



NOTICE OF MEETING

The Executive

Tuesday 12 April 2016, 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: 4 April 2016



The Executive
Tuesday 12 April 2016, 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

	Page No
1. Apologies	
2. Declarations of Interest	
Any Member with a Disclosable Pecuniary Interest or an Affected Interest in a matter should withdraw from the meeting when the matter is under consideration and should notify the Democratic Services Officer in attendance that they are withdrawing as they have such an interest. If the Interest is not entered on the register of Members interests the Monitoring Officer must be notified of the interest within 28 days.	
3. Minutes - 8 March 2016	
To consider and approve the minutes of the meeting of the Executive held on 8 March 2016.	5 - 14
4. Urgent Items of Business	
Any other items which, pursuant to Section 100B(4)(b) of the Local Government Act 1972, the Chairman decides are urgent.	
5. Bring the Binfield Neighbourhood Plan into Legal Force	
To seek agreement to bring the modified Binfield Neighbourhood Development Plan into legal force to form part of the statutory Bracknell Forest Development Plan, to be used in the determination of planning applications relating to land in Binfield Parish.	15 - 34
6. Residents Parking Scheme Two Year Trial Update	
To seek authority to consult residents on the next steps following completion of a two year trial of a residents' parking scheme around Bracknell town centre.	35 - 44
7. Community Safety Partnership Plan 2016-17	
To endorse the priorities and targets contained within the 2016 refresh of the Community Safety Plan 2014-17, prior to submission to Council for formal endorsement.	45 - 62

8. Corporate Performance Overview Report

To consider the Corporate Performance Overview Report for the third quarter of 2015/16.

63 - 84

Exclusion of the Press and Public

Agenda items 9-11 are supported by annexes containing exempt information as defined in Schedule 12A of the Local Government Act 1972. If the Committee wishes to discuss the content of any of these annexes in detail, it may choose to move the following resolution:

That pursuant to Regulation 4 of the Local Authorities (Executive Arrangements) (Access to Information) Regulations 2012 and having regard to the public interest, members of the public and press be excluded from the meeting for the consideration of this item 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 holding that information).*

9. Amen Corner North: Appointment of School Sponsor

To agree the academy trust that is to be proposed to the Regional Schools Commissioner to operate and manage the new school at Amen Corner North.

85 - 96

10. Binfield Learning Village: Appointment of School Sponsor

To agree the academy trust that is to be proposed to the Regional Schools Commissioner to operate and manage the new school at Binfield Learning Village.

97 - 104

11. Home to School Transport and Occasional Transport Services

To award contracts for the provision of transport relating to:

105 - 112

- Statutory home to school transport which consists of Special Educational Needs (SEN), mainstream, learning and literacy and Pupil Referral Unit (PRU) transport, managed by the Integrated Transport Unit (ITU); and,
- Occasional transport (taxi, coach and minibus) which can be booked by all departments across the Council.

12. Exclusion of Public and Press

To consider the following motion:

That pursuant to Regulation 21 of the Local Authorities (Executive Arrangements) (Access to Information) Regulations 2000 and having regard to the public interest, members of the public and press be excluded from the meeting for the consideration of item 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.

13. **Potential Acquisition of Former Magistrates Court**

To give further consideration to the potential acquisition of the magistrates' court in Bracknell town centre.

**EXECUTIVE
8 MARCH 2016
5.00 - 5.15 PM**



Present:

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

Chairman

At the commencement of the meeting, Councillor Barnard, the Vice-Chairman, took the Chair as Councillor Bettison had been delayed.

33. Declarations of Interest

There were no declarations of interest.

34. Minutes

RESOLVED that the minutes of the meeting of the Executive on 23 February 2016 together with the accompanying decision records be confirmed as a correct record and signed by the Leader.

Executive Decisions and Decision Records

The Executive considered the following items. The decisions are recorded in the decision sheets attached to these minutes and summarised below:

35. Adoption of Parking Standards Supplementary Planning Document

RESOLVED that:

- 1 The Parking Standards Supplementary Planning Document (Appendix A of the Director of Environment, Culture & Communities' report) be adopted as a material consideration in the determination of all planning applications validated from the date of its adoption;
- 2 The revocation of the Bracknell Forest Parking Standards Supplementary Planning Document 2007 be approved in accordance with Town and Country Planning (Local Planning) (England) Regulations 2012, pertaining to the Planning and Compulsory Planning Act 2004 above for all planning applications validated from the date of the adoption of the Parking Standards Supplementary Planning Document referred to in 1 above;
- 3 The use of the Bracknell Forest Parking Standards Supplementary Planning Document 2007 as a material consideration in the determination of all planning applications validated prior to the Adoption of the Parking Standards Supplementary Planning Document referred to in 1 above until 01 July 2016;

- 4 The publication of the Consultation Statement (Appendix B of the Director of Environment, Culture & Communities' report) be approved; and,
- 5 The Executive Member for Planning and Transport be authorised to agree any minor changes to the Supplementary Planning Document and Consultation Statement prior to adoption.

Councillor Bettison in the Chair

36. **Advocacy Strategy**

RESOLVED that the Advocacy Joint Commissioning Strategy for 2016-2021 be approved.

37. **Council Tax Penalties**

RESOLVED that the Council Tax Penalties Policy be implemented with effect from 1 April 2016.

38. **Highway Maintenance Works Programme 2016-17**

RESOLVED that the budget for 2016-17 be targeted at the indicative Highway Maintenance Works Programme as set out in Annex 1 of the Director of Environment, Culture & Communities' report.

CHAIRMAN

Bracknell Forest Council Record of Decision

Work Programme Reference	I058692
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1. **TITLE:** Adoption of Parking Standards Supplementary Planning Document

2. **SERVICE AREA:** Environment, Culture & Communities

3. **PURPOSE OF DECISION**

To adopt the Parking Standards Supplementary Planning Document to use as guidance in determining relevant planning applications

4 **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

1 The Parking Standards Supplementary Planning Document (Appendix A of the Director of Environment, Culture & Communities' report) be adopted as a material consideration in the determination of all planning applications validated from the date of its adoption;

2 The revocation of the Bracknell Forest Parking Standards Supplementary Planning Document 2007 be approved in accordance with Town and Country Planning (Local Planning) (England) Regulations 2012, pertaining to the Planning and Compulsory Planning Act 2004 above for all planning applications validated from the date of the adoption of the Parking Standards Supplementary Planning Document referred to in 1 above;

3 The use of the Bracknell Forest Parking Standards Supplementary Planning Document 2007 as a material consideration in the determination of all planning applications validated prior to the Adoption of the Parking Standards Supplementary Planning Document referred to in 1 above until 01 July 2016;

4 The publication of the Consultation Statement (Appendix B of the Director of Environment, Culture & Communities' report) be approved; and,

5 The Executive Member for Planning and Transport be authorised to agree any minor changes to the Supplementary Planning Document and Consultation Statement prior to adoption.

7. **REASON FOR DECISION**

Evidence shows that the existing Parking Standards SPD (2007) is becoming increasingly out-of-date and does not cover certain current issues such as school drop-off and pick-up. The proposed new SPD updates the existing version which was adopted more than 8 years ago to better reflect the current parking needs of the Borough. The new Parking Standards SPD is consistent with national policy, local evidence and has been the subject of public consultation. Adopting the new SPD to supersede the existing 2007 SPD will ensure that it becomes a material consideration in the determination of planning applications. However it

is necessary that existing planning applications validated prior to the new SPD which have been negotiated using the existing 2007 SPD are still determined on this basis.

8. ALTERNATIVE OPTIONS CONSIDERED

Not adopting the Parking Standards SPD would mean the Council continuing to implement its existing Parking Standards SPD (2007). This is increasingly out-of-date and does not address parking problems associated with new development such as the low level of use of domestic garages for parking.

9. PRINCIPAL GROUPS CONSULTED: Public and professionals

10. DOCUMENT CONSIDERED: Report of the Director of Environment, Culture & Communities

11. DECLARED CONFLICTS OF INTEREST: None.

Date Decision Made	Final Day of Call-in Period
8 March 2016	15 March 2016

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I057462
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1. **TITLE:** Advocacy Strategy
2. **SERVICE AREA:** Adult Social Care, Health & Housing
3. **PURPOSE OF DECISION**

As the current Advocacy Strategy comes to an end in 2015, the strategy has been refreshed and is being submitted to the Executive for approval. In addition to the period of the existing strategy ending, local authorities now have additional duties to provide access to independent advocacy under the Care Act 2014 and therefore the new strategy has been refreshed to take account of these changes.

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

6. **DECISION:**

That the Advocacy Joint Commissioning Strategy for 2016-2021 be approved.

7. **REASON FOR DECISION**

The previous strategy for advocacy in Bracknell Forest covered the years 2012-2015 and therefore the strategic approach to commissioning advocacy services in Bracknell Forest is due for review and refresh. There have been significant legislative changes since the last strategy was developed that directly impact the commissioning and provision of advocacy services and the strategic approach needs to be updated to reflect this.

8. **ALTERNATIVE OPTIONS CONSIDERED**

None.

9. **PRINCIPAL GROUPS CONSULTED:** People who have used local advocacy services;
People who may have need to use advocacy in future (e.g. people with care and support needs, or unpaid 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
8 March 2016	15 March 2016

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I059275
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1. **TITLE:** Council Tax Penalties
2. **SERVICE AREA:** Corporate Services
3. **PURPOSE OF DECISION**

To seek approval from the Executive to implement the Council Tax Penalties Policy.

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

6. **DECISION:**

That the Council Tax Penalties Policy be implemented with effect from 1 April 2016.

7. **REASON FOR DECISION**

The Council has powers under the Local Government Finance Act 1992 (Schedule 3) to impose civil penalties to those charge payers who wilfully neglect to inform the Council of changes to their circumstances that affect their Council Tax liability.

The Council has a duty to ensure that the correct Council Tax charge is being applied to all of its domestic properties and introduction of a penalty policy will help to educate customers on the importance of advising of relevant changes and also encourage them to do this in a timely manner.

The penalties will be applied using a consistent, joined-up approach and are intended to be imposed where a reasonable excuse has not been provided to the Council.

8. **ALTERNATIVE OPTIONS CONSIDERED**

The first alternative option would be to continue operating without a penalties policy and have no possibility of penalising taxpayers without undertaking a labour-intensive fraud investigation or court prosecution.

Where fraud is suspected and believed to warrant a criminal investigation, a local authority could undertake a fraud investigation under the Detection of Fraud and Enforcement Regulations. In order for such investigations to take place the Council would need to employ an authorised officer or buy in the services of a professional fraud investigation body. Where evidence is strong enough for a prosecution, the Council could impose a penalty of 50% of the excess Council Tax discount, up to a value of £1000. However, the cost of taking this approach is likely to amount to more than the amount of discount that has been falsely claimed.

In respect of Council Tax liability, in the most serious cases only, where a person presents information that they know to be false with a view to obtaining a financial benefit to which they are not entitled, the person may be subject to prosecution under The Theft Act 1968 for

obtaining a pecuniary advantage by deception. This approach would also be resource intensive and costly to the authority to carry out.

- 9. **PRINCIPAL GROUPS CONSULTED:** Residents of Bracknell Forest
- 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
8 March 2016	15 March 2016

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I058705
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1. **TITLE:** Highway Maintenance Works Programme 2016-17

2. **SERVICE AREA:** Environment, Culture & Communities

3. **PURPOSE OF DECISION**

The Council as part of its overall budget allocation makes provision for highway maintenance schemes. The funding is then targeted according to highway condition. In order to ensure most effective use of resource and the early booking of the plant and equipment, approval is sought annually to approve the targeting of funding to a those roads identified on a rolling list as being in greatest need

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

That the budget for 2016-17 be targeted at the indicative Highway Maintenance Works Programme as set out in Annex 1 of the Director of Environment, Culture & Communities' report.

7. **REASON FOR DECISION**

As part of the revenue budget proposals, the Council has consulted on a reduction in the revenue spend for highway maintenance and is currently consulting on further economies to the highway maintenance budget. The allocation of the Council's capital programme must also be considered in this context too. The proposals therefore identify the priority work across the network to maintain the highway in as good a condition as resources allow.

8. **ALTERNATIVE OPTIONS CONSIDERED**

The proposals seek to effect works according to priority needs 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 list is updated annually. Given the current financial position the Council faces and the reducing spend on highway maintenance, it would not be appropriate to allocate resources to anything other than that identified through a methodical and objective needs assessment.

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

10. **DOCUMENT CONSIDERED:** Report of the Director of Environment, Culture & Communities

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

Date Decision Made	Final Day of Call-in Period
8 March 2016	15 March 2016

TO: THE EXECUTIVE
12 APRIL 2016

**BRINGING THE BINFIELD NEIGHBOURHOOD DEVELOPMENT PLAN
INTO LEGAL FORCE**

Director of Environment, Culture and Communities

1 PURPOSE OF REPORT

- 1.1 The purpose of this report is to seek agreement from the Executive to bring the modified Binfield Neighbourhood Development Plan (“the Neighbourhood Plan”) into legal force to form part of the statutory Bracknell Forest Development Plan, to be used in the determination of planning applications relating to land in Binfield Parish. The decision seeks the Executive’s approval for the form, content and publication of the associated Decision Statement (See decision 14, of the Revised Table A, Appendix B, to the Revised Amendments To Arrangements For The Exercise Of Powers Relating To Neighbourhood Planning Process report which was approved by the Executive Member for Council Strategy and Community Cohesion on 26 February 2016 (“the 26 February 2016 decision”¹).

2 RECOMMENDATION

2.1 That the Executive approves:

(1) the “making” (bringing into legal force) of the Neighbourhood Plan to form part of the statutory Bracknell Forest Development Plan pursuant to Section 38A(4) of the Planning and Compulsory Purchase Act 2004; and

(2) the form, content and publication of the Decision Statement (set out in Appendix B) pursuant to Regulation 19 of the Neighbourhood Planning (General) Regulations 2012 (as amended) (“the Regulations”) to give effect to the first limb of the above Recommendation.

3 REASONS FOR RECOMMENDATION

- 3.1 Bracknell Forest Council (“the Council”), in its capacity as the Local Planning Authority, has a statutory duty, as set out in Schedule 38A(4) of the Planning and Compulsory Purchase Act 2004 (“the PCPA”), to make a Neighbourhood Development Plan and bring it into legal force if more than half of those voting have voted in favour of making the Plan at referendum. The Council has a duty to make the Plan as soon as reasonably practicable after the referendum is held. Regulation 19 of the Regulations requires the Council to then, as soon as possible after deciding to make a Neighbourhood Development Plan, publish a statement setting out the decision and details of where and when the decision statement may be inspected.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 Should the Council consider the making of the Neighbourhood Plan to breach, or otherwise be incompatible with, any EU obligation or any of the Convention rights, it is not under duty to make the Plan and bring it into legal force, as set out in Schedule 38A(6) of the PCPA.
- 4.2 The independent Examiner who reviewed the Neighbourhood Plan considered that it met the basic conditions and statutory requirements (incorporating modifications).

¹ <http://democratic.bracknell-forest.gov.uk/mglIssueHistoryHome.aspx?IId=58779&Opt=0>

The Council concurred with the Examiner's conclusions as set out in the published 'Post Examination Decision Statement.' Therefore, it would be in breach of the Council's statutory responsibilities in respect of Neighbourhood Planning under paragraph 38A(4) of the PCPA to refuse to make the Neighbourhood Plan. It would also expose the Council to legal challenge and attendant costs.

5 BACKGROUND INFORMATION

Submission of the Plan

- 5.1 Binfield Parish Council is the 'Qualifying Body' for the purposes of Neighbourhood Planning in the Parish of Binfield. The Council designated Binfield Parish as a Neighbourhood Area for the purposes of Neighbourhood Planning on 11 February 2014. Binfield Parish Council submitted its Neighbourhood Plan and supporting documentation, to the Council on Wednesday 16 September 2015 in accordance with Regulation 15.
- 5.2 The Chief Officer for Planning and Transport confirmed in writing to Binfield Parish Council (23 September 2015) that the submitted documentation complied with the statutory requirements as set out in the Town and Country Planning Act 1990 (as amended) ("the TCPA") and Regulation 15 of the Regulations. The Executive Member for Planning and Transport agreed to the Council undertaking a statutory six-week publicity period on the submitted Neighbourhood Plan in accordance with Regulation 16, and that an independent Examiner be appointed in accordance with Regulation 17. The Council duly undertook public consultation on the Neighbourhood Plan between 10am on 12 October 2015 and 10am on 23 November 2015. The Council submitted a representation during this period which was agreed by the Executive Member for Planning and Transport by way of a decision made on the 6 November 2015.

Examination

- 5.3 With the consent of Binfield Parish Council, the Council appointed Mr Christopher Collison to undertake the independent Examination of the Neighbourhood Plan, via the Neighbourhood Planning Independent Examiner Referral Service (NPIERS). The Council submitted the Plan, representations received in response to the consultation and other supporting documentation for Examination in accordance with Regulation 17.
- 5.4 The Examiner issued his report to the Council on the Examination of the Binfield Neighbourhood Plan on 3 December 2015, and the Council subsequently published the report on its website in accordance with paragraph 10(8) of Schedule 4B of the TCPA. This was an administrative function delegated to the Chief Officer for Planning and Transport by the 26 February 2016 decision (see decision 8).

The Council's decision on the Examiner's report

- 5.5 The Examiner's report recommended that, subject to modifications put forward by the Examiner, the Neighbourhood Plan be submitted to referendum. It also recommended that the Neighbourhood Plan should proceed to a referendum based on the designated Binfield Parish Neighbourhood Area. The Council considered each of the recommendations made in the Examiner's report (and the reasons for them) and decided what action to take in response to each recommendation (in accordance with paragraph 12(2) of Schedule 4B of the TCPA and Regulation 18 of the Regulations).
- 5.6 These Council considerations and decisions were set out in a Post Examination Decision Statement. The Executive Member for Planning and Transport approved the

form and content of the Post Examination Decision Statement, its subsequent publication by the Chief Officer for Planning and Transport, and for the modified Binfield Neighbourhood Plan to be submitted to a local community referendum in his decision of 19 January 2016. The Post Examination Decision Statement was published on the Council's website on 20 January 2016, and hard copies were made available at the Council's Time Square and Easthampstead House offices. In addition hard copies were made available at Binfield Library and Binfield Parish Council Office.

Referendum arrangements

- 5.7 As required by paragraph 14(2) of Schedule 4B of the TCPA, the Council duly made arrangements to hold a referendum on the making of the Neighbourhood Plan on Thursday 3rd March 2016.
- 5.8 In accordance with paragraph 12(5) of Schedule 4B of the TCPA, the referendum was held on the Neighbourhood Plan which incorporated the agreed modifications set out in the schedule of the Post Examination Decision Statement.
- 5.9 As set out in paragraph 14(4) of Schedule 4B of the TCPA, a person was entitled to vote in the referendum if on the prescribed date of the referendum a) the person was entitled to vote in an election of any councillors of a relevant council any of whose area was in the referendum area, and b) the person's qualifying address for the election was in the referendum area.
- 5.10 The referendum area was the designated Binfield Parish Neighbourhood Area, which the Council designated on 11 February 2014. A separate business referendum was not held since the Binfield Parish Neighbourhood Area was not designated as a business area.

Referendum results

- 5.11 The referendum was held on Thursday 3rd March 2016 between 7am and 10pm. The following question was asked to those entitled to vote in the referendum: *"Do you want Bracknell Forest Council to use the Neighbourhood Plan for Binfield Parish to help it decide planning applications in the neighbourhood area?"*
- 5.12 At the referendum a total of 938 ballots were cast. Of these:
- the number of votes in favour of a 'yes' was 770
 - the number of votes in favour of a 'no' was 166
 - 2 ballots were rejected, deemed unmarked or void for uncertainty
 - the turnout was 15.51 per cent.
- The official result sheet is set out in Appendix A.
- 5.13 More than half of those in the community of Binfield Parish that voted were in favour of Bracknell Forest Council making the Neighbourhood Plan and bringing it into legal force.

6 BRACKNELL FOREST COUNCIL'S STATUORY DUTIES FOLLOWING A SUCCESSFUL REFERENDUM

Context

- 6.1 In order for the Council to bring the Neighbourhood Plan into force, 50% + one of those who vote at the referendum need to do so in favour of making the Neighbourhood Plan. If the result of the referendum is favourable, the Council in its role as the Local Planning Authority, is under a legal duty to 'make' the Plan (bring it into force). The Neighbourhood Plan will then form part of the statutory Bracknell Forest Development Plan and be used in the determination of planning applications relating to land in Binfield Parish.

Bringing the Plan into legal force

- 6.2 As set out in paragraph 5.13 of this report and Appendix A, more than half the community of Binfield Parish voted in favour of making the Neighbourhood Plan. The Council, in its capacity as the Local Planning Authority, therefore has a legal duty to 'make' the Neighbourhood Plan and bring it into legal force (in accordance with Schedule 38A(4) of the PCPA). This is a decision that must be taken by the Executive (see decision 14, of the 26 February 2016 decision¹).
- 6.3 Regulation 19 of the Regulations and Schedule 38A(9) of the PCPA require the Council to publish a statement setting out the decision, the reasons for making that decision, and details of where and when the decision statement may be inspected. This Decision Statement is appended to this report in Appendix B, and sets out that the Council does not consider that the making of the Plan would breach, or would otherwise be incompatible with, any EU obligation or any of the Convention rights. An initial Equalities Impact Screening Assessment is provided in Appendix C. This indicates that the policies in the Neighbourhood Plan are not considered to prejudice any particular section of the community.
- 6.4 If the Executive agrees the form and content of the Decision Statement set out in Appendix B, the Decision Statement will be published by the Council on its website and hard copies will be made available at Time Square Offices, Binfield Parish Council Offices and Binfield Library. This is an administrative function delegated to the Chief Officer for Planning and Transport by the 26 February 2016 decision (decision 14A).
- 6.5 Regulation 19 and Schedule 38A(10) of the PCPA additionally require the Council to send a copy of the Decision Statement to the qualifying body (Binfield Parish Council) and any person who asked to be notified of the decision. The latter information was gathered during the Regulation 16 consultation on the submitted Neighbourhood Plan. This is an administrative function delegated to the Chief Officer for Planning and Transport by the 26 February 2016 decision (decision 14A).
- 6.6 Once the Plan has been brought into legal force, Regulation 20(a) of the Regulations requires the Council to publish the Neighbourhood Plan and details of where and when the Plan may be inspected. The Regulations prescribe that it must be on the Council's website and advertised so that it is brought to the attention of people who live, work or carry on business in the Binfield Parish Neighbourhood Area. A hard copy of the Binfield Neighbourhood Plan will therefore be made available at the Time Square Offices, Binfield Parish Council Offices and Binfield Library. This is an administrative function delegated to the Chief Officer for Planning and Transport by the 26 February 2016 decision (decision 15).

- 6.7 Regulation 20(b) requires the Council to notify any person who asked to be notified of the making of the Neighbourhood Plan that it has been made and where and when it may be inspected. The latter information was gathered during the Regulation 16 consultation on the submitted Neighbourhood Plan. This is an administrative function delegated to the Chief Officer for Planning and Transport by the 26 February 2016 decision (decision 15).

Implementation of the Binfield Neighbourhood Plan

- 6.8 If Executive agrees that the Neighbourhood Plan is brought into legal force to form part of the statutory Bracknell Forest Development Plan, then the Neighbourhood Plan will have full weight and be used, along with other adopted Plans that together form the Bracknell Forest Development Plan, in the determination of planning applications relating to land in Binfield Parish.
- 6.9 The decision made by Executive is subject to a 5 working day call-in period. As a result the Neighbourhood Plan will come into legal force on 20 April 2016 and this will be the date of the Decision Statement set out in Appendix B.
- 6.10 Once in legal force, the Neighbourhood Plan will alter the amount of Community Infrastructure Levy (CIL) receipts that are payable to Binfield Parish Council. Binfield Parish Council currently receives a neighbourhood funding element of CIL receipts of 15%; this is capped at £100 per dwelling. As a result of the Neighbourhood Plan being 'made' and brought into legal force, this increases to 25% of Levy receipts and is uncapped.
- 6.11 Binfield Parish Council will receive 25% (uncapped) of CIL payments received once the Neighbourhood Plan is in legal force (on or after 20 April 2016) as set out in Regulation 59A of the Community Infrastructure Levy Regulations 2010 (as amended) ("CIL Regulations"). Regulation 59D of the CIL Regulations specifies that the neighbourhood portion of levy receipts must be paid every six months, at the end of October and the end of April unless otherwise agreed.
- 6.12 The neighbourhood funding portion of the levy can be spent on a wider range of things than the rest of the levy, provided that it meets the requirement to 'support the development of the area' (in accordance with Regulation 59C of the CIL Regulations). The wider definition means that the neighbourhood funding portion can be spent on things other than infrastructure, such as affordable housing to address the demands that development places on the area.

Resource Implications

- 6.13 The Council, as the Local Planning Authority, has a statutory duty to provide advice and assistance and to carry out certain parts of the neighbourhood planning process, including arranging the examination and the referendum. It is intended that these costs are covered by grant funding received from Government. A total of £30,000 grant funding has been received as a result of reaching the following milestones:
- £5,000 for the designation of Binfield Parish Neighbourhood Area,
 - £5,000 for holding the Regulation 16 submission consultation, and
 - £20,000 for receipt of the Examiner's report recommending the Plan is submitted to referendum.

However other Services have been involved in dispensing the Council's statutory responsibilities, for example Electoral Services and Legal. To date the work has been resourced from within existing budgets supplemented by grant money from Government, though it is unclear at this stage what the total cost of the process of 'making' the Neighbourhood Plan will be.

7 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 7.1 The recommendation of the report seeks the approval of the Executive for the Neighbourhood Plan to be brought into legal force and form part of the statutory Bracknell Forest Development Plan, pursuant to Section 38A(4) of the PCPA, and the Decision Statement (set out in Appendix B) to be published pursuant to Regulation 19 of the Regulations 2012 (as amended) (“the Regulations”).
- 7.2 The Neighbourhood Plan meets the basic conditions as confirmed by the Examiner’s report and “Post Examination Decision Statement” referenced at paragraph 4.2 of the report. The promotion of the Neighbourhood Plan has satisfactorily completed the necessary legal and procedural steps required under the Act and Regulations to be brought into legal force and consequently become part of the Bracknell Forest Development Plan.
- 7.3 The Executive will note that, a referendum must be held on a Neighbourhood Development Plan before it can come into legal force (be ‘made’ by the Local Planning Authority). This referendum was held on the 3rd March 2016. Section 38A (a) of the PCPA requires the Council to “make,” a Neighbourhood Development Plan as soon as reasonably practicable if more than half of those voting in the referendum have voted in favour of the Neighbourhood Development Plan. The Council is not subject to this if the making of the Neighbourhood Development Plan would breach, or would otherwise be incompatible with, any EU obligation or any of the Convention rights (within the meaning of the Human Rights Act 1998).
- 7.4 Paragraphs 5.11-5.13 of the report confirm that a positive referendum result was achieved and that at least (50% + 1) of voters were in favour of the Neighbourhood Plan (see Appendix A). The report also confirms that the Council is satisfied that the making of the Neighbourhood Plan would not breach, nor would otherwise be incompatible with, any EU obligation or any of the Convention rights (within the meaning of the Human Rights Act 1998), see paragraph 6.3 .
- 7.5 Neighbourhood planning is a relatively new legal process, which the Council has a statutory duty to facilitate and administer. The Act, Regulations and the Local Government (Functions and Responsibilities Act) England Regulations 2010 are silent as to the appropriate decision making process. Consequently, and given the relatively recent enactment of these provisions, the Bracknell Forest Borough Council Constitution May 2015 is also silent as to the mode or reservation of such decisions.
- 7.6 However, consideration has been given to the appropriate level at which Neighbourhood Planning decisions can be made, whilst ensuring the process is fair and transparent. Arrangements for the exercise of powers in decision making relating to Neighbourhood Planning has subsequently been agreed by the Executive Member for Council Strategy and Community Cohesion (the Leader of the Council) and delegated to the Executive Member for Planning and Transport and the Chief Officer for Planning and Transport (in respect of administrative decisions only), by way of the 26 February 2016 decision referenced in the report.
- 7.7 Decision 14 of the Revised Table A, Appendix B, of the 26 February 2016 decision reserves the decision to make a Neighbourhood Development Plan, by bringing it into legal force, to the Executive. This reservation is made pursuant to Section 9D(1) of the Local Government Act 2000, which provides that all functions of an authority are to be the responsibility of the Executive unless specified in regulations made

under that section or specified in any enactment passed or made after that Act was passed.

- 7.8 The Executive is advised that Neighbourhood Development Plans are not Development Plan Documents pursuant to section 15 of the Planning and Compulsory Purchase Act 2004 and nor do they comprise the Development Plan under sections 27 or 54 of the Town and Country Planning Act 1990 until they are brought into legal force. Therefore, Neighbourhood Development Plans are not considered to be amongst the specified plans and strategies listed in Column 1 of the table at Schedule 3 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended). This statutory interpretation regarding the appropriate decision maker required to bring a Neighbourhood Development Plan into legal force has been endorsed by way of advice received from the Department for Communities and Local Government Neighbourhood Planning Unit.
- 7.9 The Executive is also asked to approve the form and content of the Decision Statement. As advised in the report, this document sets out the Council's reasons for making the Neighbourhood Plan and details of where the Neighbourhood Plan can be inspected. The Council is under a statutory duty to publish this document pursuant to Regulation 19 of the Regulations and the decision making process governing this decision is comprised at decision 14 of the Revised Table B, to the 26 February 2016 decision. The Executive will note, that in the event that the Executive approves the form and content of the Decision Statement set out in Appendix B, the administrative function of publicising the Decision Statement will be undertaken by the Chief Officer for Planning and Transport by way of delegated powers (decision 14A) of the Revised Table B to the 26 February 2016 decision.
- 7.10 Therefore, for the reasons set out above and in accordance with Part 2 of the Bracknell Forest Council Constitution 2015, paragraph 5.6 (Executive Committee Terms of Reference), which provides that the Executive is responsible for all Executive decision-making within the policy framework, the Recommendation falls within the reservation of the Executive.

Borough Treasurer

- 7.11 The Council has incurred financial costs in respect of arranging the examination and referendum of this Plan as stated in the report. The Council applied for the final instalments of £5,000 and £20,000 of the grant funding available to meet these costs. Since the Council has a statutory duty to facilitate and administer these neighbourhood plans any costs incurred have to be funded, should the grant not be sufficient to cover the costs then this will be reported at a later date.
- 7.12 There are additional financial implications for bringing the Binfield Neighbourhood Plan into legal force. The CIL receipts that Binfield Parish Council receives will increase from 15% capped to £100 per dwelling, to 25% uncapped.

Equalities Impact Assessment

- 7.13 An EIA screening exercise has been undertaken on the Binfield Neighbourhood Plan (incorporating modifications), which can be found in Appendix C. This EIA screening has found that the policies in the Binfield Neighbourhood Plan are not considered to prejudice any particular section of the community.

Strategic Risk Management Issues

- 7.14 If the Binfield Neighbourhood Plan is not brought into legal force, Bracknell Forest Council is at risk of non-compliance with Section 38A of the PCPA 2004 and the Regulations 2012.

8 CONSULTATION

Principal Groups Consulted

- 8.1 Those eligible to vote who lived in the Binfield Parish Neighbourhood Area on 3 March 2016.

Method of Consultation

- 8.2 A local community referendum was held on Thursday 3 March 2016.

Representations Received

- 8.3 82% of those who voted did so in favour of making the Binfield Neighbourhood Plan. Voter turnout was 15.51%.

Background Papers

- The Neighbourhood Planning (General) Regulations 2012 (as amended)
- The Neighbourhood Planning (Referendum) Regulations 2012 (as amended)
- Town and Country Planning Act 1990
- The Planning and Compulsory Purchase Act 2004
- The Community Infrastructure Levy Regulations 2010 (as amended)
- Planning Practice Guidance (2014) CIL:
http://planningguidance.communities.gov.uk/blog/guidance/community-infrastructure-levy/spending-the-levy/#paragraph_072
- Binfield Neighbourhood Plan, Binfield Parish Neighbourhood Area Designation, Examiner's report, Post Examination Decision Statement, and Consultation information:
<http://www.bracknell-forest.gov.uk/binfieldparishneighbourhoodarea>
- Binfield Neighbourhood Plan referendum information: <http://www.bracknell-forest.gov.uk/currentreferendums>
- Background information on the Binfield Neighbourhood Plan:
<http://www.binfieldplan.org.uk/>

Appendices

- Appendix A – Official result sheet of the referendum on the Binfield Neighbourhood Plan
Appendix B – Decision Statement pursuant to Regulation 19
Appendix C – Initial Equalities Impact Screening Assessment on the Binfield Neighbourhood Plan (incorporating modifications)

Contact for further information

Andrew Hunter, Chief Officer: Planning and Transport - 01344 351907
Andrew.Hunter@bracknell-forest.gov.uk

Ann Moore, Head of Democratic and Registration Services – 01344 352260
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DECLARATION OF RESULT OF POLL

Bracknell Forest Council
Referendum on the Neighbourhood Plan for
BINFIELD PARISH
on Thursday 3 March 2016

Electorate: 6046
Ballot Papers total: 938
Turnout: 15.51%

I, Ann Moore, being the Deputy Counting Officer for the above referendum, do hereby give notice that for the Binfield Neighbourhood area **770** votes have been recorded as 'YES' and **166** votes recorded as 'NO'.

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	
B voting for both answers	
C writing or mark by which voter could be identified	
D being unmarked or wholly void for uncertainty	2
Total	2


E The number of ballot papers rejected in part for uncertainty was as follows:	
--	--

and the number of votes recorded is as follows:

Vote	Description (if any)	Number of Votes	Result
Yes		770	DECLARED
No		166	

03 Mar 2016

Deputy Counting Officer



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**Planning and Compulsory Purchase Act 2004, as amended
by The Localism Act 2011, Schedule 9**

**DECISION STATEMENT BRINGING THE BINFIELD NEIGHBOURHOOD PLAN
INTO LEGAL FORCE**

This document is the Decision Statement required to be prepared under Section 38A(9) of the Planning and Compulsory Purchase Act 2004 (as amended) and Regulation 19(a) of the Neighbourhood Planning (General) Regulations 2012 (as amended) (“the Regulations”)¹. It sets out the Council’s considerations and formal decision in bringing the Binfield Neighbourhood Plan into legal force following the successful local referendum held on 3 March 2016.

1.0 SUMMARY

- 1.1 Following an independent Examination and Referendum, Bracknell Forest Council’s Executive on 12 April 2016 decided to bring the Binfield Neighbourhood Plan into legal force under Section 38A(4) of the Planning and Compulsory Purchase Act 2004 (as amended) (“the 2004 Act”).
- 1.2 The Binfield Neighbourhood Plan now forms part of the statutory Development Plan for Bracknell Forest.
- 1.3 In accordance with Regulation 19 of the Regulations, this Decision Statement can be viewed on the Council’s website: www.bracknell-forest.gov.uk/developmentplan
- 1.4 In accordance with Regulation 20 of the Regulations, the Binfield Neighbourhood Plan can be viewed on the Council’s website: www.bracknell-forest.gov.uk/developmentplan
- 1.5 Hard copies of this Decision Statement and the Binfield Neighbourhood Plan can be inspected at:
 - Time Square, Market Street, Bracknell RG12 1JD (between 9am and 5pm Monday to Friday);
 - Easthampstead House, Town Square, Bracknell, RG12 1AQ (between 9am and 5pm Monday to Friday);
 - Binfield Parish Council Office, Benetfeld Road, Binfield, RG42 4EW (Between 9am and 12pm Monday to Friday); and
 - Binfield Library, Benetfeld Road, Binfield, RG42 4JZ (Open: Monday 2pm to 7pm; Tuesday 2pm to 5pm; Thursday 9.30am to 5pm; Friday 2pm to 5pm; Saturday 9.30am to 4pm).

¹ http://www.legislation.gov.uk/ukxi/2012/637/pdfs/ukxi_20120637_en.pdf

2.0 BACKGROUND

- 2.1 The Binfield Neighbourhood Plan relates to the area that was designated by the Council as a Neighbourhood Area on 11th February 2014. This area is coterminous with the Binfield Parish boundary and is entirely within the Local Planning Authority area.
- 2.2 The Binfield Neighbourhood Plan was examined by Mr. Christopher Collison; the Council received his Examiner's report on 3rd December 2015. The report concluded that subject to making the modifications recommended by the Examiner, the Plan met the basic conditions set out in the legislation and should proceed to a Neighbourhood Planning referendum. The Examiner also recommended that the referendum area was based on the Neighbourhood Area that was designated by the Council on 11th February 2014.
- 2.3 On the 20 January 2016 the Post Examination Decision Statement, which is a report that outlines all the Examiner's modifications and confirms the Council's consideration and decision on them, was published by the Council on its website and hard copies were made available. The Post Examination Decision Statement, and the decision to submit the Binfield Neighbourhood Plan to a referendum, were both agreed by the Executive Member for Planning and Transport on 19 January 2016.
- 2.4 On the 3 March 2016, the Binfield Neighbourhood Plan successfully passed referendum with 82% of those who voted casting ballots in favour of the Binfield Neighbourhood Plan being used to help to decide planning applications in the Binfield Parish Neighbourhood Area.
- 2.5 On 12 April 2016, the Executive of Bracknell Forest Council resolved that the Binfield Neighbourhood Plan (incorporating modifications set out in the Post Examination Decision Statement), be brought into legal force and become part of the statutory Development Plan for Bracknell Forest Council. It will sit alongside the other adopted Local Plans that together form the Development Plan.
- 2.6 Bracknell Forest Council will continue to produce its Comprehensive Local Plan which will set the strategic context within which the Binfield Neighbourhood Plan will sit.

3.0 DECISION AND REASONS

- 3.1 Section 38A(4)(a) of the 2004 Act requires the Council to make the Neighbourhood Plan if more than half of those voting in the referendum have voted in favour of the Plan being used to help decide planning applications in the Neighbourhood Area. The Binfield Neighbourhood Plan was endorsed by more than the required threshold in the referendum on 3 March 2016 (82% voted in favour).
- 3.2 Section 38A (6) of the 2004 Act states that the Local Planning Authority is not subject to the duty if it considers that the making of the Plan would breach, or would otherwise be incompatible with, any EU obligation or any of the Convention rights. In the report to Executive on 12 April 2016, the Council appended an Initial Equalities Impact Screening Assessment which concluded that that the policies in the Binfield Neighbourhood Plan were not considered to prejudice any particular section of the community. The Council issued a Strategic Environmental Assessment (SEA) and Habitats Regulations Assessment (HRA) Screening Determination in July 2015, which confirmed to Binfield Parish Council that a SEA and a full HRA were not required on the Binfield Neighbourhood Plan. The Examiner also concluded in his December 2015 report that the Binfield Neighbourhood Plan is compatible with the Convention rights;

does not breach, and is otherwise compatible with, EU obligations; and is not likely to have a significant effect on a European site or a European offshore marine site, either alone or in combination with other plans or projects. The Council therefore does not consider that the Binfield Neighbourhood Plan (incorporating modifications set out in the Post Examination Decision Statement) is in breach of the relevant legislation.

3.3 The Council considers that the Binfield Neighbourhood Plan meets the basic conditions (set out in paragraph 8(2) of Schedule 4B of the Town and Country Planning Act 1990 as amended), its promotion process was compliant with legal and procedural requirement, it does not breach the legislation (set out in Section 38A(6) of the 2004 Act) and confirms that more than half of those who voted in the referendum on 3 March 2016, voted in favour of making the Plan.

3.4 As a result of the Executive resolution of 12 April 2016, Bracknell Forest Council has brought the Binfield Neighbourhood Plan into legal force in accordance with Section 38A (4) of the 2004 Act. The Binfield Neighbourhood Plan forms part of the statutory Development Plan for Bracknell Forest and can be used in decision making on planning applications in Binfield Parish Neighbourhood Area. Consequently, decisions on whether or not to grant planning permission in Binfield Parish will need to be made in accordance with Binfield Neighbourhood Plan, unless material considerations indicate otherwise.

4.0 OTHER INFORMATION

4.1 In accordance with Regulation 19(b) of the Regulations, a copy of this Decision Statement has been sent to:

- The qualifying body, namely Binfield Parish Council
- The persons who asked to be notified of the decision.

4.2 This Decision Statement, the Binfield Neighbourhood Plan and relevant documents can be viewed as set out in paragraph's 1.3 to 1.5 of this Decision Statement.

Andrew Hunter, Chief Officer: Planning and Transport – 01344 351907
Andrew.Hunter@bracknell-forest.gov.uk

Date: 20 April 2016

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Initial Equalities Screening Record Form

Date of Screening: April 2016	Directorate: Environment, Culture and Communities	Section: Planning and Transport: Planning
1. Activity to be assessed	Binfield Neighbourhood Plan (incorporating modifications)	
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 checked="" type="checkbox"/> New <input type="checkbox"/> Existing	
4. Officer responsible for the screening	Charlie Fulcher, Senior Policy Planner, Development Plans	
5. Who are the members of the screening team?	Max Baker, Head of Planning & Sue Scott, Development Plans Team Manager	
6. What is the purpose of the activity?	<p>Binfield Parish Council has written a Neighbourhood Development Plan (the Plan) for its area with the involvement and help of the local community.</p> <p>The Plan sets out objectives for the future of the area and contains planning policies to guide the development and use of land in Binfield Parish.</p> <p>The Plan has been subject to two formal public consultations (Regulation 14 and Regulation 16), and has been examined by an Independent Examiner. The Examiner recommended that, subject to the modifications recommended in his report, the Binfield Neighbourhood Plan was submitted to referendum. The Council considered the recommendations in the Examiner's report (and the reasons for them) and published a 'Post Examination Decision Statement' on 20 January 2016. The Council also agreed to submit the Plan to referendum.</p> <p>A local community referendum was held in Binfield Parish on 3 March 2016. At this referendum more than half of those who voted did so in favour of making the Binfield Neighbourhood Plan.</p> <p>The Binfield Neighbourhood Plan is now being 'made' (brought into legal force) by the Council, and will form part of the statutory Bracknell Forest Development Plan and be used in the determination of planning applications relating to land in Binfield Parish.</p>	
7. Who is the activity designed to benefit/target?	<p>The Binfield Neighbourhood Plan provides those who live and work in Binfield Parish with additional planning policies specifically for Binfield, which will be used when planning applications are determined in the Parish. The Plan will be used by applicants and Council Officers to shape new development in Binfield. Neighbourhood Planning is an initiative brought in by the government to help empower local communities.</p>	
Protected Characteristics	Please tick yes or	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential
		What evidence do you have to support this? E.g. equality monitoring data, consultation results, customer satisfaction information etc


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	no	for both? If the impact is neutral please give a reason.	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	Yes – positive. The Neighbourhood Plan contains policies that seek to improve bus and community transport provision (Policy TC3), to provide new primary healthcare facilities and associated car parking (Policy CF1) and to provide additional protection for identified areas of Local Green Space that are important to the local community (Policy ENV3).	In preparing their Neighbourhood Plan, Binfield Parish Council undertook several consultations engaging the local community. The Neighbourhood Planning Regulations required the Parish Council to undertake a statutory pre-submission consultation on the draft Neighbourhood Plan (Regulation 14). The Plan was modified to take account of comments received during these consultations. Information on all the consultation undertaken is included in their 'Consultation Statement' which was submitted along with the Plan. The Plan was then subject to a further 6-week public consultation which was undertaken by Bracknell Forest Council in accordance with Regulation 16. The Plan was subsequently examined by an Independent Examiner, who amongst other things, considered whether or not the Plan was in breach of the Convention of Human Rights (particularly Articles 1, 8 and 14). The Examiner concluded he had seen nothing in the Plan that indicates any breach of the Convention. Finally, the Plan was put to a local community referendum, where the electorate of Binfield Parish democratically voted on whether or not the Plan should be made and used in determining planning applications in Binfield. In addition, the Neighbourhood Plan is supported by an evidence base which includes a study on healthcare, local demographic information, and justification for designating Local Green Spaces.
9. Racial equality	N	No	N/A
10. Gender equality	N	No	N/A

11. Sexual orientation equality		N	No	N/A
12. Gender re-assignment		N	No	N/A
13. Age equality	Y		Yes – positive. The Neighbourhood Plan contains policies that seek to improve provision for cycling and walking (particularly in respect of safe access to new schools) (Policy TC1), to improve bus and community transport provision (Policy TC3), to provide new primary healthcare facilities and associated car parking (Policy CF1), and to provide additional protection for identified areas of Local Green Space that are important to the local community (Policy ENV3).	<p>In preparing their Neighbourhood Plan, Binfield Parish Council undertook several consultations engaging the local community. The Neighbourhood Planning Regulations required the Parish Council to undertake a statutory pre-submission consultation on the draft Neighbourhood Plan (Regulation 14). The Plan was modified to take account of comments received during these consultations. Information on all the consultation undertaken is included in their 'Consultation Statement' which was submitted along with the Plan.</p> <p>The Plan was then subject to a further 6-week public consultation which was undertaken by Bracknell Forest Council in accordance with Regulation 16. The Plan was subsequently examined by an Independent Examiner, who amongst other things, considered whether or not the Plan was in breach of the Convention of Human Rights (particularly Articles 1, 8 and 14). The Examiner concluded he had seen nothing in the Plan that indicates any breach of the Convention.</p> <p>Finally, the Plan was put to a local community referendum, where the electorate of Binfield Parish democratically voted on whether or not the Plan should be made and used in determining planning applications in Binfield.</p> <p>In addition, the Neighbourhood Plan is supported by an evidence base which includes a study on healthcare, local demographic information, and justification for designating Local Green Spaces.</p>
14. Religion and belief equality		N	No	N/A
15. Pregnancy and maternity equality	Y		Yes – positive. The Neighbourhood Plan contains policies that seek to improve provision for cycling and walking (particularly in respect of safe access to the new Education Village at Blue Mountain,	In preparing their Neighbourhood Plan, Binfield Parish Council undertook several consultations engaging the local community. The Neighbourhood Planning Regulations required the Parish Council to

		which may include nursery facilities) (Policy TC1) and to provide new primary healthcare facilities and associated car parking (Policy CF1).	<p>undertake a statutory pre-submission consultation on the draft Neighbourhood Plan (Regulation 14). The Plan was modified to take account of comments received during these consultations. Information on all the consultation undertaken is included in their 'Consultation Statement' which was submitted along with the Plan.</p> <p>The Plan was then subject to a further 6-week public consultation which was undertaken by Bracknell Forest Council in accordance with Regulation 16. The Plan was subsequently examined by an Independent Examiner, who amongst other things, considered whether or not the Plan was in breach of the Convention of Human Rights (particularly Articles 1, 8 and 14). The Examiner concluded he had seen nothing in the Plan that indicates any breach of the Convention.</p> <p>Finally, the Plan was put to a local community referendum, where the electorate of Binfield Parish democratically voted on whether or not the Plan should be made and used in determining planning applications in Binfield.</p> <p>In addition, the Neighbourhood Plan is supported by an evidence base which includes a study on healthcare and local demographic information.</p>
16. Marriage and civil partnership equality	N	No	N/A
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.	<p>The Binfield Neighbourhood Plan has policies which seek to improve the connectivity of those living and working in Binfield Parish. A key area of focus for the Plan is to improve the sustainable transport of the area, by improving cycling and walking routes, improving key local junctions and pinch points, and improving bus and community transport provision.</p> <p>The Plan seeks to improve community facilities in respect of new primary healthcare facilities and associated parking, a new local shop at the allocated Blue Mountain strategic site and ensuring that overall allotment provision does not decrease.</p> <p>It seeks to protect the environment in terms of biodiversity, air quality, protecting 10 identified important Local Green Spaces and to provide public open space for passive and active recreation at the Blue Mountain strategic site.</p> <p>The Plan sets out that all new residential, commercial and community properties should be served by high speed broadband, and also sets out policies to improve the built environment in terms of infill/ backland development and protecting heritage assets.</p> <p>Overall the Plan aims to improve the social wellbeing, environment and economic prospects of the area. Therefore the Plan should result in a positive impact on community relations. In addition, this is a Plan that has been prepared and written by the local community - not Bracknell Forest Council - and as such it should be reflective of local</p>		

	community views and aspirations.		
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?	N/A		
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?	No negative impacts have been identified in respect of any of the groups listed in 8 – 16 above.		
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?		N	No.
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	The Binfield Neighbourhood Plan will form part of the statutory Development Plan for Bracknell Forest once 'made' (brought into legal force) and therefore relevant planning policies will be monitored as part of the planning Authority Monitoring Reports.		
22. On the basis of sections 7 – 17 above is a full impact assessment required?		N	Full assessment not required as no potentially negative impacts have been identified, and the Plan has been produced by and for the local community in Binfield Parish. Furthermore, the Plan was democratically voted for at a local community referendum by the electorate of Binfield Parish.
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.			
Action	Timescale	Person Responsible	Milestone/Success Criteria
'Make' the Plan (bring it into legal force) so that it can be used when determining planning applications.	12 th April 2016	Executive	Executive agree to bring the Plan into legal force and a decision is published (in accordance with Regulation 19).
Monitor the effectiveness or otherwise of planning policies in the Binfield Neighbourhood Plan.	Ongoing	Development Plan Team	As decisions are made using policies in the Binfield Neighbourhood Plan (both delegated, committee and appeals), and understanding of the effectiveness of the policies will be gained.
24. Which service, business or work plan will these actions be included in?	Planning and Transport		

<p>25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?</p>	<p>Binfield Parish Council undertook several consultations to inform the preparation of the Plan prior to submitting the Plan to the Council. Bracknell Forest Council undertook a statutory 6-week public consultation on the submission version of the Binfield Neighbourhood Plan. The Plan was subject to a local community referendum on 3 March 2016, and secured a 'yes' vote from the electorate of Binfield Parish – the process was therefore also democratic.</p> <p>The Binfield Neighbourhood Plan policies provide a local level of detail. Current Bracknell Forest and National policy seek to improve transport and connectivity (including sustainable transport options), ensure provision of community facilities, protect the environment, improve communications and ensure appropriate built form across the Borough. Bracknell Forest Council also consults the community during the preparation of all Local Plans.</p>
<p>26. Chief Officers signature.</p>	<p>Signature: </p> <p>Date: 01.04.2016</p>

**TO: EXECUTIVE
12 APRIL 2016**

**RESIDENTS PARKING SCHEME – TWO YEAR TRIAL UPDATE
Director of Environment, Culture & Communities**

1 PURPOSE OF REPORT

- 1.1 The Council agreed to introduce resident parking initially on a trial basis so as to draw out learning in order to inform the introduction of a permanent scheme in advance of the opening of the Town Centre. The trial has enabled officers to gain the necessary experience in its basic application and a number of learning points have been taken on.
- 1.2 The trial was never intended to be self-funding. Accordingly the cost has been borne by the general rate payer rather than those who get the benefit. This paper details the key areas of learning to date and a proposed fee structure that is intended to make the scheme self funding. The introduction of a self funded cost recovery scheme will give rise to further learning that can be rolled out to other areas should there be a need or local demand.

2 RECOMMENDATION(S)

- 2.1 **That the Executive agree to consult the existing householders living in the relevant areas regarding the extension of charging for parking permits as per the consultation papers in annex A.**

3 REASONS FOR RECOMMENDATION(S)

- 3.1 The resident parking trial has now successfully run for just over a year, which recently included the first permit renewal period. During the first year of the trial, budget monitoring has enabled the officers to better understand the costs associated with its running. The original charging regime set out within the rules of the scheme does not generate sufficient income, combined with the income from any associated Penalty Charge Notice income to balance the expenditure. There is currently a shortfall in funding of approximately £90,000 per year. To continue to operate a subsidised scheme is not sustainable in the current economic climate. The fee proposals seek to close that gap over the coming year.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 To withdraw the scheme altogether and deregulate the streets accordingly.

5 SUPPORTING INFORMATION

Reasons for the trial

- 5.1 When complete, the regenerated town centre should create an additional 2,800 jobs and attract 8 million shoppers each year. This brings with it a potential pressure locally from workers and would be shoppers who look to park in the streets so as to avoid car parking charges. The trial was introduced in response to this longer term threat but also possible parking pressures by the developer's workforce themselves during the construction period. To date this threat has been mitigated in the short term through an agreement for developers to use Charles Square Car Park.

- 5.2 At its inception the scheme had four principle objectives:
- To protect residents from increased parking pressures
 - To be simple for residents to use
 - To be cost effective to operate
 - To be enforceable by parking attendants
- 5.3 It was considered that the best parking solution for residents would be one which caused little change to their existing parking habits. The scheme that was introduced used modern day methods which allowed this by avoiding the need for official marked parking bays, instead only requiring that vehicles display a permit in the streets affected. Vehicles parked in a road where the scheme operates need to display a permit in their windscreen during the hours of operation with permits being issued for use by residents, their visitors or other legitimate users of the street. Accordingly, vehicles not displaying a permit during the schemes' operating hours may then be issued a parking fine. Standard exemptions apply to postal deliveries, public services and for general loading/unloading of goods or passengers etc. It is not proposed to change the rules of the scheme based on the learning prior to consultation with the residents.

The trial so far

- 5.4 The scheme was introduced in October 2014. A total of 1,500 properties are within the area and all householders can apply for up to 5 permits. They can also have a free 4hr reusable permit and 100 of each of the 4hr and 24hr scratch cards. At the date of producing this report there are 1,400 valid resident parking permits. Of these, only 80 permits were chargeable under the current regime. This generated just £2,000 in income and this is not sustainable.
- 5.5 The Council received a first year income of £9,000 from PCN's. However, as expected the number of PCN's issued has significantly dropped since the first 2 months of enforcement and has not risen back again. Between April 2015 and January 2016 (10 months) a total of £6,400 has been paid. It is possible that there may be more tickets issued in the future when the town centre is completed, however there is no guarantee that this will be the case as the scheme is well signed, enforced and respected at the moment.
- 5.6 Enforcement Officers work between the hours of 8am to 8pm (6.30pm on Sundays) and will patrol resident parking areas at least once per week. Patrols would be increased if parking violations were seen to be increasing.
- 5.7 Accounting for the income from PCN's, the scheme has a net cost of about £90,000. The costs arise from scheme administration and management by our contractor, parking patrols, printing cost of permits, various licences and some costs from the council.

Current charging regime

- 5.8 The current charging regime is set out in the table below. The take up figures during the trial confirms that the first 2 permits per household, together with all the available visitor permits and scratch cards, all of which are currently issued free of charge are the most commonly issued. Out of the 1,400 permits issued, only 80 were a third permit or higher and therefore able to be charged for.

Unrestricted

The number of all permits currently issued is summarised below;

Number of permits	Current cost	Number taken
1	£0	851
2	£0	435
3	£20	64
4	£40	14
5	£70	2

Plus:

- 1,570 of the 4 hour reusable permits.
- 1,570 of the 50 x 4hr scratch cards (some properties have applied for a further 50).
- 1,570 of the 50x 24hr scratch cards (some properties have applied for a further 50).

Proposed charging regime

- 5.7 Consideration has been given as to the possible means of balancing the shortfall in income generated by the Resident Parking Scheme to make the scheme self funding to a zero detriment to the Council. It is impossible at this stage, based on the experience to date, to predict the number of successful PCN's issued as this is solely dependent on the number of offences. Therefore the only other possible means of generating income is thorough the charging regime for the permits.
- 5.8 As mentioned above, only 80 chargeable permits have been issued. This confirms that the vast majority of properties are only applying for the first two free issue permits. Therefore any new self funding charging regime will have to include charging for such permits as the cost can not be borne by the few that pay now.
- 5.9 It is therefore proposed to introduce a charging regime to recover all costs based on the numbers of permits issued. In proposing these fees regard has been given to the other charging regimes with Berkshire for the purposes of benchmarking. An assumption of 80% take up has also been made in calculating the income as demand for permits is unknown if charging is introduced.
- 5.10 As part of the scheme, the proposal is also to introduce a charge for all visitor permits as follows:
- 4hr reusable permit - £25
 - 50 x 4hr scratch cards - £15
 - 50 x 24hr scratch cards - £40
- 5.11 The current charge for a tradesperson is £20. Whilst only 4 of these permits have been issued in the first year it is felt that the cost of a permit to tradespeople who are parking in the zones should be charged more than the basic rate for the residents themselves. Therefore it is proposed that this rate be increased to £60. There is also a proposed increase to the cost of landlords scratch cards and replacement permits (where the original has not been surrendered) inline with the proposed charging regime.

5.12 It is not proposed to amend any of the following charges at this time:

- a) **Carer** - Free of charge. Healthcare Professional Permits (GP's, District Nurse, Midwife, Home Care Assistant, Health Visitor, Mental Health Nurse, Occupational Therapists etc) are permitted under the Resident Parking Permit Scheme. These are separate specific permits for reasons of practicality. The NHS (Berks Healthcare NHS Trust) are authorised to self-manage an agreed access permit system in agreement/liaison with the Council. As the Council does not administer this part of the scheme, no charges are applied. There have been 274 carer permits issued free of charge for the whole area. Many of these will be NHS carers. However others could be from profit making organisations.
- b) **Discretionary** - Free of charge. The Discretionary Parking Permit process considers applications for permit issue where the standard criteria is not met. Applications through this process are made in writing and each case is considered individually. An appeals process applies. There have been 13 discretionary permits issued.

Additional issues for consideration

5.13 Currently due to the very low number of permits that require payment, the online systems do not allow applicants to purchase the permit. They complete the form and then the payment is taken manually. There would need to be a development in the software to enable online payment as if every permit and visitor permit were charged for this would increase the administration cost of the service. It is anticipated that this would be an additional capital expenditure of £25,000 to develop the software. This additional sum has not been factored into the calculations.

Resident consultation

5.14 Annex A shows the resident consultation that is intended to be delivered to all properties within the current resident parking zones to invite comment. All households in the zones will also be able to respond to the consultation on line using the Councils web page.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

6.1 The Council has the power to charge for permits but may only recover the full costs of operating the permit scheme. The proposed charges meet this requirement.

Borough Treasurer

6.2 The basis of the proposed charges are anticipated to allow full cost recovery but no more. There are reasonable assumptions about the take-up of the permits but if these do not materialise the Council may have to continue to subsidise the scheme, at least in the short term.

Equalities Impact Assessment

6.3 Undertaken as part of the trial.

Strategic Risk Management Issues

- 6.4 Projecting income for a scheme like this relative to costs is difficult and the charges proposed could significantly under recover the costs.

7 CONSULTATION

Principal Groups Consulted

- 7.1 Not applicable to this report

Method of Consultation

- 7.2 Not applicable to this report

Representations Received

- 7.3 Not applicable to this report

Background Papers

Residents' Parking Scheme - Bracknell Forest Borough Council (Waiting Restriction and Permit Parking) Order 2014

Contacts for further information

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04 April 2016

To: The Owner / Occupier
from Bracknell Forest Council

Dear Owner / Occupier

Resident Parking Scheme Trial

The Resident Parking Scheme trial started in October 2014 and since then the Council has been monitoring the scheme. We consider that it has been very effective in restricting who parks in the controlled zones. You will be aware that we have recently completed the first round of permit renewals, and so we believe it is the right time to invite your comments regarding the trial to assist us in assessing how best to take it forward.

Good progress continues to be made on the regeneration of Bracknell town centre and the anticipated parking demands related to the final construction phases and subsequent daily use of the new centre (once open) will soon arrive. When the Resident Parking Scheme trial was implemented its original aims were to:

- protect residents from increased parking pressures (created by the Town Centre Regeneration)
- be simple for residents to use
- be cost effective to operate
- be enforceable by parking attendants.

To continue, the scheme has to run in a cost effective way and the council's current financial position means that it is unable to continue to subsidise the resident parking scheme. The trial has enabled the Council to establish that the scheme requires an annual subsidy of £90,000 and we now have to make this self financing. Therefore, consideration must be given to either introducing the proposed charging regime, on the reverse of this letter, to cover the costs, or to consider withdrawing the scheme altogether.

The attached questionnaire has been designed to seek your views with the final question asking your views to the proposed charging for the scheme.

Please return your completed form in the enclosed envelope by Friday 13 May 2016, this form can be photocopied for use by other members of your household. Alternatively, visit <http://consult.bracknell-forest.gov.uk/public/transport/resparkingschemetrial> to complete the survey online.

Yours faithfully

Vincent Paliczka
Director of Environment, Culture and Communities

Encs

Proposed Pricing Structure for Resident Parking Permits

Permit type	Proposed charges
Resident and business - 1st permit	£25
Resident and business - 2nd permit	£40
Resident and business - 3rd permit	£60
Resident and business - 4th permit	£80
Resident and business - 5th permit	£100
Resident and business - 4 hour reusable visitor permit (1 per household)	£25
Resident and business - Blue Badge holders (1 per badge)	Free
Resident and business - Motorcycles	Free
Visitor scratch cards - 50 x 4-hour single use	£15
Visitor scratch cards - 50 x 24-hour single use	£40
Visitor scratch cards - additional 50 x 4-hour single use (only available after 6 months)	£15
Visitor scratch cards - additional 50 x 24-hour single use (only available after 6 months)	£40
Tradesperson/service provider - single 4-hour reusable permit for all zones	£60
Landlord - 4-hour permit (scratch card)	£10 per book of 10
Landlord - 24-hour permit (scratch card)	£20 per book of 10
Replacement permit - where original permit surrendered (if surrendered to the parking office)	£5 (per permit)
Replacement permit - where original permit not surrendered	£25 (per permit)

All permit allocations will be in line with the existing rules of the scheme.

RESIDENTS PARKING SCHEME TRIAL END QUESTIONNAIRE																					
1	Are you a: Resident <input type="checkbox"/> Business <input type="checkbox"/> Both <input type="checkbox"/>																				
2	How many vehicles are operated from your property?																				
3	Do you have a garage? Yes <input type="checkbox"/> No <input type="checkbox"/>																				
4	Do you use it for parking a car? Yes <input type="checkbox"/> No <input type="checkbox"/>																				
5	Which zone are you in? A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/>																				
6	Which street is your property located in?																				
7	How many permits are issued to your property (excluding all visitor permits)?																				
8	How often do you use the following visitor permits (please select one response for each type of permit)?																				
	<table border="0"> <thead> <tr> <th></th> <th>Daily</th> <th>Weekly</th> <th>Monthly</th> <th>Never</th> </tr> </thead> <tbody> <tr> <td>4 hour reusable</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>4 hour scratch cards</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>24 hour scratch cards</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		Daily	Weekly	Monthly	Never	4 hour reusable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4 hour scratch cards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24 hour scratch cards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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24 hour scratch cards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																	
9	Thinking about the regenerated town centre and the increased shopping and working opportunities it will bring, would a continued resident parking scheme be beneficial to your road? Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/>																				
10	Do you feel the scheme has provided a benefit to date? Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/>																				
11	Is the permit application process simple and easy to follow? Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/> (If no, please comment)																				
12	What is your view on the level of enforcement by parking attendants? Too much <input type="checkbox"/> About right <input type="checkbox"/> Not enough <input type="checkbox"/>																				
13	Given the need for the resident parking scheme to cover its operating costs, the scale of permit charges would need to change as shown in the table provided. Based on these charges would you: a) Support the continuation of the scheme, with these charges, beyond the trial period <input type="checkbox"/> b) Prefer the removal of the scheme at the end of the trial <input type="checkbox"/>																				

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TO: THE EXECUTIVE
12 April 2016

COMMUNITY SAFETY PARTNERSHIP (CSP) PLAN 2014 – 2017 - 2016 REFRESH **Assistant Chief Executive**

1 PURPOSE OF DECISION

- 1.1 The Crime & Disorder Act 1998 places a duty on Community Safety Partnerships (CSPs) to produce an annual strategic assessment and a three-year partnership plan to reduce crime, disorder and substance misuse.

2 RECOMMENDATION

- 2.1 **That the 2016 Refresh of the priorities and targets contained within Community Safety Partnership Plan 2014-17 be recommended to Council for endorsement.**

3 REASONS FOR RECOMMENDATION

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

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 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 14 March 2016.

5 SUPPORTING INFORMATION

Review of the 2015 Refresh

- 5.1 The CSP has a strong track record of partnership working which has contributed to the continued reduction in crime figures.
- 5.2 Successful reductions (period from 1st April 2015 up to 31st December 2015 compared to the same period the previous year) included the following:
- 0.9% reduction in Overall Crime
 - 25.4% reduction in Burglary Dwelling
 - 38.6% reduction in Burglary Non Dwelling
 - 11.3% reduction in Theft of Vehicle
 - 17.1% reduction in Bicycle Theft
- 5.3 Since 2015 some crimes such as violent and sexual offences have seen an increase in reports but this is believed to be due to changes that were made to the National Crime Recording Standard (NCRS) last year. The aim of NCRS is to be victim focused and maintain a consistent data set of recorded crime allegations across all forces.

- 5.4 CMT considered the 2015 Strategic Assessment on 18 February 2016. The CSP Plan refresh translates the assessment into a practical plan for action.
- 5.5 There are five statutory members of the CSP: Local Authority, Police, Probation Service, Clinical Commissioning Group and Fire Service. The CSP and the CSP Executive both meet quarterly and the performance monitoring of these targets will take place at these meetings.
- 5.6 The CSP has agreed two themes to its work:
- Crime
 - Anti-social Behaviour (ASB)
- 5.7 The priorities that sit beneath them are set out in the CSP Plan (Appendix A) following the outcomes and recommendations of the 2015 Strategic Assessment. These are shown as follows:
- **Priority 1: Serious Violence**
 - Violence Against the Person
 - Sexual Offences
 - **Priority 2: Protection of Vulnerable People**
 - Domestic Abuse
 - Internet-Related Crime and Abuse
 - Child Sexual Exploitation
 - Preventing Violent Extremism
 - **Priority 3: Drug Offences**
 - **Priority 4: Youth Crime Prevention**
 - **Priority 5: Acquisitive Crime**
 - Burglary Dwelling
 - Burglary Non Dwelling
 - **Priority 6: Environmental ASB**
 - **Priority 7: Nuisance ASB**
 - Loutish, Rowdy and Noisy Behaviour
 - Suspicion or Observation of Drug Dealing
 - **Priority 8: Personal ASB**
 - Nuisance Neighbours
 - Neighbour Disputes
- 5.8 Three criteria were used to identify strategic priorities: the paired comparison method of priority, current trends and projections as well as police priorities (as identified by partner and community consultation).
- 5.9 Despite only scoring in one of these categories, the partnership recognises the impact that Burglary Dwelling has, particularly as a driver of fear of crime, and therefore it is recommended that this remains a strategic priority. It has also been decided to include Burglary Non- Dwelling as a priority given that it was significant in the paired comparison and is highlighted in the TVP priorities. This replaces the

acquisitive crime category of Shoplifting, which has not been identified as a priority in the 2015 Strategic Assessment.

- 5.10 The only other priority that does not feature in the 2016 refresh of the plan is Fly Tipping as this was not identified through the strategic assessment as a priority. However, Environmental ASB in general is recommended to remain as a priority under the ASB theme.
- 5.11 It is recommended that the CSP continues to focus on Youth Crime Prevention and Drug Offences. Trafficking of drugs and observation or suspicion of drug dealing emerged as priorities from the scanning exercise.
- 5.12 Internet-related crime and abuse, child sexual exploitation and preventing violent extremism did not feature in the Strategic Assessment scanning exercise. However the Partnership recognises the significant impact these issues have on vulnerable people and therefore recommends a priority of Protection of Vulnerable People.
- 5.13 Internet-related crime is not made up of any single crime type but comprises a number of crime categories that are facilitated by the internet rather than taking place in the 'real world', e.g. fraud, possession of indecent images. It is recommended that the CSP uses national research and locally available data to monitor emerging trends and threats to keep pace with changing patterns of crime to protect the community from these types of offences.
- 5.14 Recent years have seen a number of high profile stories from across the country hitting the national news regarding cases of grooming, with links to sexual exploitation. The CSP acknowledges the importance of avoiding complacency in Bracknell Forest and not to think that it couldn't happen here. It is recommended that the partnership looks at the risks of grooming for sexual exploitation and decides what it needs to do to mitigate against these risks.
- 5.15 The Counter-Terrorism and Security Act 2016 places a duty on specified authorities (including Local Authorities) to 'have due regard, in the exercise of its functions, to the need to prevent people from being drawn into terrorism'. It is recommended that preventing violent extremism is included under the priority of Protection of Vulnerable People.
- 5.16 Much of the work on Protection of Vulnerable People will involve awareness-raising, early intervention and prevention. As such the targets for this priority are largely based around the initiatives that will be delivered throughout the year in a variety of settings rather than traditional outcomes.
- 5.17 The 2014/17 CSP Plan sets out what will be done to bring about improvements in all these priorities.
- 5.18 Further minor amendments to the CSP plan may be made following adoption by the CSP.
- 5.19 The CSP does take steps to evaluate the work that it delivers to ensure that it is effective in meeting the partnership's aims and targets. One example of this is the DASC Project which has evolved to look at ways to reduce severity of offences and recidivism. This work is also being evaluated by Cambridge University and once their study has been concluded they will carry out a full assessment and produce a report which will be available in 2017.

- 5.20 As of the end of January 2016 crime levels are at their lowest in over 20 years. It is also notable that the reduction in all crime of 9% follows 5 years of consecutive crime reduction: 9% in 2014/15, 5% in 2013/14, 10.8% in 2012/13, 17% in 2011/12 and 10% in 2010/11.
- 5.21 Fear of crime in Bracknell Forest is also very low. The results from the online survey that informed the Strategic Assessment demonstrate that the majority of respondents felt that Bracknell Forest has either become a better place to live or there has been no change over the last year. The perception from the vast majority of people is that levels of crime and anti-social behaviour have either gone down or stayed the same. The 2014 Bracknell Forest Residents' Survey asked respondents to indicate the three things they liked best about living in the borough. This was an entirely spontaneous question and respondents were not prompted with answers. The low level of crime in the borough was one of the top 5 responses given.
- 5.22 The Borough Council can make a major contribution through its responsibilities which include protection of children, education, youth services, social services, licensing, environmental health and planning. The Council also supports the Youth Offending Service and the Community Safety Team as well as facilitating the CSP.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 6.1 None.

Borough Treasurer

- 6.2 There are no financial implications as delivery can be achieved within existing resources.

Equalities Impact Assessment

- 6.3 An Initial Equalities Screening Record Form was completed for this 3 year plan and it was determined that there will be no negative effect on any one group within the borough therefore a full Equalities Impact Assessment was not required. The 2016 Refresh of the 2014-2017 CSP Plan has not identified any significant changes in priorities.

Strategic Risk Management Issues

- 6.4 None.

7 CONSULTATION

Principal Groups to be Consulted

- 7.1 Partners of the CSP.
- 7.2 Council Executive.
- 7.3 Overview and Scrutiny Commission (Crime and Disorder Committee) – via email.

Method of Consultation

- 7.4 The plan has been consulted on with CSP, its relevant sub groups as well as other partnerships and the voluntary sector.

Representations Received

- 7.5 None at present.

Background Papers

2016 Refresh of the 2014–2017 CSP Plan.

Contact for further information

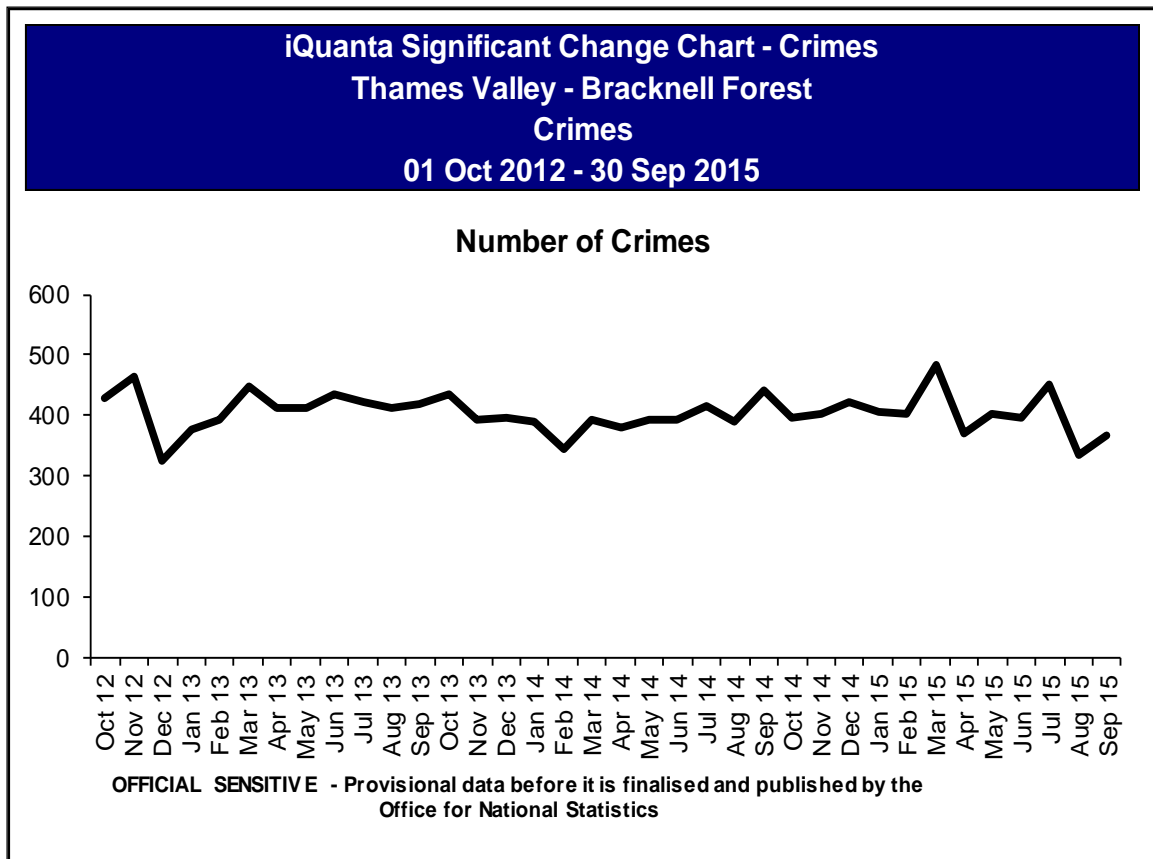
Kellie Williams
Community Safety Officer
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Community Safety Partnership (CSP)

Plan 2014 – 2017 (2016 Refresh)

Key facts about crime and disorder in Bracknell Forest



Did you know that up to the end of January 2016, the Community Safety Partnership (CSP) has achieved the following:

- Reduction in Robbery of Personal Property of 3.3%
- Reduction in Burglary Dwelling of 22.2%
- Reduction in Burglary Non Dwelling of 35.1%
- Reduction in Bicycle Theft of 11.3%
- Reduction in Criminal Damage Offences of 9.2%

Vision

Everyone has the right to be free from being a victim of crime and anti-social behaviour, to feel safe and to choose their own lifestyle.

Everyone also has the responsibility to take reasonable steps to avoid becoming a victim of crime, not to cause harassment or distress to others and to respect differences in others.

Your safety is our key priority

Contents

Introduction

The Community Safety Partnership

Key priorities

Measuring Success

Introduction

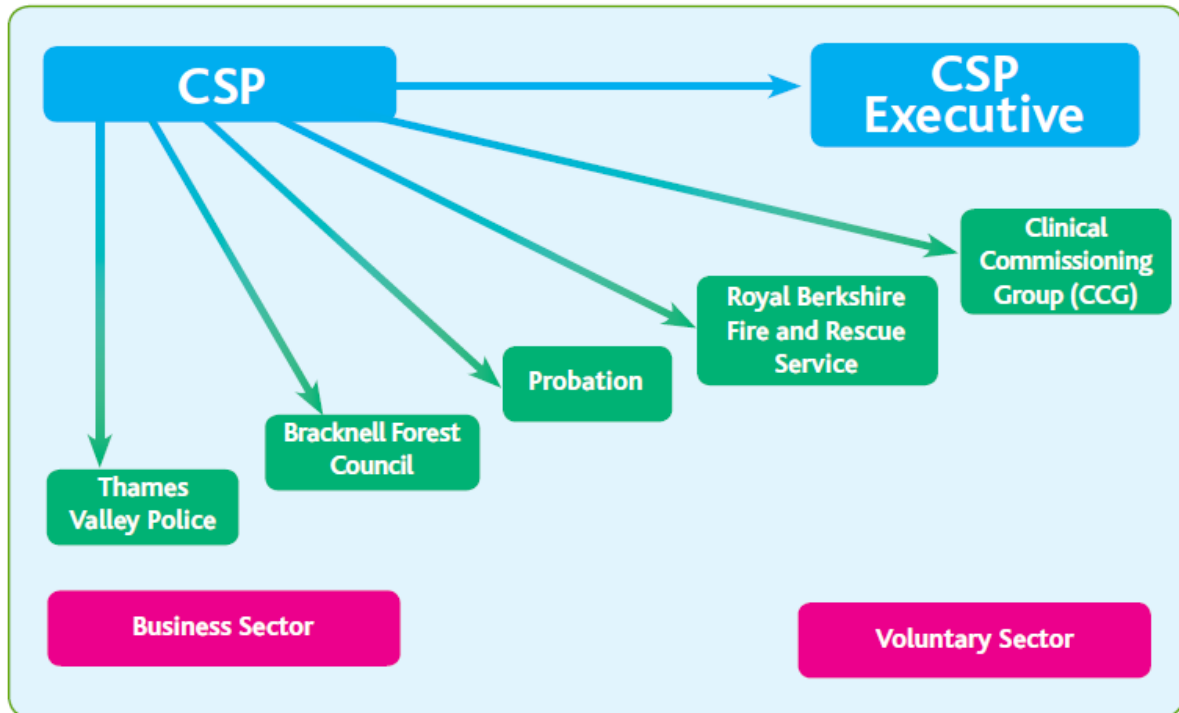
In 2014, the Bracknell Forest CSP published its three year plan to tackle, ASB and substance misuse. Each year, the partnership reviews the plan to make sure our work is focussed on what matters most to real residents and on the most pressing issues in Bracknell Forest. This document is the refresh for 2016-17.

We have consulted with the public about what our priorities should be for the coming year and combined this information with the volume of crime per 1000 population and crime trends to determine our focus for this year.

This plan follows several years of sustained crime reduction within Bracknell Forest and an increase in the feeling of safety within the community. However the partnership is not complacent and will continue to strive to find new and innovative ways to tackle crime within the borough.

Bracknell Forest has a sophisticated system (currently under improvement) for collating and analysing reports of anti-social behaviour which enables the partnership to understand what anti-social behaviours are occurring, where and when and allows suitable responses to be put in place. Also, legislative changes were enacted in October 2014 which gave practitioners a new toolkit to robustly tackle anti-social behaviour, another factor which has contributed to a continued overall reduction in anti-social behaviour.

CSP members will lead on the delivery of our priority areas but we cannot work alone. We hope that partners, stakeholders, businesses, residents and communities will take responsibility and make a real contribution to help realise our vision.



The CSP and its Executive meet quarterly to oversee the Community Safety Plan and its delivery of actions to reduce crime and disorder.

The success of the CSP is not only dependent upon the members working together in a spirit of cooperation but also on close working with the community which is vital to reduce crime and disorder.

The CSP has an important role in protecting vulnerable people within our community. All partners are committed to actively sharing information in the interests of community safety thereby ensuring vulnerable people are less likely to become victims of crime and disorder.

The successes enjoyed by the Bracknell Forest CSP are due to strong partnership working and a shared determination to reduce the level of crime and disorder.

Key Priorities

Each year the CSP undertakes a strategic assessment; an audit of crime and disorder performance in the borough for the previous year. The process considers the priorities of all statutory partners, views of residents and the business community through consultation as well as current trends, volumes of crime and anti-social behaviour and future projections. The priorities identified in this document have been adopted by the CSP and form the basis of the 2016 Refresh of the CSP Plan.

The two broad themes of the CSP are:

Theme 1: Crime

Theme 2: Anti-Social Behaviour (ASB)

Under these two themes the following priorities have been identified for 2016/17:

Theme 1: Crime

Priority 1: Serious Violence

- Violence Against the Person
- Sexual Offences

Priority 2: Protection of Vulnerable People

- Domestic Abuse
- Internet-Related Crime and Abuse
- Child Sexual Exploitation
- Preventing Violent Extremism

Priority 3: Drug Offences

Priority 4: Youth Crime Prevention

Priority 5: Acquisitive Crime

- Burglary Dwelling
- Burglary Non Dwelling

Theme 2: ASB

Priority 6: Environmental ASB

Priority 7: Nuisance ASB

- Loutish, Rowdy and Noisy Behaviour
- Suspicion or Observation of Drug Dealing

Priority 8: Personal ASB

- Nuisance Neighbours
- Neighbour Disputes

Priority 1: Serious Violence		
<p>Why is this a priority?</p> <ul style="list-style-type: none"> Violent crime is the sum of violence offences where the offender has used, or threatened to use force, whether or not there is any injury. Bracknell Forest has seen an increase in Violence Against the Person Offences. Whilst the number of Sexual Offences in Bracknell Forest remains very low the CSP recognises the serious harm caused to victims and the fear that these offences generate. 		
Aim	Target	Lead
<p>Violence Against the Person To improve the position of the Bracknell Forest CSP in the iQuanta Most Similar Group of Violence Against the Person (ONS) based on the final position for 2015/16</p>		Partnership Joint Tasking Meeting
<p>Sexual Offences To maintain or improve the outcome rate for Non-Rape Sexual Offences</p>		Partnership Joint Tasking Meeting

Priority 2: Protection of Vulnerable People		
<p>Why is this a priority?</p> <p>The CSP recognises the significant impact these issues have on vulnerable people.</p> <ul style="list-style-type: none"> The level of Domestic Abuse (DA) incidents in Bracknell Forest remains unacceptably high and has serious consequences affecting both adults and children. Internet-related crime is not made up of any single crime type but comprises a number of crime categories that are facilitated by the internet rather than taking place in the 'real world'. The CSP will monitor emerging trends and threats to keep pace with changing patterns of crime to protect the community. Recent years have seen a number of high profile stories from across the county hitting the national news regarding cases of grooming, with links to sexual exploitation. The CSP acknowledges the importance of not being complacent and will explore the risks and what action it needs to do to mitigate against them. The Local Authority has a duty to 'have due regard, in the exercise of its functions, to the need to prevent people from being drawn into terrorism'. The CSP will assist the Council and other specified authorities to fulfil its statutory obligation. 		
Aim	Target	Lead
<p>Domestic Abuse To maintain or reduce the repeat victimisation rate for recorded domestic violence offences as recorded by TVP.</p>		Domestic Abuse Forum
<p>Domestic Abuse To maintain or improve the outcome rate for Domestic Violence Against the Person offences as recorded by TVP.</p>		Domestic Abuse Forum
Aim	Target	Lead
<p>Domestic Abuse Increase the number of children removed from Child Protection Plans (CPPs) where DA was identified as a significant factor and the perpetrator has participated in the Domestic Abuse</p>	Baseline year	Domestic Abuse Forum

Perpetrator Services (DAPS) programme.					
Month	Total Cohort	New Referrals	Number of Children removed from CP Plans *(not in cohort)	Remaining cohort that have not re-offended	No of children removed from, CP Plans where DA has been addressed
April					
May					
June					
Internet-related Crime and Abuse Continue to promote awareness and understanding of internet safety in a variety of settings, including workforce, schools and community			Deliver programmes in line with E-Safety Sub-Group Action Plan	E-Safety Sub Group	
Child Sexual Exploitation Promote awareness and understanding of child sexual exploitation in a variety of settings, including workforce, schools and community			Deliver programmes in line with E-Safety Sub-Group Action Plan	E-Safety Sub Group	
Preventing Violent Extremism Continue to promote awareness and understanding of the Prevent agenda in a variety of settings, including workforce, schools and community			Deliver Prevent Steering Group Action Plan	Prevent Steering Group	

Priority 3: Drug Offences

Why is this a priority?

Illicit drug use is a catalyst for criminal behaviour. Enforcement efforts to suppress drug taking and dealing are likely to reduce crime. Treatment for drug users, particularly young people and those in contact with the criminal justice system, is also critically important so that their health and wellbeing is safeguarded and so that they can become contributing members of society.

Aim	Target	Lead
Increase the number of successful treatment completions as a proportion of Criminal Justice clients of all in treatment	2%	Drug and Alcohol Strategy Group and Police
Maintain the low level of criminal justice clients who successfully complete treatment and re-present within 6 months	No increase	Drug and Alcohol Strategy Group and Police
Increase the proportion of referrals to structured treatment to/from the Criminal Justice system that go on to have a new triage or new intervention in structured treatment	2%	Drug and Alcohol Strategy Group and Police
Increase the number of successful young people treatment completions	2%	Drug and Alcohol Strategy Group

Priority 4: Youth Crime Prevention

Why is this a priority?

The CSP will continue to monitor levels of youth crime in Bracknell Forest and is aware of the challenges of working with a small cohort of young people with complex needs who are at high risk of reoffending. Levels of first time entrants into the youth justice system have continued to decrease in recent years due to a focus on diversion and prevention. Intervening earlier to address risk factors, challenge anti-social behaviour and improve parenting prevents children, young people and families from becoming socially excluded within their communities and therefore less likely to offend or reoffend in the future.

Aim	Target	Lead
Reduce the reoffending rate of the local cohort of all young offenders	2%	Youth Offending Service Management Board
Reduce the number of young people entering the youth justice system for the first time	32	Youth Offending Service Management Board

Priority 5: Acquisitive Crime

Why is this a priority?

- The CSP recognises the impact that Burglary Dwelling has on victims, families and the wider neighbourhood. Numbers are very low in Bracknell Forest and the CSP are determined to ensure that it remains that way.
- Whilst there is a projected decrease in Burglary Non Dwelling offences the CSP recognises the high relative importance that this crime category has to individuals. The CSP will focus on trying to ensure that this remains a decreasing trend.

Aim	Target	Lead
Burglary Dwelling To maintain the position of the Bracknell Forest CSP in the iQuanta Most Similar Group based on the final position for 2015/16		Partnership Joint Tasking Meeting
Burglary Non Dwelling To maintain or improve the position of the Bracknell Forest CSP in the iQuanta Most Similar Group based on the final position for 2015/16		Partnership Joint Tasking Meeting

Priority 6: Environmental ASB

Why is this a priority?

Environmental ASB deals with incidents where individuals and groups have an impact on their surroundings including natural, built and social environments. It is a priority for the CSP because it is about protecting various environments and enabling people to enjoy private and public spaces.

Aim	Target	Lead
Fly tipping Seek to identify those responsible and to take appropriate action in response and where possible deter the potential for recurrence	To prioritise and take action according to the nature of the material	Environmental Health

Priority 7: Nuisance ASB		
Why is this a priority? Nuisance ASB captures those incidents where an act, condition, thing or person causes trouble, annoyance, inconvenience, offence or suffering to the local community rather than to individual victims. It is a priority for the CSP because it incorporates incidents which interfere with public interests including health, safety and quality of life.		
Aim	Target	Lead
Loutish, Rowdy and Noisy Behaviour	Baseline year	Anti-Social Behaviour Working Group and Bracknell Forest Tactical Tasking and Co-ordination Group
Suspicion or Observation of Drug Dealing	Baseline year	Bracknell Forest Tactical Tasking and Co-ordination Group

Priority 8: Personal ASB		
Why is this a priority? Personal ASB is designed to identify incidents that are perceived to be deliberately targeted at, or have an impact on, an individual or group rather than the community at large. Personal ASB is a priority for the CSP because it incorporates incidents that have an adverse impact on individuals' quality of life.		
Aim	Target	Lead
Nuisance Neighbours	Baseline year	Anti-Social Behaviour Working Group
Neighbour Disputes Percentage of all reported cases that are closed with a successful resolution	80%	Anti-Social Behaviour Working Group

There are no targets for some ASB priorities due to a change in the system used for collating and analysing anti social behaviour. The whole procedure is currently being reviewed with the aim to streamline and improve the previous method, meaning that as of 2016, data will be recorded differently meaning it is no longer comparable with previous years. It is hoped that this new system will lead to an even further enhanced picture of ASB within the Borough, allowing additional opportunities to improve our response to this behaviour.

Whilst the new system has no comparison data for previous years, it will be able to compare data month on month and we will develop future targets formed on this baseline year. Monthly reports will continue to be prepared and used to resource ASB issues at the monthly Bracknell Forest Tactical Tasking and Co-ordination Group.

Measuring Success

All performance targets are monitored quarterly at the CSP Executive. Areas of concern are discussed and action plans implemented to tackle underperforming targets.

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TO: THE EXECUTIVE
11 April 2016

CORPORATE PERFORMANCE OVERVIEW REPORT **Chief Executive**

1 PURPOSE OF REPORT

- 1.1 To inform the Executive of the performance of the Council over the 3rd quarter of the 2015/16 financial year (October - December 2015).

2 RECOMMENDATION

- 2.1 **To note the performance of the Council over the period from October - December 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 as appropriate 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 third quarter QSRs for their areas of responsibility in February 2016. 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 third quarter (October - December 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 3 2015/16

QSR – Chief Executive’s Office – Quarter 3 2015/16

QSR – Environment, Culture and Communities – Quarter 3 2015/16

QSR – Adult Social Care, Health and Housing – Quarter 3 2015/16

QSR – Children, Young People and Learning – Quarter 3 2015/16

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CORPORATE PERFORMANCE OVERVIEW REPORT

Q3 2015 - 16
October - December 2015

Chief Executive:
Timothy Wheadon

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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 third quarter of 2015/16 (October - December 2015). The purpose is to provide the Executive with a high-level summary of key achievements, and to highlight areas where performance is not matching targets or 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 February.
- 1.2 Overall, good progress has been made against the actions in the departmental service plans. At the end of the quarter progress showed
- 28 actions (11.3% of the total) are complete;
 - 194 actions (78.5%) are on target;
 - 24 actions (9.7%) either have not yet started or where they have been started there is a possibility that they may fall behind schedule;
 - 1 action (0.4%) is 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:
- 53 (75.7%) green – i.e. on, above or within 5% of target;
 - 3 (4.3%) amber – i.e. between 5% and 10% of target;
 - 14 (20.0%) red – i.e. more than 10% from target.

2 Overview of the 3rd quarter

- 2.1 The key performance measures show that overall the Council is performing well with a number of areas where performance is good or has improved. Notable highlights from the performance data shows:
- Performance in all categories of planning applications has improved with determination within prescribed timescales all above target. This represents a significant shift now that a full complement of staff in place.
 - The proportion of people with dementia who have received a diagnosis has exceeded national targets and is the second best rate in the south central region. This is important as a timely diagnosis of dementia is crucial as it opens the door for the right care and support to be put in place. It also allows individuals affected by dementia and their families to make more informed choices about their future needs and care.
 - The number of schools rated good or outstanding increased during the quarter with a number of Section 5 and Section 8 inspections of schools have taken place over this quarter. College Town Junior School and Wooden Hill were judged 'Good', formerly having been 'Requires Improvement'. Kennel Lane was judged 'Good', formerly having been 'Inadequate'; Harmans Water retained its 'Requires Improvement' judgment. Sandy Lane and Jennetts Park both received positive monitoring visits which recorded significant improvements achieved to date.

- At the end of December 109 children had child protection plans in Bracknell Forest – 45 for neglect; 40 for emotional abuse; 13 for sexual abuse; 7 for physical abuse and 4 in the multiple abuse category. This is a 10.7% reduction from March 2015 and reflects the efforts that have been put into early intervention and recruitment and retention. Unfortunately a number of the young people who are Looked After have very profound needs that require secure, specialist and very expensive placements so the financial pressure remains.

2.2 Within a large and diverse organisation like the Council, there will inevitably be a small number of areas where performance did not meet targets. The most noteworthy are as follows:

- The number of household nights in B&B across the quarter remains high and there has been a spike in homeless demand after Christmas, which is often the case. A review of the Council's approach to procuring accommodation compared to best performing like Councils is being undertaken. Dedicated accommodation officers will also work for a six week period to increase access to private rented sector property. Meanwhile the arrangements to allow the Council's newly established private housing company, Downshire Homes, to buy properties on the open market have been finalized. This should begin to impact on homelessness numbers in Qtr 1 of 2016/17.
- All delayed transfers of care, delayed transfers of care attributable to Adult Social Care and delayed transfers of care (delayed bed days) from hospital were high at times during the cycle. However, after much intensive work there was a significant period around Christmas when there were no delays at all which was a significant achievement.
- Business Rates income has seen large reductions in Rateable Value due to the town centre works. Delays within the Valuation Office Agency are continuing to cause concern.
- The number of visits to libraries continues to be well below target. This is largely due to depressed usage at the main Bracknell town centre library, although usage at most of the libraries is also marginally down in line with national trends. The main library figures are obviously a consequence of the significant building works in the town centre and the increasingly isolated position of the library.
- The number of sessions by customers in libraries is also below target. This indicator will be affected by the overall number of visits. Another factor is likely to be the growth in use of hand held devices by customers utilising our free Wi-Fi provided at each library which has been a great success. Link to attendance figures, these performance levels clearly point to the need for a fundamental review of what the 21st century library service should look like and focus on. Work is starting on this through the Transformation Board.
- A higher number of reported missed collections of waste has been recorded since the new CRM system has been in use. The numbers remain a small percentage of the 2.5 million bins collected every year and are likely to be in part at least, due to more accurate recording through the new system. However the Waste Board will be closely monitoring performance over the next few months.

2.3 Other issues of note since the beginning of the quarter are:

- The 'Stronger Voices' European Integration Fund Project received a successful audit in October and the project's evaluation report praised the impact of the project on improving English language skills and supporting integration.

- Fifteen young people took part in the National Takeover Day Challenge in November, shadowing the Mayor, senior Council Officers and seven Members of the Executive. The Takeover Challenge is a hugely successful children and young people's project which sees organisations across the country open their doors to young people to gain an insight into the adult world. Organisations that take part benefit from hearing the young people's views and gain a fresh perspective about their work.
- The new wedding pavilion at Easthampstead Park Conference Centre has been completed and will be available for wedding ceremonies later in the year.
- The [Bracknell Forest business website](#) has been launched to inform and attract new business to the borough and provide information and support to existing businesses.
- Work has begun with a new cohort of Adult Social Care clients and domestic abuse data for both crime and non crime incidents are showing a decrease. Bracknell Forest is the only area across the Thames Valley showing a decrease in reported domestic abuse crime.
- A significant programme of training has been delivered to schools and other Local Authority departments to ensure the Council discharges its duties under the Counter Terrorism and Security Act 2015.
- Main contract tender documents for Coral Reef were finalised and issued to the shortlisted suppliers. The construction market is very difficult at present and the tenderers raised a number of concerns. To try and ensure there is healthy price competition these concerns were addressed and tenderers documents re-issued. Feedback to the changes has been positive, but the lay test will be the number that are returned in late March.
- Over 260 homes have taken advantage of the Green Deal Communities funding to help improve energy efficiency in their homes.

3 External inspections and scrutiny

- 3.1 Coral Reef Waterworld and Bracknell Leisure Centre have retained their Customer Service Excellence (CSE) awards for another year.
- 3.2 The 2015 NHT Public Satisfaction Survey placed Bracknell Forest in the Best Performer category for its pavements and footways, highway maintenance and street cleansing. It was noted in the 'Biggest Improver' for its cold weather gritting performance.
- 3.3 Larchwood Short Break Unit has received a further Ofsted inspection – the grade continues to be 'Outstanding' with the unit being measured as 'improved in effectiveness' since the last inspection.
- 3.6 There was one application for directed surveillance operations under the Regulation of Investigatory Powers Act (RIPA). It was approved on the 20 November for 2 days of operation on the 27 November and 4 December. 17 Premises were targeted and 4 sales were made.

4 Strategic Risks

- 4.1 The Strategic Risk Register was reviewed by the Strategic Risk Management Group on 8 December. The only key change made to the Register was to increase the risk score for the Coral Reef project.
























5 Forward Look











- The Provisional Local Government Finance Settlement announced on 17 December has significantly changed the financial landscape for local government over the term of the current Parliament. For the Council, balancing the 2016/17 budget will be more challenging than expected. Further savings will be required and these are being developed through the work of the Transformation Board. This work will now need to be progressed more expeditiously in order to meet the new financial challenge.
- The Council will begin operating Tenterden Lodge as emergency homeless accommodation. This will be better for customers as it is located in the borough and also better for the Council in that the business plan is based on the charges levied on customers thus saving the Council circa £250 per household per week.
- The Santa Catalina development will be let during the quarter. The new development of 6 flats has been undertaken by Bracknell Forest Homes who have leased it to Advance housing (a specialist provider) to manage the homes for people with learning disabilities.
- Forestcare will launch a new range of services based mobile phone technology. To date the lifeline services have operated from a fixed landline in customers homes. The new service is the provision of a pendant/fob that monitors location and whether the person has fallen via a SIM card so that it is totally mobile and not linked to customers homes.
- Changes to admission arrangements for 2017/18, including any changes to designated areas, are due to be agreed by the Executive in February 2016.
- Bracknell Leisure Centre competition pool will re-open after extended maintenance closure enabling further promotion of Platinum Memberships.
- Preparations for the Coral Reef major refurbishment project will continue with the proposed closure date of 24 January.

Timothy Wheadon
Chief Executive



















Section 2: Key Performance Indicators


Adult Social Care, Health and Housing

Ind Ref	Short Description	Previous Figure Q2 2015/16	Current figure Q3 2015/16	Current Target	Current Status	Comparison with same period in previous year
ASCHH All Sections - Quarterly						
NI135	Carers receiving needs assessment or review and a specific carer's service, or advice and information (Quarterly)	21.3%	29.4%	30.0%		
OF2a.1	Permanent admissions to residential or nursing care per 100,000 population 18-64 (Quarterly)	4.0	5.4	5.1		
OF2a.2	Permanent admissions to residential or nursing care per 100,000 population 65 or over (Quarterly)	312.50	531.30	447.60		
L172	Timeliness of financial assessments (Quarterly)	99.0%	98.3%	95.0%		
L214	Delayed transfers of care (delayed bed days) from hospital per 100,000 population (Quarterly)	1161.6	769.3 (Oct – Nov only)	549.5		
Community Mental Health Team - Quarterly						
OF1f	Proportion of adults in contact with secondary mental health services in paid employment (Quarterly)	14.0%	Data is being challenged with the Information Centre	N/A	N/A	N/A
OF1h	Proportion of adults in contact with secondary mental health services living independently, with or without support (Quarterly)	74.4%	Data is being challenged with the Information Centre	N/A	N/A	N/A
Community Response and Reablement - Quarterly						
OF2c.1	Delayed transfers of care - total delayed transfers per 100,000 population (Quarterly)	13.9	14.1	8.0		
OF2c.2	Delayed transfers of care - delayed transfers attributable to social care per 100,000 population (Quarterly)	8.6	8.0	5.0		
L135.1	Percentage of Enhanced Intermediate Care Referrals seen within 2 hours (quarterly)	100.00	100.00	95.00		
L135.2	Occupational Therapy (OT) assessments that were completed within 28 days of the first contact (Quarterly)	98.3%	97.5%	No target set	N/A	
Community Team for People with Learning Difficulties - Quarterly						
OF1e	Adults with learning disabilities in paid employment (Quarterly)	17.5%	16.5%	15.0%		
OF1g	Adults with learning disabilities who live in their own home or with their family (Quarterly)	89.3%	89.0%	85.0%		
Housing - Benefits - Quarterly						
NI181	Time taken to process Housing Benefit or Council Tax Benefit new claims and change events (Quarterly)	7.0	8.0	9.0		































Ind Ref	Short Description	Previous Figure Q2 2015/16	Current figure Q3 2015/16	Current Target	Current Status	Comparison with same period in previous year
L033	Percentage of customers receiving the correct amount of benefit (Sample basis) (Quarterly)	96.5%	97.5%	98.0%		
Housing - Forestry - Quarterly						
L030	Number of lifelines installed (Quarterly)	203	221	200		
Housing - Options - Quarterly						
NI155	Number of affordable homes delivered (gross) (Quarterly)	1	16	6		
L178	Number of household nights in B&B across the quarter (Quarterly)	2,512	2,278	1,650		
L179	The percentage of homeless or potentially homeless customers who the council helped to keep their home or find another one (Quarterly)	88.89%	89.67%	85.0%		



Children, Young People & Learning

Ind Ref	Short Description	Previous Figure Q2 2015/16	Current figure Q3 2015/16	Current Target	Current Status	Comparison with same period in previous year
Children's Social Care - Quarterly						
NI043	Young people within the Youth Justice System receiving a conviction in court who are sentenced to custody (Quarterly)	0.09	0.09	0.00		
CSP9.01	Reduce the reoffending rate of the Bracknell Forest local cohort of all young offenders (Quarterly)	0.81	1.03	No target set	N/A	
L092	Number of children on protection plans (Quarterly)	94	109	No target set	N/A	
L140	Percentage of children looked after in family placement or adoption (Quarterly)	65%	62%	63%		
L161	Number of looked after children (Quarterly)	98	98	No target set	N/A	
Learning and Achievement - Quarterly						
NI103.1	Special Educational Needs - statements issued within 26 weeks - excluding exception cases (Quarterly)	100.0%	100.0%	100.0%		
NI103.2	Special Educational Needs - statements issued within 26 weeks - all cases (Quarterly)	66.7%	37.5%	90.0%		
L139	Schools judged good or better by Ofsted (Quarterly)	69%	75%	70%		
Strategy, Resources and Early Help - Quarterly						
NI067q	Percentage of child protection cases which were reviewed within required timescales (Quarterly)	94.6%	90.3%	98.0%		
L141	Number of attendances at projects funded or supported by the Youth Service (Quarterly)	6,137	10,636	7,000		
L203	Number of Referrals to Early Intervention Hub (Quarterly)	49	79	No target set	N/A	














Ind Ref	Short Description	Previous Figure Q2 2015/16	Current figure Q3 2015/16	Current Target	Current Status	Comparison with same period in previous year
L204	Total number of CAFs and Family CAFs undertaken (Quarterly)	47	66	No target set	N/A	

Annual indicators







Ind Ref	Short Description	Previous figure 2014/15	Current Figure 2015/16	Current target	Current Status	Comparison with same period in previous year
Learning and Achievement - Annual						
NI073	Achievement at level 4 or above in Reading, Writing and Maths at Key Stage 2 (Annually)	78.0%	79.0%	82.0%		
NI075	Achievement of 5 or more A(star)-C grades at GCSE or equivalent including English and Maths (Annually)	56.2%	57.0%	67.0%		
NI092	Narrowing the gap between the lowest achieving 20 percent in the Early Years Foundation Stage Profile and the rest (Annually)	25.1%	28.0%	24.5%		
NI102.1	Achievement gap between pupils eligible for free school meals and their peers - Key Stage 2 (Annually)	26.0%	22.0%	20.0%		
NI102.2	Achievement gap between pupils eligible for free school meals and their peers - Key Stage 4 (Annually)	32.0%	31.0%	22.0%		
NI107	Key Stage 2 attainment for Black and minority ethnic groups containing more than 30 pupils who achieve level 4 in Reading (Annually)	92.7%	91.0%	80.0%		
NI108	Key Stage 4 attainment for Black and minority ethnic groups (Annually)	368	371	365		
L153	Percentage of children looked after (as at 31st March) reaching level 4 in Reading at Key Stage 2 (Annually)	80.0%	85.7%	50.0%		
L154	Percentage of children looked after (as at 31st March) reaching level 4 in Maths at Key Stage 2 (Annually)	80.0%	60.0%	50.0%		
L155	Percentage of children looked after achieving 5 A(star)-C GCSEs (or equivalent) at Key Stage 4 (including English and Maths) (Annually)	12.5%	33.3%	25.0%		
L158	Reduction in number of schools where fewer than 60% of pupils achieve Level 4 in Reading, Writing and Maths at KS2 (Annually)	1	0	0		
L190	Percentage of children looked after (as at 31st March) reaching level 4 in Writing at Key Stage 2 (Annually)	80.0%	85.7%	50.0%		
L192	Key Stage 2 attainment for Black and minority ethnic groups containing more than 30 pupils who achieve level 4 in Writing (Annually)	91.8%	94.1%	80.0%		
L193	Key Stage 2 attainment for Black and minority ethnic groups containing more than 30 pupils who achieve level 4 in Maths (Annually)	90.0%	96.0%	80.0%		
L207	Analysis of primary school performance data and track pupil	-	79.0%	100%		

Ind Ref	Short Description	Previous figure 2014/15	Current Figure 2015/16	Current target	Current Status	Comparison with same period in previous year
	progress (Annually)					
L208	Analysis of secondary school performance data and track pupil progress (Annually)	66.6%	50.0%	100%		

Corporate Services

Ref	Short Description	Previous Figure Q2 2015/16	Current Figure Q3 2015/16	Current Target	Current Status	Comparison with same period in previous year
Customer Services - Quarterly						
L051	Percentage of current year's Council tax collected in year (Quarterly)	56.93%	84.41%	85.00%		
L053	Percentage of current year's Business Rates collected in year (Quarterly)	57.59%	84.34%	80.50%		
L221	Satisfaction level expressed in survey of contact with Customer Services, across all channels (Quarterly)	86.00%	84.00%	75.00%		
Democratic and Registration Services - Quarterly						
L231	Number of entries on the Electoral Register (Quarterly)	87,054	86,068	No target set	N/A	New for 2015/16
Finance - Quarterly						
BV8	Percentage of invoices paid within 30 days (Quarterly)	96.5%	96.0%	95.0%		
L065	Return on investments exceeds 7-day LA cash benchmark rate (Quarterly)	0.57%	0.55%	0.50%		
Legal Services - Quarterly						
L086.1	Number of Freedom of Information requests received (Quarterly)	266	260	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)	9%	10%	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%	0%	No target set	N/A	

Chief Executive's Office

Ind Ref	Short Description	Previous Figure Q2 2015/16	Current Figure Q3 2015/16	Current Target	Current Status	Comparison with same period in previous year
Community Safety - Quarterly						
CSP1.01	Prevent a rise in the number of incidents of Burglary Dwelling (Quarterly)	30	36	122		
CSP11.01	Reduce the number of reported incidents of Nuisance ASB as per CADIS (Quarterly)	1,977	2,298	2,491		
CSP2.01	Reduce the number of reported criminal offences committed by the Domestic Abuse Service Co-	8.0	2.0	45.0		

Ind Ref	Short Description	Previous Figure Q2 2015/16	Current Figure Q3 2015/16	Current Target	Current Status	Comparison with same period in previous year
	ordination (DASC) cohorts (Quarterly)					
CSP7.02	Reduce the number of reported incidents of theft of motor vehicle (Quarterly)	14	19	18		
L185	Reduce all crime (Quarterly)	2,156	3,629	3,621		
Overview and Scrutiny - Quarterly						
L116	Percentage of high level complaints dealt with in accordance with corporate standards (Quarterly)	89%	93%	90%		
L132	Cumulative number of local government ombudsman complaints requiring a local settlement (Quarterly)	1	1	3		

Environment, Culture & Communities

Ind Ref	Short Description	Previous Figure Q2 2015/16	Current figure Q3 2015/16	Current Target	Current Status	Comparison with same period in previous year
Environment & Public Protection - Quarterly						
NI191	Residual household waste in kgs per household (Cumulative figure for 15/16 reported quarterly in arrears)	344	Reported in arrears	323		
NI192	Percentage of household waste sent for reuse, recycling and composting (Cumulative figure for 15/16 reported quarterly in arrears)	38.6%	Reported in arrears	42.0%		
NI193	Percentage of municipal waste land filled (Cumulative figure for 15/16 reported quarterly in arrears)	23.5%	Reported in arrears	25.0%		
L128	Number of reported missed collections of waste (Quarterly)	185	253	180		
L146.1	Percentage of borough where environmental cleanliness is above EPA standard - Litter (Quarterly)	100.0%	100.0%	99.0%		
L146.2	Percentage of borough where environmental cleanliness is above EPA standard - Detritus (Quarterly)	100.0%	98.72%	97.0%		
L146.3	Percentage of borough where environmental cleanliness is above EPA standard - Graffiti and Fly posting (Quarterly)	100.0%	100.0%	99.0%		
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)	84.2%	82.7%	80.0%		
L201	Percentage of the Borough's households participating in recycling reward scheme (Quarterly)	25.6%	26.1%	25.0%		
Leisure and Culture - Quarterly						
L003	Number of visits to leisure facilities (Quarterly)	1,178,295	1,648,251	1,500,000		
L017	Number of web enabled transactions in libraries (Quarterly)	85,464	132,893	126,520		

Ind Ref	Short Description	Previous Figure Q2 2015/16	Current figure Q3 2015/16	Current Target	Current Status	Comparison with same period in previous year
L018	Number of web enabled transactions in leisure (Quarterly)	14,369	20,904	20,000		
L020	Number of people enrolled in the Leisure Saver Scheme (Quarterly)	555	577	520		
L035	Income from Leisure Facilities (Quarterly)	5,861,000	7,369,000	7,527,000		
L151	Number of visits to libraries (Quarterly)	170,134	251,261	287,250		
Planning and Transport - Quarterly						
NI154	Net additional homes provided (Quarterly)	30	32	No target set	N/A	
NI157a	Percentage of major applications determined in 13 weeks (Quarterly)	90%	93%	80%		
NI157b	Percentage of minor applications determined in 8 weeks (Quarterly)	95%	92%	80%		
NI157c	Percentage of other applications determined in 8 weeks or within an agreed extension of time period (Quarterly)	96%	96%	80%		
L008	Number of planning applications received to date (Quarterly)	268	241	No target set	N/A	
L009	Number of full search requests received (Quarterly)	410	322	No target set	N/A	
L014	Number of people slightly injured in road traffic accidents in the preceding 12 months (percentage change) (Quarterly)	-22.1%	-23.1%	No target set	N/A	
L046	Percentage of full searches answered in 10 working days (Quarterly)	98%	100%	90%		
L175 q	People killed or seriously injured in road traffic accidents in the preceding 12 months (percentage change) (Quarterly)	2.8%	0.0%	No target set	N/A	

Traffic Lights - Compares current performance to target		Performance Trend - 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 performance indicators are annual measurements where data is not due to be reported this quarter:-

Adult Social Care, Health & Housing

Ind Ref	Short Description	Quarter due
OF1c.1	Percentage of people receiving self-directed support	Q4
OF1c.2	Percentage of people receiving Direct payments	Q4
Of2b	Achieving independence for older people through rehabilitation or intermediate care	Q4
Of3a	Overall satisfaction of people who use services with their care with their care and support	Q4
Of3b	Overall satisfaction of carers	Q4
NI155	Number of affordable homes delivered (gross)	Q4

Children, Young People & Learning

Ind Ref	Short Description	Quarter due
L188	Percentage of single assessment for children's social care carried out within 45 working days	Q4
L189	Percentage of referrals to children's social care going on to single assessment	Q4
L205	Number of adoptive families recruited to meet the needs of children requiring adoption	Q4
L206	Recruit foster carer households	Q4
NI019	Rate of proven re-offending by young offenders	Q4
NI061	Stability of looked after children adopted following an agency decision that the child should be placed for adoption	Q4
NI062	Stability of placements of looked after children: number of placement	Q4
NI063	Stability of placements of looked after children: length of placement	Q4
NI064	Child protection plans lasting 2 years or more	Q4
NI065	Children becoming the subject of a Child Protection Plan for a second or subsequent time	Q4
NI066	Looked after children cases which were reviewed within required timescales	Q4
NI067	Child protection plans lasting 2 years or more	Q4
NI079	Achievement of a Level 2 qualification by the age of 19	Q4
NI080	Achievement of a Level 3 qualification by the age of 19	Q4
NI081	Inequality gap in the achievement of a Level 3 qualification by the age of 19	Q4
NI082	Inequality gap in the achievement of a Level 2 qualification by the age of 19	Q4
NI087	Secondary schools persistent absence rate	Q4

Ind Ref	Short Description	Quarter due
NI091	Participation of 17 year-olds in education or training	Q4
NI103.1	Percentage of Special Educational Needs - statements issued in 26 weeks as a proportional of all	Q4
NI103.2	Percentage of Special Educational Needs - statements issued in 26 weeks excluding exceptions	Q4
NI111	First time entrants to the Youth Justice System aged 10-17	Q4
NI114	Rate of permanent exclusions from school	Q4
NI117	16 to 18 year olds who are not in education, training or employment (NEET)	Q1
NI147	Care leavers in suitable accommodation	Q4
NI148	Care leavers in employment, education or training	Q4

Corporate Services

Ind Ref	Short Description	Quarter due
BV156	Buildings accessible to people with a disability	Q4
L052	Cumulative percentage of Council Tax collected for the previous year at 31 March	Q4
L054	Cumulative percentage of business rates collected for the previous year at 31 March	Q4
L070	Percentage of employees with a disability	Q4
L071	Percentage of black and ethnic minority employees	Q4
L072	Gender pay gap	Q4
L073	Average number of off the job training days per employee	Q4
L075	Number of commercial property voids	Q4
L078	ICT user satisfaction – service user survey	Q3 - 2016/17
L130	Percentage staff turnover	Q4
L131	Percentage staff leaving within one year of starting	Q4
L174	Working days lost due to sickness absence	Q4
NI006	Participation in regular volunteering (Biennially)	Q4 – 2016/17

Chief Executive's Office

There are no key indicators within the Chief Executive's Office reported on annually.

Environment, Culture & Communities

Ind Ref	Short Description	Quarter due
L160	Supply or ready to deliver housing sites	Q4
L175	People killed or seriously injured in road traffic accidents	Q4
L200	Percentage of Borough's households participating in recycling	Q4
NI167	Congestion - average journey time per mile during the morning peak	Q4
NI168	Principle roads where maintenance should be considered	Q4
NI169	Non-principle roads where maintenance should be considered	Q4
NI196	Improved street and environmental cleanliness - fly tipping	Q4
NI154	Net additional homes provided	Q4
NI191	Residual household waste in kgs per household	Q4
NI192	Percentage of household waste sent for reuse, recycling and composting	Q4
NI193	Percentage of municipal waste land filled	Q4

Section 3: Corporate Health

A) Summary of Complaints

Corporate Complaints

The total number of corporate complaints received this quarter was 11.

The total number of corporate complaints received this year to end December was 32.

Department	Stage	New complaints activity in Q3	Complaints activity year to date	Outcome of total complaints activity year to date
Adult Social Care, Health & Housing	Stage 2	3	9	3 upheld, 1 not upheld, 4 partially upheld, 1 on-going
	Stage 3	-	-	
	Ombudsman	1	2	2 not upheld
Children, Young People & Learning	Stage 2	1	3	1 partially upheld, 1 upheld, 1 on-going
	Stage 3	0	1	1 not upheld
	Ombudsman	-	-	
Corporate Services	Stage 2	0	1	1 upheld
	Stage 3	-	-	
	Ombudsman	-	-	
Chief Executive's Office	Stage 2	-	-	
	Stage 3	-	-	
	Ombudsman	-	-	
Environment, Culture & Communities	Stage 2	1	4	4 not upheld
	Stage 3	2	4	2 not upheld, 1 partially upheld, 1 on-going
	Ombudsman	3	8	5 not upheld, 3 on-going

Statutory Complaints

The total number of statutory complaints received this quarter was 6.

The total number of statutory complaints received this year to end December was 35.

Department	Stage	New complaints activity in Q 2	Complaints activity year to date	Outcome of total complaints activity year to date
Adult Social Care,	Statutory Procedure:	3	13	5 upheld, 7 not upheld, 1 partially upheld

Health & Housing	Ombudsman	-	-	-
Children, Young People & Learning	Stage 1	3	21	2 upheld, 14 not upheld, 5 partially upheld
	Stage 2	0	1	1 not upheld
	Stage 3	-	-	-
	Ombudsman	-	-	-

No complaints were received in respect of Public Health.

B) Audits with Limited or No Assurance Opinions

There were six limited assurance reports finalised in quarter 3. All are being addressed by managers.

C) Summary of People

Staff Turnover

Department	Quarter 3 (%)	For the last four quarters (%)	Notes
Adult Social Care, Health & Housing	3.45%	8.92%	Some posts are being ring fenced as vacant in case they are needed to redeploy staff in 'at risk' posts.
Corporate Services	3.29%	8.88%	7 members of staff left voluntarily during the last quarter. Of the vacancies in the Directorate, recruitment is underway for vacancies within Democratic Services, Customer Services and Finance.
Chief Executive's Office	0%	7.14%	Vacancies are within Regeneration and Community Safety
Children, Young People & Learning	4.5%	16.42%	The majority of vacancies in SREH are in the Early Help Team which includes Children's Centres and the Youth service. This team is undergoing a restructure exercise and work is being covered internally as these positions are not currently being recruited to.
Environment, Culture & Communities	1.05%	8.87%	The vacancy rate has increased slightly from 7.13% last quarter to 7.34% this quarter. Quarterly staff turnover has decreased this quarter with 8 less leavers this quarter compared to last quarter.

Comparator data	%
Total voluntary turnover for BFC, 2014/15:	13.4%
Average UK voluntary turnover 2014:	12.8%
Average Local Government England voluntary turnover 2014:	12.7%

(Source: XPerfHR Staff Turnover Rates and Cost Survey 2014 and LGA Workforce Survey 2014/15)

Staff Sickness

Department	Quarter 3 (days per employee)	2015/16 Projected Annual Average (days per employee)	Notes
Adult Social Care, Health & Housing	3.0	10.69	There are 13 cases of Long Term Sickness. Out of these cases, 3 have now returned to work. All cases are being monitored by Occupational Health.
Corporate Services	1.21	5.48	Sickness for this quarter stands at 252.5 days which is significantly lower than last quarter
Chief Executive's Office	1.97	4.65	There was 28 days sickness due to long term sickness. The projected annual average per employee for the Department stands at 4.65 days per employee.
Children, Young People & Learning	1.52	5.99	45% of the working days lost in Quarter 3 were due to 10 long term sickness cases
Environment, Culture & Communities	1.52	4.47	Sickness this quarter has increased compared to last. It should be noted that 5 employees who were on long-term sick this quarter returned to work before the end of this quarter.

Comparator data	All employees, average days sickness absence per employee
Bracknell Forest Council 14/15	5.2 days
All local government employers 2014	7.9 days
All South East Employers 2014	N/A

(Source: Chartered Institute of Personnel and Development Absence Management survey 2014)

D) Summary of Money

REVENUE BUDGET MONITORING

At the end of the third quarter there is a potential under spend of -£1.183m. Details of individual variances are outlined in each department's Quarterly Service Report (QSR).

This net under spend is comprised of the following significant variances:

- Placement costs within Children's Social Care exceed the current budget (£0.351m). There have been a number of changes to the forecast made when the budget was set in December, in particular an increase in residential placements.
- Additional Housing Benefit overpayments have been identified as a result of the work undertaken following receipt of Fraud and Error Reduction Incentive Scheme (FERIS) funding from central government. The Council typically receives a 40% subsidy on overpayments as well as being allowed to retain the income from collection (-£0.192m).
- The replacement of the grant to Mental Health Services with a payment by results contract has resulted in a saving (-£0.078m).
- The latest estimate of the annual costs of the waste PFI contract shows a saving for the Council which primarily relates to a reduction in tonnages (-£0.183m).
- Additional income is being generated in a number of areas including Bracknell Open Learning Centre, Larchwood respite unit and the Education Welfare Service (-£0.138m), the Cemetery and Crematorium (-£0.075m), the Lookout (-£0.075m) and waste income from recycling (£-0.158m).
- The level of cash balances is such that the Council has been able to pay all 2015/16 employers and employees pension fund contributions, in full, in advance and also generate additional income. This will generate an additional -£0.200m of interest.
- Greater use of internal financing for assets under construction and higher than forecast carry forwards into 2015/16 have created an under spend against the Minimum Revenue Provision (-£0.118m)

This projected under spend excludes the £1.281m balance on the Contingency, making the total projected under spend -£2.464m

Within the Schools Budget progress continues to be made in addressing the cost pressures arising from High Needs Pupils. Further savings have been achieved from on-going reviews of prices from providers and ensuring that the requirement for new Education, Care and Health plans are robustly challenged. A -£0.303m under spend is currently projected. This is, however, a volatile budget and needs to be monitored closely for the rest of the year.

At this stage in the financial year some of the significant risks to the budget begin to diminish. Those budgets representing the greatest risk will, however, continue to be scrutinised in detail as part of the Council's usual budget monitoring arrangements.

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TO: EXECUTIVE
DATE: 12 APRIL 2016

ACADEMY PROVIDER: AMEN CORNER NORTH
Director Children, Young People and Learning

1 PURPOSE OF DECISION

- 1.1 To agree the academy trust that is to be proposed to the Regional Schools Commissioner to operate and manage the new school at Amen Corner North.

2 EXECUTIVE SUMMARY

- 2.1 An academy provider needs to be appointed for the new school required as a result of new housing at Amen Corner North.
- 2.2 The process followed is prescribed by the DfE, and the Regional Schools Commissioner will make the final decision of provider taking into account the Council's recommendation. The DfE will ultimately contract with the provider for the education provision at both schools. The land and buildings will be leased by the council to the provider for 125 years.
- 2.3 Robust processes were followed, using the agreed weighted criteria, to identify a preferred provider to recommend to the Regional Schools Commissioner.

3 RECOMMENDATION

- 3.1 **That Proposer E is recommended to the Regional Schools Commissioner to run the new school at Amen Corner North.**

4 REASONS FOR RECOMMENDATION

- 4.1 There is a presumption from Government that Councils will seek academy providers for new schools.
- 4.2 The Council has sought expressions of interest from possible providers and undertaken a robust selection process that has resulted in the recommendation.
- 4.3 The selection process, including the views of the Evaluation Panel and Education Review Group, led to the recommendation.
- 4.4 The DfE were satisfied that we could recommend any of the shortlisted proposers for them to run the academies and had no comments to make on any of them.

5 ALTERNATIVE OPTIONS CONSIDERED

- 5.1 Expressions of interest were received from four academy trusts which is considered to be a strong level of interest.

6 SUPPORTING INFORMATION

Background

- 6.1 As a response to new housing in North Bracknell and the subsequent need for additional school places, a new primary school is planned at Amen Corner North.
- 6.2 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.
- 6.3 It should be noted that the Department for Education now terms all new schools as 'free schools', which may be established through a parental route or academy route. In this paper the term 'academy' is used to describe a free school through the academy route.
- 6.4 The process followed is prescribed by the DfE and the Regional Schools Commissioner will make the final decision of provider taking into account the Council's recommendation. The DfE will ultimately contract with the provider for the education provision at the school. The Council is the DfE's agent in the process.
- 6.5 Guidance on land transfer/leasing from the DfE indicates that the DfE expects a long leasehold interest of 125 years at a peppercorn rent to be entered into in connection with public land held by a local authority, rather than a transfer of the freehold. Although the requirement for a 125 year lease is not contained in statute, a lease of 125 years should be granted to the Academy unless the local authority holds the land on a leasehold basis and the term is less than 125 years - in which case, there could be a shorter sub lease from the local authority to the Academy Trust. A model lease is provided by the DfE. The lease transfer will be dependent upon the Council successfully having the allocated land transferred to it from the private land owner/ developer and constructing the school buildings.

Selection of recommended provider

- 6.6 The process to appoint a provider was agreed in a report to the Executive Member for Children, Young People and Learning (14 August 2015). A further report was approved by the Executive in November 2015, which included:
- the updated terms of reference and membership of the Education Review Group.
 - updated school provider application evaluation criteria.
 - the updated timeline for the appointment of the school provider.

In the updated application evaluation criteria, the 'Ability to achieve high standards of education' criteria was given a high weighting of 30%.

- 6.7 The process to appoint a provider was run separately but concurrently with the process to appoint a provider for the new 'all-through' school at Binfield Learning Village. Expressions of interest were sought for both schools on 9 October 2015. The date for return of proposals was 7 December 2015 (a one week extension on the date originally set to allow proposers sufficient time to complete the necessary proposals).
- 6.8 The Education Review Group (ERG) were involved in the process throughout. Among its purposes the ERG is tasked with:
- Reviewing and making comment on the specification and process for seeking expressions of interest for future school provision;

- Advising on the Council's assessment of proposals received prior to the Council submitting assessments to the Regional Schools Commissioner.

The membership of the ERG comprises an independent Chair, and representative members, including the Executive Member CYPL, headteachers, governors and the Director CYPL. These processes are intended to ensure that any providers will be equipped to deliver good and outstanding provision.

6.9 The opportunity was promoted directly by the Council to selected academy trusts, advertised on the Council's website and promoted by the DfE through the channels they use for this purpose.

6.10 Expressions of interest were received from four academy trusts. In the DfE's view this was a strong response. Three expressions of interest were for both Binfield Learning Village (BLV) and Amen Corner North, and one for Amen Corner North alone.

Proposer	BLV	Amen Corner
B	Yes	Yes
E	Yes	Yes
G	Yes	Yes
H		Yes

6.11 The DfE require local authorities to notify them of proposals received so that they can comment on the suitability of proposers. The DfE were satisfied that we could recommend any of the proposers to them to run the academies and had no comments to make on any of them.

6.12 A Panel of officers scored the expressions of interest against the agreed weighted criteria. The ERG also reviewed the expressions of interest and endorsed the Panel's outcomes. Three of the four proposers were shortlisted to present their proposals to the Evaluation Panel and ERG on 13 and 19 January. Views of the Panel and ERG were summarised and some clarifications were made by officers to the scoring after the presentations. The final scoring is shown in Annex 1 (confidential).

6.13 Financial checks on the highest scoring proposer were also undertaken and no issues were identified.

6.14 Proposer E was the highest scoring proposer and is therefore the preferred provider for the new school at Amen Corner North.

6.15 As part of due diligence, some members of the Evaluation Panel and ERG subsequently visited an existing academy of Proposer E to observe practice. The scoring judgement was reinforced by the evidence seen on the visit.

6.16 It was a requirement of the Invitation to submit Expressions of Interest that school providers take a proactive and engaging role in working in partnership with the local community and schools. Provider E fully embraced this expectation.

6.17 The evaluation of Proposer E's offer demonstrates that they will raise the overall standard of education available in the local area, and will provide high quality places to the Borough.

6.18 If the recommendation is agreed, Proposer E will be recommended to the DfE and the Regional Schools Commissioner (RSC). The DfE review the recommendation and seek approval from the RSC of the final recommendation, which would normally take place at a decision-making RSC Headteacher board meeting. This process is expected to be completed in June 2016.

- 6.19 After opening, the DfE/RSC will provide the academy with support and guidance both in the pre-opening and the immediate post-opening phases. OFSTED will monitor and inspect the quality of provision as with all other schools and academies in the country. The RSC has overall oversight of progress of all the schools in their respective regions, but the DfE will also take a keen interest.

Academies - Financial arrangements

- 6.20 An Academy Trust is a charitable company limited by guarantee funded by the Secretary of State to run a school(s) through a 'funding agreement'. It is a fully independent company, employs staff and is financially accountable to the Education Funding Agency (EFA), the executive agency of the Department for Education.
- 6.21 There is a two tier governance structure comprising directors and members. Directors are responsible for the management and control of the company and its strategic direction. Under charity law, they have a fiduciary duty to act in the best interests of the company and under the Companies Act 2006 to act within the powers of the constitution, with good faith and exercise due care, skill and diligence. Members have obligations as nominal guarantors of the company on winding up and powers to change the constitution of the company, remove directors, receive the annual accounts and attend company meetings.
- 6.22 The 'funding agreement' finances the day to day costs of the school and is calculated in the same way as if it were an LA maintained school. In addition, a per pupil top up is paid to provide certain services that LAs provide without charge to their schools, but not academies. It requires academy schools to comply with the independent school standards regulations, provide a broad and balanced curriculum and provide education for pupils of different abilities who are wholly or mainly drawn from the area in which the school is situated.
- 6.23 The 'funding agreement' also places obligations on the academy including:
- Being at the heart of its community, promoting community cohesion and sharing facilities with other schools and the wider community.
 - Assessments of pupils' performance and external qualification.
 - To comply with admissions law and DfE Codes of Practice.
 - To provide teaching of religious education and a daily act of worship.
 - An emphasis on the needs of individual pupils, including those with special educational needs.
 - The provisions of Education Act 2011 for challenging permanent exclusions.
- 6.24 The EFA oversees the arrangements that provide Parliament with assurance that academies operate to high standards of propriety and regularity. It aims to keep a reasonable balance between academy trusts' independence and the need to account for public money, and it has worked with a steering group of academy trusts to achieve a position where the accountability requirements are satisfied while the administrative burden is minimised.
- 6.25 The Academies Financial Handbook sets out the basic financial management, control and reporting requirements that apply to academy trusts. It describes a financial framework for trusts that reflects their accountability to Parliament and the public, and the freedoms that they can exercise in their day-to-day business. Compliance with the handbook is a condition of an academy trust's funding agreement.
- 6.26 The Accountability and Assurance Guidance Flowchart in Annex 2 demonstrates the various points of financial probity in the system.

7 CONSULTATION

Principal Groups Consulted

7.1 Consultation was not appropriate for this stage of the process.

Method of Consultation

7.2 Not applicable.

Representations Received

7.3 Not applicable.

8 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

8.1 The Council has, by seeking expressions of interest from academy providers, complied with the statutory duties imposed on it by the Education and Inspections Act 2006. The Council may recommend its preferred proposer to the Secretary of State, who will provide DfE evidence about each of the providers to the Council. A DfE official can provide written feedback on each provider prior to the Council and after receiving DfE views the Council may recommend its preferred provider to the Secretary of State. In making her decision on with whom she wishes to enter into a funding agreement, the Secretary of State will take the Council's assessment into account, along with any additional factors she is aware of. The decision is delegated to the Regional Schools Commissioner, but the Secretary of State reserves the right to agree a provider of her own choice on the basis she may have further evidence about a proposer which means none of those put forward is suitable.

Borough Treasurer

8.2 The Borough Treasurer is satisfied that no significant financial implications arise from the recommendations in this report.

Equalities Impact Assessment (EIA)

8.3 An EIA was attached to the background paper detailed below.

Strategic Risk Management Issues

8.4

ISSUE		RISK	COMMENT
1	Cost Risk	Gap in revenue funding in the initial years following the school's opening. Meeting this cost will result in less funding available for allocation to all schools.	Scenario modelling can raise awareness and minimise risk. A funding paper has been taken to the school's forum.
2	Cost Risk	Extra costs could emerge as the DfE may require additional support outside expectations.	Need to maintain effective liaison with DfE
3	Changes to the School Funding Framework	Changes are anticipated from the DfE from April 2017 relating to school funding.	Need to respond to the consultation proposals.

Unrestricted

		This puts at risk the ability to allocate additional resources to new schools as originally intended.	
4	Provider & Supply risk	DfE not appointing the provider recommended by the Council.	DfE guidance has been followed for the appointment of the provider. Need effective liaison with DfE.
5	Provider & Supply risk	The provider not engaging with the Council will jeopardise the implementation.	Need to establish good relationships and effective communications with the provider appointed.
6	Provider & Supply risk	Provider not engaging with community will lead to poor community cohesion and support for the school	Work with provider immediately after appointment to develop relationships with the local community.
7	Demand Risk	Insufficient pupils may make the school financially unviable which could significantly increase costs of operation in the early years.	Clarify housing completion trajectory from builders. Collect information from new residents on their children requiring education. Pupil forecasts reflect position. In partnership with the provider, be prepared to delay school opening until sufficient pupils are present in area.
8	Capital Cost Risk	Risk that the provider will seek additional capital costs to be incurred by the Council over and above the provisions of the S106 agreement.	A clear commitment from the provider is required that they will work with the building designs and associated planning conditions.
9	Provider & Supply risk	Provider sourcing insufficient or poor quality staff	Monitor transition and implementation plans. Early and continuous engagement at start up phase on resourcing model and partnership work to address any issues arising.
10	Provider & Supply risk	School provider sourcing majority of staff from existing Bracknell Forest schools	Monitor transition and implementation plans. Early and continuous engagement at start up phase on resourcing model and partnership work to address any issues arising.

11	Provider & Supply risk	Provider fails to deliver quality education	BFC to stay informed of performance and standards and will engage with school provider and DfE in the event of deteriorating performance. DfE may appoint a different school provider.
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Background Papers

- a. Paper to the Executive Member for Children, Young People and Learning, 14 August 2015, 'Proposed Amen Corner North School: Appointment of sponsor'
- b. Executive report, 11 June 2013, 'Procedures for assessing applications for the establishment of a new school in Bracknell Forest'
- c. Department for Education, 'The free school presumption; Departmental advice for local authorities and new school proposers', July 2015 and February 2016.

Contacts

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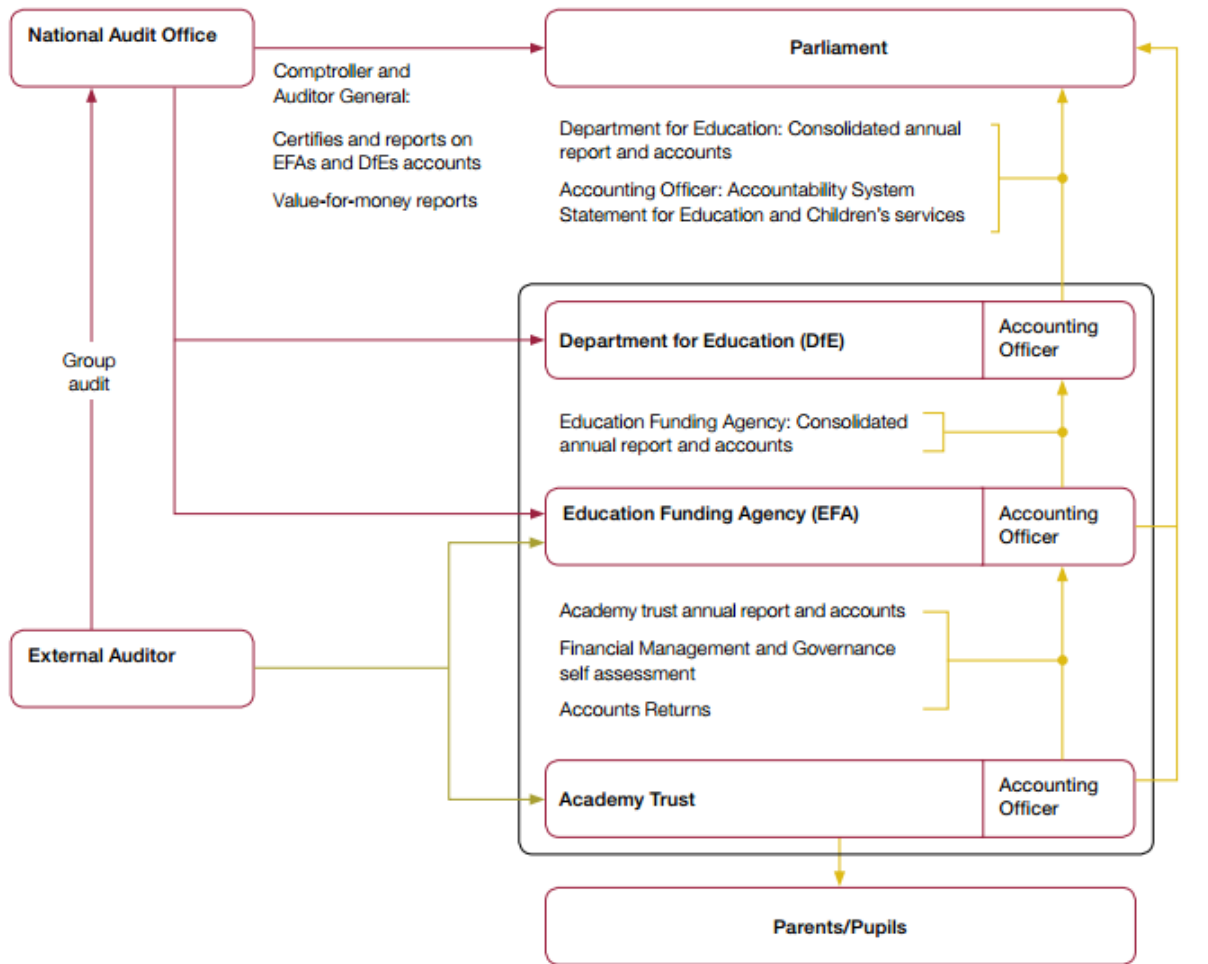
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Annex 2

Accountability and assurance in the academy sector



- Assurance
- Accountability
- Tripartite agreement between academy trust, EFA and external auditor
- Consolidated boundary

Source: NAO Communication with component auditors 2014

By virtue of
Regulation 4 of the Local Authorities (Executive
Arrangements) (Access to Information) (England)
Regulations 2012.

Document is Restricted

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TO: EXECUTIVE
DATE: 12 APRIL 2016

ACADEMY PROVIDER: BINFIELD LEARNING VILLAGE
Director Children, Young People and Learning

1 PURPOSE OF DECISION

- 1.1 To agree the academy trust that is to be proposed to the Regional Schools Commissioner to operate and manage the new school at Binfield Learning Village.

2 EXECUTIVE SUMMARY

- 2.1 An academy provider needs to be appointed for the new school required as a result of new housing at Binfield Learning Village.
- 2.2 The process followed is prescribed by the DfE, and the Regional Schools Commissioner will 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 both schools. The land and buildings will be leased by the council to the sponsor for 125 years.
- 2.3 Robust processes were followed, using the agreed weighted criteria, to identify a preferred provider to recommend to the Regional Schools Commissioner.

3 RECOMMENDATION

- 3.1 **That Proposer E is recommended to the Regional Schools Commissioner to run the new school at Binfield Learning Village.**

4 REASONS FOR RECOMMENDATION

- 4.1 There is a presumption from Government that Councils will seek academy providers for new schools.
- 4.2 The Council has sought expressions of interest from possible providers and undertaken a robust selection process that has resulted in the recommendation.
- 4.3 The selection process, including the views of the Evaluation Panel and Education Review Group, led to the recommendation.

5 ALTERNATIVE OPTIONS CONSIDERED

- 5.1 Expressions of interest were received from seven academy trusts.

6 SUPPORTING INFORMATION

Background

- 6.1 As a response to new housing in North Bracknell and the subsequent need for additional school places, a new 'all-through' (ages 4 to 18) school is planned at Binfield Learning Village.
- 6.2 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.
- 6.3 It should be noted that the Department for Education now terms all new schools as 'free schools', which may be established through a parental route or academy route. In this paper the term 'academy' is used to describe a free school through the academy route.
- 6.4 The process followed is prescribed by the DfE and the Regional Schools Commissioner will 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 the school. The Council is the DfE's agent in the process.
- 6.5 The process to appoint a sponsor was agreed in a report to the Executive (23 June 2015).
- 6.6 The process to appoint a sponsor was run separately but concurrently with the process to appoint a sponsor to the new primary school at Amen Corner North. Expressions of interest were sought for both schools on 9 October 2015. The date for return of proposals was 7 December 2015 (a one week extension on the date originally set to allow proposers sufficient time to complete the necessary proposals).
- 6.7 The Education Review Group (ERG) were involved in the process throughout. Among its purposes the ERG is tasked with:
- Reviewing and making comment on the specification and process for seeking expressions of interest for future school provision;
 - Advising on the Council's assessment of proposals received prior to the Council submitting assessments to the Regional Schools Commissioner.
- The membership of the ERG comprises an independent Chair, and representative members, including the Executive Member CYPL, headteachers, governors and the Director CYPL. These processes are intended to ensure that any providers will be equipped to deliver good and outstanding provision.
- 6.8 The opportunity was promoted directly by the Council to selected academy trusts, advertised on the Council's website and promoted by the DfE through the channels they use for this purpose.
- 6.9 Expressions of interest were received from seven academy trusts. In the DfE's view this was a very strong response. Three expressions of interest were for both Binfield Learning Village (BLV) and Amen Corner North, and four for Binfield Learning Village alone.

Unrestricted

Proposer	BLV	Amen Corner
A	Yes	
B	Yes	Yes
C	Yes	
D	Yes	
E	Yes	Yes
F	Yes	
G	Yes	Yes

- 6.10 The DfE require local authorities to notify them of proposals received so that they can comment on the suitability of proposers. The DfE were satisfied that we could recommend any of the proposers to them to run the academies and had no comments to make on any of them.
- 6.11 Expressions of interest were scored against the agreed weighted criteria. Four of the seven proposers were shortlisted to present their proposals to the Evaluation Panel and ERG on 13 January. Some clarifications were made to the scoring after the presentations. The final scoring is shown in Annex 1.
- 6.12 Financial checks on the highest scoring proposer were also undertaken and no issues were identified.
- 6.13 Proposer E was the highest scoring proposer and is therefore the preferred provider for the Binfield Learning Village.
- 6.14 As part of due diligence, some members of the Evaluation Panel and ERG subsequently visited an existing academy of Proposer E to observe practice. The scoring judgement was re-inforced by the evidence seen on the visit.

7 CONSULTATION

Principal Groups Consulted

- 7.1 Consultation was not appropriate for this stage of the process.

Method of Consultation

- 7.2 Not applicable.

Representations Received

- 7.3 Not applicable.

8 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 8.1 The Council has, by seeking expressions of interest from academy providers, complied with the statutory duties imposed on it by the Education and Inspections Act 2006. The Council may recommend its preferred proposer to the Secretary of State, who will provide DfE evidence about each of the sponsors to the Council. A DfE official can provide written feedback on each sponsor prior to the Council and after receiving DfE views the Council may recommend its preferred sponsor to the Secretary of State. In making her decision on with whom she wishes to enter into a funding agreement, the Secretary of State will take the Council's assessment into account, along with any additional factors she is aware of. The decision is delegated

to the Regional Schools Commissioner, but the Secretary of State reserves the right to agree a sponsor of her own choice on the basis she may have further evidence about a proposer which means none of those put forward is suitable.

Borough Treasurer

8.2 The Borough Treasurer is satisfied that no significant financial implications arise from the recommendations in this report.

Equalities Impact Assessment (EIA)

8.3 An EIA was attached to the background paper detailed below.

Strategic Risk Management Issues

8.4

ISSUE		RISK	COMMENT
1	Cost Risk	Gap in revenue funding in the initial years following the school's opening. Meeting this cost will result in less funding available for allocation to all schools.	Scenario modelling can raise awareness and minimise risk. A funding paper has been taken to the school's forum.
2	Cost Risk	Extra costs could emerge as the DfE may require additional support outside expectations.	Need to maintain effective liaison with DfE
3	Sponsor Risk	DfE not appointing the sponsor recommended by the Council.	Need effective liaison with DfE.
4	Sponsor Risk	The sponsor not engaging with the Council will jeopardise the implementation.	Need to establish good relationships and effective communications with the sponsor appointed.
5	Demand Risk	Insufficient pupils to make the school financially viable or building the school too early could significantly increase costs.	Clarify housing completion trajectory from builders. Collect information from new residents on their children requiring education. Pupil forecasts reflect position. Be prepared to delay school opening until sufficient pupils are present in area.
6	Capital Cost Risk	Risk that the provider will seek additional capital costs to be incurred by the Council over and above the provisions of the S106 agreement.	A clear commitment from the provider is required that they will work with the building designs and associated planning conditions.

Background Papers

- a. Paper to the Executive, 23 June 2015, 'Binfield Learning Village: Appointment of school sponsor'

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**TO: THE EXECUTIVE
12 APRIL 2016**

**HOME TO SCHOOL TRANSPORT AND OCCASIONAL TRANSPORT SERVICES
Director of Corporate Services**

1 PURPOSE OF REPORT

- 1.1 To award contracts for the provision of transport expenditure in two areas -
- Statutory home to school transport which consists of Special Educational Needs (SEN), mainstream, learning and literacy and Pupil Referral Unit (PRU) transport and is managed by the Integrated Transport Unit (ITU).
 - Occasional transport (taxi, coach and minibus) which can be booked by all departments across the Council.
- 1.2 The statutory home to school transport is contracted out to primarily local suppliers and has been managed through the ITU since October 2006.
- 1.3 Dependant on the requirement, occasional transport is usually booked through the ITU. However, staff throughout the Council can also book travel for vulnerable client groups such as children under the care of social services, families or individuals in need of urgent relocation or other vulnerable adult residents receiving care and support from the Council. If there is no other reasonable alternative, transport may be booked for internal staff in very exceptional circumstances. These contracts will allow transport users to be covered by the same framework agreement.

2 RECOMMENDATION

- 2.1 That, subject to finalisation of contract conditions, the Council awards the home to school transport to three suppliers, contractors A, B and C detailed in the confidential annex.

	Proposed Supplier
Bundle 1	Tenderer A
Bundle 2	Tenderer B
Bundle 3	Tenderer A
Bundle 4	Tenderer B
Bundle 5	Tenderer B
Bundle 6	Tenderer B
Bundle 7	Tenderer B
Bundle 8	Tenderer B
Bundle 9	Tenderer B
Bundle 10	Tenderer A
Bundle 11	Tenderer C
Bundle 12	Tenderer A
Bundle 13	Tenderer C
Bundle 14	Tenderer B
Bundle 15	Tenderer A

- 2.2 That additionally the Council award the above same three contractors the contracts for occasional transport services.
- 2.3 That contracts be awarded in April 2016 with the contract commencement at the start of the new academic year, 1 September 2016 for a period of four years to 31 August 2020.

3 REASONS FOR RECOMMENDATION

- 3.1 To establish transport services contracts which deliver best value for money and consistent levels of quality across the Council and to comply with procurement legislation. This links to the new Council Plan which is underpinned by six strategic themes including value for money.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 Consideration was given to undertaking a collaborative procurement with one or more of the neighbouring Berkshire authorities. However this could have the effect of restricting tenderers to regional or national companies. This would impact on local employment as the majority of taxi routes either start within the Borough, or do not cross the Borough boundary. Therefore the most sustainable bidder will be based within the Borough.
- 4.2 Collaborative procurement is also unlikely to deliver overall value for money as the procurement process and contract management will be more complex. There is also the issue of contractors charging more as taxi companies from far outside Borough would have to make the journey into the Bracknell Forest (dead mileage) in order to start work.

5 SUPPORTING INFORMATION

- 5.1 In 2011/12 the Council tendered for the provision of Home to School & Occasional Transport Services which resulted in the award of home to school framework agreements to three operators, with a further four operators approved for ad-hoc transport services.
- 5.2 Over 400 pupils are covered by the above contracts, including 17 wheelchair users and 35 pupils in the autistic spectrum. There are 111 routes which are in 15 "bundles" based on end location. The largest numbers of transported pupils, attend Kennel Lane School, with 27 routes terminating there every school day.
- 5.3 The ITU has carried out annual parental satisfaction surveys since autumn 2008. These have shown that there is a consistently high level of satisfaction with the overall service and that of the drivers and escorts. 2015 survey results show 97% satisfaction with overall service, 94% with the driver and 95% with the escort.
- 5.4 Adverts for the pre qualification exercise were issued on the Official Journal of the European Union (OJEU), Contracts Finder and the South East Business Portal in September 2015.
- 5.5 The pre qualification exercise was completed in December 2015 and several contractors were invited to tender. The tender evaluation was completed in February 2016.

5.6 The timescales for the project are:

Advertised on South East Business Portal, Contracts Finder and Tenders Electronic Daily (OJEU)	11 September 2015
Issued Invitation to Tender to Shortlisted Contractors	11 December 2015
Received Response from Tenderers	15 January 2016
Decision by Executive	12 April 2016
Framework Agreement Awards Letters Sent	2 May 2016
Framework Agreement Start Date	01 September 2016
Call-Off Contracts Start Date	01 September 2016

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

Borough Solicitor

6.1 The Borough Solicitor has advised throughout the procurement process, and has nothing to add to this report

Borough Treasurer

6.2 The financial implications are set out in the confidential annex.

Equalities Impact Assessment

6.3 This has been completed for this requirement and was attached to the Procurement Plan.

7. **STRATEGIC RISK MANAGEMENT ISSUES**

7.1 Consideration was given to the likelihood of change to some individual transport arrangements for small number of vulnerable pupils. Whilst it is regrettable that some long term transport arrangements are going to change, every effort will be made by the ITU to make the process as smooth as possible. As such there is an implementation project plan which covers the period from contract award in April 2016 to contract start in September 2016. This plan covers areas such as communication with parents and pupils, applying for and receiving enhanced Disclosure and Barring Service Checks (DBS), picture and story book production and circulation, meetings between drivers and escorts and parents and pupils.

7.2 Contract Management is undertaken by the ITU and comprises of termly meetings with all contractors and the ITU work closely with the SEN team. The ITU also work with Council's licencing team and Thames Valley Police to conduct vehicle checks at the school gate to ensure on-going passenger safety.

- 7.3 Financial checks have been performed by the Chief Technical Accountant in Corporate Services on all preferred suppliers for these services and are considered satisfactory for the purposes of the contracts. It is recognised that there is a small risk in awarding eight bundles of work to one contractor but satisfactory capacity checks have been undertaken by the core project team.
- 7.4 Additionally, the long lead in time before contract start in September 2016 helps to reduce the Council's exposure to risk when making changes to individual routes.

8 CONSULTATION

Principal Groups Consulted

- 8.1 Parents / Carers
Extended Project Team
The Head of Procurement, Assistant Borough Solicitor and the Borough Treasurer were consulted during the course of this procurement.

Method of Consultation

- 8.2 The Head of Procurement, Assistant Borough Solicitor and the Borough Treasurer were consulted during the development of the Procurement Plan. Additionally the draft tender documents were circulated for comment and review by members of the extended project team.
- 8.3 Parents and carers were given an opportunity to attend an event on the 29 September 2015 at Bracknell Forest Leisure Centre to raise any concerns with the procurement process. A mailshot was issued to all parents and carers of children benefiting from the current service but uptake was very disappointing with only one parent taking up the opportunity.
- 8.4 All eligible parents / carers were advised that a consultation would be active over the period 8 September to the 23 October 2015. This consultation only produced four responses however 100% satisfaction was recorded.

Background Papers

Confidential Annex
EIA available on request

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