

**EXECUTIVE
21 JULY 2015
5.00 - 5.45 PM**



Present:

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

Apologies for absence were received from:

Councillors D Birch

4. Declarations of Interest

There were no declarations of interest.

5. Minutes

RESOLVED that the minutes of the meeting of the Executive on 23 June 2015 together with the accompanying decision records be confirmed as a correct record and signed by the Leader.

6. 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: Implementation of the Care Act

The Executive were informed that due to recent changes in government guidelines part of the recommendations were no longer required. These include:

- 2.2. 7. That the Council amends its policy to allow it to charge a fee to self funder in care home settings, in readiness for a change in regulations; and
- 2.4 That the Executive note the changes to the Means Test proposed by the Government as part of the Funding Reforms phase of the Care Act.

Therefore the Executive **RESOLVED** that

- 1 The changes in regulations on charging for Adult Social Care services introduced by the Care Act be noted.
- 2 The following options for charging should be consulted on:
 - i) That the Council continues to charge for Residential and Nursing care on the basis of the detailed regulations set out in the Charging for Residential Accommodation Guide

- ii) That the Council changes its policy on the financial assessment of couples to be compliant with the Care Act, and the interim arrangements for people who are adversely affected by this change.
- iii) That the Council charges interest on Universal Deferred Payments at the rate set by the Department of Health
- iv) That the Council charges interest on discretionary Deferred Payments at the maximum rate set by the Department of Health
- v) That the Council charges administration fees for setting up, and managing, a Universal Deferred Payment that meets the cost of that work
- vi) That the Council charges a fee to self funders in community based settings for setting up care arrangements that fully recovers the cost of that work.

The proposed Consultation document is given in Appendix 1, and a set of proposed questions in Appendix 2 to the report.

- 3 It be agreed not to introduce charges for Carers Services at this time.

Item 6: Tendering for Older People's Housing Related Support Services

RESOLVED that

- 1 Subject to consultation:
 - i) A contract be let to procure a housing related support service assessment;
 - ii) A contract be let to procure housing related support services on a floating / peripatetic basis;
 - iii) That the specification of housing related services be reviewed;
 - iv) That consultation takes places to inform the approach to the above procurement.

Item7: Local Council Tax Benefit / Reduction Scheme

RESOLVED that

- 1 It be agreed to review the Local Council Tax Benefit Scheme (LCTBS) for working age households including the following key elements:
 - 1.1 That working age households will receive a maximum of 80% of LCTBS support to help pay their Council Tax liability.
 - 1.2 That working age households income disregards will be increased so that they get to keep more of their income such that:
 - i) a single person disregard will increase from £5 a week to £10;

- ii) a couple from £10 to £15 a week;
 - iii) a single parent from £25 to £30 a week.
- 1.3 That self employed income is taken as minimum wage at 35 hours a week from 12 months after the customer for LCTB becomes self employed;
- 1.4 That child maintenance should be taken into account when calculating household income;
- 1.5 That a transition scheme will be established for households who face financial hardship due to changes implemented following the review of the scheme;
- 1.6 That subject to the elements agreed above a consultation programme takes place so as to inform the LCTBS to be implemented for 2016/17;
- 1.7 To note that it may be necessary to revise the LCTBS in line with the roll out of Universal Credit (UC).

Item 8: Capital Expenditure Outturn 2014/15

RESOLVED that

- 1 The outturn capital expenditure and in particular the key variances identified in paragraph 5.5 of the report be noted.
- 2 The carry forward of £27.951m from the 2014/15 capital programme to 2015/16 including £1.300m relating to projects approved in 2013/14 be approved (see paragraph 5.6).
- 3 The financing of capital expenditure as shown in Table 2 to the report be noted.
- 4 Amendments to the 2015/16 Schools Programme as agreed by the Education Capital Programme Board, outlined in Annex F to the report be approved.

Item 9: Revenue Expenditure Outturn 2014/15

RESOLVED that

- 1 The outturn expenditure for 2014/15, subject to audit, of £85.801m, which represents an under spend of -£3.771m compared with the approved budget be noted.
- 2 The budget carry forwards of £0.202m be noted (see paragraph 5.9 and Annexe C to the report).
- 3 The Treasury Management performance in 2014/15 as set out in Annexe B to the report be recommended to Council.
- 4 The earmarked reserves as set out in Annexe D to the report be approved.

- 5 The virements relating to the 2014/15 budget between £0.050m and £0.100m be approved and recommend those that are over £0.100m for approval by Council (see Annexe E).

Item 10: Safeguarding Adults Annual Report

RESOLVED that the Bracknell Forest Safeguarding Adults Partnership Board Annual Report be noted.

7. 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 items 12 and 13 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 12: Recruitment and Retention in Children's Social Care

RESOLVED that

- 1 The work undertaken by the Children's Social Care Management Board in developing options for permanent solutions to address the long term shortage of experienced and qualified Social Workers directly employed by the council be noted.
- 2 Option 1, which will require an overall budget increase of £1.2m to facilitate the recommendations to increase staffing and improve remuneration be agreed.
- 3 The values statement at Appendix D which endorses our commitment to staff both in terms of day to day support, investing in their training and ongoing development and also valuing their contribution be endorsed.
- 4 The Council continue to actively seek out new opportunities that fit with our ambitions to further develop, attract and retain high quality staff to Children, Young People & Learning.

RECOMMENDED that:

- 5 Full Council approve a new 2015-16 capital budget of £0.1m to introduce Blackberries and Tablets, or other appropriate mobile devices in Children's Social Care to improve efficiency.
- 6 Employment Committee, to provide more attractive pay and conditions, is invited to approve, the market premium payments to relevant staff, at estimated full year cost of £0.262m; and the extension of the golden handcuff payments to at least 2018 at an estimated full year cost of £0.163m from 2017-18.

Item 13: Acquisition of Emergency Temporary Accommodation

RESOLVED that

- 1 The Chief Officer: Property be endorsed to make an offer to purchase the freehold interest of the property in question and adjoining land.
- 2 The Director of Adult Social Care, Health and Housing, Executive Member Adult Social Care, Health and Housing and Executive Member Transformation and Finance and the Borough Treasurer be delegated the authority to agree the detail of the offer to be made and to enter into contract .
- 3 Subject to the offer being accepted, refer to full Council on the 16th September 2015 to agree a supplementary capital estimate reflecting the agreed purchase price and ancillary costs.

CHAIRMAN

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Bracknell Forest Council Record of Decision

Work Programme Reference	I052372
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1. **TITLE:** Implementation of the Care Act
2. **SERVICE AREA:** Adult Social Care, Health & Housing
3. **PURPOSE OF DECISION**

To approve the approach to implementing the next phases of the Care Act.

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

6. **DECISION:**

1. That the changes in regulations on charging for Adult Social Care services introduced by the Care Act be noted.
2. That the following options for charging should be consulted on:
 - i) That the Council continues to charge for Residential and Nursing care on the basis of the detailed regulations set out in the Charging for Residential Accommodation Guide
 - ii) That the Council changes its policy on the financial assessment of couples to be compliant with the Care Act, and the interim arrangements for people who are adversely affected by this change.
 - iii) That the Council charges interest on Universal Deferred Payments at the rate set by the Department of Health
 - iv) That the Council charges interest on discretionary Deferred Payments at the maximum rate set by the Department of Health
 - v) That the Council charges administration fees for setting up, and managing, a Universal Deferred Payment that meets the cost of that work
 - vi) That the Council charges a fee to self funders in community based settings for setting up care arrangements that fully recovers the cost of that work.

The proposed Consultation document is given in Appendix 1, and a set of proposed questions in Appendix 2 to the report.

2. That it be agreed not to introduce charges for Carers Services at this time.

7. **REASON FOR DECISION**

The Care Act 2014 imposes powers and duties on Local Authorities in relation to these matters from April 2015, with further expected changes in April 2016.

8. **ALTERNATIVE OPTIONS CONSIDERED**

There is no alternative to implementing the requirements of the Care Act 2014 however there are decisions to be made regarding the detail of local implementation.

9. **PRINCIPAL GROUPS CONSULTED:** Professional partners

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
21 July 2015	29 July 2015

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I054458
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1. **TITLE:** Tendering for Older People's Housing Related Support Services

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

3. **PURPOSE OF DECISION**

The Executive is asked to consider the approach to procuring Housing Related Support for vulnerable households.

4 **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

1 That subject to consultation:

- i) A contract be let to procure a housing related support service assessment;
- ii) A contract be let to procure housing related support services on a floating / peripatetic basis;
- iii) That the specification of housing related services be reviewed;
- iv) That consultation takes places to inform the approach to the above procurement.

7. **REASON FOR DECISION**

The legacy supporting people housing related support contracts come up for renewal from March 2016. Therefore, an opportunity exists to review the approach procuring housing related support services to ensure that services are targeted at the most vulnerable and achieve value for money.

The approach proposed in this report, subject to consultation, supports the Council's role in promoting community leadership and achieving value for money.

8. **ALTERNATIVE OPTIONS CONSIDERED**

An alternative option would be to maintain the current approach to procuring housing related support for older people. This would miss the opportunity to target resources to provide housing related support to those in greatest need. In particular it would hamper the ability to direct resources to support older people in extra care housing as part of the Older Person's Accommodation and Support Services Strategy. As more extra care housing is developed in the Borough it will be necessary to redirect resources to wards such schemes and away from households that need lower levels of support. Moving towards an approach which assesses need and costs the support on a peripatetic basis will enable more costs effective packages to be established across agencies providing support to a household. Moreover, it

will allow complimentary services to be added into housing related support or for housing related support to be included in other services thus providing a more economic service provision but also a single services provider for customers.

9. **PRINCIPAL GROUPS CONSULTED:** Providers of Housing Related Support and customers of Housing Related Support
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
21 July 2015	29 July 2015

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I054277
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1. **TITLE:** Local Council Tax Benefit / Reduction Scheme

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

3. **PURPOSE OF DECISION**

Proposals to submit for consultation to amend the Council's current Local Council Tax Benefit / Reduction Scheme.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

1 That it be agreed to review the Local Council Tax Benefit Scheme (LCTBS) for working age households including the following key elements:

1.1 That working age households will receive a maximum of 80% of LCTBS support to help pay their Council Tax liability.

1.2 That working age households income disregards will be increased so that they get to keep more of their income such that:

i) a single person disregard will increase from £5 a week to £10;

ii) a couple from £10 to £15 a week;

iii) a single parent from £25 to £30 a week.

1.3 That self employed income is taken as minimum wage at 35 hours a week from 12 months after the customer for LCTB becomes self employed;

1.4 That child maintenance should be taken into account when calculating household income;

1.5 That a transition scheme will be established for households who face financial hardship due to changes implemented following the review of the scheme;

1.6 That subject to the elements agreed above a consultation programme takes place so as to inform the LCTBS to be implemented for 2016/17;

1.7 To note that it may be necessary to revise the LCTBS in line with the roll out of Universal Credit (UC).

7. **REASON FOR DECISION**

The Council established its Local Council Tax Benefit / Reduction Scheme in 2013/14. At the

time the Council benefitted from a transitional Government grant of £119,000 to wards the costs of the scheme. That grant has subsequently been withdrawn.

As the scheme has now been running for two financial years the time is right to undertake a review to ensure that the Council is providing community leadership and value for money. Moreover, as national welfare reform progresses it is necessary to ensure that the Council's scheme responds to any changes that may arise. The Council's current scheme can be seen as generous in the level of support it provides to customers compared to schemes provided by other councils.

8. ALTERNATIVE OPTIONS CONSIDERED

It could be decided not to review the LCTBS. However, this would deny the opportunity to review the scheme in the light of the Council's policy priorities and the budget setting process for the next financial year.

9. **PRINCIPAL GROUPS CONSULTED:** Local Council Tax Benefit/Reduction Scheme customers and the wider community.

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
21 July 2015	29 July 2015

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I052727
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1. **TITLE:** Capital Expenditure Outturn 2014/15

2. **SERVICE AREA:** Corporate Services

3. **PURPOSE OF DECISION**

To note outturn expenditure and financing and to approve carry forwards.

4 **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

1 That the outturn capital expenditure and in particular the key variances identified in paragraph 5.5 of the report be noted.

2 That the carry forward of £27.951m from the 2014/15 capital programme to 2015/16 including £1.300m relating to projects approved in 2013/14 be approved (see paragraph 5.6).

3 That the financing of capital expenditure as shown in Table 2 to the report be noted.

4 That amendments to the 2015/16 Schools Programme as agreed by the Education Capital Programme Board, outlined in Annex F to the report be approved.

7. **REASON FOR DECISION**

The reasons for the recommendations are set out in section 5 of the report.

8. **ALTERNATIVE OPTIONS CONSIDERED**

Not applicable.

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

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

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

Date Decision Made	Final Day of Call-in Period
21 July 2015	29 July 2015

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I052629
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1. **TITLE:** Revenue Expenditure Outturn 2014/15

2. **SERVICE AREA:** Corporate Services

3. **PURPOSE OF DECISION**

To note outturn expenditure and make recommendations to the Governance and Audit Committee on Reserves.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

1 That the outturn expenditure for 2014/15, subject to audit, of £85.801m, which represents an under spend of -£3.771m compared with the approved budget be noted.

2 That the budget carry forwards of £0.202m be noted (see paragraph 5.9 and Annexe C to the report).

3 That the Treasury Management performance in 2014/15 as set out in Annexe B to the report be recommended to Council.

4 That the earmarked reserves as set out in Annexe D to the report be approved.

5 That the virements relating to the 2014/15 budget between £0.050m and £0.100m be approved and recommend those that are over £0.100m for approval by Council (see Annexe E).

7. **REASON FOR DECISION**

The recommendations are intended to inform the Executive of financial performance against budget in the 2014/15 financial year.

8. **ALTERNATIVE OPTIONS CONSIDERED**

The report sets out the Council's actual financial performance in 2014/15 and the consideration of options is not therefore appropriate.

9. **PRINCIPAL GROUPS CONSULTED:** None.

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

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

Date Decision Made	Final Day of Call-in Period
21 July 2015	29 July 2015

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I051912
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1. **TITLE:** Safeguarding Adults Annual Report
2. **SERVICE AREA:** Adult Social Care, Health & Housing
3. **PURPOSE OF DECISION**

To endorse the Annual Report in relation to Safeguarding Adults within the Borough.

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

6. **DECISION:**

That the Bracknell Forest Safeguarding Adults Partnership Board Annual Report be noted.

7. **REASON FOR DECISION**

The Care Act 2014 states that each the local Safeguarding Adults Partnership Board (SAPB) must publish an annual report detailing what the SAPB has done during the year to achieve its main objectives, and what each member organisation has done to implement the strategy as well as detailing the findings of any Safeguarding Adults Reviews (previously known as Serious Case Reviews) and subsequent action.

This report details the breadth of activity undertaken by Board members and identifies the achievements against the Boards development plan for year.

The Board's development plan for 2015-2016 is contained within the report and sets out the planned developments for the coming 12 months. In line with the requirements set out in the Care Act the Board will develops its strategic objectives and consult with the public during the coming year.

Ensuring there is a local Safeguarding Adults Partnership Board and that the Board is effective is a statutory duty for the Council; as such it is important that the executive are sighted on the work of the Board.

8. **ALTERNATIVE OPTIONS CONSIDERED**

Not applicable.

9. **PRINCIPAL GROUPS CONSULTED:** Bracknell Forest Safeguarding Adults Partnership Board
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
21 July 2015	29 July 2015

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I054733
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1. **TITLE:** Recruitment and Retention in Children's Social Care

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

3. **PURPOSE OF DECISION**

To provide an update and recommendations for the Executive to proactively address the ongoing recruitment and retention of social workers in Children's Social Care.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

1 That the work undertaken by the Children's Social Care Management Board in developing options for permanent solutions to address the long term shortage of experienced and qualified Social Workers directly employed by the council be noted.

2 That Option 1, which will require an overall budget increase of £1.2m to facilitate the recommendations to increase staffing and improve remuneration be agreed.

3 That the values statement at Appendix D which endorses our commitment to staff both in terms of day to day support, investing in their training and ongoing development and also valuing their contribution be endorsed.

4 That the Council continue to actively seek out new opportunities that fit with our ambitions to further develop, attract and retain high quality staff to Children, Young People & Learning.

RECOMMENDED that:

5 Full Council approve a new 2015-16 capital budget of £0.1m to introduce Blackberries and Tablets, or other appropriate mobile devices in Children's Social Care to improve efficiency.

6 Employment Committee, to provide more attractive pay and conditions, is invited to approve, the market premium payments to relevant staff, at estimated full year cost of £0.262m; and the extension of the golden handcuff payments to at least 2018 at an estimated full year cost of £0.163m from 2017-18.

7. **REASON FOR DECISION**

The Children's Social Care Programme Board was established and commissioned to focus proactively on seeking permanent ways of addressing in a planned and considered way the staffing situation within CSC.

8. **ALTERNATIVE OPTIONS CONSIDERED**

Two options are put forward in the report and one recommended – Option 1. Option 2 involved approximately £0.147m additional expenditure as more posts were included.

9. **PRINCIPAL GROUPS CONSULTED:** Children’s Social Care Programme Board

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

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

Date Decision Made	Final Day of Call-in Period
21 July 2015	30 July 2015

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I054756
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1. **TITLE:** Acquisition of Emergency Temporary Accommodation

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

3. **PURPOSE OF DECISION**

The Executive is asked to provide authority for the Council to make an offer to acquire emergency temporary accommodation for homeless households.

4 **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

1 That the Chief Officer: Property be endorsed to make an offer to purchase the freehold interest of the property in question and adjoining land.

2 That the Director of Adult Social Care, Health and Housing, Executive Member Adult Social Care, Health and Housing and Executive Member Transformation and Finance and the Borough Treasurer be delegated the authority to agree the detail of the offer to be made and to enter into contract .

3 That subject to the offer being accepted, refer to full Council on the 16th September 2015 to agree a supplementary capital estimate reflecting the agreed purchase price and ancillary costs.

7. **REASON FOR DECISION**

The Council has a statutory obligation to provide emergency accommodation for homeless households. The Council achieves this by procuring bed and breakfast accommodation both inside Bracknell Forest and in Berkshire and North Hampshire.

The Council procures rooms with facilities as well as communal kitchens so that customers have the ability to provide their own food. At present the Council is procuring emergency accommodation in Slough, Aldershot and Maidenhead. Suitable bed and breakfast accommodation is in short supply and Local Authorities in Berkshire are competing to acquire emergency accommodation.

As emergency accommodation has to be affordable for the homeless households the council sets the rate it charges at the maximum housing benefit that can be achieved if a family is out of work. That is below the cost of the emergency accommodation and thus this generates a cost to the Council.

If the Council is able to acquire its own emergency accommodation at a cost that could be supported by the current charges then it would be able to achieve a significant economy. Thus the Council would be able to deliver improved value for money. Moreover, as the accommodation in question is located in Bracknell Forest there will be ancillary economies

for the Council such as school transport cost savings as children will not need to be transported from outside Bracknell Forest to schools. In addition the provision of emergency accommodation within Bracknell Forest will enable customers to maintain contact with support groups, family and maintain employment at a difficult time in their lives.

8. ALTERNATIVE OPTIONS CONSIDERED

The Council can continue to procure emergency temporary accommodation on the open market. Although the cost of this could be contained within available budgets it would not deliver an economy.

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.

Date Decision Made	Final Day of Call-in Period
21 July 2015	29 July 2015