outcome. Through experience in the work place and the basic skills provision on a Friday the young people learn how to progress in the workplace – how to behave, how to settle in and how to work with others, it builds their confidence and their aspirations. The employer gets a motivated young person and a chance to employ young people without the stress and time of the recruitment process. On the 3<sup>rd</sup> day the young people carry out English, Maths and Employability Skills in order that they achieve the necessary skills to ensure these are not a barrier on their route to employment. A case study is included at Appendix 2.
- 6.12 The impact of Work Pairing is evident through these statistics:
1. 100% success rates in functional skills exams.
  2. 90% of participants secure sustainable education, employment or training as a result of the programme.
  3. Of the 10% who did not secure a positive outcome as an immediate result of the programme, 66% of this group are NEET (Not available) due to health issues and the other 33% are being supported through Adviza.
  4. 100% of participating young people say that they would recommend the programme to a friend.
  5. 75% indicated other additional benefits that we had not predicted; increased confidence and social skills (from working with employers) but also a new network of friends all of whom are in work and wanting to go on to secure positive outcomes.
- 6.13 Learning to Work, formerly the Education Business Partnership, have been commissioned to support young people through a package of **extended work placements**. Some of these placements are funded through a commissioned service and others through the European Social Fund (ESF) where a young person meets the eligibility criteria. Students are matched to suitable employers and supported throughout the placement and into an appropriate progression route, usually further training or employment. Learning to work brings business to education and have established strong links with the local community as well as with schools, businesses and organisations. One of their successful preventative projects is run in schools to help students at risk to re-engage with education and decide about options for the future. This usually includes an extended work experience placement which is monitored by staff from Learning to Work throughout for around 12 weeks.
- 6.14 **Transition Work.** The Transition coordinator works with a number of young people who are at risk of disengaging as they transition between Year 11 and post-16 education and training. A key part of her role is to enable the young person to be more proactive in wanting to change current life patterns rather than do it for them. The Transition Coordinator focuses on a young person's strengths and aspirations and uses this as leverage to allow them to see their potential and success. As well as supporting the transition of the most vulnerable Year 11's, she also runs the Work Pairing. The Transition Coordinator also ensures that all Post-16 providers within the

borough are working together to achieve the best possible results for those young people at risk of disengagement.

- 6.15 We have negotiated a pilot programme with colleagues from Bracknell Forest Youth Service to deliver the **Duke of Edinburgh's bronze award**. The main objectives of the programme are for participants to develop greater self-esteem and confidence, to encourage aspiration and to embark on a journey involving reflection and self-awareness of their own success and that of their peers. This is mainly intended for those young people that are NEET but due to various other reasons are also at risk of remaining NEET for a prolonged period of time. A number of young people have been identified who are now in the initial stages of being enrolled on the programme. There are a number of benefits for the young people and they will be developing a range of basic skills such as:
1. Communication with others, team work, problem solving.
  2. Transitional skills that can be used to gain employment.
  3. Take part in activities that provide interest and reference points to discuss at interviews
  4. Confidence building
  5. Life Skills: Budgeting money management/ Numeracy route cards, Menu planning, cooking, and shopping for food.
  6. Route planning- how to use maps, use of public transport.
  7. Researching and booking activities.
  8. First aid- accreditation may be available
  9. Develop fitness/ awareness of a healthy lifestyle and opportunity to be active.
  10. Experience a rural environment
  11. Able to take 'safe' risks as part of an expedition which will assist developing risk awareness.
- 6.16 Being part of this programme provides time to work on additional expedition training and other soft skill such as confidence building, self-esteem, and communication. There will also be a focus on employability as a result of the experiences gained. For volunteering, each week participants will be involved with a conservation project. Parks and Countryside have 'in principle' agreed to this. The goal is to have a project with a final finished product that will create a sense of worth, pride and ownership. All young people who complete the Bronze Award will also be invited to the annual Duke of Edinburgh presentation evening to receive their award. This will be planned towards the end of 2015. A follow on Silver programme will also be available should this be relevant for individuals otherwise there will be the opportunity to look at other options that may lead to a form of education, employment or training thereby building on the skills they would have gained.
- 6.17 The Council-led project, **Elevate Bracknell Forest**, is part of the Thames Valley Berkshire City Deal. The main aim of this project is to address the skills gaps, unemployment and underemployment of the borough's 16-24 year old population in order to maximise the impact of the councils collective investment as well as stimulate growth in this important economic area.
- 6.18 Despite a high performing economy, Thames Valley Berkshire has not been sheltered from the impact of recession: Youth unemployment and long term youth unemployment rose following the financial crisis.
- 6.19 With a recovering economy, the number of unemployed young people has decreased in the past years. Aside from the above mentioned decrease in NEET figures the number of JSA claimants aged between 18 and 24 years in Bracknell Forest has fallen in the last years from 345 claimants in August 2012 to 105 claimants in April 2015.

6.20 While this appears on face value to present a positive picture, when it is studied more carefully it reflects that the number of young claimants has gone down even though youth unemployment of 16-24 year olds across Berkshire has increased over the last 12 months. The figures below are the results of an analysis by the Thames Valley Berkshire LEP which illustrate this disparity. With the introduction of stricter rules and most recently the announcement of the introduction of Universal Credit these developments are likely to amplify this trend.

Figure 1. JSA claimant count unemployment (18-24 year olds)

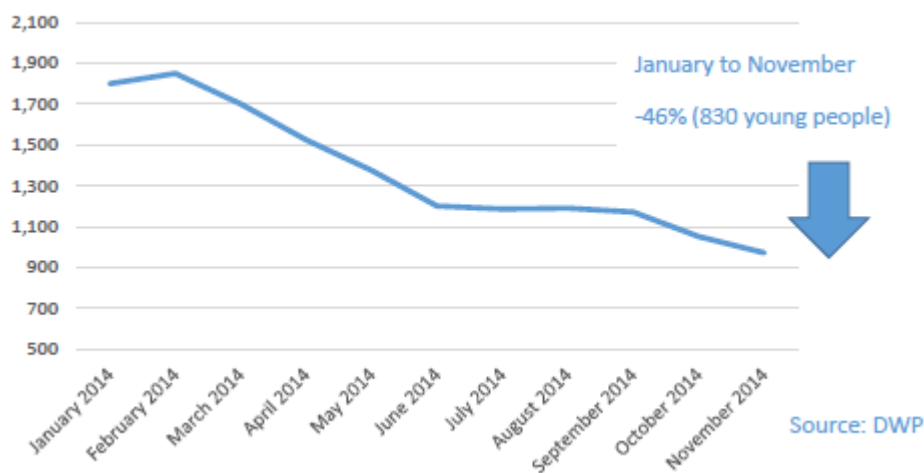
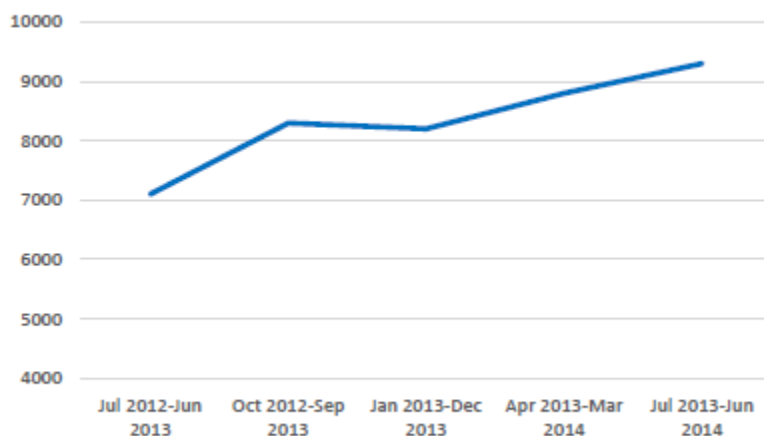


Figure 3. Total unemployment (16-24 year olds)



Source: Annual Population Survey, Office for National Statistics

6.21 Bracknell Forest Elevate project will work towards an overall reduction of the number of NEET's and unemployed young people in Bracknell Forest with a focus on those most at risk. To give all young people in Bracknell Forest the best possible start in life of meaningful employment Elevate Bracknell Forest intends to address the issues and barriers faced by young people by working collaboratively with agencies and organisations as well as employers locally and in the wider context of Thames Valley Berkshire.

6.22 Elevate Bracknell Forest is also a good example of collaborative work focused to support NEET young people. In its first year Elevate Bracknell Forest working with the LA and existing partners together achieved the following:

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- Well established partnership: 6 main partners have signed the MoU and 3 Council departments are involved in the delivery of Elevate
- Well established network of secondary partners / providers including Royal Berkshire Fire and Rescue Service, Bracknell Forest Homes, Family Nurse Partnership, Involve etc.
- Elevate Me Bracknell Forest has been launched in December 2014, analysis shows a steady increase of visitors, work has been commissioned to improve the reporting structure, remove analytics bias and establish a tailored digital marketing strategy
- An interim co-located Elevate Hub has been established in January 2015
- Summary of target achievement for the Cabinet Office through the partnership and the Hub:
  - 204 NEET / unemployed young people received intensive information, advice and guidance sessions
  - 49 NEET young people took part in work experience
  - 26 NEET young people started an apprenticeship
  - 6 young people that have started an apprenticeship have sustained this (please note that not all 26 starts are counted here as obviously not all of the 26 starters have reached the 6 month measure point yet)
  - 163 NEET young people have started employment
  - 49 that have entered employment have sustained their employment for at least 6 months (please note that not all 163 starts are counted here as obviously not all of the starters have reached the 6 month measure point yet)
  - 207 former NEETs saw a 10% increase in salary

- 6.23 Additionally the ElevateMe website launched in December 2014 (<http://bracknellforest.elevateme.org.uk/>) aims to provide an IT platform for young people to access information and signposting in accordance with the overarching Elevate aims and objectives. Accessible by phone, tablet and PC the website is an integrated part of Elevate Bracknell Forest and a tool for advisers to use with their clients.
- 6.24 The project aims to have implemented a multi-organisational change by 2016/2017. To ensure this change is being developed further and adapted to the economy and labour market climate in the years to come, continued progression and multi-agency collaborative work as well as the upkeep of the IAG hub and the website are key objectives for Elevate.
- 6.25 The project is currently funded until 2016/2017 with plans to make it sustainable (either through partner contributions, involvement of businesses or other funding streams) after this time.
- 6.26 **Independent Information, Advice and Guidance (IAG).** One of the key areas of focus for our service is to ensure that students across our secondary schools (especially those making plans for after their Year 11 exams) have a clear understanding of courses, qualifications and the various progression routes that are available to them. Not only is there a statutory obligation on schools to provide this but there is also an expectation that this advice is independent and gives the student a balanced view of options across training, education or employment that are available to them. As a result, it is expected that careers guidance will not be provided only by a teacher employed or engaged at the school, or any other person employed at the school. Adviza are commissioned to deliver IAG across Bracknell Forest secondary schools. They carry out face to face careers interviews with young people, are Level 6 qualified Careers Advisers and are a Matrix accredited organisation. The work that Adviza does enables young people, particularly those that are at risk of being disengaged to have an opportunity to fulfil their ambitions and achieve their career and learning potential. This is done by helping them to develop

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their knowledge, skills and attitudes to make effective decisions and transitions. Colleagues from Adviza are present in schools at crucial progression points, including Key Stage 4, sixth form, exam results and enrolment days. They also carry out additional activities such as mock interview days which have proven to be popular with young people and schools alike. In addition the Council has organised an excellent annual careers fair, with good attendance by businesses, to provide independent information for young people and their parents/carers.

- 6.27 A concerted investment has been made to provide an effective service for those young people who have a **Learning Difficulty or Disability (LDD)** and are between 16 – 19 years old. This includes attendance at Year 9 reviews for those young people with a statement of special educational needs as well as individual guidance for each young person in advance of their Year 9 and Year 11 reviews. 1-2-1 Guidance and completion of Preparing for Adulthood template is also carried out for each Post 16 leaver. The Preparing for Adulthood templates are used by the councils Assessment Co-ordinators in the drafting of Education, Health & Care Plans (EHCP) for all those requiring one. Currently this is mainly just for those young people moving onto college although by 1st April 2018 all statements will need to be have been transferred to EHCP's. Adviza have also been commissioned to liaise with local colleges to ensure that all those moving to college in September 2015 have an appropriate placement specified on their EHCP by the 31st May 2015 as required by the DfE for 2015 leavers. This service is aimed at ensuring young people who have an LDD are either in an educational programme that meets their individual needs or are guided towards appropriate employment and training opportunities. In addition to this process young people with special educational needs (SEN) aged 16 - 19 can also visit Adviza's town centre office for support in the transition to further education (including apprenticeships), training or employment up until their 20th birthday. There is also an amount of resource available to provide a more intensive service such as outreach activities such as accompanying a young person with SEN on a college visit, job interviews etc.
- 6.28 There are also 2 DfE funded projects available to certain young people in Bracknell with SEN:
- appropriate young people in education may be able to be referred to the SEND Work Experience project
  - young people with SEN and their parents can be referred to the Independent Support service for help through the transfer of the statement to an EHCP.

Those that meet thresholds set by the project are identified between the council and Adviza. Increasing the number of young people with LDD in suitable employment is a clear focus for the Council.

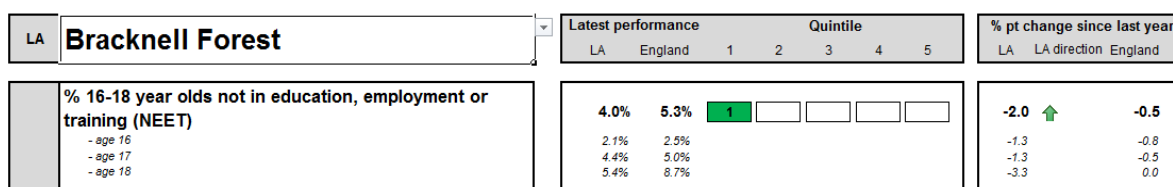
- 6.29 As noted in 6.3, there has been a decrease of 0.43% in NEET figures from 4.2% to 3.77% which we are pleased to report. However, this should be considered in light of a relatively small cohort and the impact this has on statistics. A figure below 5% is considered to be a good target to maintain.
- 6.30 We are pleased with the successes our strategy has demonstrated on NEET reduction. A further challenge that continues to be addressed is the number of young people that remain NEET for over 6 months. From the current cohort, 19% (23 out of 132) have been NEET for more than 6 months which is a decrease of 15% from the figure for February 2013 (47 out of 144). We continue to work with young people to reduce this figure further. The longer a young person is NEET the harder they are to reengage.

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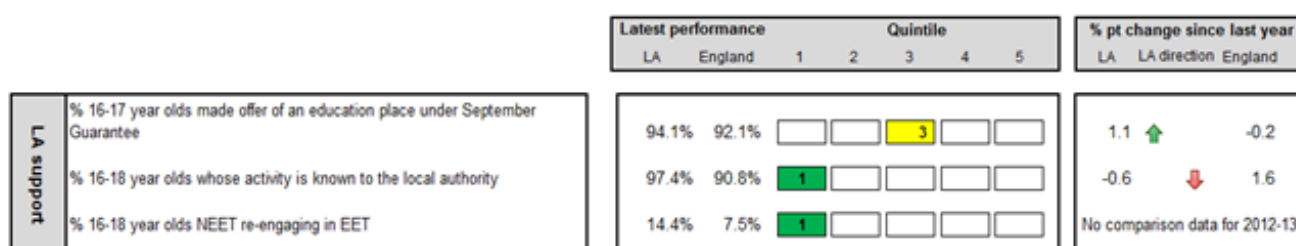
- 6.31 67.6% of 19 – 21 year old Care Leavers are recorded to be in a form of education, employment or training (Dec 2014). This is an increase of 7% on the same figure from 12 months ago. We continue to work to improve on this figure.
- 6.32 Of the 3.77% (132) young people that are NEET, 118 are available for education, employment or training. The other 14 are not available, most of whom will be the individuals forming the 6 month plus NEET category. Categories for not available are limited to pregnancy, within 13 weeks of giving birth, long term illness or being in custody. This means that these young people are not ready to engage with the range of support that is available to them.
- 6.33 NEET scorecards were published by the DfE in December 2014 for Local Authorities across the UK. These provide information about young people's participation and attainment in education, employment or training in a single publication and were aimed to put the local authorities' NEET figures into context by setting them alongside a range of other related information. The scorecard allows local authorities and their partners to monitor their own performance and compare it with that of others.

### NEET Scorecard

Experimental version - published December 2014



- 6.34 Young people are measured according to their academic age; i.e. their age on 31 August. It shows what proportion of 16 to 18 year olds living in each area were not in education, employment or training at the end of the year. Reducing figures across 16, 17 and 18 year olds represents a positive trend for the borough which was the second lowest across all Berkshire Local Authorities.



- 6.35 This indicator shows how effective the arrangements are in each area for tracking young people's participation in education or training. Whilst we as the local authority are responsible for tracking, we do depend on schools, colleges and other partners who work with young people sharing information with us. All 16 and 17 year olds are guaranteed an offer, by the end of September, of a place in education or training. There are some young people who have not yet made a decision about what they want to do next, have other plans, or who refuse contact. These young people are at risk of becoming NEET. Across all Berkshire Local Authorities we were ranked 3<sup>rd</sup> for the number of 16 – 17 year olds who were offered an education place under the September guarantee, 2<sup>nd</sup> for the number of 16 – 18 year olds whose activity were known to us and 1<sup>st</sup> for the number of 16 – 18 year olds (NEET) re-engaging in a form of education, employment or training.



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Outcomes	Latest performance		Quintile					% pt change since last year		
	LA	England	1	2	3	4	5	LA	LA direction	England
% 16-17 year olds participating in education and training - full-time education - apprenticeships - other education and training	90.9%	90.3%			3			3.7	↑	1.4
	81.9%	83.2%						-0.3		-0.6
	5.3%	4.2%						1.6		0.6
% 19 year olds achieving level 3	3.7%	2.9%						2.4		1.4
% 19 year olds achieving GCSE A*-C English and maths between ages 16 and 19	58.3%	56.2%		2				-2.4	↓	1.2
	14.9%	16.3%					4	-13.6	↓	-2.0

6.36 This indicator shows the proportion of 16 and 17 year olds (academic age) who live in the local authority area who were in education or training at the end of March. There is a breakdown of the three main routes that young people choose:

- full time education
- apprenticeship
- other education and training (this includes part time education, work based learning and employment with accredited training)

It also relates to pupils who were educated in the state sector at the age of 16.

6.37 Further research is going to be carried out into the causes of young people falling into the NEET category. The challenges around those young people between the ages of 16 and 19 year achieving meaningful qualifications which could lead to employment opportunities is one area in particular. Other Local Authorities across Berkshire perform better than Bracknell Forest in this area and it will be prudent to gain greater insight to the different strategies and services that have been developed to enable this to happen. The support around transition (from post 16), provision from schools, colleges and other local area providers as well as those services that we commission to meet the needs of various groups of young people all need to be considered.

### Updated NEET Strategy

6.38 Underpinning the work on addressing our NEET level is the updated NEET strategy and action plan included in Appendix 1. The previous strategy was updated in 2011 and prior to that in 2007.

6.39 The strategy notes the removal of national indicator NI117 which was a target for a NEET figure of less than 5%. It is now more appropriate to consider the actual number of young people in conjunction with the published NEET figures. For example Wokingham often has a smaller percentage of young people who are NEET but a higher number of actual young people due to the cohort size.

6.40 The strategy also suggests that the highest proportion of young people who are NEET usually have commonly identifiable characteristics such as poor educational attainment, high levels of truancy, are at risk of becoming teenage parents or have higher rates of substance misuse. Not all young people can be categorised in this way and there are a number of young people who are high attaining and, having successfully completed a level three qualification, are now unable to find employment opportunities.

6.41 As part of the strategy an increased focus is given to those young people who have a learning difficulty or disability (LDD) and are experiencing challenges in moving into supported employment. The work of key partners and our collaborative effort with educational settings to ensure that such young people are in an education programme that meets needs are outlined here. This also includes working with young people who have a LDD and where appropriate their parents/carers, securing work placements, support with managing behaviour, providing impartial independent

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advice and guidance (IAG), securing access to a range of alternative courses of study and support through the transition from pre- to post-16 education.

- 6.42 A concern raised by our partner agencies is the slight increase in the number of Bracknell Forest NEET young people not wishing their information to be shared. This prevents them from accessing any benefits through the Department of Work and Pensions. This does present a particular challenge in supporting them into education, training or employment, if data around their aspirations or contact information cannot be shared with stakeholders. Currently Adviza are working to try and ascertain agreement from these individuals (currently 14.6% (18) of the NEET cohort) to allow their data to be shared. A memorandum of understanding is in place between Bracknell Forest Council and the Department of Work and Pensions for the consensual sharing of information on NEET young people.

## 6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

### Borough Solicitor

- 6.1 The relevant legal provisions are addressed within the main body of the report.

### Borough Treasurer

- 6.2 The Borough Treasurer is satisfied that the strategy and action plan can be delivered from within the current approved budget.

### Strategic Risk Management Issues

- 6.3 The local authority has a responsibility to ensure that suitable opportunities are available for young people.

### Background Papers

Appendix 1 Strategy and Action Plan for reducing the number of young people not in education, employment or training (2015 – 18)

Appendix 2 Case Study

### Contact for further information

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Children, Young People and Learning



**Strategy for reducing the number of young people not in education, employment or training (2015 – 2018)**

Children, Young People and Learning

[www.bracknell-forest.gov.uk](http://www.bracknell-forest.gov.uk) 159

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## 1 PURPOSE AND SUMMARY OF THE STRATEGY

This strategy supports the participation of young people in Bracknell Forest who are not in education employment or training (NEET). This paper also highlights a range of strategies and actions to reduce the numbers of NEET young people in the Borough and further improve the outcomes. The Strategy is supported by an Action Plan.

**The Bracknell Forest Secondary (11-19) Partnership has;**

- i. noted and considered the issues relating to NEET in the Borough**
- ii. noted and considered the range and type of activities that could be employed to reduce the number of young people who become NEET**
- iii. endorsed a range of overarching actions for reducing NEET numbers within Bracknell Forest.**

## 2. BACKGROUND

The government has aspirations that all young people participate in education, employment or training as identified in its raising of the participation age (RPA) guidance. As a result of the Apprenticeship, Skills, Children and Learning Act (2009) from April 2010 accountability for 'securing sufficient education and training' post-16 passed to the local authority.

While there is no national target the Department for Education suggests that a NEET figure of less than 5.0% represents good local practice. Historically NEET figures were agreed within the NI 117 indicator but this is no longer in place. Current data shows that Bracknell Forest has a NEET level of 3.77% (Feb 2015) representing 132 young people aged 16-18, of which 118 are available to participate in education, employment or training.

NEET figures follow a cyclical trend, which links to the academic year and changes in the labour market, showing variation from month to month. Even when figures appear to be static over a period, membership of the NEET group does not remain fixed. In any given month, some young people will move into education, employment or training, whereas others will become NEET.

Evidence suggests that the characteristics associated with those who are NEET are as follows, with a higher proportion of young people having low attendance, exclusion and low academic achievement.

- Poor educational attainment
- Persistent truancy
- Teenage Pregnancy
- Drugs and alcohol abuse
- Looked After Children
- Disability
- Mental health
- Crime and anti-social behaviour

As there are a range of organisations involved in reducing NEET, any planned actions are collaborative, coordinated, comprehensive and cost effective.

These actions will be overseen by Children, Young People & Learning Departmental Management Team and the 'Participation Group', reporting to the Secondary (11-19) Partnership and the Elevate Bracknell Forest Steering Group reporting to the Berkshire Elevate Steering Group and the Elevate Bracknell Forest Leadership Group. A representative from Elevate Bracknell Forest will also attend the Participation Group and the Secondary (11-19) Partnership.

### **3. PROPOSALS**

Action is two pronged to move more young people who are currently NEET into EET and, critically, to prevent those of statutory school age from becoming NEET in the first place.

Meeting the challenge means actions in the following key areas:

- Client information management systems need to be maintained rigorously
- Young people at risk of disengaging should be identified early so that action can be taken to reengage them
- Information about young people needs to be shared between partners
- Information should be used to plan and commission services as well as to evaluate those services and drive up performance

#### **3.1 Pre-16**

It is possible to identify and target young people who are at risk of becoming NEET at an early stage in their school careers by looking at patterns of behaviour and attainment. This is increasingly being done during years 8 and 9 through specific intervention projects, such as Energize; as well as at the start of Year 11.

These students need:

- Access to learning opportunities which will motivate them, provide appropriate skills recognition of achievement and opportunities for progression e.g. vocational learning, work placements (both standard and extended)
- A programme of core and life skills which challenge the culture of low aspirations
- Literacy and numeracy support
- An opportunity to gain qualifications in the above areas
- Access to impartial information, advice, guidance and support to make appropriate choices
- Access to work related learning to develop skills for employment
- Support with managing personal and social issues

To support the above, schools need to:

- Take a lead in supporting pre-NEET activities and interventions in order to minimise the number of at risk young people becoming NEET.
- Take responsibility for young people who are at risk of becoming NEET and work with interested parties to ensure that opportunities are in place to ensure young people remain engaged in education and training.
- Use the Risk of NEET Indicators (RONI) for the early identification of young people at risk of becoming NEET and to work with relevant partners to ensure that the appropriate interventions are put in place and monitored.



### **3.2 The transition into further education, training and employment post-16**

For many young people progression into further education and training at the end of year 11 is a realistic option, hindered only by the transition from a largely structured school environment to one which facilitates a greater level of independence. Our work in a DfE funded Raising Participation Age (RPA) project around supporting young people at-risk of disengagement through the transition process saw 89.1% of supported young people continue in education after two terms (2013). This work has emphasised the importance of the transition process and underpins the work of our transition worker.

#### **Priorities for Action**

- To gain continued commitment from all schools, Bracknell & Wokingham College and independent training providers to reducing the NEET figures
- To continue to review and develop 14-19 curriculum provision with an emphasis on the breadth and volume of provision for young people who fail to reach level 2
- To identify those young people in Year 11 who are most vulnerable and to provide the appropriate coordinated support and access to appropriate and timely interventions
- To seek and act on the views of NEET and potentially at risk NEET young people
- To challenge the culture of low aspirations and value placed on lifelong learning, education and training amongst certain groups of young people
- To provide quality advice and guidance for young people
- To increase the range of appropriate training and employment opportunities available
- To provide quality support for transition at 16 for vulnerable young people.
- Ensure that appropriate learner information is shared between providers. Individual providers can agree the level of detail pertaining to learners using the Common Transfer File as a basis of these discussions.
- Use resources accompanying the City Deal initiative to increase the number of employers taking on young people into programmes leading to sustainable employment.

### **3.3 Enabling factors**

Research has identified that a key barrier to moving young people from NEET to EET is the thinking and behaviour of young people. A common characteristic among the NEET group is

their negative perception of school<sup>1</sup>. Many believe that success is due to luck and not effort. As a result they tend to live in the present, unable to plan for the future. They may be unwilling to try new learning experiences and may not even see the connection between the need to gain qualifications and their aspirations for employment and their future.<sup>2</sup> Research and experience suggests that support from a trusted adult is one of the key factors in reengaging children and young people. The following approaches are particularly successful:

- **Supporting clients through advocacy** - access to skilled Personal Advisers and key worker/mentoring services can help young people assess their needs, plan action and provide continuity through key transition points, and extra support during setbacks. This complements the guidance available from within schools and colleges. A range of specialist services provides support to particular groups of vulnerable young people such as young parents, those with mental health issues and young people in care.
- **Involvement of young people in service design** - many assumptions are made about what young people need; the most effective approaches are informed by client views. Work needs to be done to further engage the views of young people and Adviza in developing services for young people.
- **Focusing on transition** - young people should be supported to move to the next progression point as quickly as possible. We should ensure that the drop out from both learning programmes and employment is minimised through appropriate support targeted at those most vulnerable. Considerable emphasis is placed on the transition from primary to secondary school but the same is not afforded from secondary to post sixteen education, employment or training<sup>3</sup>.
- **Offering an integrated menu of programmes with flexibility in programme length, duration and progression** – a clear range of programmes are needed to enable this diverse group to succeed. These need to take into account changing behaviour as well as skills development, with flexible entry requirements and clear outcomes linked to progression.
- **Engaging Employers** – employers need to be consulted on how best to support NEET young people and, in particular, what structures are needed to help employers recruit more young people.
- **Demonstrating clear evidence of impact** – together with the hard impact measures and targets relating to NEET, other measures should be developed to measure “distance travelled” by young people.
- **Increasing the number of young people with LDD into supported employment** – a review needs to be carried out of the post 16 transition process. Data collected

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<sup>1</sup> Provision for Young People not in Education, Training and Employment (NEET), Research Report, June 2005. Prof Paul Croll and Alun Davies

<sup>2</sup> The Thinking and Behaviour of Young Adults (aged 16-15). Social Exclusion Unit 2005

<sup>3</sup> Evangelous, M. Taggart, B. Sylva, K. Melhuish, E. Sammons, P. Siraj-Blatchford, I. 2008. What makes a successful transition from primary to secondary school. London: Institute for Education research report EPPSE3-14.

should enable settings to make appropriate learning offers for young people who have a LDD to ensure that they are benefitting from the programme. In the event that they are not (or that a suitable course of study is not available) employer engagement should be brokered to enable such young people into supported employment.

- **Apprenticeships** - apprenticeships combine practical work with structured training, to give a nationally recognised qualification and the experience needed to get a job. The Council has developed an approach to Apprenticeships which is due for publication in July 2015, and as part of that work plans to 'ring fence' an apprenticeship offer to some of our Care Leavers.

### **3.4 Partnership Commitment and Action**

The Secondary (11-19) Partnership is committed to working with all the agencies involved with NEET, particularly Adviza, Training Providers and the Youth Service. Collectively stakeholders will work to maximise the available funding to support Bracknell Forest young people in moving from NEET to EET. The Partnership must be aware of the cost of additional provision and support required. The Secondary (11-19) Partnership will drive forward collaborative action through its schools and the Participation Group, to develop joined up holistic services for these young people. The Partnership will identify an appropriate grouping of school/college leaders to manage the proposed actions at each institution level.

Elevate Bracknell Forest is committed to support for all young people post 16 into a meaningful destination. This is achieved by Elevate Bracknell Forest's four core aims:

1. Bringing together and co-ordinating relevant organisations and agencies to work collaboratively towards helping young people into a meaningful occupation

Joint multi-agency working is a key factor to make Elevate Bracknell Forest successful. Building on existing relationships to make a wide net of partners will ensure a blanket provision for the target group. Additionally it will help aligning funding, sharing information and working towards a streamlined and clear-cut pathway for the young people of Bracknell Forest.

This is one of the main contributions of Elevate to the Council's provision for the NEET agenda. Elevate is bringing together providers that support NEET and unemployed 19-24 year olds Elevate is working closely with the relevant departments, including the department for Children, Young People and Learning who provide a major part of the services under the Elevate "umbrella". Enhancing the communication between providers in the Borough and across Berkshire is creating a new way of working together that aims to increase effectiveness and cooperation now and in future to best support NEET young people and unemployed 19 – 24 year olds.

2. Setting up a co-located IAG (Information, Advice and Guidance) hub

By co-ordinating the Elevate partners – key players in the field of youth employment, skills and education – and successfully co-locating them in an Information, Advice and Guidance (IAG) Hub the Elevate partners will work towards implementing a standardised system of recording "City Deal Active" young people, employing a new approach to outreach work and programmes specifically targeted at the most vulnerable groups such as young people with LDD or SEN, young offenders, care leavers and lone parents.

A successful collaboration between partners and other relevant agencies is key to making the Hub a success and to provide the 16-24 year olds in Bracknell Forest with a one-stop-shop to access the support they need to enter into meaningful education, employment or training.

Building on the first aim of Elevate is another key aspect supporting the Council's NEET work. The Hub includes Adviza, one of the main deliverers working with the Borough's NEET cohort. Additionally the National Careers Service, Nacro (crime reduction charity), Learning to Work, Bracknell and Wokingham College and other Council teams, including Community Learning and Breakthrough are contributing to the Hub's offer providing a holistic service to young people aged 16 – 24, including NEET young people and those at risk of becoming NEET.

3. Implementing a Bracknell Forest Elevate website called "ElevateMe Bracknell Forest"

ElevateMe Bracknell Forest provides young people with a tool to access relevant information, support and signposting on their journey towards employment. Being accessible by everyone the website can either provide local information on general support, CV's, interviews and opportunities to enhance their employability. Additionally the "City building" tool will help young people track their progress and enable them to build their own pathways. Advisers at the Hub will additionally use the website as a tool to engage with young people.

4. Delivering business brokerage and relationship co-ordination with local employers.

The programme furthermore aims to implement a successful business brokerage system co-ordinated by the Business Relationships Co-ordinator of Bracknell Forest Council that will benefit both businesses by identifying and addressing their needs with regards to young people's skills and education as well as the young people by equipping them with the right skills and experience required by local employers.

By successfully implementing these four core aims Elevate is working towards an improved approach to tackling youth unemployment in the Borough. It hopes to support the Children, Young people and Learning department in their work and aims to contribute in supporting NEET and unemployed young people improving their life chances.

Elevate Bracknell Forest is funded until the end of financial year 2015/2016 aiming to have the multi-organisational change implemented by then. Plans for sustainability of Elevate are being developed in 2015/2016 to secure the continuance of effective and efficient multi-agency working, running of a co-located IAG Hub and the website after 2016/2017.

#### **4. CONTRIBUTION TO STRATEGIC AIMS**

The NEET Strategy contributes to the Children and Young People's Plan key aims:

- OP1: Raise levels of attainment and pupil progress across all phases of learning for all pupils
- OP4: Improve outcomes for all children and young people, especially the more vulnerable.
- 

By addressing the issue of NEETs within Bracknell Forest the numbers engaged in education and training will be increased, contributing to the LA's '*Raising of the Participation Age*' strategy.

Through providing improved opportunities and support to vulnerable young people, social inclusion and equality will be promoted throughout the Borough. For example, this should in turn lead to a reduction in anti-social behaviour and offending. More young people with special needs gaining employment.

## **5. FINANCIAL IMPLICATIONS**

Actions should be planned within the existing budget allocations.

Alternative sources of funding as appropriate and as available will be sought for particular projects, such as the European Social Fund and Education Funding Agency grant funding.

Work with providers should be ongoing to ensure that curriculum initiatives are sustainable using conventional post-16 funding methodologies.

## BRACKNELL FOREST NEET ACTION PLAN 2015 - 2018

Objectives	Tasks	Lead Person	By when	Anticipated outputs and outcomes
Early Identification of vulnerable young people	Develop a system for early identification, intervention monitoring and tracking- RONI(Risk of NEET indicator) model with extended indicators	Kashif Nawaz	September 2015	Pilot with schools. Targeted early interventions can be made in years 7/8, or earlier in primary, to avoid later negative outcomes
	Use of Transition Coordinator referral form to identify risk of NEET - develop new process for referral for specialist support	Kashif Nawaz	September 2015	New process used by all agencies
Provide quality advice guidance and information	Existing arrangements reviewed with each school and college to ensure it meets individual pupil needs as well as statutory requirements	Helen Diffenthal	March 2016	Appropriate and effective IAG in place in all schools
170	All schools working within the IAG Standards	Kashif Nawaz/Helen Diffenthal	March 2016	Standards embedded into practice
	Continue to review and develop 14-19 curriculum provision with an emphasis on the breadth and volume of provision for young people who fail to reach level 2	Helen Diffenthal/Kashif Nawaz	On going	Reduce number of 16 – 18 year olds that are NEET
	Realistic discussions about aspirations and intended destinations	Adviza/Transition Coordinator	On going	Young people have a better understanding of the range of options available relevant to their potential
Increase the range of appropriate training and employment opportunities	Support employers to take on young people	Partnership Group / Elevate	On going	Increased supported work experience programmes and opportunities for young people

Objectives	Tasks	Lead Person	By when	Anticipated outputs and outcomes
	Develop the Council's capacity to take on apprentice's	Kashif Nawaz / Business and Enterprise Service	December 2016	A well structured and supported offer of apprenticeships in place with priority given to particular vulnerable groups such as Care Leavers.
	Commissioned spaces from Learning to Work to be more focused on developing employability skills amongst targeted school age young people at risk of being NEET.	Kashif Nawaz/Learning to Work	March 2016	Schools identified and target groups set up.
171	Further work with local economy and local business through the Partnership Group and Elevate project	Kashif Nawaz / Business and Enterprise Service	On going	Increased opportunities available. Young people more fulfilled following work experience and contacts. Employers more satisfied by employing young people with more appropriate skills
Challenge the culture of low aspirations and value placed on lifelong learning, education and training amongst certain groups of young people and to provide support for the transition of vulnerable young people	Identify and support all 16 – 19 year old care leavers into EET	Care Leavers Service/Virtual School/Adviza	On going	All young people in care offered additional support
	Increasing the number of young people with Learning Difficulties and Disabilities (LDD) into supported employment. Review post 16 transition and data collection process.	Kashif Nawaz / Adviza	March 2016	Young people with LDD able to access the same level of opportunities as their peers.

Objectives	Tasks	Lead Person	By when	Anticipated outputs and outcomes
	Discuss strategies with schools where numbers higher than the LA average of NEET originate from.	Kashif Nawaz	March 2016	Engage senior leadership. Raised awareness. Discuss strategies to engage those young people likely to be NEET
	Consider extending the CAF form to include referral (if relevant) from the Transition Coordinator.	Kashif Nawaz / Peter Hodges / Karen Frost	September 2016	Vulnerable young people benefit from a more informed support plan which includes consideration for their potential NEET situation
	Involvement of young people in service design	Participation Development Worker / Kashif Nawaz	On going	Young people benefit from being involved in processes such as interviews, planning activities and service development.
	Youth led interventions possible such as Duke of Edinburgh	Kashif Nawaz / Transition Coordinator	On going	Varied range of activities to engage with are available for vulnerable young people
To provide support to fathers, mothers, carers and others support	Develop links with Foster Carers through group work session	Childrens Social Care, Virtual School	On going	Foster Carers able to support their young people into education, training or employment
	Review parenting support programmes and interventions <i>Eg - Consider referrals to Troubled Families Programme for parents and young people at risk of becoming NEET</i> - Consider availability and appropriateness of other parenting interventions eg Parents of Teenagers course. - Positively offer opportunities at	Kashif Nawaz / Transition Coordinator	March 2016	Key workers report improved outcomes. Early intervention addressing families' needs avoids negative consequences. Parental interest supports YP. More support available for families with older teenagers YP more likely to have positive view about, and seek, education, employment or training



Objectives	Tasks	Lead Person	By when	Anticipated outputs and outcomes
	<p><i>conclusion of parenting interventions</i></p> <ul style="list-style-type: none"> <li>- <i>engaging in the community</i></li> <li>- using opportunities to engage with parents at times of exclusion</li> <li>- working with schools to be more creative about linking with parents</li> </ul>			
To provide activities and support for young people who are NEET	Focused job search with small groups of young people	Adviza / Transition Coordinator	On going	All NEET to have an up to date CV and regular contact with centre
173	Ensure all NEET are able to access National Career Service resources	Adviza	On going	Young people gain confidence, motivation, achievement, self-worth, employability skills etc. Reduced NEET.
	Develop specific support for young people to volunteer if not in work	Participation Group	On going	Improved employability for these young people
	Increase number of young people benefitting from Work Pairing	Kashif Nawaz / Transition Coordinator	On going	Activities provided at alternative venues. Numbers of young people attending increase. More employers supported to take on young people for this purpose.
	Explore wider Youth Service led accreditation models	Youth Service / Kashif Nawaz	March 2016	<p>Analysis of data yields greater insight to better target interventions and avoid negative outcomes.</p> <p>Young people benefit from more joined up interventions</p> <p>Young people have higher self esteem</p>

Objectives	Tasks	Lead Person	By when	Anticipated outputs and outcomes
				Young people are more “work ready”
	Maximise opportunities through Elevate project	Elevate	On going	Young people benefit from a range of services available from a central location
Communications	Positive material about successes of YP in difficult circumstances included in Council publications and offered to local media.	Communications team	September 2016	At least one article in: <ul style="list-style-type: none"> <li>- Council publications</li> <li>- Local media</li> </ul> YP/parents see success and realise it could be them.



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## Appendix 2

### Case Study

'D' always attended every appointment he made with his Community Personal Advisor. However he came in walking slowly with the weight of the world on his shoulders. 'D' had no motivation and was only passionate about playing football and computer games. He was always tired and lacking in energy. 'D' was scared of working and unsure what it really entailed.

Throughout 'D's' meeting with his Community Personal Advisor he remained disinterested. His Personal Advisor continued to meet with him on a weekly basis to search relevant, local opportunities. Despite going through several job vacancies 'D' wasn't interested in any. His Advisor encouraged him to look at Football Coaching roles but he was adamant he wanted to play football rather than coach it. 'D' Personal Advisor tried to get him to understand why he didn't like the sound of any of the roles. She discovered 'D' associated working with boredom and a clear end to his childhood. 'D' Advisor told him about Work Pairing, a gentle introduction into work, where he would gain relevant experience and a real insight into what working would be like. 'D', with the help of his Advisor, identified Virtual Games as a place he would like to work. 'D' filled in an application form, self-awareness and opportunity awareness form and submitted it to Virtual Games. He successfully secured an interview where Virtual Games agreed to take him on a voluntary basis twice a week for 3 months.

The first few weeks of 'D's' Work Pairing, whilst he always attended he was lethargic and worked at a very slow pace. We worked with Virtual Games to support 'D' through this time and help him make positive changes to his diet and sleeping routine. After 6 weeks of excellent attendance and incremental improvements 'D' became more comfortable with his role and colleagues. Even though the Work Pairing was intended to last a further 6 weeks Virtual Games decided to offer 'D' a full time apprenticeship. Virtual Games said 'D' had really proved himself and if they were totally honest they would have never taken him on if it was only based on his initial interview. 'D' has now been in his apprenticeship for 3 weeks and is more alive, confident and positive than we have ever seen him. He's really enjoying the role and said he never realised having a job could be this good.

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**TO: EXECUTIVE  
23 JUNE 2015**

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**ANNUAL REPORT FOR ADULT SOCIAL CARE, 2014-15  
Director of Adult Social Care, Health & Housing**

**1 PURPOSE OF REPORT**

- 1.1 The purpose of this report is to present the Annual Report for 2014-15 for Adult Social Care to the Executive.

**2 RECOMMENDATION**

- 2.1 **That the Executive approve the Annual Report for Adult Social Care for 2014-15.**

**3 REASONS FOR RECOMMENDATIONS**

- 3.1 In the past, the Care Quality Commission were provided with information on adult social care performance in providing social care services in Bracknell Forest Council. This no longer happens and we are requested to produce a Annual Report.
- 3.1 Supporting people using adult social care services, their families and carers to have more choice, control and independence are among the council's achievements and ongoing priorities, outlined in the document.

**4 ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 None considered.

**5 SUPPORTING INFORMATION**

- 5.1 This is the fifth Annual Report which Adult Social Care has provided under recent guidelines.
- 5.2 Annual reports offer the opportunity for councils to share a common approach with a more tailored local focus, responsive to the needs of people living in the local authority area.
- 5.3 Overall reaction to previous Annual Reports has been very positive, with good feedback received on both the format and content of the report. The format has been retained for 2014-15. To add to the report, a further 2 short videos have also been produced highlighting 2 particular priorities of the department, as it is felt this makes the report even more accessible to people, and is a more powerful medium for getting key messages across. This builds on the 3 short videos that added to the 2013-14 Annual Report.
- 5.4 Two video podcasts have been produced about Adult Social Care & Health to add to the report and will be made available online on the Council website.

- 5.5 In line with feedback received, this year's Annual Report presents information in a table and the report will be more widely publicised.
- 5.6 The Annual Report will be included in the agendas of the Portfolio Review Group on 2 June 2015 and the Adult Social Care & Housing Overview and Scrutiny Panel on 16 June 2015.

## **6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS**

### Borough Solicitor

- 6.1 The relevant legal requirements are addressed within the main body of the report.

### Borough Treasurer

- 6.2 There are no direct financial implications within this report, for the Council.

### Equalities Impact Assessment

- 6.3 N/A

### Strategic Risk Management Issues

- 6.4 None identified

## **7 CONSULTATION**

### Principal Groups Consulted

- 7.1 Feedback for the Annual Report has been sought from all relevant partnership boards, namely The Learning Disability Partnership Board, the Autism Partnership Board, the Safeguarding Adults Partnership Board, the Intermediate Care Partnership Board, the Older People Partnership Board, the Long Term Conditions and Sensory Needs Partnership Board, the Dementia Partnership Board and the Mental Health Partnership Board. Feedback has also been sought from Healthwatch Bracknell Forest.

### Method of Consultation

- 7.2 The report was included on the agenda at Partnership Board meetings and at the meeting with Healthwatch Bracknell Forest.

### Representations Received

- 7.3 All representations are included in the attached work.

### Contacts for further information

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neil.haddock@bracknell-forest.gov.uk

Mark Gittins, Adult Social Care, Health and Housing - 01344 351433  
mark.gittins@bracknell-forest.gov.uk



**ADULT  
SOCIAL  
CARE**

**Annual Report 2014-15**

June 2015

**WELCOME TO**

**BRACKNELL**

**FOREST'S ANNUAL REPORT**

*Contacting Adult Social Care:*

Telephone 01344 351500 or email [adult.services@bracknell-forest.gov.uk](mailto:adult.services@bracknell-forest.gov.uk). The offices can be visited by calling in at Time Square, Market Street, Bracknell, Berkshire RG12 1JD between the hours of 8.30 am and 5.00 pm (excluding weekends and Bank Holidays).

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## **SECTION 1 – VALUES WITHIN THE COUNCIL AND ADULT SOCIAL CARE**

Bracknell Forest Council believes the following is important when staff are working with people. Staff within the Council will be:

- Friendly and approachable – open, listening, & clear
- Accountable – taking responsibility for actions
- Efficient – providing value for money, quality services and use resources sensibly
- Fair – to act in a fair and equitable manner towards all to meet individual needs appropriately
- Innovative and forward thinking – having the freedom to come up with new ideas

For staff working in Adult Social Care and Health, this means:

‘Every person is an individual with a unique history that has helped to develop the person they are today, and the circumstances in which they live. The fact that a person may be in need of support in relation to housing, social care or healthcare does not diminish their rights to be treated with dignity and respect, and all support and interaction will be within that context.’

In supporting people, staff working in Adult Social Care and Health will:

- Listen to people in order to support them to make choices to meet their needs in a way that helps them live the life they want to lead
- Not make judgements about those choices, so that people are in control
- Treat people with dignity, and have an understanding of their circumstances
- Treat people, each other, and partner organisations, with respect
- Be open and honest
- Be hard working and dedicated.

## **SECTION 2 – WELCOME TO THE ANNUAL REPORT FOR 2014-15**

What is the Adult Social Care Annual Report and who is it for?

The Government introduced the Annual Report (sometimes called a Local Account) in 2011 so that local people could see what things were being done by staff in Adult Social Care and Health to improve the lives of people who need support, and also to show what things need to improve. This is the fifth Annual Report that has been written by Bracknell Forest Council.

Adult Social Care's Annual Report tells people:

- What were the most important things that were done in the year 2014-15
- How they improved the lives of people living in Bracknell Forest
- What things are planned for the year 2015-16

The report also shows how Bracknell Forest Council and the Government know how well the Council is doing and what may need to improve. The report also says what staff in Adult Social Care and Health will be doing next year, and what difference this will make to people's lives.

What people thought about the Annual Report for 2013-14:

People have said that they liked the following things about last year's report and these things have been kept in this year's report:

- The report had the right size of font which made it easy to read
- The index at the front meant people knew where to find things in the report
- The glossary at the back explained to people what some words and phrases meant
- Some people told us that they liked the videos on the website and there will be two new videos this year (there is more about this on page 7)

## What has improved about the report for 2014-15?

Some people have told us how the report could be improved. Here are some of things that people said they wanted to see, and what was done about them:

<i>What people said</i>	<i>What Adult Social Care and Health did</i>
The contact details for Adult Social Care should stand out more in the report	There is now a section on page 2 of the report showing how to contact Adult Social Care
The report should mention the work of the <u>Dementia Action Alliance</u>	This has been included on page 27
It is important that people in the community should know about the report and how they can get a copy	The report this year will be more widely publicised, by being advertised in the local press and through social media
People said that facts and information in the report should be simpler, in a table form and with comparisons with last year	This has been done and is on pages 10 and 11
People said that they liked the three videos which added to the report for 2013-14	Adult Social Care have produced two videos to add to the report for 2014-15 and more information is on pages 7 and 13

How people can get a copy of the Annual Report and say what they think about it:

An on-line copy of this report can be found at the link below:

[http://www.bracknell-forest.gov.uk/annual report2014-15](http://www.bracknell-forest.gov.uk/annual%20report2014-15)

If you are reading this report online, and you want a paper copy, please call Bracknell Forest Council on 01344 351433 or write to the Council at the address on page 2 or send an email to [ASCBI@bracknell-forest.gov.uk](mailto:ASCBI@bracknell-forest.gov.uk) saying how many copies you want and your address.

People can let Adult Social Care know what they think about the report. The online version has a section where people can give their views. There are also some questions which help Adult Social Care to know what to say in the report in future. Section 7 on page 20 shows other ways in which people can give their views.

Copies of the report will be distributed to partners and organisations within the community.

## More about the report for 2014-15:

Two videos have been produced this year which show two important things for Adult Social Care. These are:

- Priority 1 - Working together with other organisations to support people
- Priority 2 - Supporting people to find the right accommodation and stay living in their own homes and communities

The videos can be found at the link below:

<http://www.bracknell-forest.gov.uk/annual-report2014-15>

## Small summary version of the report

A small summary credit-card sized leaflet of this report will also be produced this year. This is a convenient size and can easily fit inside a wallet or handbag.

## Glossary

Some words in the report have been underlined and these are explained in the glossary on page 37.

## SECTION 3 – CHANGES TO CARE AND SUPPORT IN BRACKNELL FOREST IN 2014-15

Care and support in England is changing. As people are now living longer and have a better quality of life, the care and support needs they have are different and therefore the way this is provided has to change to reflect this.

“Care and support” is the term used to describe the help some adults need to live as well as possible with any illness or disability they may have. It can include help with things like getting out of bed, washing, dressing, getting to work, cooking meals, eating, seeing friends, caring for families and being part of the community.

It might also include emotional support at a time of difficulty and stress, helping people who are caring for an adult family member or friend or even giving others a lift to a social event. Care and support includes the help given by family and friends, as well as any provided by the Council or other organisations.

Many people will need care and support at some point in their lives and most people will pay something towards the cost of their care, if they can afford to. The new national changes are designed to help people plan for the future and puts them more in control of the help they receive. Any decisions about a person’s care and support will consider their wellbeing and what is important to them, their family and carers, so that they can stay healthy and remain independent for longer.

### What is changing?

There will be:

#### A new national level of eligibility for care and support

The level for care and support at which people will become eligible for help from Councils will change nationally. This is now the same for all Councils and will make care and support more consistent across the country, so if people move to another area of England, they will get the same level of support.

#### New support for unpaid carers

In England, millions of people provide unpaid care or support to an adult family member or friend, either in their own home or somewhere else. Caring for someone covers lots of different things, like helping with their washing, dressing or eating, taking them to regular appointments or keeping them company when they feel lonely or anxious.

These changes to the way care and support is provided in England mean carers may be able to get more help so that they can carry on caring whilst making sure they look after their own health and wellbeing. Until now, Councils only supported carers



of people who were eligible for care, but now carers of people who are not eligible for care and support may also get help, provided they meet the eligibility criteria.

## Support for carers

It is important to recognise that certain carers have always been able to receive support from Adult Social Care. However, more carers may now be eligible for support, such as a Direct Payment to spend on the things that make caring easier, or practical support, like arranging for someone to step in when they need a short break. Or, they may prefer to be put in touch with local support groups so they have people to talk to.

Carers can ask for a carer's assessment and as a result, a carer may be eligible for support from the Council. The Council will also offer advice and guidance to help carers with their responsibilities.

Please visit <http://www.bracknell-forest.gov.uk/carers> or <https://www.gov.uk> or <https://www.berkshirecarers.org> for more information about support for carers.

## Deferred payment agreements

From 1 April 2015, these were available across the whole country for any person who owns the home they live in, has less than £23,250 in the bank, and needs residential or nursing care. This means that people should not have to sell their homes in their lifetime to pay for their care. People in Bracknell Forest have been able to have a deferred payment agreement for many years, but up until this year, this has not been available from all Councils.

A deferred payment agreement is an arrangement with the Council that will enable some people to use the value of their homes to fund care home costs. If someone is eligible, the Council will pay the care home bills on their behalf similar to a secured loan agreement. They can delay repaying the Council until they choose to sell their home, or until after their death.

To find out more about these changes and how they will affect people, please contact Adult Social Care or phone on 01344 351760.

## SECTION 4 – KEY FACTS AND INFORMATION FOR BRACKNELL FOREST

Summary of facts and figures about Adult Social Care support:

2013-14	What is being measured	2014-15
100%	Percentage of adults, older people and carers who had as much choice and control as they wanted about how they were supported (sometimes called self-directed support)	100%
98	People aged 18 or over who moved to live in residential or nursing care	74
17%	Percentage of people with a learning disability who were helped to find or keep a job	19.5%
87%	Percentage of people with a learning disability who were helped to live at home	88.8%
5.7	People per 100,000 of population who had to stay in hospital longer than they needed to because the right support was not ready for them to leave	9.1
2.1	People per 100,000 of population above where Adult Social Care was responsible for the delay	3.9
42%	Percentage of carers who received either a break from their caring role, or other carers services, including information and advice	43.8%
81.3%	Percentage of people who left hospital and had support to help them get some or all of their skills back (reablement)	82.7%
92.7%	Percentage of new adults whose assessments were completed within 4 weeks of the initial referral	98.3%
19	Complaints about Adult Social Care services	21
138	Compliments about Adult Social Care services	67

Other information:

2013-14	What is being measured	2014-15
97%	The percentage of Financial Assessments completed in 5 working days	97.5%
8	The number of repeat safeguarding referrals	7
99.4%	Percentage of Enhanced Intermediate Care Referrals seen within 2 hours	97.3%

Where important changes have occurred to the fact and figures from last year

*People aged 18 or over who moved to live in residential or nursing care*

This is a direct result of more people being supported to live independently at home.

*Percentage of people with a learning disability who were helped to find or keep a job*

The percentage of people with a learning disability helped to find or keep a job is higher than the previous year, which shows a better performance against this measure.

*People per 100,000 population who had to stay in hospital longer than they needed to*

Comparing 2014-15 figures with the previous year, shows there has been a 34% increase within Bracknell Forest of the number of people requiring support to leave hospital. Combined with this, over the same period, there has also been a 25% increase in the number of people within the community requiring both short and or long term support. Against this backdrop, the 2014-15 figures actually represent an improvement in performance.

*Compliments*

There have been a reduction in the numbers of compliments compared to the previous year about Bridgewell, Heathlands, Blue Badges and Community Response and Reablement (CR&R) services, leading to an overall reduction in compliments. The reductions in compliments about Heathlands, Bridgewell and CR&R are due to both Heathlands and Bridgewell running at reduced capacity in 2014-15. The reduction in compliments about Blue Badges is due to the Government introducing a new Blue Badge scheme in 2014-15, which some applicants have found more challenging than the previous scheme.

*Percentage of new adults whose assessments were completed within 4 weeks of the initial referral*

More assessments were completed within 28 days compared to the previous year which shows better performance against this indicator.

## Approaching Adulthood

Staff in Adult Social Care work closely with practitioners in Children's Social Care to work with young people as they approach adulthood. For people who will be eligible for support from Adult Social Care, plans are developed well in advance of the young person's 18th birthday, to that the change is as smooth as possible.

Where young people will not be eligible for support from Adult Social Care, young people and their families are given advice and information on a range of options that can help them to achieve their required outcomes.

More information can be found at <http://www.bracknell-forest.gov.uk/approaching-adulthood-strategy.pdf>

## Annual Complaints Report

It is important to learn from complaints to make sure that the same things do not happen again. A report is written each year to tell people about the complaints and compliments in the year. The report for the year 2014-15 can be seen at the link below:

<http://www.bracknell-forest.gov.uk/complaintsprocedure>

## Performance Returns

Each year, Adult Social Care needs to send information to the government. These are called performance returns and they contain some of the information shown above. More information about the performance returns (sometimes called Social Care Collections) can be found at the link below:

<http://www.hscic.gov.uk/socialcarecollections2014>

## **SECTION 5 – TWO PRIORITIES FOR ADULT SOCIAL CARE AND HEALTH AND FOR PEOPLE LIVING IN BRACKNELL FOREST**

### Adult Social Care video podcasts

In 2013-14, Bracknell Forest Council produced three videos which added to what was said in the Annual Report. The videos showed three important things for Adult Social Care:

- **Personalisation**
- **Dementia Friendly Communities**
- **Prevention and Early Intervention**

They can be viewed at the link below:

<http://www.bracknell-forest.gov.uk/localaccount2013to2014>

People said they liked the videos and for 2014-15, Bracknell Forest Council has produced a further two videos which add to what has been written in this report and show two priorities for Adult Social Care and Health. The video titles and website links are shown below.

The two priorities are:

- **Priority 1 - Working together with other organisations to support people**
- **Priority 2 - Supporting people to find the right accommodation and stay living in their own homes and communities**

The videos can be viewed at the link below:

[http://www.bracknell-forest.gov.uk/annual\\_report2014-15](http://www.bracknell-forest.gov.uk/annual_report2014-15)

Priority 1 - Working together with other organisations to support people

“It’s really helpful to know that Health and Social Care people are working together because if we have any problems at all, then all we need to do is pick up the phone”

Adult Social Care works with many different organisations to keep people as independent, fit and well as they can be.

## What was done in 2014-15:

- Self-Care Week is a national week-long initiative that takes place each year in November. Adult Social Care worked with the NHS and other organisations like the Police, the Fire Service, Healthwatch and the voluntary sector to talk to local people about their health and wellbeing. Events were held during the week and people were offered Health MOTs, and given advice about maintaining a healthy weight, not drinking too much alcohol and how to stop smoking
- Sometimes people need extra support to keep well and to avoid accidents, such as people who are at risk of having a fall. The Council has a Falls Prevention Advice Service to visit people in their own home. The specialist trained Wellness Coaches give people advice and information about how to avoid a fall, or may advise people to visit their optician to have their eyes checked or visit their GP or pharmacist to review their medication. There is also a Falls Clinic at the Bridgewell Centre
- People who are at more urgent risk of or have had a fall, sometimes need more specialist help. People can be asked by their GP to go to the Rapid Access Community Clinic at the Bracknell Health Space for a test and a consultation with a health professional
- Things can happen that prevent people from being independent and the support of others is sometimes needed to help them to get back to normal. There are a range of rehabilitation services in Bracknell Forest which support people to recover from illness and injury and to keep well
- Intermediate Care in Bracknell Forest is provided by Adult Social Care together with the NHS. There are a range of services, such as support at home, physiotherapy and equipment loan that can help to keep people at home rather than having to go into hospital. This can also help people who have been in hospital to get back home and back to normal more quickly. Sometimes people need help to be able to say what they want through an advocate. An advocate is someone who can help people to understand information in order to make decisions about their lives and speak about things that are important to them. Be Heard is a group of people with a learning disability in Bracknell Forest. They are known as self-advocates. The group meet every week and are supported by an advocate to speak for themselves on the things that are important to them
- Adult Social Care has been working in partnership with the Public Health team to deliver high quality health improvement services. These have been nominated for four national awards in 2014-15. Specific achievements this year include a significant increase in the number of people quitting smoking (with quit success rates being one of the highest in England), a four-fold rise in access to our weight management services and the best delivery rate of NHS Health Checks in the Thames Valley region. Work has also included the “What’s in Your Glass” alcohol

harm reduction campaign, which was recognised as an example of best practice by an all parliamentary group, and the launch the new Falls Free 4 Life service aimed at reducing falls related injuries among our older residents.

- There are many sources of advice and information to help people to keep healthy and well and to stay at home. Adult Social Care works with a wide range of different organisations to provide specialist advice. This includes the Housing Team at the Council, Healthwatch, Bracknell Forest Homes, the NHS, Local Care Providers and Voluntary Organisations. A full list of partners can be found by visiting [www.bracknellforestpartnership.org.uk](http://www.bracknellforestpartnership.org.uk)
- The Council also produces the Helping You Stay Independent Guide with information on how to become and stay independent. Another way to find out information about support and activities is by browsing the Adult Social Care iHub, which is an A to Z online directory of services and events taking place in the local community, and can be found by visiting <http://www.bracknell-forest.gov.uk/healthandsocialcare>
- The Joint Prevention and Self-Care Board brings together people from Health and Social Care to agree how to give information to the local community about dementia, healthy eating, physical and mental wellbeing and diet and nutrition. The information has been made available through social media, the press, and flyers

Priority 2 - Supporting people to find the right accommodation and stay living in their own homes and communities

“Living independently means I get more freedom to do the things I want to do”

One of the main goals of Adult Social Care is to help the people that we support to live in the right accommodation and to stay living as independently as possible in their own homes and communities. Staff work with people to support them to do this.

Some of the ways in which staff in Adult Social Care support people:

Teams make sure that everyone who has support paid for by the Council has a personal budget, unless they live in a residential care home, or nursing home. People can have the money to pay for their support paid to them as a Direct Payment, or the Council can arrange their support for them (managed budget). People can choose to have a combination of the two.

One of the main aims of all teams within Adult Social Care is to help people to live as independently as they can.

Please note that the following does not represent all of the ways in which people in the community receive their support:

- Small changes can be made in the home with equipment such as hand rails and bed rails so that everyday tasks like getting around and getting in and out of bed become much easier and enable people to look after themselves
- Sometimes bigger changes are needed. A Disabled Facilities Grant meets the cost of things such as a stair lift which helps in getting up and down the stairs safely and easily, or a specially adapted shower on the same level as the floor which means that people can get in and out without difficulty
- The lifeline alarm system used by someone who has a fall or other type of accident, connects them to the Forestcare Team where help is available 7 days a week, 365 days a year to people living in Bracknell Forest. Forestcare also provides Keyholder Service and Care Calls
- Support at home from a support worker can help with things like preparing a meal, bathing, getting dressed and undressed and getting in or out of bed. People also receive support to look after their money, to deal with paperwork and bills and to remind them to take their medication
- The Support with Confidence Scheme helps people to find a Personal Assistant they can trust. As well as helping people in the home, Personal Assistants provide people with a real opportunity to get out and about to enjoy social and leisure pursuits, go to the bank or have a meal out
- Teams in Adult Social Care provide a service called Professional Support, which is one to one support offered over the telephone or through a visit. This might sometimes be over a shorter period when someone is recovering from an illness at home, or has just been discharged from hospital, or over a longer term for people with long term conditions
- There is a range of support for carers such as respite care to give carers a break (see also 'Support for carers' on page 9)

What was done in 2014-15:

- The Carers Joint Commissioning Strategy has been reviewed to ensure that there is the appropriate range of choices to meet the needs of carers
- Adult Social Care has paid (and continues to pay) for carers to have support and training to help them to return to paid or voluntary work
- The Hospital Discharge Service will be reviewed to ensure that 7 day working occurs across all teams in Adult Social Care and Health



What is planned for 2015-16:

- Extra-care housing will be available at Clement House, which is a new extra care scheme of 65 one and two bedroom apartments, developed by Bracknell Forest Homes in partnership with Bracknell Forest Council. The accommodation and support have been designed to meet the needs and aspirations of older people, and to enable independent living. There is a restaurant, atrium lounge and activity area, computer room, library, hair dressing salon and hobby room, and a range of social activities
- The Safe Place Scheme will be improved to support a wider range of people, for example people with mental health problems, people who require sensory support, people with dementia, and people who are physically disabled.

## SECTION 6 – LISTENING TO LOCAL PEOPLE

Staff in Adult Social Care are committed to listening to what local people have to say and to making sure that people have the chance to tell us what is important to them. This means that the support and services that people can have are right for their needs.

How staff in Adult Social Care listen to local people:

- Partnership Boards include people with different disabilities or medical conditions as well as people from local organisations such as the NHS and Voluntary Organisations. They give people in the community an opportunity to be involved in planning and decision making within Adult Social Care and Health . More information on Bracknell Forest Council Partnership work can be seen at the website link below:

<http://www.bracknellforestpartnership.org.uk/>

- Every year, Adult Social Care carry out consultations and surveys which enable people to give their views on a range of different subjects. These views and opinions help Adult Social Care and Health to understand where things can be improved. Wherever statutory consultation periods apply, the Council will observe the relevant consultation period. More information can be found at the website link below:

<http://www.bracknell-forest.gov.uk/haveyoursay>

- Members of the public take part in special meetings, sometimes called focus groups, where they are able to give their views on a range of different subjects. In addition, members of the public are able to attend Council meetings. A list of forthcoming meetings can be seen at the website link below:

<http://democratic.bracknell-forest.gov.uk/mgCalendarMonthView.aspx?GL=1&bcr=1>

- Adult Social Care staff learn more about what people want through complaints, and the Council publish what has been learnt each year in an annual report. The report for 2014-15 can be seen here:

<http://www.bracknell-forest.gov.uk/complaintsprocedure>

- Joint Commissioning Strategies are plans which show how Adult Social Care has listened to local people, and how what has been said might change the way support is provided to different groups of people. These plans are regularly checked to make sure that they are up to date

- Everyone who is supported through Adult Social Care is encouraged at all times to say what they think of the support they get.

## SECTION 7 – PREVENTION AND SELF-CARE

Being independent means people having the freedom, choice, dignity and control at home, at work and in the community to live life the way they want. There is a strong link between a person's independence and their health and wellbeing.

Independence does not necessarily mean people living on their own without support. It means people having the support they need which allows them to join in the community and live as active a life as they can if they so choose.

Adult Social Care produce a 'Helping You to Stay Independent Guide' which can be found at the link below:

<http://www.bracknell-forest.gov.uk/selfcare>

A strong emphasis has been placed on giving people information and advice to encourage them to take responsibility for their health and wellbeing.

Adult Social Care and Health want people to remain healthier for longer, and people who are healthier are much more likely to be more independent, and to have more choice and control about how they want to live their lives.

Prevention and Self-Care means people doing things that lead to better health and wellbeing, and being self-reliant. This helps people to reduce the risk of things like heart disease and other long term problems with health such as diabetes or depression.

Most people can do something for themselves to stay fit and active so they can remain independent and happy in their own home for as long as possible. Keeping healthy and well is not just about physical exercise; feeling low or lonely, or having poor mental health, can be as bad for people as being physically unfit.

There are many things people do in Bracknell Forest to keep active and healthy, whether that's doing something energetic like going out for a walk, taking up a new hobby to keep the mind active or just seeing family and friends to make sure people don't become isolated.

Sometimes people need some help to keep well, whether that's just some advice and information, some equipment or more intensive support for people to get back to normal after being unwell.

What will be done in 2015-16:

- A Prevention and Self-Care Strategy will be written which will show how Bracknell Forest continues to support people to be as fit and healthy as they can, and to stay as independent as they can

- Adult Social Care will organise Self-Care Week to make sure that people continue to receive advice and information on ways in which they can help themselves to be fit and healthy
- The Helping You to Stay Independent Guide which contains information on some of the ways local people are able to remain healthier for longer, will be reviewed and updated. This is done every year.

## **SECTION 8 – CARE GOVERNANCE AND QUALITY ASSURANCE**

The Department has developed a robust approach to Quality Assurance and Care Governance, ensuring that the quality of care and support that people receive is high.

The support arrangements for every person supported by the Council are reviewed at least once a year, often more frequently. People and their relatives and advocates are encouraged to be as honest as possible about whether the support is as they want it.

Any concerns about a provider organisation are raised through things such as:

- Reviews
- Care Quality Commission inspection reports or other concerns
- Complaints
- MP enquiries
- Safeguarding alerts
- Contract monitoring/Quality Assurance processes

These are considered by the Care Governance Board, and an appropriate course of action is agreed. This may include suspending further use of the organisation until the issues have been addressed, and identifying an officer of the Council to work with the provider to help improve quality.

More information can be found at <http://www.bracknell-forest.gov.uk/care-Governance-policy-and-procedures.pdf>

The Learning Disabilities Partnership Board is developing a charter to state very clearly the quality of support they expect from organisations and workers.

Compliance with this will become part of our contracts.

## SECTION 9 – SUPPORT FOR PEOPLE WITH AUTISM

What support is offered to people:

The Community Team for People with Autism Spectrum Disorder (CTPASD also known as the Autism Team) provides support for people who have difficulties because they have autism, and support for their carers. People are offered counselling, support and information on benefits and voluntary groups. Support is also offered to help with daily living skills, education and employment, accommodation and for people to travel independently and use public transport.

What was done in 2014-15:

- The second Adult Autism Joint Commissioning Strategy was completed after asking people and partners what sort of services they wanted to enable them and their families to lead fulfilling and rewarding lives
- Awareness training was given by the Berkshire Autistic Society to staff in Adult Social Care, to college students who are mentoring people with autism, to tutors at Bracknell & Wokingham College and to the Elevate staff. The training has increased people's awareness and understanding of autism and how people with autism want to be supported
- The Autism Team has worked closely with the Probation Service, the Police and the Prison Service to increase people's awareness and understanding of autism
- The Autism Team has also worked with local shops and offices to help people to find or keep a job, and has helped employers with reasonable adjustments.
- Breakthrough have helped people to look for, apply or keep jobs, and supported people with one on one job coaching, preparing for interviews and with travel
- People with autism can go to skills workshops to help them to improve their confidence when they are looking for or keeping a job
- The Autism Team worked with Elevate to make sure that people with autism receive the right sort of training so that they are able to find or keep a job

What is planned for 2015-16:

- A 6 week skills programme called Training on Skills for Independent Living will be given to small groups of people with autism. The training includes maintaining health and wellbeing, cooking, home repairs and shopping, along with other topics, and will help people to be more independent

- Training will be provided to GPs and surgery staff to raise awareness and understanding of autism and to help surgeries to make changes that help people of all ages with autism
- Teachers and other school staff will receive training to raise their awareness and understanding of autism.



## SECTION 10 – SUPPORT FOR PEOPLE WITH LEARNING DISABILITIES

What support is offered to people:

Adults with learning disabilities often need support to understand new information, find or keep a job, or to learn new skills. The Community Team for People with Learning Disabilities (CTPLD) has staff from the NHS and from Adult Social Care who support people. Support is also offered through Waymead provider services where people with learning disabilities who live at home with their main carer can come for a short stay, in order for their carer to have a break. In addition, the Breakthrough supported employment service offers a personalised approach to support people to look for, find and keep a job.

What was done in 2014-15:

- Innersense have provided training for staff so that they have more awareness and understanding of people with a learning disability
- There are flats at Waymead where people can learn to do things such as daily activities on their own. As a result of this, some of the people who have stayed there have been able to move into their own accommodation
- Staff in CTPLD have worked closely with housing providers to ensure that people with learning disabilities have been able to move into houses that meet their specific needs and are affordable
- Staff have worked with local shops and offices to help people to find or keep a job, and also to help employers with reasonable adjustments
- Breakthrough have helped people to look for, apply or keep jobs, and supported people with one on one job coaching, preparing for interviews and with travel
- The Fulfilling Lives Group has reviewed their education, employment and employment action plans for next year. A questionnaire will now be sent to people with learning disabilities to enable them to say what they want in the development of these services

What is planned for 2015-16:

- Learning Disability Awareness Training will be provided to staff during Learning Disability Awareness week in June to make sure that staff in Adult Social Care are more aware of what it means to have a learning disability. There will be 7 people with a learning disability working on the project and training will also be provided to the local workforce in Bracknell Forest.

## **SECTION 11 – SUPPORT FOR OLDER PEOPLE AND PEOPLE WITH LONG TERM CONDITIONS, INCLUDING PEOPLE WHO REQUIRE SENSORY SUPPORT**

What support is offered to people:

The Older People and Long Term Conditions (OP&LTC) Team works with people to see what support they need and then helps them to plan how their needs will be met in the way that they want.

What was done in 2014-15:

- Homecare providers have attended a workshop to help them understand how to support people with dementia which will improve the quality of care provided
- The Sensory Needs Service at the Bridgewell Centre for people who require sensory support has been made available to more people, to help them to stay living independently at home
- Working in partnership with the Clinical Commissioning Group (CCG), support has been provided to people with a long term condition to manage their support and improve their health and wellbeing
- The OP&LTC Team work with Elevate to provide support for young people with physical or neurological conditions. They can provide one to one support for example to help them to access hobbies and social activities

What is planned for 2015/16:

- The OP&LTC Team will be carrying out a review of care and support at Clement House, in particular the night care “peace of mind” service to improve the support people receive and make sure people’s needs are being met
- There will be a review of the Sensory Needs Service making sure that people’s needs are met, and that people receive services in a more effective and efficient way
- The way in which people apply for and receive a Disabled Facilities Grant will be reviewed to make sure that the service is more streamlined and responds to people’s needs in a more efficient way.

## SECTION 12 – SUPPORT FOR PEOPLE WITH MENTAL HEALTH PROBLEMS

What support is offered to people:

There are two teams that provide support for adults with mental health problems – the Community Mental Health Team (CMHT) and the Community Mental Health Team for Older Adults (CMHT OA). The Memory Clinic sits within CMHT OA. Specialist assessments and services are offered to people who may need special mental health support including support for a first onset of psychosis (people who are seeing or hearing things, or who are very frightened of what other people are doing). The Dementia Advisor works with people who have just learned that they have dementia and their families and loved ones.

What was done in 2014-15:

- The Memory Clinic was awarded Memory Clinic Accreditation with the Royal College of Psychiatrists
- A programme aimed at increasing people's awareness of mental health has been delivered each quarter, known as the mental health first aid course
- A new Dementia Action Alliance has been formed which involves people from health and social care, public services such as the police, voluntary services and other local business leaders. Each organisation has put together an action plan to improve support and access for people with dementia and their carers. A Dementia Action Alliance co-ordinator has been appointed to support this work
- CMHT have been supporting more people to find and/or keep a job or educational course. This is one of the areas that has been a particular focus for the service and the number of people being supported in this way has more than doubled in 2014-15 compared to the previous year (from 45 people to 98 people)
- Staff have received more training to enable them to provide psychological support to individuals to help them manage better. This has included training to help people to deal with problem solving and anxiety related conditions

What is planned for 2015/16:

- Through the Dementia Action Alliance, CMHT OA will continue to improve support to people living with dementia. Dementia Friendly Communities will be promoted so that people feel welcome and part of the community
- In partnership with GPs and the Memory Clinic, CMHT OA will do more work on the early diagnosis of dementia, so that better care and support is provided to people
- CMHT will promote healthy lifestyles to people which will include helping people to reduce or give up smoking
- People who are leaving secondary care will be supported by a new CMHT staff member and services have been commissioned through Rethink to support them to recover more quickly.

## **SECTION 13 – SUPPORT FOR PEOPLE TO REGAIN AND MAINTAIN THEIR INDEPENDENCE**

What support is offered to people:

Sometimes people become unwell and the support of others is needed to get better. The Community Response and Re-ablement (CR&R) Team provide services that help people to stay at home rather than having to go into hospital, and also help those who have been in hospital to get back home. The CR&R Team also make sure that when people first contact Adult Social Care, that they are put in contact with the right team to help them. The CR&R Team are available 7 days a week 24 hours a day service, and respond to urgent needs within 2 hours.

Additional information on this service can also be seen in *Section 5 under Working together with other organisations to support people* (page 13) and *Section 7 – Prevention and Self-Care* (page 20).

What was done in 2014-15:

- There is a new Joint Intermediate Care Strategy, which says how work should be done and services provided so that the needs of local people continue to be met. The Action plan is being developed, and will take effect in 2015-16.
- The CR&R Team have worked on the Winter Wellbeing project which has meant that older, vulnerable and isolated people are safe and have enough food and medication. Many of the people were recovering from an illness or a fall or recently came out of hospital and have no family, friends or neighbours to help them
- Staff have continued to work with hospitals and other care providers to ensure support to people when they are ready to leave hospital. The Hospital In-Reach Service is now available 7 days a week, increased from 5 days the previous year
- Working together with the NHS, the Council has a Falls Clinic which offers an assessment to people who are at risk of falling followed by information and advice, and an exercise programme to reduce their future risk of falls.

## SECTION 14 – SUPPORT FOR PEOPLE TO ACCESS DRUG AND ALCOHOL SERVICES

What support is offered to people:

Bracknell Forest's Drugs and Alcohol Action Team (DAAT) work with people who take illicit drugs, drink too much alcohol or take too many prescription drugs. The team help people to find new ways of drinking less, taking fewer drugs, or stopping altogether. There are a number of special services to help them. The team is one of 8 nationally selected areas to adopt Payment by Results, a new approach to supporting people.

What was done in 2014-15:

- The review of Payment by Results showed that people with drug-related problems, and people who drink too much alcohol, were helped more than the national average. The scheme was shown to significantly improve outcomes for people
- The DAAT worked on a plan to improve the health and wellbeing of people who misuse drugs and alcohol
- Further training was provided to local pharmacies to build on the previous year's activities, in order to improve the level of advice offered to their customers on reducing harm caused by drugs and alcohol abuse

What is planned for 2015-16:

- New staff who join Adult Social Care and some existing staff will receive specific drug and alcohol training. This will enable staff to recognise where someone they are working with is experiencing drug problems, or drinking too much alcohol
- The DAAT will be employing a health and wellbeing nurse, who will support people with drug problems and people who drink too much to eat healthily, join exercise programmes, provide advice on healthcare and how to access local healthcare services
- Staff within the DAAT will be working with Children's Services to deliver on the recommendations identified in the Adult Social Care and Housing Overview and scrutiny Panel's 'Review of Substance Misuse Involving Children and Young People'

## SECTION 15 – ADULT SAFEGUARDING

What support is offered to people:

Safeguarding staff work closely with the other Councils in East Berkshire, the Police, the Probation Service, the Health Service and other private and voluntary organisations to try and prevent adult abuse occurring and to stop it when it happens.

The service ensures that:

- Staff and providers give the best support for people wherever there are safeguarding concerns
- Training on Safeguarding and the Mental Capacity Act is provided to staff so that they offer people the right support and comply with the law
- The Safeguarding Adults Partnership Board plans are achieved

What was done in 2014-15:

- Adult Social Care in Bracknell Forest was part of a national project which helped to make sure that people with care and support needs get the outcomes they want from the Council's safeguarding practice

What is planned for 2015-16:

- A review of the Bracknell Forest Safeguarding Adults Board will be done to make sure that it does what the Care Act says it must
- The team will be working with partners to identify how local agencies can best work together to safeguard people at risk of abuse. This will include the option of developing a local Multi-agency Safeguarding Hub (MASH)

## SECTION 16 – EMERGENCY DUTY SERVICES

What support is offered to people:

The EDS Team provides an emergency 'out of office hours' service for adults and children across all of Berkshire, and has particular responsibility for people who are vulnerable or at risk, who need social care, or who are homeless and need help.

The EDS Team also provide advice and information, carry out mental health assessments, and also deal with things that are urgent and cannot wait until the next working day.

What was done in 2014-15:

- The service worked with the NHS and with social care providers to make sure that people who were about to leave hospital, did not have to stay in hospital longer than they needed to
- The service has over 20 volunteer Appropriate Adults working with it and offers regular training and supervision for them
- The service was inspected by OFSTED and the Care Quality Commission (CQC) and received good comments from both of these organisations about what was being done well

What is planned for 2015-16:

- The service will be reviewed to make sure that it continues to offer the best support to people who use it
- More volunteer Appropriate Adults will be found to make sure that the right amount of safeguarding is received by the people who need it.



## SECTION 17 – THE ROLE OF HEALTHWATCH

Healthwatch is the name that has been given to organisations that help children, young people and adults to speak up about health and social care. Healthwatch England is a national organisation. Healthwatch Bracknell Forest works locally and is led by people from the Ark Trust. It includes people from Mencap, Deaf Positives, Berkshire Autistic Society, Kids, EBE2, Just Advocacy and SEAP. Healthwatch is here to:

- Be a champion of everything to do with health and social care in Bracknell Forest. A champion means standing up for things and people
- Listen to what the public and patients have to say about things to do with health and social care
- Be trusted by people as a good place to go to find out more about health and social care in their area
- Help people to find out more about the services they need

Healthwatch England is part of the CQC who check all health and social care services in England. They do the following things:

- Speak up on things about health and social care services that affect children, young people and adults all over England
- Find out what is happening and what people want from services by collecting information from people who use services, local Healthwatch groups and other organisations who work with people such as charities
- Use this information to find out about problems so that services are improved where necessary

Healthwatch Bracknell Forest helps people to get good health and social care services by doing the following things:

- Give everyone a chance to say what services they need in the area
- Give people information, advice and support about health and social care services
- Find out what people in Bracknell Forest think about services
- Check how good services are
- Tell services what support people need and how they want to get this

To have your say about health and social care services or to get involved by becoming a volunteer, you can write, phone or email Healthwatch using the contact details below

Healthwatch Bracknell Forest  
The Space

20 Market Street  
Bracknell  
Berkshire  
RG12 1JG  
Tel : 01344 266 911

Email: [enquiries@healthwatchbracknellforest.co.uk](mailto:enquiries@healthwatchbracknellforest.co.uk)

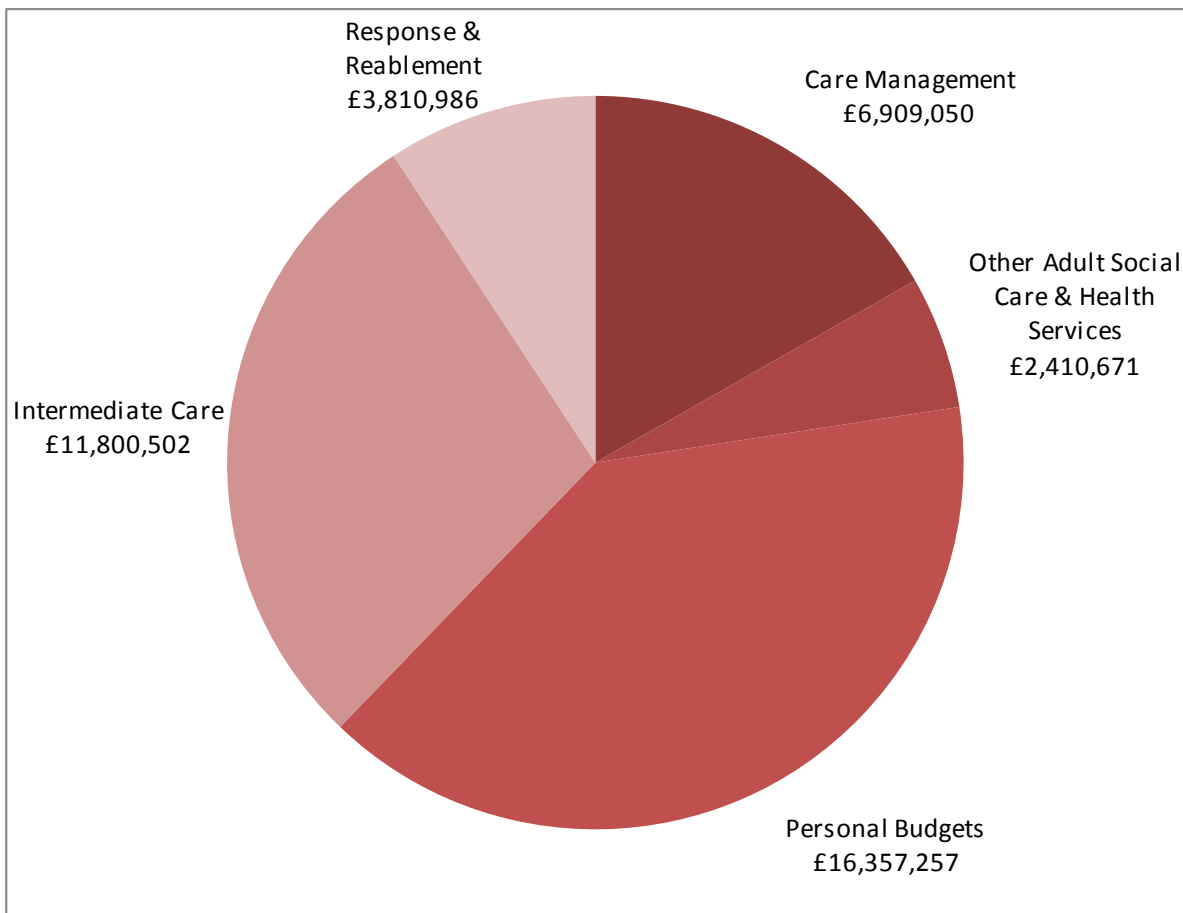
Website: <http://www.healthwatchbracknellforest.co.uk/>

## SECTION 18 – MONEY

This is what was spent in Adult Social Care in 2014-15. The total amount was £41.3M and this was within budget. The underspend on the Adult Social Care part of the departmental budget was £103,000.

The chart below shows what was spent on the different activities.

Actual Gross Expenditure 2014-15 (£'000s)



Bracknell Forest Council's draft statement of accounts will be available from the beginning of July 2015 and will be available for viewing on our website.

## **SECTION 19 – ANNUAL REPORT FOR 2015-16**

An Annual Report will be produced for 2015-16. The views of local people continue to be important to Adult Social Care, people should let the Council know:

- Which social care services they would like Adult Social Care to talk about in the Annual Report and what people want to know about them
- Which services people think Adult Social Care should be focusing on
- What other things should be mentioned in the Annual Report

Please contact Bracknell Forest with any feedback by email to:

[asc.performance-management@bracknell-forest.gov.uk](mailto:asc.performance-management@bracknell-forest.gov.uk)

or by post to:

Bracknell Forest Council, Business Intelligence Team, Adult Social Care Health and Housing, Time Square, Market Street, BRACKNELL, RG12 1JD. Alternatively, views about the annual report can be provided here :

<http://www.bracknell-forest.gov.uk/annual-report2014-15>

## GLOSSARY

<b>Advocates / Advocacy</b>	Help for people to express their views about their needs and choices. An advocate is someone who does this
<b>Appropriate Adults</b>	An Appropriate Adult is someone who is completely independent of the police and is there to support a person and provide extra help when the person is talking to the police. Appropriate Adults have a good understanding of the needs of young people and people with mental health needs
<b>Assessment</b>	An assessment is the process that helps to find out what support a person needs
<b>Autistic Spectrum Disorder (Autism)</b>	Autism is a lifelong developmental disability that affects how a person communicates with, and relates to, other people
<b>Bridgewell Centre</b>	This is the place people can go when they are too ill to be at home, but do not need to go to hospital. The Falls Clinic, <u>Memory Clinic</u> and <u>Sensory Needs Service</u> are also based in the same building
<b>Bracknell Health Space</b>	Bracknell Health Space is located at Brants Bridge and offers a wide range of health services for residents of Bracknell and the surrounding areas
<b>Care Calls</b>	Care Calls is a service offered by Forestcare. A Care Call is made to a person at a particular time or times of day. For example, Care Calls are used to remind people to take their medication
<b>Common Point of Entry (CPE)</b>	This is where all referrals for Berkshire Healthcare Trusts' services are taken. The staff working in CPE will check to see whether people need advice or assessment, and will refer them to the right services
<b>Commissioning Strategy</b>	A commissioning strategy is the plan that says what will be done to meet local need, taking into account what the Government expects to be done, and known best practice

<b>Consultations</b>	Consultations describe the way in which the Council asks for and receives the views of people in the Community. Sometimes this can take the form of a questionnaire. Consultations are usually undertaken when there is a proposed change within Adult Social Care that will affect people
<b>Deferred Payment</b>	A deferred payment agreement is an arrangement with the Council that enables people to use the value of their homes to help pay care home costs. If someone is <u>eligible</u> , the Council will help to pay their care home bills on their behalf. They can then delay repaying the Council until they choose to sell their home, or until after their death
<b>Dementia</b>	A set of symptoms that may include loss of memory and difficulties with thinking, problem-solving or language, and that get worse over time. This is caused by damage to the brain resulting from diseases like Alzheimers, or a series of strokes
<b>Dementia Friendly Communities</b>	A Dementia Friendly Community is one where people are aware of and understand more about dementia; people with dementia and their carers will be encouraged to seek help and support; and people with dementia will feel included in their community, to be more independent and have more choice and control over their lives. This is achieved through the work of the <u>Dementia Action Alliance</u> (see page 41).
<b>Direct Payment</b>	Money paid to people who need care following an assessment to help them buy their own care or support and be in control of those services
<b>Disabled Facility Grant</b>	<u>Eligible</u> people can get a Disabled Facility Grant from the Council if they are disabled and need to make changes to their home, for example to widen doors and install ramps, improve access to rooms and facilities - eg stairlifts or a downstairs bathroom. A Disabled Facility Grant can also provide a heating system suitable for their needs, and adapt heating or lighting controls to make them easier to use

<b>Eligibility</b>	Eligibility is how Adult Social Care decide what social care support people are entitled to have paid for by the Council. From 2015-16, this will be the same for all Councils in England and will make care and support more consistent across the country, so if people move to another area of England, they will get the same level of care and support
<b>Equipment &amp; Adaptations</b>	Equipment and adaptations are changes in the home which enable people to live more independently. Examples of the equipment are hand rails and grab rails, which help people in a variety of tasks around the home
<b>Extra-care housing</b>	This provides people, usually frail older people, with their own home in the community together on the same site as other frail older people and with varying levels of care and support on-site
<b>Falls Prevention Advice Service</b>	The Council has a Falls Prevention Advice Service. Wellness Coaches visit people at home to give them advice and information about how to avoid a fall. They may advise people to visit the optician or ask a pharmacist to review their medication. They can refer people to Strength and Balance classes where people can do exercises to prevent falls
<b>Forestcare</b>	Forestcare installs Lifeline Alarm Systems in people's homes so that they can easily seek help when they need it. The service operates 365 days a year 24 hours a day to provide peace of mind and safety to vulnerable households in Bracknell Forest. Forestcare also provides a <u>Key Holder Response</u> and <u>Care Calls</u> for organisations and individuals in the local area
<b>Fulfilling Lives Group</b>	The Fulfilling Lives Group meets every 2 months to look at opportunities and support for people with learning disabilities and autism in the areas of education, employment and training, leisure and social activities. The group includes people with learning disabilities or autism, people from advocacy and employment organisations, and representatives for health, leisure and other community based services

<b>Health and Wellbeing Boards</b>	A partnership of senior leaders from the local NHS, the Council, Healthwatch and the voluntary and community sector to improve health and wellbeing and reduce health inequalities (see also <a href="#">Wellbeing</a> )
<b>Helping You to Stay Independent Guide</b>	The Helping You to Stay Independent Guide is a brochure which provides useful information for people about how they can take responsibility for their health and wellbeing. There are articles in the guide on subjects such as NHS Health Checks, Self-Care and quitting smoking
<b>Homecare Providers</b>	Homecare Providers are independent organisations commissioned by the Council to provide homecare to people in the local area
<b>Hospital In-reach service</b>	Team of social care practitioners who work with the hospitals to make sure that people have the right support to go home as soon as possible
<b>Intermediate Care</b>	This is the support provided for people to help them recover when they leave hospital, or prevent them having to go into hospital when they become unwell. It can be provided for up to six weeks
<b>Key Holder Response</b>	A small key safe is placed outside the person's home. If for any reason the person presses their lifeline alarm, then a friend or neighbour can check on the person, and emergency services will be contacted by Forestcare if necessary
<b>Managed budget</b>	Where a person asks the Council to directly provide them with services to the value of their <a href="#">Personal Budget</a> , and manage money on their behalf (see also <a href="#">Personal Budget</a> )
<b>Memory Clinic</b>	The Memory Clinic can help people newly diagnosed with <a href="#">dementia</a> who are you finding it harder to manage daily tasks at home. Staff provide people with an assessment of their memory and other skills and can also offer treatment and support for people, their family and loved ones
<b>Memory Clinic Accreditation</b>	This means that people being supported and their family and loved ones are assured of the quality of the service being provided



<b>Multi-agency Safeguarding Hub (MASH)</b>	A Multi-agency Safeguarding Hub (MASH) is a single point of contact for an area which receives all safeguarding enquiries and concerns. As well as staff from social care staff, a MASH could include people from a range of other organisations such as the Police, the Probation Service, Fire, Ambulance, Health, and Education. People in the MASH share information to make sure that they can act to prevent harm to vulnerable people
<b>Partners</b>	Organisations and/or people who work together to make sure things happen in the best way possible
<b>Partnership Board</b>	This is a group of people from a range of organisations, people who have support, and their carers, who meet to develop the commissioning strategy, and make sure that everybody is playing their part in making sure that the plans happen
<b>Payment by results</b>	A contract where the provider gets paid based on what they achieve rather than how much they do; for example, for Drugs & Alcohol, the provider will be paid according to how many people recover following treatment, rather than how many people they see
<b>Pendant alarms</b>	An alarm worn around the neck that can be pressed in an emergency to ensure help is provided as soon as possible
<b>Personal Assistant/s</b>	Someone employed by a person using <u>Direct Payments</u> to support them with some or all of their support needs
<b>Personal Budget</b>	Money allocated to someone who needs support where the money comes from the Council's social care funding
<b>Personalisation / personalised approaches</b>	Making sure that the person who needs support has as much choice and control as possible over how they are supported
<b>Prevention and Early Intervention</b>	Support, advice or information that is given to people to help them to stay well, healthy and independent, and prevent them from needing support or services for as long as possible

<b>Rapid Access Community Clinic</b>	The Rapid Assessment Community Clinic based at Bracknell Health Space offers a real alternative to going into hospital. Rapid assessment and treatment is tailored to meet the needs of older people, with complex health needs, such as those at risk of falling. People can be referred by a GP, Physiotherapist or District Nurse so that in most cases, people can be seen locally without having to go to hospital
<b>Reasonable Adjustments</b>	A Reasonable Adjustment is a change that an employer can make that would make sure that a disabled person can do their job without being at a disadvantage compared to others. Examples would be to provide a parking space nearby to the office, or to offer someone with a disability regular breaks
<b>Respite Care</b>	Respite care is a place to stay outside the home where a loved one may go and stay for a short while. This gives a break to families who are caring for them
<b>Review</b>	A check to make sure that the support provided for a person still meets their needs in the most appropriate way. If not, then more appropriate arrangements will be made
<b>Safe Place Scheme</b>	Bracknell Forest's Safe Place Scheme provides support to vulnerable people in the community when they are out and about. The scheme provides places such as local shops, businesses and amenities where people can go for support when they are feeling anxious and vulnerable
<b>Safeguarding / Safeguarded / Safeguard</b>	Safeguarding includes any work or activity which aims to support adults who are at risk to stay independent and to be able to live a life that is free from abuse and neglect
<b>Secondary Care</b>	Secondary care refers to services provided by medical specialists who generally do not have the first contact with a patient, for instance a neurologist or a rehabilitation consultant
<b>Self-Care Week</b>	Self-Care Week is a series of events that takes place in Bracknell every year in November. In 2014, Health and Social Care experts were on hand to give advice about being healthy, street doctors provided MOTs for the body, and Talking Therapies, part of Berkshire Healthcare Foundation Trust, answered questions about mental health

<b>Sensory Needs Service</b>	The Sensory Needs Service responds to the needs of people who are registered blind or partially sighted, are profoundly Deaf, deafened or are hard of hearing and who have dual sensory impairment including DeafBlindness
<b>Support with Confidence Scheme</b>	The Support with Confidence Scheme aims to help people find Personal Assistants that they can trust, from people and organisations that have been vetted and approved on grounds of quality, safety and training
<b>Telecare</b>	Equipment, devices and services to help vulnerable people stay safe and independent at home (e.g. fall sensors and safety alarms)
<b>Waymead</b>	Waymead is a place where people with learning disabilities who live at home with their main carer can come for a short stay, in order for them to get a break. It is a recently refurbished building with 5 en suite bedrooms all on the ground floor with many pieces of specialist equipment that enables us to support people with a diverse range of needs
<b>Wellness / Wellbeing</b>	“Wellness” and “Wellbeing” are difficult to describe because they mean different things to different people. Generally they mean feelings of happiness, feeling life is worthwhile, not being anxious and being satisfied with life

## ORGANISATIONS

<b>Ark Trust</b>	<p>A local charity providing support and advice to people with disabilities and mental ill health</p> <p><a href="http://www.theark.org.uk/">www.theark.org.uk/</a></p>
<b>Be Heard</b>	<p>Self advocacy group for people with learning disabilities in Bracknell Forest</p> <p><a href="http://www.justadvocacy.org.uk">http://www.justadvocacy.org.uk</a></p>
<b>Berkshire Autistic Society</b>	<p>Berkshire Autistic Society is a charity providing comprehensive services for all ages of people with autism, their families, carers and professionals working in the field</p> <p><a href="http://www.autismberkshire.org.uk/">http://www.autismberkshire.org.uk/</a></p>
<b>Breakthrough</b>	<p>Breakthrough is a supported employment service offering a personalised approach to support people with a learning disability or autism to look for, access and retain employment</p> <p><a href="http://www.bracknell-forest.gov.uk/breakthroughsupportedemployment">http://www.bracknell-forest.gov.uk/breakthroughsupportedemployment</a></p>
<b>Clinical Commissioning Group (CCG)</b>	<p>These are groups of GP practices (sometimes referred to as GP Clusters) that work together and are responsible for commissioning most local health care services that people need</p> <p><a href="http://www.bracknellandascotccg.nhs.uk">http://www.bracknellandascotccg.nhs.uk</a></p>
<b>Care Quality Commission (CQC)</b>	<p>The Care Quality Commission is an independent organisation which makes sure that people get good, safe health and social care and that it meets the rules set by the Government. They also look after the rights of people who need extra support to stay safe. If services are not good enough, they can do things to make them better</p> <p><a href="http://www.cqc.org.uk">http://www.cqc.org.uk</a></p>

<b>Deaf Positives</b>	<p>An organisation whose aim is to give Deaf and DeafBlind people the power to achieve independence and equality, and raise the national standards of Deaf services. They do this through advocacy, career advice and expertise delivered by Deaf professionals</p> <p><a href="http://www.deafpositives.org">http://www.deafpositives.org</a></p>
<b>Dementia Action Alliance</b>	<p>Bracknell Forest Council is officially a member of the Bracknell Forest Dementia Action Alliance (DAA) and has been recognised by The Alzheimer's Society as 'Working to become Dementia Friendly'. A key part of becoming more dementia friendly is raising awareness of dementia throughout the local community, including Council staff</p> <p><a href="http://www.dementiaaction.org.uk">http://www.dementiaaction.org.uk</a></p>
<b>EBE2</b>	<p>EBE2 (Experts by Experience) is an organisation who carry out quality audits of care providers. It is staffed by people who use care services</p>
<b>Elevate</b>	<p>Elevate provides careers Information, Advice and Guidance and support for young people. Young people can drop in for help with finding the right training, apprenticeships or work placements, writing CVs and preparing for interviews</p> <p><a href="http://bracknellforest.elevateme.org.uk">http://bracknellforest.elevateme.org.uk</a></p>
<b>Healthwatch</b>	<p>Healthwatch Bracknell Forest is the independent consumer organisation representing the views of the public. Healthwatch plays a role at both national and local level and makes sure that the views of the public and people who use services are taken into account</p> <p><a href="http://www.healthwatchbracknellforest.co.uk">http://www.healthwatchbracknellforest.co.uk</a></p>
<b>Innersense</b>	<p>Innersense work in the field of Arts and Disability, offering multisensory, immersive, creative arts, theatre workshops to around 100 people with disabilities every week</p> <p><a href="http://www.innersense.org.uk">http://www.innersense.org.uk</a></p>

<b>Just Advocacy</b>	<p>Offer independent advocacy support to people who may find it difficult to be heard or speak out for themselves. This may include people with disabilities, older people, and those with mental health issues. They also offer help with person centred planning</p> <p><a href="http://www.justadvocacy.org.uk">http://www.justadvocacy.org.uk</a></p>
<b>Kids</b>	<p>Kids is a charity that works with young people with disabilities up to the age of 25</p> <p><a href="http://www.kids.org.uk">http://www.kids.org.uk</a></p>
<b>Mencap</b>	<p>A national charity giving support and advice to people with learning disabilities and their families. There is a local group</p> <p><a href="http://www.wokinghambracknellmencap.org">www.wokinghambracknellmencap.org</a></p>
<b>OFSTED</b>	<p>OFSTED is the short name for the Office for Standards in Education, Children’s Services and Skills. Their job is to check on services to make sure they are alright. OFSTED check on care services for children and young people, schools, colleges and courses for people of all ages</p> <p><a href="https://www.gov.uk/government/organisations/ofsted">https://www.gov.uk/government/organisations/ofsted</a></p>
<b>Rethink</b>	<p>An organisation that provides advice, information and support to people affected by mental illness</p> <p><a href="http://rethink.org">http://rethink.org</a></p>
<b>SEAP</b>	<p>Provide independent advocacy services to help resolve issues or concerns a person may have about health and well-being or health and social care services</p> <p><a href="http://www.seap.org.uk">http://www.seap.org.uk</a></p>

TO: THE EXECUTIVE  
23 June 2015

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## **CORPORATE PERFORMANCE OVERVIEW REPORT** **Chief Executive**

### **1 PURPOSE OF REPORT**

- 1.1 To inform the Executive of the performance of the Council over the 4<sup>th</sup> and final quarter of the 2014/15 financial year (January - March 2015).

### **2 RECOMMENDATION**

- 2.1 **To note the performance of the Council over the period from January to March 2015 highlighted in the Overview Report in Annex A.**

### **3 REASONS FOR RECOMMENDATION**

- 3.1 To brief the Executive on the Council's performance, highlighting key areas, so that appropriate action can be taken if needed.

### **4 ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 None applicable.

### **5 SUPPORTING INFORMATION**

#### Performance Management

- 5.1 The Council's performance management framework provides for the preparation of Quarterly Service Reports (QSRs) by each department. These QSRs provide an update of progress and performance against departmental Service Plans.

#### Quarterly Service Reports

- 5.2 Executive Portfolio Holders will have received the fourth quarter QSRs for their areas of responsibility in May. QSRs are also distributed to all Members, and will be considered by the Overview & Scrutiny Commission and Scrutiny Panels. This process enables all Members to be involved in performance management.

#### Corporate Performance Overview Report

- 5.3 The QSRs have been combined into the Corporate Performance Overview Report (CPOR), which brings together the progress and performance of the Council as a whole. The CPOR enables the Corporate Management Team and the Executive to review performance, highlight any exceptions and note any remedial actions that may be necessary, either from under-performing or over-performing services, across the range of Council activities.
- 5.4 The CPOR for the fourth quarter (January - March 2015) is shown at Annex A.

### **6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS**

#### Borough Solicitor

- 6.1 There are no specific legal issues arising from this report.

#### Borough Treasurer

- 6.2 There are no direct financial implications arising from this report.

Equalities Impact Assessment

6.3 Not applicable.

Strategic Risk Management Issues

6.4 Any specific issues are included in the QSRs and in the CPOR in Annex A.

Other Officers

6.5 Not applicable.

**7 CONSULTATION**

Principal Groups Consulted

7.1 Not applicable

Method of Consultation

7.2 Not applicable.

Representations Received

7.3 None.

Background Papers

QSR – Corporate Services – Quarter 4 2014/15

QSR – Chief Executive’s Office – Quarter 4 2014/15

QSR – Environment, Culture and Communities – Quarter 2014/15

QSR – Adult Social Care and Health – Quarter 4 2014/15

QSR – Children, Young People and Learning – Quarter 4 2014/15

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# CORPORATE PERFORMANCE OVERVIEW REPORT

Q4 2014 - 15  
January – March 2015

Chief Executive:  
Timothy Wheadon

## Contents

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## Section 1: Chief Executive's Commentary

### 1 Introduction

1.1 This report sets out an overview of the Council's performance for the fourth and final quarter of 2014/15 (January – March 2015). The purpose is to provide the Executive with a high-level summary of key achievements, and to highlight areas where performance has not matched target expectations, along with any remedial action that is being taken. It complements the detailed Quarterly Service Reports (QSRs) produced by each Director, which were circulated to Members in May.

1.2 Overall excellent progress has been made against the actions in the departmental service plans. At the end of the year progress shows that

- 145 actions (93.2% of the total) were completed;
- 14 actions (5.3%) should have been started but were not begun or were behind schedule\*;
- 4 actions (1.5%) were no longer applicable.

(\* At the end of the year all actions previously classified as amber in the QSRs are included here as they have either not started or have fallen behind schedule).

1.3 Section 2 of this report contains information on the key performance indicators across the Council. Again the picture is generally positive, showing that the current status for the Council's indicators is:

- 69 (71.9%) green – i.e. on, above or within 5% of target;
- 8 (8.3%) amber – i.e. between 5% and 10% of target;
- 19 (19.8%) red – i.e. more than 10% from target.

In addition there are 18 indicators where it is not appropriate to set a target and 14 indicators where the data is currently not available partly due to third party information not yet being released.

### 2 Overview of the 4<sup>th</sup> quarter

2.1 Against the general background of effective performance a number of issues merit special mention

- Work began on site for the Northern Retail Quarter West began on 23 March.
- Secondary school admissions offers were sent to parents on 2<sup>nd</sup> March with 92% of parents getting one of their three preferences.
- There was a 100% turnaround through Family Focus of all targeted families (115).
- Crown Wood Primary School was inspected by Ofsted. It remains 'Requires Improvement' but three aspects are now graded as good, including Leadership and Management.
- Larchwood Short Break Unit had its interim inspection in March 2015, achieving a grade of 'Sustained Effectiveness' against the November full inspection graded 'Outstanding'.
- The number of children removed from Child Protection plans where domestic abuse was a significant factor and the father has participated in

the Domestic Abuse Perpetrators (DAPS) programme was 33 for the year against a target of 15.

- L141 - Number of attendances at projects funded or supported by the Youth Service increased to 10,230 in quarter 4 against a target of 6,000. This is an 18% increase on attendances in the same quarter last year (Q4 2013/14 8,637) which is partly attributable to increased Substance Misuse teaching sessions.
- Revenue Services have surpassed the amount of council tax collected in the previous year 2013/14 (L051); this is due to increased efficiency within the team and the introduction of stricter recovery procedures.

2.2 There are a small number of areas where performance did not match targets, which is inevitable in a large and diverse organisation. The most noteworthy are highlighted below.

- Performance in both the determination of planning applications and investigation of enforcement complaints continues to be affected as a result of staff losses, sickness, increased application numbers and recruitment difficulties. Recruitment to fill vacancies in particular has proved difficult, though some new staff have joined the division and some promotions have been given. Further recruitment is being undertaken, and an agency staff member has been retained in the enforcement team to provide stability. Meanwhile Senior Managers are looking at ways to fill vacancies and attract well qualified planning staff to the authority.
- The percentage of calls answered within 20 seconds was below target (L194). This is due to some staff absence and the training of new staff. This is the second consecutive year where this target has not been met (in any quarter); however, customer surveys which were returned over the last quarter (87) were all positive about the service received. The indicator has been removed for 2015/16 and replaced with a measure of abandoned calls which will need to continue to be monitored in conjunction with quality based on customer survey feedback.
- NI155 - Number of affordable homes delivered (gross) fell below target because of difficulties with getting works started on site.
- NI147 - 84.6% of care leavers were in suitable accommodation against a target of 95% which equates to 11 out of 13 young people aged 19 years. These are however provisional figures and may change after data is submitted to the DfE. The reason for the shortfall is that there is currently a lack of appropriate accommodation in the borough but it is anticipated that additional space will become available in the future including the Waymead development.
- NI148 - 53.8% of care leavers were in suitable education, employment or training against a target of 70%. This equates to 7 out of 13 young people aged 19 years who individually may have specific needs which make finding suitable education, employment or training difficult. Again these are provisional figures.
- L179 - The percentage of homeless or potentially homeless customers who the council helped to keep their home or find another one was below target mainly due to the lack of private rented sector accommodation in the Borough (which is the national picture).
- NI006 - Participation in regular volunteering fell from 28% in 2012/13 to 20% in 2014/15 against a target of 31%. The change in the demographic of people responding to the survey and the national decline in levels of volunteering evidenced in national surveys may have had an impact. Work will be done with *Involve* who have a remit to lead on the recruitment of volunteers for private, public, voluntary and community

organisations within the borough and to support the work on developing a business volunteer's network across Bracknell Forest.

- NI061 - The percentage of looked after children adopted during the year who were placed for adoption within 12 months of the decision that they should be placed for adoption, and who remained in that placement on adoption was 16.7% against a target of 60%. Six children ceased to be looked after as a result of the granting of an adoption order this year and there are currently six children in adoptive placements. NB: These are provisional figures.
- NI062 - The percentage of children looked after at 31 March with three or more placements during the year was 13.5% against a target of 12.0%. This equates to 14 out of 104 children but these are provisional figures.
- NI154 - Net additional homes provided fell below target at 375 homes against a target of 417. Whilst this is slightly lower than projected, it is higher than the previous year (314). Market conditions are improving and the land supply has increased due to the allocation of additional sites (including 6 strategic sites) through the adoption of the Site Allocations Local Plan (July 2013). Developer interest in these sites is high, and dwellings are beginning to be delivered (Area 4 Warfield). The housing at Jennetts Park is now nearly 94% complete and that at The Parks is now about 89% complete. There was a significant increase (59%) in the number of completions at The Parks over the year. At 31st March 2015, a further 199 dwellings were under construction.
- S106 agreements have also been signed which should allow the Amen Corner North & TRL sites to come forward although the ultimate timing of this is in the hands of the developer.
- NI168 and NI169 - Principal and non-principal roads where maintenance should be considered both fell short of the target as the cumulative effect of successive periods of poor weather become manifest.
- The collection rate level for Business Rates will not be reached (L053). This is mainly due to an increase in one specific Business Rates avoidance scheme operating in the Borough which the team are focusing on and looking to launch a legal challenge. However, the overall performance level is still high.

2.3 Other issues not specifically included in the performance data but worthy of mention are:

- The Better Care Fund programme has been given final approval, and work is progressing on most of the projects.
- Six governing bodies were successfully supported to recruit new Headteachers for September 2015 at Meadow Vale, Great Hollands, Wooden Hill, The Brakenhale, Jennett's Park and Warfield.

### **3 External inspections, audit and scrutiny**

- 3.1 Crown Wood Primary School was inspected by Ofsted. It remains 'Requires Improvement' but three aspects are now graded as good, including Leadership and Management.
- 3.2 Gold IESE national award for public sector excellence given in March for the Recycling Incentive scheme combined with the use of e+card to award points to residents for recycling correctly.
- 3.3 As a result of the quality and management of the Time for a Change programme of work, the Council has been awarded a Certificate Of Excellence from IESE; and

Brymor, who were the main contractors, have won a Considerate Contractors Award – to be presented in April.

- 3.5 The Overview and Scrutiny (O&S) work programme for 2014/15 was delivered substantially as planned. The work of O&S over the year is summarised in the annual report of O&S, which was presented to and adopted by Council at its meeting on 29 April. The Executive agreed the recommendations by the O&S Working Group which reviewed Business Rates and Discretionary Relief, and the Executive plan to consider detailed proposals on a discretionary relief scheme in June. The Working Group which reviewed substance misuse by children and young people concluded its review in quarter 4, and the report is due to be considered by the Executive on 23 June. Feedback from senior officers on the quality and usefulness of O&S reviews continued to be very positive, at 90% satisfaction overall, to date.
- 3.6 Corporate Services were reassessed under the Investors in People Standard and achieved the Silver level. The directorate was previously awarded Bronze.
- 3.7 Under the Regulation of Investigatory Powers Act (RIPA) one RIPA was issued on 24 February to test for under-age alcohol sales. Six visits were made which resulted in one sale of alcohol.

#### **4 Strategic Risks**

The Strategic Risk Register is reviewed quarterly by the Strategic Risk Management Group (SRMG), twice a year by the Corporate Management Team (CMT) and by Members at least once a year. During quarter 4 the Strategic Risk Register was reviewed by the Strategic Risk Management Group, the Corporate Management Team, the Executive and the Governance and Audit Committee. The key changes made to the register in the quarter were to

- increase the Demand for Services risk reflecting the pressures due to the increase in demand from older people coupled with increasing disabilities; pressures on school places; increased numbers of Looked After Children, as well as the implications of the Care Act and the Children and Families Act.
- increase the Business Continuity Risk due to reduction of staffing and resilience of out of hours cover in the Emergency Planning team; and
- reduce the Town Centre Regeneration risk due to the finalisation of the Development Agreement which is now 'unconditional'.

#### **5 Updates since the end of quarter 4**

- Excellent progress is being made on the regeneration of Bracknell town centre. Earth moving works commenced in March and should be largely complete by early June. Meanwhile the first of 1,300 piles were sunk on 27 April.
- Steel begins to arrive on site in June at which point we will begin to see the new town centre taking shape.
- Steady progress is also being made in demolishing Winchester House.
- There have been positive recruitment activities in CYPL with seven newly qualified children's social workers appointed.
- Domiciliary Care Contracts are being reviewed with a view to consulting with current providers.

#### **6. Forward Look**

- Work is beginning with Bracknell Regeneration Partnership (BRP) to identify what will be required to ensure public safety and low crime & disorder within the regenerated
















Bracknell town centre. Work is underway to identify the most appropriate legal framework to replace the current Designated Public Places Order.

- In the summer of 2015, EDS will host a 'Volunteer Appropriate Adult Showcase' which will be a whole day event with Police Custody staff, Youth Offending Service staff, National Appropriate Adult Network, solicitors and current Appropriate Adult volunteers in attendance, to encourage more volunteers to the service and provide the public with an understanding of the role of the Appropriate Adult.
- The DWP has confirmed that Universal Credit will go live in Bracknell Forest for new single claimants in September 2015. The Council has already begun work with DWP colleagues to prepare for the introduction.




















*Timothy Wheadon*  
*Chief Executive*

## Section 2: Key Indicator Performance

### Adult Social Care, Health and Housing

Ind Ref	Short Description	Previous figure 2013/14	Current Figure 2014/15	Current Target	Current status	Comparison with same period in previous year
<b>ASCHH All Sections - Annual</b>						
OF1c.1	Proportion of social care clients receiving Self Directed Support (Annually)	99.9%	99.9%	98%		New definition for 14/15
OF3a	Overall satisfaction of people who use the service with their care and support (Adult Social Care Survey) (Annually)	N/A	Data not yet in the public domain	No target set	N/A	N/A
OF3b	Overall satisfaction of carers with social services (Adult Social Care Survey) (Biennially)	N/A	Data not yet in public domain	No target set	N/A	Not due in 13/14
<b>Community Response and Reablement - Annual</b>						
OF2b	Proportion of older people who were still at home 91 days after discharge from hospital into reablement/ rehabilitation services (Annually)	85.1%	75.8%	81.3%		
<b>Community Support &amp; Wellbeing - Annual</b>						
OF1c.2	Proportion of social care clients receiving Direct Payments (Annually)	23.0%	22.7%	No target set	N/A	New definition for 14/15
<b>Housing - Benefits - Annual</b>						
L032	Number of benefits prosecutions and sanctions per 1000 caseload (Annually)	66	45	25		
<b>Housing - Options - Annual</b>						
NI155	Number of affordable homes delivered (gross) (Annually)	362	124	150		
<b>ASCHH All Sections - Quarterly</b>						
NI135	Carers receiving needs assessment or review and a specific carer's service, or advice and information (Quarterly)	31.1%	40.4%	37.0%		
OF2a.1	Permanent admissions to residential or nursing care per 100,000 population 18-64 (Quarterly)	2.7	2.7	6.8		
OF2a.2	Permanent admissions to residential or nursing care per 100,000 population 65 or over (Quarterly)	308.50	392.10	643.50		
L172	Timeliness of financial assessments (Quarterly)	97.69%	97.84%	95.00%		



















Ind Ref	Short Description	Previous Figure Q3 2014/15	Current figure Q4 2014/15	Current Target	Current Status	Comparison with same period in previous year
L214	Delayed transfers of care (delayed bed days) from hospital per 100,000 population (Quarterly)	1,038.6	488.0	615.4		New for 14/15
<b>Community Mental Health Team - Quarterly</b>						
OF1f	Proportion of adults in contact with secondary mental health services in paid employment (Quarterly)	14.8%	N/A - concerns re: validity of current Info.Centre data	13.0%	N/A	N/A
OF1h	Proportion of adults in contact with secondary mental health services living independently, with or without support (Quarterly)	81.1%	N/A - concerns re: validity of current Info.Centre data	84.0%	N/A	N/A
<b>Community Response and Reablement - Quarterly</b>						
OF2c.1	Delayed transfers of care - total delayed transfers per 100,000 population (Quarterly)	8.5	8.6	8.0		
OF2c.2	Delayed transfers of care - delayed transfers attributable to social care per 100,000 population (Quarterly)	3.2	3.7	5.0		
L135.1	Percentage of Enhanced Intermediate Care Referrals seen within 2 hours (quarterly)	96.40	97.10	95.00		
L135.2	Occupational Therapy (OT) assessments that were completed within 28 days of the first contact (Quarterly)	98.8%	98.9%	90.0%		
<b>Community Team for People with Learning Difficulties - Quarterly</b>						
OF1e	Adults with learning disabilities in paid employment (Quarterly)	15.6%	15.3%	15.0%		
OF1g	Adults with learning disabilities who live in their own home or with their family (Quarterly)	88.1%	88.1%	85.0%		
<b>Housing - Benefits - Quarterly</b>						
NI181	Time taken to process Housing Benefit or Council Tax Benefit new claims and change events (Quarterly)	9.0	4.0	10.0		
L033	Percentage of customers receiving the correct amount of benefit (Sample basis) (Quarterly)	98.5%	95.5%	97.0%		
L177	Average time from when customer first seen to receipt of benefit payment (Quarterly)	6	N/A due to a change in front desk systems & processes	10	N/A	N/A
<b>Housing - Forestcare - Quarterly</b>						
L030	Number of lifelines installed (Quarterly)	214	255	130		
<b>Housing - Options - Quarterly</b>						

Ind Ref	Short Description	Previous Figure Q3 2014/15	Current figure Q4 2014/15	Current Target	Current Status	Comparison with same period in previous year
NI155	Number of affordable homes delivered (gross) (Quarterly)	34	76	86		
L178	Number of household nights in B&B across the quarter (Quarterly)	1,811	1,601	1,650		
L179	The percentage of homeless or potentially homeless customers who the council helped to keep their home or find another one (Quarterly)	89.29%	78.26%	90.00%		



## Corporate Services















Ind Ref	Short Description	Previous figure 2013/14	Current figure 2014/15	Current Target	Current Status	Comparison with same period in previous year
<b>Community Engagement &amp; Equalities - Annual</b>						
NI006	Participation in regular volunteering (Biennially (every two years))	N/A	20.0%	31.0%		Not due in 13/14
<b>Corporate Property - Annual</b>						
BV156	Percentage of buildings open to the public which are suitable for and accessible to disabled people (Annually)	87.20%	91.90%	89.50%		
L075	Number of commercial property voids (Annually)	1.00	3.50	5.00		
<b>Customer Services - Annual</b>						
L052	Cumulative percentage of Council Tax collected for the previous year at 31 March (Annually)	99.05%	99.00%	99.00%		
L054	Cumulative percentage of business rates collected for the previous year at 31 March (Annually)	99.06%	99.20%	98.50%		
<b>Human Resources - Annual</b>						
L070	Percentage of employees with a disability (Annually)	2.07%	1.96%	2.00%		
L071	Percentage of black and ethnic minority employees (Annually)	5.08%	5.19%	4.50%		
L072	Gender pay gap (Annually)	17.61%	19.70%	18.00%		
L073	Average number of off the job training days per employee (Annually)	2.9	2.9	3.0		
L130	Percentage staff voluntary turnover (Annually)	12.64%	13.41%	13.0%		
L131	Percentage of staff leaving within one year of starting (Annually)	18.08%	17.81%	20.00%		
L174	Average number of working days lost to sickness per employee (Annually)	5.50	5.20	6.50		
<b>ICT - Annual</b>						

Ind Ref	Short Description	Previous figure 2013/14	Current figure 2014/15	Current Target	Current Status	Comparison with same period in previous year
L078	ICT User satisfaction - service user survey (Bi-annually)	5.08	5.32	5.30		













Ind. Ref	Short Description	Previous Figure Q3 2014/15	Current Figure Q4 2014/15	Current Target	Current Status	Comparison with same period in previous year
<b>Customer Services - Quarterly</b>						
L051	Percentage of current year's Council tax collected in year (Quarterly)	84.82%	97.86%	97.50%		
L053	Percentage of current year's Business Rates collected in year (Quarterly)	83.12%	97.86%	98.80%		
L194	Percentage of calls answered within 20 seconds (Quarterly)	74.60%	68.96%	80.00%		
L221	Satisfaction level expressed in survey of contact with Customer Services, across all channels (Quarterly)	93.50%	100.00%	75.00%		New for 14/15
<b>Finance - Quarterly</b>						
BV8	Percentage of invoices paid within 30 days (Quarterly)	93.2%	93.8%	95.0%		
L065	Return on investments exceeds 7-day LA cash benchmark rate (Quarterly)	0.50%	0.50%	0.50%		
<b>Legal Services - Quarterly</b>						
L086.1	Number of Freedom of Information requests received (Quarterly)	242	313	No target set	N/A	
L086.2	Percentage of Freedom of Information requests dispatched (where 50% or more of the request) was refused as the information is already publically available (Quarterly)	11%	11%	No target set	N/A	
L086.3	Percentage of Freedom of Information requests dispatched which were refused because the time limit would be exceeded (Quarterly)	1%	3%	No target set	N/A	





















### Chief Executive's Office

Ind Ref	Short Description	Previous Figure Q3 2014/15	Current Figure Q4 2014/15	Current Target	Current Status	Comparison with same period in previous year
<b>Community Safety - Quarterly</b>						
CSP1.01	Prevent a rise in the number of incidents of Burglary Dwelling (Quarterly)	122	134	156		
CSP11.01	Reduce the number of reported incidents of Nuisance ASB as per	2,568	Awaiting Q4 data	3,676	N/A	N/A

	CADIS (Quarterly)					
CSP2.01	Reduce the number of reported criminal offences committed by the Domestic Abuse Service Co-ordination (DASC) cohorts (Quarterly)	47.0	59.0	55.8		
CSP2.02	Reduce the number of Children on Child Protection Plans where DA is a factor and the perpetrator has participated in the DAPS programme (Quarterly)	18	33	15		
CSP7.01	Reduce the number of reported incidents of theft from motor vehicle (Quarterly)	74	61	95		
CSP7.02	Reduce the number of reported incidents of theft of motor vehicle (Quarterly)	18	19	27		
L185	Reduce all crime (Quarterly)	3,589	4,921	4,713		
<b>Overview and Scrutiny - Quarterly</b>						
L116	Percentage of high level complaints dealt with in accordance with corporate standards (Quarterly)	87%	89%	93%		
L132	Cumulative number of local government ombudsman complaints requiring a local settlement (Quarterly)	0	0	4		

## Children, Young People & Learning








Ind Ref	Short Description	Previous figure 2013/14	Current figure 2014/15	Current target	Current status	Comparison with same period in previous year
<b>Children's Social Care - Annual</b>						
NI019	Rate of proven re-offending by young offenders (Annually)	N/A	Awaiting data	N/A	N/A	N/A
NI061	Timeliness of placements of looked after children for adoption following an agency decision that the child should be placed for adoption (Annually)	70.0%	16.7%	60.0%		
NI062	Stability of placements of looked after children - number of placements (Annually)	13.3%	13.5%	12.0%		
NI063	Stability of placements of looked after children - length of placement (Annually)	51.6%	61.3%	60.0%		
NI064	Child Protection Plans lasting 2 years or more (Annually)	8.5%	5.4%	6.0%		
NI065	Percentage of children becoming the subject of a Child Protection Plan for a second or subsequent time (Annually)	12.8%	13.2%	14.0%		
NI066	Looked after children cases which were reviewed within required	96.0%	100.0%	98.0%		

Ind Ref	Short Description	Previous figure 2013/14	Current figure 2014/15	Current target	Current status	Comparison with same period in previous year
	timescales (Annually)					
NI147	Care leavers in suitable accommodation (Annually)	100.0%	84.6%	95.0%		
NI148	Care leavers in suitable education, employment or training (Annually)	56.3%	53.8%	70.0%		
L188	Percentage of single assessment for children's social care carried out within 45 working days (Annually)	93.5%	95.8%	80.0%		
L189	Percentage of referrals to children's social care going on to single assessments (Annually)	84.3%	91.6%	70.0%		
L205	Number of adoptive families recruited (Annually)	N/A	8	8		N/A
L206	Recruit foster carer households (Annually)	N/A	11	10		N/A
<b>Health &amp; Wellbeing - Annual</b>						
NI111	First time entrants to the Youth Justice System aged 10-17 (Annually)	N/A	Awaiting data	No target set	N/A	N/A
<b>Learning and Achievement - Annual</b>						
NI079	Achievement of a Level 2 qualification by the age of 19 (Annually)	84.9%	84.8%	No target set	N/A	
NI080	Achievement of a Level 3 qualification by the age of 19 (Annually)	64.5%	64.5%	No target set	N/A	
NI081	Inequality gap in the achievement of a Level 3 qualification by the age of 19 (Annually)	27.0%	27.0%	No target set	N/A	
NI082	Inequality gap in the achievement of a Level 2 qualification by the age of 19 (Annually)	25.0%	25.0%	No target set	N/A	
NI087	Secondary school persistence absence rate (Annually)	5.1%	Awaiting data	4.0%	N/A	N/A
NI091	Participation of 17 year-olds in education or training (Annually)	90.9%	Awaiting data	No target set	N/A	N/A
NI103.1	SEN - statements issued within 26 weeks - Percentage of final statements of special educational needs issued within 26 weeks excluding exception cases (Annually)	100.0%	87.9%	100.0%		
NI103.2	SEN - statements issued within 26 weeks - Percentage of final statements of special educational need issued within 26 weeks (Annually)	82.7%	73.5%	90.0%		
NI114	Rate of permanent exclusions from school (Annually)	N/A	Awaiting data	0.08%	N/A	N/A
<b>Strategy, Resources and Early Interventions - Annual</b>						
NI067	Percentage of child protection cases which were reviewed within required	100.0%	100.0%	98.0%		







Ind Ref	Short Description	Previous figure 2013/14	Current figure 2014/15	Current target	Current status	Comparison with same period in previous year
	timescales (Annually)					

Ind Ref	Short Description	Previous Figure Q3 2014/15	Current figure Q4 2014/15	Current Target	Current Status	Comparison with same period in previous year
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#### Children's Social Care - Quarterly

NI043	Young people within the Youth Justice System receiving a conviction in court who are sentenced to custody (Quarterly)	0.00	0.00	0.00		
CSP9.01	Reduce the reoffending rate of the Bracknell Forest local cohort of all young offenders (Quarterly)	0.71	0.79	No target set	N/A	
L092	Number of children on protection plans (Quarterly)	137	122	No target set	N/A	
L140	Percentage of children looked after in family placement or adoption (Quarterly)	63%	62%	64%		
L161	Number of looked after children (Quarterly)	105	104	No target set	N/A	

#### Learning and Achievement - Quarterly

NI103.1	Special Educational Needs - statements issued within 26 weeks - excluding exception cases (Quarterly)	75.0%	100.0%	100.0%		
NI103.2	Special Educational Needs - statements issued within 26 weeks - all cases (Quarterly)	60.0%	25.0%	90.0%		
L139	Schools judged good or better by Ofsted (Quarterly)	61%	61%	75%		

#### Strategy, Resources and Early Interventions - Quarterly

NI067	Percentage of child protection cases which were reviewed within required timescales (Quarterly)	100.0%	100.0%	98.0%		
L141	Number of attendances at projects funded or supported by the Youth Service (Quarterly)	9,123	10,230	6,000		
L203	Number of Referrals to Early Intervention Hub (Quarterly)	74	115	No target set	N/A	New for 14/15
L204	Number of CAF or Family CAFs undertaken (Quarterly)	73	86	No target set	N/A	New for 14/15

#### Environment, Culture & Communities

Ind Ref	Short Description	Previous figure 2013/14	Current figure 2014/15	Current target	Current status	Comparison with same period in previous year
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#### Environment & Public Protection - Annual

Ind Ref	Short Description	Previous figure 2013/14	Current figure 2014/15	Current target	Current status	Comparison with same period in previous year
NI191	Residual household waste in kgs per household (Annually)	669	Reported in arrears	645	N/A	N/A
NI192	Percentage of household waste sent for reuse, recycling and composting (Annually)	36.31%	Reported in arrears	42.0%	N/A	N/A
NI193	Percentage of municipal waste land filled (Annually)	23.52%	Reported in arrears	25.0%	N/A	N/A
NI168	Principal roads where maintenance should be considered (Annually)	N/A	9%	7%		N/A
NI169	Non-principal classified roads where maintenance should be considered (Annually)	N/A	7%	6%		N/A
NI196	Improved street and environmental cleanliness -- fly tipping (Annually)	3	2	2		
L200	Percentage of the Borough's households participating in recycling (Annual)	N/A	82%	80%		New for 14/15


#### Planning and Transport - Annual







NI154	Net additional homes provided (Annually)	314	375	417		
NI167	Congestion - average journey time per mile during the morning peak (Annually)	2.31	Awaiting data	No target set	N/A	N/A
L160	Supply of ready to develop housing sites (Annually)	5.3	4.8	5.0		
L175	People killed or seriously injured in road traffic accidents in the preceding 12 months (percentage change) (Annually)	-22.2%	5.0%	No target set	N/A	

Ind Ref	Short Description	Previous Figure Q3 2014/15	Current figure Q4 2014/15	Current Target	Current Status	Comparison with same period in previous year
<b>Environment &amp; Public Protection - Quarterly</b>						
NI191	Residual household waste in kgs per household (Cumulative figure for 13/14 reported quarterly in arrears)	359 (Q2)	500 (Q3)	484		
NI192	Percentage of household waste sent for reuse, recycling and composting (Cumulative figure for 13/14 reported quarterly in arrears)	39.5% (Q2)	40.2% (Q3)	42.0%		
NI193	Percentage of municipal waste land filled (Cumulative figure for 13/14 reported quarterly in arrears)	21.10% (Q2)	22.00% (Q3)	25.00%		
L128	Number of reported missed collections of waste (Quarterly)	54	152	180		
L146.1	Percentage of borough where environmental cleanliness is above EPA standard - Litter (Quarterly)	100.00%	99.20%	99.00%		

Ind Ref	Short Description	Previous Figure Q3 2014/15	Current figure Q4 2014/15	Current Target	Current Status	Comparison with same period in previous year
L146.2	Percentage of borough where environmental cleanliness is above EPA standard - Detritus (Quarterly)	100.00%	100.00%	97.00%		
L146.3	Percentage of borough where environmental cleanliness is above EPA standard - Graffiti and Fly posting (Quarterly)	100.00%	100.00%	99.00%		
L183	Percentage of food establishments in Bracknell Forest rated 4 or above on the food hygiene rating scheme at the end of the quarter (Quarterly)	83.8%	85.8%	80.0%		
L201	Percentage of the Borough's households participating in recycling reward scheme (Quarterly)	23.4%	24.2%	20.0%		New for 14/15
<b>Leisure and Culture - Quarterly</b>						
L003	Number of visits to leisure facilities (Quarterly)	1,670,876	2,221,470	2,000,000		
L017	Number of web enabled transactions in libraries (Quarterly)	94,002	196,413	168,690		
L018	Number of web enabled transactions in leisure (Quarterly)	19,841	28,122	34,000		
L020	Number of people enrolled in the Leisure Saver Scheme (Quarterly)	568	556	520		
L035	Income from Leisure Facilities (Quarterly)	£7,848k	£10,120k	£10,036k		
L151	Number of visits to libraries (Quarterly)	273,583	351,558	383,000		
<b>Planning and Transport - Quarterly</b>						
NI154	Net additional homes provided (Quarterly)	236	375	417		
NI157a	Percentage of major applications determined in 13 weeks (Quarterly)	89%	73%	80%		
NI157b	Percentage of minor applications determined in 8 weeks (Quarterly)	72%	65%	80%		
NI157c	Percentage of other applications determined in 8 weeks or within an agreed extension of time period (Quarterly)	77%	82%	90%		
L008	Number of planning applications received to date (Quarterly)	224	265	No target set	N/A	
L009	Number of full search requests received (Quarterly)	354	354	No target set	N/A	
L014	Number of people slightly injured in road traffic accidents in the preceding 12 months (percentage change) (Quarterly)	-20.2%	-25.1%	No target set	N/A	
L046	Percentage of full searches answered in 10 working days (Quarterly)	100%	100%	90%		



Ind Ref	Short Description	Previous Figure Q3 2014/15	Current figure Q4 2014/15	Current Target	Current Status	Comparison with same period in previous year
L175	People killed or seriously injured in road traffic accidents in the preceding 12 months (percentage change) (Quarterly)	-33.3%	-27.8%	No target set	N/A	

Traffic Lights		Performance Trend	
Compares current performance to target		Identifies direction of travel compared to same point in the previous year or quarter	
	On, above or within 5% of target		Performance has improved (more than 5% from same point in previous year or quarter)
	Between 5% and 10% of target		Performance sustained (within 5% of same point in previous year or quarter)
	More than 10% from target		Performance has declined (more than 5% from same point in previous year or quarter)

The following key indicators are annual measurements where data is not due to be reported this quarter:

Ind. Ref.	Short description	Dept.
L232	Percentage of confirmed electors	CS
L153	Children in care reaching level 4 in English at Key Stage 2	CYPL
L154	Children in care reaching level 4 in Maths at Key Stage 2	CYPL
L155	LAC achieving 5 A* to C GCSE or equivalent at KS 4 including English and Maths	CYPL
L158	Reduction in number of schools where fewer than 60% of pupils achieve level 4 or above in both English and Maths at KS2	CYPL
L190	Children in care reaching Level 4 in writing at KS2	CYPL
L192	KS2 attainment for BME groups containing more than 30 pupils who achieve level 4 in writing	CYPL
L193	KS2 attainment for BME groups containing more than 30 pupils who achieve level 4 in maths	CYPL
L207	Analysis of primary schools performance data and track pupil progress in order to plan and implement appropriate interventions	CYPL
L208	Analysis of secondary schools performance data and track pupil progress in order to plan and implement appropriate interventions	CYPL
NI 073	Achievement at level 4 or above in both English and Maths at KS2 (Floor)	CYPL
NI 075	Achievement of 5 or more A*-C grades at GCSE or equivalent including English and Maths	CYPL
NI 092	Narrowing the gap between the lowest achieving 20% in the Early Years Foundation Stage Profile and the rest	CYPL
NI 102.1	Achievement gap between pupils eligible for free school meals and their peers achieving the expected level at Key Stages 2	CYPL

NI 102.2	Achievement gap between pupils eligible for free school meals and their peers achieving the expected level at Key Stages 4	CYPL
NI 107	Key Stage 2 attainment for Black and minority ethnic groups	CYPL
NI 108	Key Stage 4 attainment for Black and minority ethnic groups	CYPL
NI 117	16 to 18 year olds who are not in education, training or employment (NEET)	CYPL

## Section 3: Corporate Health

### A) Summary of Complaints

#### Corporate Complaints

The total number of corporate complaints received this quarter was 25.

The total number of corporate complaints received this year to the end of December was 64.

Department	Stage	New complaints activity in Q4	Complaints activity year to date	Outcome of total complaints activity year to date
Adult Social Care, Health & Housing	Stage 2	9	17	6 not upheld; 10 partially upheld; 1 upheld
	Stage 3	3	5	3 not upheld; 2 partially upheld;
	Ombudsman	0	2	1 not upheld; 1 on-going
Children, Young People & Learning	Stage 2	2	3	2 not upheld; 1 on-going
	Stage 3	0	1	1 partially upheld
	Ombudsman	1	2	1 not upheld; 1 on-going
Corporate Services	Stage 2	0	13	8 not upheld; 2 upheld; 3 partially upheld
	Stage 3	0	0	
	Ombudsman	0	0	
Chief Executive's Office	Stage 2	0	0	
	Stage 3	0	0	
	Ombudsman	0	0	
Environment, Culture & Communities	Stage 2	6	10	7 upheld; 3 not upheld
	Stage 3	4	7	1 partially upheld ; 4 not upheld; 2 ongoing
	Ombudsman	0	4	3 not upheld; 1 upheld with maladministration

#### Statutory Complaints

The total number of statutory complaints received this quarter was 6.

The total number of statutory complaints received this year to end March was 35.

Department	Stage	New complaints activity in Q4	Complaints activity year to date	Outcome of total complaints activity year to date
Adult Social Care, Health & Housing	Statutory	4	22	8 not upheld; 5 upheld; 7 partially upheld; 2 ongoing.
	Ombudsman	0	0	
Children, Young People & Learning	Stage 1	2	10	8 not upheld; 1 upheld; 1 partially upheld
	Stage 2	0	3	2 not upheld; 1 on-going
	Stage 3	0	0	
	LSCB	0	0	
	Ombudsman	0	0	

No complaints were received in respect of Public Health.

## B) Audits with Limited or No Assurance Opinions

There have been 5 limited assurance opinion audits in this period:

Pupil Referral Service - This related to the strategic direction and management responsibility for the service which is unclear with limited references within key Departmental documents and an absence of documented strategy or objectives at the individual service level. Senior managers are now working on producing the required documentation.

St Michael's Easthampstead Primary School - The Private Fund Accounts have not been subject to independent audit review for each of the last three years. This is the same position as at the last audit in 2011/12 whereby, at that time, the previous three years of accounts had also not been audited. The school has subsequently arranged for Private Accounts to be audited and arrangements put in place for future annual audit.

Holly Spring Junior School - Examination of a sample contract could not evidence whether the tender process had complied with the Council's contract standing orders and, in particular, whether the decision to award the contract for the lease of equipment had been reviewed by the Council's Finance and Legal teams. Additionally, there was no evidence that the decision to award the contract had been approved by / reported to the Full Governing Body, nor why the successful supplier had been awarded the contract, as from the file they appeared to be the most expensive. The employee responsible had since left the School and processes are being updated to ensure compliance with contract standing orders.

One limited assurance report was issued in draft in Corporate Services in respect of Accounts Payable. This was due to a priority one recommendation raised to address weaknesses in control arising from the on-line payments without invoice process.

In ECC a limited assurance report was issued concerning Easthampstead Park Conference Centre (EPCC). A key audit finding was raised in relation to the allocation of EPCC expenditure to another Leisure cost centre. Other recommendations were made in relation to aged debts, loyalty points, expense coding, petty cash and imprest procedures, asset verification and recording, bar stock and casual employees. Four best practice recommendations were also raised.

## C) Summary of People

### Staff Turnover

Department	Quarter 4 (%)	For the last four quarters (%)	Notes
Adult Social Care, Health & Housing	2.51%	11.3%	Staff Turnover has decreased this quarter from 2.96% to 2.51% due to fewer voluntary leavers.
Corporate Services	2.34%	7.41%	5 members of staff left voluntarily this quarter. In ICT the vacancy is being covered by an 'acting up' arrangement and in Legal recruitment is currently taking place for the vacant post which should be filled next quarter.
Chief Executive's Office	3.57%	22.22%	Vacancies are within the Regeneration and Business & Enterprise teams
Children, Young People & Learning	3.35%	14.93%	13 employees left during the quarter and 11 staff were recruited including six newly qualified social workers. Whilst the number of vacancies in some branches appears high, restructures are taking place in quarter 1 15/16 and it is likely that some these posts will not be required or alternative positions will be recruited to.
Environment, Culture & Communities	2.59%	10.29%	The vacancy rate has decreased with 4 less vacancies compared to last quarter. Staff turnover has decreased with 4 fewer leavers compared to last quarter.

Comparator data	%
Total voluntary turnover for BFC 2013/14	12.64%
Average UK voluntary turnover 2013	12.5%
Average Local Government England voluntary turnover 2013	12.0%

(Source: XPerTHR Staff Turnover Rates and Cost Survey 2014 and LGA Workforce Survey 2012/13)

### Staff Sickness

Department	Quarter 4 (days per employee)	2014/15 Actual (days per employee)
Adult Social Care, Health & Housing	2.23	8.38
Corporate Services	1.22	3.45
Chief Executive's Office	3.21	8.45
Children, Young People & Learning	1.93	6.29
Environment, Culture & Communities	1.30	5.77

**Adult Social Care, Health & Housing** - There are 4 instances of Long Term Sickness in Older People and Long Term Conditions and 2 in Adults & Joint Commissioning. Of these, two have now returned to work, one case is being considered for Ill Health Retirement and three cases are being monitored by Occupational Health. This represents 66% of the total sickness.

**Corporate Services** - Sickness for this quarter stands at 261 days with 57 days attributable to long term sick this quarter. The annual average absence figure stands at 3.45 days which is lower than the actual for 13/14 for the authority and lower than last year's figure for Corporate Services of 4.01.

**Chief Executive's Office** - There were 35 days of Long Term Sickness. The full annual average per employee for the Department stands at 8.45 days. The annual average per employee for the department excluding Long Term Sickness stands at 2.24 days.

**Children, Young People & Learning** - Figures are greatly affected by the number of Long Term Sickness cases - nine cases accounted for 46% of the department's absence. All these cases are being managed in line with the authorities Absence management policies in conjunction with Occupational Health.

**Environment, Culture & Communities** - Sickness this quarter has decreased compared to last quarter mainly due to an reduction in long-term sick (239 days in Q4) compared to last quarter (648 days), although short-term sick has increased (498.50 days this quarter) compared to last quarter (476 days). 8 employees who were on long-term sick at the start of this quarter returned to work.

Comparator data	All employees, average days sickness absence per employee
Bracknell Forest Council 2013/14	5.50 days
All local government employers 2013	8.0 days
All South East Employers 2013	6.9 days

(Source: Chartered Institute of Personnel and Development Absence Management Survey 2014)

## D) Summary of Money

### REVENUE BUDGET MONITORING

The provisional end of year position for the General Fund indicates a potential under spend of -£3.771m. Details of individual variances are outlined in each department's Quarterly Service Report (QSR).

This net under spend comprises the following:

#### Adult Social Care, Health and Housing

- The net position on purchased social care budgets is an under spend of -£0.269m, primarily because of the receipt of additional government grant which was used to finance Homecare costs.
- A reduction in the bad debt provision for Housing Benefits (-£0.804m) following a review of the existing methodology and reflecting the fact that a large portion of overpayments are reclaimed from ongoing entitlement. The work on the provision also identified that overpayments were understated and resulted in a further credit of -£0.560m.
- An over spend on Heathlands care home primarily due to pressure on the staffing budget caused by a reliance on agency staff (£0.242m).
- An over spend on Forestcare relating to investment in staff and equipment in order to generate additional income in future years (£0.127m).

#### Children, Young People and Learning

- Within Learning and Achievement, additional income was earned at the Bracknell Open Learning Centre from lettings and courses, and savings were achieved on accommodation costs and higher education fees (-£0.127m). This was partly offset by an over spend in the School Improvement Team (£0.044m) arising from additional support needs in schools.
- Staffing difficulties were experienced within children's social care which required higher than expected use of agency staff (£0.341m). The number of Special Guardianship Orders (SGO) increased resulting in an over spend of £0.100m. These overspends were partly offset by a saving at Larchwood Respite Home (-£0.046m) and additional income (-£0.135m).
- A net under spend within Strategy, Resources and Early Intervention primarily relating to staff costs (-£0.039m).

#### Corporate Services/Chief Executive's Office

- The end of rent free periods and higher occupancy levels led to the income received for the Peel Centre exceeding budget by -£0.117m. There was also an under spend on Business Rates due to increased occupancy of Council owned properties (-£0.055m) and successful rating appeals (-£0.019m).
- The Home to School Transport budgets were underspent by -£0.098m due to contract efficiencies and a reduction in the number of students requiring transport.

- Whilst work is underway to identify the council wide Facilities Management framework savings they will not start to be realised until next year (£0.090m).
- Under spends also occurred on joint arrangements (-£0.023m), audit fees (-£0.029m) town centre events (-£0.021m) and a number of other supplies and services budgets.

#### Environment, Culture and Communities

- Concessionary Fares over spent as fares were more than budgeted and passenger numbers increased (£0.126m).
- A delay in the introduction of the Community Infrastructure Levy (CIL) has meant that associated staff costs could not be funded from CIL receipts (£0.105m).
- The cost of the Residents Street Parking Scheme was greater than expected (£0.074m).
- New Public Realm contracts were let during the year covering Landscape, Street Cleansing and Highway Maintenance services. After allowing for one-off costs, a saving of -£0.330m was achieved. Under spends were also achieved on devolved staffing budgets (-£0.080m) due to the number of vacancies and the Local Development Framework (-£0.051m).
- Within Waste Management increases in tonnages caused an over spend for the year and a contractual dispute has resulted in the non-achievement of income and additional legal costs (£0.415m).
- Additional income generated at the Cemetery and Crematorium (-£0.070m), the Look Out (-£0.065m), from brown bins and plastic sacks (-£0.055m) and within Development Control (-£0.046m). The latter results from an increase in the number and size of applications.
- The impact of the new Combined Heat & Power (CHP) plant at Bracknell Leisure Centre and Coral Reef on gas and electricity consumption was greater than anticipated resulting in a saving of -£0.065m for the year. Energy costs for street lighting were also lower than estimated (-£0.021m).

#### Council Wide

- Higher cash balances have been sustained throughout the year resulting in additional interest. Cash flow has benefitted from changes in grant profiles from central government and the local collection of Business Rates (-£0.278m).
- Internally funded capital expenditure was financed from internal borrowing to spread the cost impact on revenue. The Revenue Contributions to Capital budget was therefore not required (-£0.653m). Refinancing of earlier capital expenditure, higher than forecast capital receipts in 2013/14 and carry forwards into 2014/15 all contributed to an under spend against the Minimum Revenue Provision (-£0.391m).
- The contingency was not fully allocated during the year (-£0.488m).
- Due to a large increase in the provision required for business rate appeals, in particular because of appeals lodged by a major ratepayer, the Collection Fund has gone into deficit. This has meant that the levy payable by the Council, which



impacts directly on the General Fund, was less than originally budgeted (-£2.088m). Section 31 grant receivable from the Government for reliefs granted to businesses was less than the budget (£0.293m). The transfer into the Business Rates Equalisation Reserve has been increased to reflect the net impact of the under spend on the levy, reductions in Section 31 Grant and other changes to rates income (£1.860m).

- The balances on the Capital Feasibility and Icelandic Banks Reserves have been transferred to revenue as the reserves are no longer required (-£0.473m).

The final accounts will be presented to the Governance and Audit Committee in September.

A full review of all the variances arising in 2014/15 will be undertaken so that any variances that have an impact in 2015/16 and beyond can be identified and built into the Council's medium term financial plans.

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