



AGENDA

For the Council meeting to be held on
Wednesday 25 November 2015.

Timothy Wheadon, Chief Executive



NOTICE OF MEETING

Council

Wednesday 25 November 2015, 7.30 pm

Council Chamber, Fourth Floor, Easthampstead House, Bracknell

To: The Council

Councillor Mrs Hamilton (Mayor), Councillor Virgo (Deputy Mayor),
Councillors Allen, Mrs Angell, Angell, Dr Barnard, Bettison, D Birch, Mrs Birch, G Birch,
Brossard, Brunel-Walker, Dudley, Finch, Finnie, Ms Gaw, Harrison, Mrs Hayes MBE,
Ms Hayes, Heydon, Hill, Mrs Ingham, King OBE, Leake, McCracken, Mrs McCracken,
Mrs McKenzie, Mrs McKenzie-Boyle, McLean, Mrs Mattick, Ms Merry, Ms Miller, Peacey,
Phillips, Porter, Skinner, Mrs Temperton, Thompson, Tullett, Turrell, Wade and Worrall

TIMOTHY WHEADON
Chief Executive

EMERGENCY EVACUATION INSTRUCTIONS

- 5 If you hear the alarm, leave the building immediately.
- 6 Follow the green signs.
- 7 Use the stairs not the lifts.
- 8 Do not re-enter the building until told to do so.

If you require further information, please contact: Kirsty Hunt
Telephone: 01344 353108
Email: kirsty.hunt@bracknell-forest.gov.uk
Published: 17 November 2015



Council
Wednesday 25 November 2015, 7.30 pm
Council Chamber, Fourth Floor, Easthampstead House,
Bracknell

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

AGENDA

Page No

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

1. **Apologies for Absence**

2. **Minutes of Previous Meeting**

To approve as a correct record the minutes of the meeting of the Council held on 16 September 2015.

7 - 14

3. **Declarations of Interest**

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

4. **Mayor's Announcements**

5. **Executive Report**

To receive the Leader's report on the work of the Executive since the Council meeting held on 16 September 2015.

15 - 30

Council is asked to resolve a recommendation in respect of:

- **Invest to Save: LED Streetlights**

The Executive will be meeting on 17 November 2015, if any matters arise at that meeting which require a decision by Council, a supplementary report will be circulated. It is expected that the Council will be asked to resolve recommendations in respect of:

- **Statement of Licensing Policy**
- **Statement of Gambling Principles**

6. **Council Plan**

To approve the Council Plan.

31 - 50

7. **Recommendation of the Governance and Audit Committee** 51 - 58
- To endorse the recommendation of the Governance & Audit Committee agreed at its meeting on 23 September 2015, to amend the Council's Constitution to remove reference to a Sustainable Community Plan from the Policy Framework.
8. **Membership of External Organisations** 59 - 62
- To approve appointment of Council representatives on South Hill Park Trust and note the appointment to PATROL.
9. **Schedule of Meetings 2016/17** 63 - 66
- To approve the proposed Schedule of Meetings 2016/17.
10. **Questions Submitted Under Council Procedure Rule 10**
- By Councillor Mrs Temperton to Councillor Dr Barnard, Executive Member for Children, Young People and Learning
- At full Council 16 July 2014, I raised concerns about the children in Bracknell Forest who care for their parents and siblings- Young Carers. They often have lower attendance and considerably lower GCSE achievement than their peers. There are 160 known Young Carers in Bracknell Forest. In the reply, their attendance figures were given but no data had ever been collected on their GCSE results. I was assured that these children would now be recognised as vulnerable and monitored.*
- The September 2015 Quarterly Service report refers to academic achievements by all other children but not Young Carers.*
- Have interventions been introduced in schools to help Young Carers improve their life chances ?*
- What are the attendance figures, both for secondary and primary Young Carers compared to their peers?*
- What are their GCSE and KS2 results compared to their peers?*

This page is intentionally left blank

COUNCIL
16 SEPTEMBER 2015
7.30 - 9.00 PM



Present:

The Mayor (Councillor Mrs Dee Hamilton), Councillors Virgo (Deputy Mayor), Mrs Angell, Allen, Angell, Dr Barnard, D Birch, Mrs Birch, G Birch, Brossard, Dudley, Finch, Finnie, Ms Gaw, Harrison, Ms Hayes, Heydon, Hill, Mrs Ingham, King OBE, Leake, McCracken, Mrs McCracken, Mrs McKenzie, Mrs McKenzie-Boyle, McLean, Mrs Mattick, Ms Merry, Ms Miller, Peacey, Phillips, Porter, Skinner, Mrs Temperton, Thompson, Tullett, Turrell and Wade

Apologies for absence were received from:

Councillors Bettison, Brunel-Walker, Mrs Hayes MBE and Worrall

18. Minutes of Previous Meeting

RESOLVED that the minutes of the Council meeting held on 15 July 2015 be approved and signed by the Mayor as a correct record.

19. Declarations of Interest

There were no declarations of interest.

20. Mayor's Announcements

Executive Member for Culture, Corporate Services and Public Protection

Councillor McCracken was pleased to report that the Bracknell Gymnastic senior men's team had won the British TeamGym Championships title and achieved the highest score on the trampette for the whole series. The women's team came second but also achieved the highest score on the trampette for the whole series. Two of the club's coaches were named 'master coaches' and were honoured for their success. Following their success the teams headed to the international training camp in Dundee and would be the first to be trained in completing triple somersaults. All Members present congratulated everyone involved on their success.

He advised the meeting that the borough now had eight nationally recognised parks which had been awarded Green Flag status with one park having retained this distinction for more than 10 years. The Members present joined him in thanking the Parks and Countryside team for their hard work.

Councillor McCracken read out to the meeting a letter from a parent whose son had participated in the Kwik Cricket competition and Members joined him in thanking Chris Vaal for his hard work in bringing this sporting event to the Borough.

Councillor McCracken advised the meeting that Bracknell Athletic Club had been recognised as the South East Region's Club of the year and would be going forward to be considered for the national award.

Councillor McCracken advised the meeting that since its launch in October last year 7,000 residents had signed up to have an online customer account with the Council.

Executive Member for Children, Young People and Learning

Councillor Dr Barnard was pleased to announce that as part of National Heritage week Reading Crown Court hosted an Open Day on 13 September for members of the public and students from local schools to come and view the Crown Court and to speak to those who participate in the court service in the many different ways which are associated with the Criminal Justice System. As part of this event they invited local schools to enter a competition by submitting pieces of art associated with the justice system. The Home Secretary, The Rt. Hon. Theresa May, MP, judged the competition "Off to Court" and three of the six winners were from Ranelagh School. Members present joined him in congratulating Greg Stanger from Ranelagh whose piece also won the Judges Award.

Councillor Dr Barnard was pleased to report that eight new headteachers had been welcomed to Bracknell Forest and he had been impressed by their commitment to supporting the pupils to achieve their best. He added that 100 new Bracknell Forest teachers had met at the Education Centre and their obvious enthusiasm and commitment would only help continue the academic successes that the borough's schools had demonstrated over the Summer.

Executive Member for Adult Social Care, Health and Housing

Councillor Birch was proud to announce that Alison Koen, Development Manager had been invited by Chief Inspector Dave Gilbert as the Local Policing Area (LPA) Commander to attend a commendation ceremony to recognise her work as Domestic Abuse Service Co-ordinator for people with learning disabilities. Councillor McCracken added that the service had been set up in 2011 and had undertaken research which had shown a major reduction in serious incidents. The project had made a good start but more work was continuing to progress it further. The Members congratulated Alison on her hard work.

Executive Member for Planning and Transport

Councillor Turrell was pleased to announce that the results for the Bracknell in Bloom competition had just been released. The project was now a community effort with Bracknell Forest Council working together with Bracknell Town Council, Bracknell Forest Homes, Bracknell Horticultural Association, Jeallots Hill Community Landshare Project and Residents' Associations to create more than just floral displays. The entries now focused more on community gardening, recycling and the neighbourhood areas. He was proud to announce that the Bracknell entry had been awarded Gold standard as had South Hill Park for the new park category. He thanked everyone involved in the Bracknell in Bloom Committee including Councillor Mrs Isabel Mattick. The Members present joined him in congratulating everyone involved.

Mayor's Charity 2015-16 – Make-A-Wish

The Mayor was pleased to announce that she was taking part in a personal challenge to lose £10 for 10lbs by 2016. She had approached local gyms and health professionals for health and exercise advice to help her achieve this. Members were asked whether they would like to join her in the challenge or to sponsor her activity.

The Mayor invited Members to her Charity curry night which was being held on Monday 29 February 2016 at the Tamarind Tree in Wokingham. Members were encouraged to attend and to donate any unwanted Christmas gifts to be used as raffle prizes.

The Mayor advised the meeting that she would be visiting a number of the borough's libraries to read seasonal stories to children and hoped the story-telling events would raise money for the charity. The Mayor added that an exciting baking event would be held in September but that more details would follow.

The Mayor advised the Members present that since the last Council meeting she and the Deputy Mayor had been busy attending engagement across the borough.

21. **Presentation from Thames Valley Police**

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

The Police and Crime Commissioner reported on the Thames Valley Police (TVP)'s performance against the PEEL Programme e.g. Effectiveness, Efficiency and Legitimacy. The force was rated good having low overall crime levels and maintaining high levels of victim satisfaction (89%). They were on track to achieve their required savings (£59m) and was acting to achieve fairness and legitimacy in most of its practices.

The Chief Constable reported that there were on average two household burglary per week and the detection rate three times the national rate at 385.8%. The increased figures relating to violent crimes could be linked the successful projects within the borough to increase awareness and reporting rates. Similarly the increase in rape reporting was a national trend to the increased media coverage and included an increase in historic cases being reported.

The Chief Constable advised the meeting that officers were called to deal with incidents involving mental health and it was hoped that successful practices which were used elsewhere would be introduced to Bracknell soon. He added that a multiagency safeguarding hub had been set up in Bracknell and the key issue was ensuring that everyone understood the signs of child sexual exploitation including hotel workers, teachers for example.

The Chief Constable explained that the force's increased presence on social media was extending their reach with Thames Valley alert not only circulating information but request help and support with live cases. All Members were encouraged to sign up if they had not already done so.

He added that they continued to face financial challenges and had used priority based budgeting to reduce costs and protect the frontline. They were exploring both opportunities to work with other partners and considering collaborative functions across forces to future proof their services. They were consulting on the possibility of a single senior management team between Bracknell and Wokingham areas.

The Chief Constable then responded to questions from the Council.

In response to a question regarding how budget cuts would impact Bracknell Forest residents, the Chief Constable explained that they would not find out the final budget settlement until December. Based on current assumptions they were confident that

they would be able to prepare a balanced budget unless they were impacted by the new complicated funding formula. In the long term they would need to transform the service for example using technology to deliver efficiencies. The Police and Crime Commissioner explained that the government were consulting on changing the method of allocating funding to forces and this would have a detrimental impact of the level of funding Bracknell Forest would receive. He had responded and met with the Home Secretary to explain his concerns.

In response to a question regarding the possibility of downgrading the model of emergency response vehicles the Chief Constable stated that this would not happen as they were currently in a contract with Vauxhall but the force used a range of vehicles depending on operational requirements which included unmarked smaller vehicles.

In response to a question regarding rural crime he stated that the publicised shift had already been implemented in Bracknell Forest and rural crime remained a key priority identified by the Community Safety Partnership and was therefore part of the Police and Crime Commissioner's plan.

In response to a question about redesigning the way people can access police services the Chief Constable reiterated that there had been significant investment in social media and that it had been used for quicker and greater spread of information, requests for feedback and there was future potential for redesigning the way people can access policing services for example allowing from an app on a mobile device or web-based reporting.

In response to a question about whether police stations were still required if officers were equipped with mobile technology the Chief Constable confirmed that the force had a longer term estate strategy. He recognised that officers needed a location to deploy from but it was possible that partner locations could be used.

Councillor Heydon stated that there had been three significant incidents in the Old Bracknell Ward area and he thanked local officers for resolving these issues promptly.

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

22. **Executive Report**

The Deputy Leader of the Council, Councillor Birch, presented the Leader's report on the work of the Executive since that reported at the Council meeting on 15 July 2015. The Executive had met once on 15 July 2015.

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

- Recruitment and retention in children's social care
 - The initial retention incentives were agreed in July 2014.
 - The Children's Social Care Programme Board had been established to develop a wider response and included changes to salary structure and working practices.
 - These changes had been endorsed by the Employment Committee.

- Acquisition of Emergency Temporary Accommodation
 - The Council had an opportunity to reduce local reliance on Bed and Breakfast accommodation which would reduce costs and reduce the disruption to families especially those with school age children.
 - Member had sight of the business plan summary within a confidential annex.

- Care Act Consultation approved to consider the following issues:
 - continued charging for residential and nursing care
 - changes to policy on financial assessment of couples
 - charging interest and administrative fees of universal deferred payments
 - charging “self funders” for setting up care arrangements

- Local Council Tax Benefits Scheme Consultation approved to consider the following issues:
 - Working age households to receive maximum of 80% support for Council Tax liability
 - Increase in disregards to allow households to retain more income
 - National minimum wage to be used as minimum self employed income after 12 months
 - Child maintenance payments to be included in income calculation

- Housing Related Support services for Older People
 - Two housing support contracts had been awarded relating to assessments and peripatetic/floating support
 - Received the Safe Safeguarding Adults Partnership Board Annual Report

- Capital and Revenue Outturns 2014/15
 - Capital outturn was £25.4m which was 98% of the cash budget
 - Carry forwards had been agreed
 - School capital programme was amended to reflect the late Department for Education funding notification
 - Revenue outturn was £85.801m
 - 17th consecutive year that the Council had delivered its services within budget

The report contained recommendations that the Council was asked to resolve in respect of the following matters:

- Recruitment and retention in children’s social care
- Acquisition of Emergency Temporary Accommodation
- Capital and Revenue Outturns 2014/15

In response to Councillor Mrs Temperton’s question about Syrian refugees Councillor Birch replied that no direct approach had been made to the Council by the government about the expectations on the Council’s services but the Council would respond appropriately as everyone had been moved by the crisis.

Recruitment and Retention in Children’s Social Care

On the proposition of Councillor Dr Barnard, Executive Member for Children, Young People and Learning, seconded by Councillor Allen it was

RESOLVED that a new 2015-16 capital budget of £0.1m to invest in ICT technologies to enhance mobile working and improve efficiency in Children's Social Care be approved.

Acquisition of Emergency Temporary Accommodation

On the proposition of Councillor Birch, Executive Member for Adult Social Care, Health and Housing, seconded by Councillor Heydon it was

RESOLVED that a supplementary capital estimate of £850k to cover the purchase and ancillary costs to provide emergency temporary accommodation be approved.

Capital and Revenue Outturns 2014/15

On the proposition of Councillor Dr Barnard, Executive Member for Children, Young People and Learning, seconded by Councillor Heydon it was

RESOLVED that the virements over £100k (Annexe E of the agenda report) be approved.

On the proposition of Councillor Heydon, Executive Member for Transformation and Finance, seconded by Councillor McCracken it was

RESOLVED that the Treasury Management Annual Report 2014/15 (Annexe B of the agenda report) be approved.

23. **Food Law Enforcement Plan 2015-16**

The Council considered the report asking them to approve the Food Law Enforcement Plan 2015-16 in accordance with the Council's Constitution.

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

RESOLVED that the supporting information in the report be noted and that the Food Law Enforcement Plan for 2015-16 be ratified.

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

Councillor Mrs Temperton asked Councillor Dr Barnard, Executive Member for Children, Young People and Learning the following published question:

Four years ago the Bracknell Forest Youth were consulted about the reorganisation of Youth Provision. As a result, they were promised a new state of the art Youth Hub in Bracknell Town Centre.

The Council has been working to deliver this Youth Hub at Cooper's Hill for at least the last two years.

Will it be delivered and when?

In response Councillor Dr Barnard stated that the Council was committed to delivering a Youth Hub that had been consulted on four years ago. These were complex commercial discussions as the hub would need to be delivered with no cost to the Council either in construction or ongoing provision cost. Commercial conversations on viable options were ongoing but the Council was not willing to compromise on its vision. He added that he believed it was still deliverable on the original terms and was an exciting project with potential partners including Round House and Red Bull Theatres. The target date was for an Executive decision in November or December.

In response to a supplementary question from Councillor Mrs Temperton about whether principal partners had committed to the project Councillor Dr Barnard replied that their commitment was in principle but that no one had yet signed. The Council was not prepared to deviate from the original vision to create a sustainable service and discussions were hinged on this key principle but they were receiving advice and guidance to bring the project forward.

MAYOR

This page is intentionally left blank

To: COUNCIL
25 NOVEMBER 2015

EXECUTIVE REPORT TO COUNCIL The Leader

1 PURPOSE OF REPORT

- 1.1 Since the Council meeting on 16 September 2015, the Executive has met three times on 22 September, 20 October and 17 November 2015. This report summarises decisions taken at the first two meetings by reference to the relevant portfolio within which they fall. A supplementary report will cover the decisions on 17 November 2015.
- 1.2 Updated Forward Plans are published every Friday and are available for public inspection at Easthampstead House in the usual way and online at www.bracknell-forest.gov.uk. Full details on the decisions taken by individual portfolio holders can also be accessed online through the Council's website.

2 RECOMMENDATIONS

- 2.1 Council is asked to consider the recommendation set out at paragraph 5.5.6.

3 REASONS FOR RECOMMENDATIONS

- 3.1 The reasons for recommendations are set out in the supporting information and in the reports considered by the Executive.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 Alternative options are discussed in the relevant individual reports considered by the Executive

5 SUPPORTING INFORMATION

Council Strategy & Community Cohesion

5.1 The Council Plan 2015-19

- 5.1.1 The Executive is recommending to Council that it approves the Council Plan 2015-19. The Council Plan represents a new framework in which the Council will deliver services by allowing it to adapt, innovate, find new ways of working and, in some cases, reduce what it does.
- 5.1.2 This is the most fundamentally important matter considered by the Executive since July and is the subject of a separate report on this agenda.

5.2 Complaints against Bracknell Forest Council in 2014/15

- 5.2.1 The Executive has considered the annual report on complaints made against the Council in 2014/15 noting the Annual Review letter from the Local Government Ombudsman and information on other complaints against the Council. Arising from the report, it has endorsed the approach taken to dealing with and learning from complaints and noted developments in complaint handling.
- 5.2.2 18 complaints against the Council were received by the Local Government Ombudsman in 2014/15, compared to 28 in 2013/14 and an average of 19 over the previous three years 2010-13. This was lower than any of the other Berkshire authorities where numbers ranged from 31 to 62 and an average for all councils of 50. One complaint was upheld, the details of which were reported to the Executive in February 2015.
- 5.2.3 The Ombudsman has reported that in 2014-15 they upheld 46% of all complaints where they carried out a detailed investigation. There has also been an increase in the number of councils challenging decisions. This Council did this and it resulted in significant changes to draft decisions, including one where the Ombudsman had initially concluded maladministration. However, it is very time consuming and costly challenging incorrect assessments and this Council will only do so on really significant cases.
- 5.2.4 The Ombudsman has also asked that councillors should be encouraged to make use of a workbook they have produced on supporting local people with their complaints. In addition, they have asked councils to review their complaints procedures with reference to a new service standards document they have produced. Both requests are being considered, although the Council has streamlined its Corporate Complaints Procedure during the year, by reducing the number of stages from four to three, speeding up the process for customers, whilst retaining the involvement of officers at a senior level, and the Chief Executive for the final stage. This is now more in line with most other local authorities.
- 5.2.6 The Council's overall complaint statistics for 2014/15, as reported by departments in their Quarterly Service Reports shows a 25% reduction on the 2013/14 figures.

5.3 Corporate Performance Overview Report

- 5.3.1 The Executive received the Chief Executive's latest Corporate Performance Overview Report covering the first quarter of 2015/16 (April – June 2015). At the end of the quarter, 6 actions (2.4% of the total) had been completed; 211 actions (84.1%) were progressing but were not due for completion by the end of quarter 1; 31 actions (12.3%) had either not yet started or where they had started there was a possibility that they may fall behind schedule; no actions were behind schedule; and 3 actions (1.2%) were no longer applicable.
- 5.3.2 Progress against key performance indicators across the Council was also very positive, with 46 (83.6%) green – i.e. on, above or within 5% of target; 1 (1.8%) was amber – i.e. between 5% and 10% of target; and 8 (14.6%) were red – i.e. more than 10% from target. In addition, there were 13 indicators where it was not appropriate to set a target and 2 indicators where the data was not available as it had not yet been released.

Planning & Transport

5.4 Draft Parking Standards Supplementary Planning Document (SPD) – Consultation

- 5.4.1 The Executive has approved a draft Parking Standards Supplementary Planning Document for public consultation and authorised the Executive Member for Planning and Transport to agree any minor changes to the draft and its evidence base prior to the public consultation period. The decision to prepare the new document had been taken as evidence, including research into the parking provision in new residential development and Census 2011 data showed that the existing Parking Standards SPD was becoming increasingly out-of-date and did not cover certain issues such as school pick up. There was therefore a need to review the existing SPD which had been adopted 8 years ago to better reflect the current parking needs of the borough. The new SPD includes a strategy for dealing with existing parking issues..
- 5.4.2 Whilst the current residential standards appear to be consistent with the evidence on car ownership levels, there remains clear dissatisfaction from some residents with what is happening on the ground. The provision of garages within the standards will need to be addressed. There is a need for flexibility in the application of standards especially where there is clear evidence that lower standards of provision would be appropriate such as for affordable housing. Further analysis will be undertaken to assess whether different formats of parking are more or less effective including the proportion of allocated and unallocated spaces, the balance of on-street and off-street parking and the levels of use of parking courts. Consideration of other matters such as electrical charging will also be undertaken as part of the process.
- 5.4.3 The consultation is taking place for a statutory 6 week period from Monday, 19 October until Monday, 30 November 2015 and is seeking views from the public, town and parish councils, developers, agents, businesses and other interested parties.

5.5 LED Lighting

- 5.5.1 The Executive is seeking a supplementary capital approval of £7.3m for the replacement of the borough's streetlights with LED lighting from March 2016. The investment in LED lighting will reap significant financial savings and also significantly improve the Council's carbon footprint. Over the life of the lights, cumulative savings in excess of £8m can be anticipated, with annual savings peaking at £618,000 in Year 25. The financial case for investing in replacement LED streetlights is therefore strong. The installation of LED lights will also significantly reduce the Council's carbon footprint, potentially saving 2,857 tonnes of CO₂ each year, equivalent to the annual emissions from about 285 homes or 570 local residents. The £7.3m is based on column replacement continuing to be funded from the Local Transport Plan capital grant for the duration of the project.
- 5.5.2 There are approximately 14,500 streetlights on the network consuming about £550,000 worth of electricity each year, requiring about £70,000 of routine maintenance involving bulk lamp changes and cleaning each year, and such is the generally poor condition of the stock, they also need about £112,000 of reactive maintenance to replace suspect poles and failed lamp units. Consequently, while this project shows a return on investment and stands in its own right, in reality the Council would be spending this level of resource on replacement columns in any case over the next 10 years as it is an unavoidable cost.

- 5.5.3 The intention is to replace all of the old units with an LED solution within a two or three year window. The sooner this can be done the sooner the Council can benefit from the maximum reduction in energy and maintenance costs. It is also proposed to connect all lights to the existing Central Management System which will allow further efficiencies in operational and maintenance terms.
- 5.5.4 The work will be undertaken by Ringway whose current contract includes a mechanism to procure large scale capital projects without the delay/expense of spot tendering. Ringway has a proven track record in transforming borough-wide street lighting systems elsewhere. Their contract offers the best solution to providing value for money combining as it does a baseline cost which has only recently been market tested together with fully transparent negotiation on the target cost.
- 5.5.5 The report considered by the Executive can be viewed at Annex A and the appendices to the report are restricted and are being circulated separately for Members only.
- 5.5.6 The Executive has accordingly RECOMMENDED that a supplementary capital approval of £7.3m be approved for the replacement of the borough's existing streetlights with LED lights.**

5.6 Local Enforcement Plan

- 5.6.1 The Executive has approved the Local Enforcement Plan (Planning). The National Planning Policy Framework and National Planning Policy Guidance encourage local authorities to adopt a Local Enforcement Plan (Planning). The purpose of the Plan is to set out how the council will approach enforcement of the planning system, particularly how it will prioritise investigations and approach resolving breaches of planning control. The Plan also sets out how the enforcement service can be accessed by members of the public, and the structured process by which investigations will be carried out in a fair and proportionate way. This will be delivered using an eight phase investigation process, which sets out when people reporting breaches can expect to be updated on the progress of an investigation, and when the service will aim to have delivered particular results on an investigation.
- 5.6.2 The adoption of a Plan also provides the authority with access to the Planning Enforcement Fund, which is a central government fund available to assist with legal fees in pursuit of injunctions from the County Court or High Court.
- 5.6.3 The Plan will help formalise a more performance managed approach to enforcement which will be reported back through the Quarterly Service Report.

5.7 Highways Infrastructure Asset Management Plan

- 5.7.1 The Executive has approved the Highways Infrastructure Asset Management Plan for publication on the Council's website. The Director of Environment Culture and Communities has also been authorised in consultation with the Executive Member for Planning & Transport to make any in-year minor amendments having regard to any comments received.
- 5.7.2 The purpose of the plan is to detail the Council's highway maintenance policy and strategy and to reassure members and highway network users that key needs are being met. It has been produced in a format reflecting national recommendations and published standards. The Plan reflects a refocusing of priorities identified by the Department for Transport (DfT).

- 5.7.3 Progress against the Plan will be monitored by officers and quarterly progress reported to Members in the Quarterly Service Report. The Council's performance will also be subject to scrutiny by the DfT and will contribute to the Council's future highway maintenance funding allocations through the DfT Efficiency Assessment process. Failure to deliver could result in reductions in funding allocations.

Transformation & Finance

5.8 Medium Term Financial Strategy

- 5.8.1 The Executive has approved the Commitment Budget for the period 2016/17 to 2020/21 and the proposed budget process and timetable for 2016/17. The decision is intended to allow it to develop its Medium Term Financial Strategy and to start to consider an appropriate budget strategy for 2016/17 and beyond.
- 5.8.2 The Executive's attention was drawn to a number of inherent difficulties in medium-term financial planning, in terms of accurately estimating both available resources and spending needs. The outcome of the Government's Spending Review which is due to be published on 25 November 2015 is expected to contain large reductions in public expenditure, although the impact on this Council is unlikely to be clear until the provisional Local Government Financial Settlement is announced in December. For planning purposes, a 30% reduction in real terms over the next five years has been assumed
- 5.8.3 Based on currently available information, the Council faces an underlying funding gap of around £21m by 2020/21 before considering service pressures and developments. When these are taken into account, the total budget gap over the next five years may be £32m (i.e. approximately 40% of the budget requirement in 2015/16). This may, however, be nearer to £25m when increased business rates and car parking income arising from the redevelopment of the town centre is taken into account.
- 5.8.4 The focus over the coming months will be on the challenge posed by the likely funding gap in 2016/17. With fewer opportunities to deliver efficiency savings and reduce back office costs, given the levels already achieved, there will be a need to take a firm line to limit future year's pressures, as well as utilising available balances, potentially increasing council tax, identifying savings to front line services which may result in service reductions or closures and utilising some of the business rate surplus from previous years to bridge the funding gap,

5.9 Changes in Charges for Garden Waste Collections 2016/17

- 5.9.1 The Executive has agreed that the annual charge for the collection of garden waste should be increased by £10 to £40 with effect from April 2016. In addition, it has agreed to cease the early payment discount although all other existing discounts and options remain as they were. All associated charges for the garden waste service will also be increased pro-rata. The decision to increase the charge was made in response to the substantial budget pressures facing the Council as the current charge does not cover the cost of this discretionary service in effect meaning that all residents are significantly subsidising those that choose to use the collection service. This is very much in line with the new narrative set out in the Council Plan.
- 5.9.2 The Executive noted that charges had first been introduced in 2012 and this was the first increase. Average income from subscriptions in the past two years has been

£417k although the actual cost of the service was £690k. To recover the full cost of the service would require an increase in the charge to around £50. By only increasing the fee to £40, the Council is continuing to subsidise the service to the residents choosing to use it.

- 5.9.3 The discount for early payment was originally offered to manage the initial demand but is no longer considered necessary as the scheme and payment arrangements are now well-established.

5.10 Council Tax Penalties

- 5.10.1 The Executive has agreed that consultation should take place on the implementation of a fixed penalty of £70 to council tax charge payers who intentionally or knowingly fail to notify the Council of any change affecting Council Tax Liability or the Local Council Tax Benefit Scheme without reasonable excuse.

- 5.10.2 The penalty could be applied in any of the following circumstances:

- Failure to notify the Council that Single Person Discount should no longer apply to the Council Tax charge;
- Failure to notify the Council that an exemption on a dwelling should have ended;
- Failure to notify the Council that any other discount applied is no longer applicable;
- Failure to notify the Council of a change of address within 21 days or as soon as practicable. (For Local Council Tax Benefit Scheme 1 calendar month is permissible).
- Failure to notify the Council of a change in liable party;
- Failure to provide information requested to identify liability, by a third party.
- Failure to provide information requested after a liability order had been obtained;
- A false application for Local Council Tax Benefit, or failing to report a change in circumstances which results in the person no longer being entitled to receive the reduction or a reduced amount.

- 5.10.3 Guidelines for the application of penalties and an internal review procedure for dealing with any appeals will be drawn up to ensure consistency between the officers responsible for imposing the penalties for both Council Tax and Local Council Tax Benefit Scheme. When a penalty has already been applied and further requests for the same information are made, additional penalties of up to £280 may be imposed. A charge payer may appeal to the Valuation Tribunal for England if aggrieved by the imposition of a penalty and they are unsatisfied with the council's internal review.

5.11 Reactive Maintenance and Repair Services

- 5.11.1 The Executive has awarded the Measured Term Contract for Building & Engineering Maintenance and Repairs for a four year period commencing on 1 December 2015. The contract is intended to ensure that the Council has an effective and reliable contractor in place to deal with any 'reactive' maintenance issues that may arise. In addition to the Council, a large number of schools could benefit from the services to be delivered.

- 5.11.2 Of four valid tenders, Tenderer B had submitted the lowest rates against a pre-defined set of rates covered within the Invitation to Tender document and scored

second on quality based on the model used for evaluation purposes. They therefore scored highest overall. Their bid was also within the current budget provision.

5.12 Request to Waive Community Infrastructure Levy Liability

- 5.12.1 The Executive has confirmed that the Borough Treasurer will issue a Community Infrastructure Levy (CIL) Demand Notice in respect of chargeable development in Crowthorne.
- 5.12.2 The charge had arisen as a result of the owner of the property demolishing the existing property and commencing work on its replacement prior to obtaining planning permission. Under the CIL Regulations, commencing the work prior to securing the necessary consent automatically disqualified any claim for self-build exemption; any credit for the previous dwelling on the site, and the making of deferred payment or payments by instalment under the Council's CIL Instalments Policy. The national legislation gives no room for flexibility or interpretation. The owner was therefore liable for CIL of £83,880.
- 5.12.3 The Executive accepted that the CIL calculation and Liability Notice were valid. The owner had requested a waiver of the levy given the circumstances of the case but there is no provision in the Regulations for the consideration of individual requests to waive CIL liability in light of the particular personal or other circumstances affecting a case. The only appeal mechanism is for making a challenge to the calculation of the CIL amount and this was not in dispute in this case.
- 5.12.4 The Executive was advised that it could choose to write-off the debt, but to do so could leave it open to challenge from the auditor for failure to pursue a legitimate liability. In addition, it would set an undesirable precedent which could encourage further such requests and others to commence development without having first secured the necessary consents.

Adult Social Care, Health & Housing

5.13 Proposed Consultation on the Future Provision of Services

- 5.13.1 The Executive has authorised officers to consult on a proposal to re-commission the services currently provided at Heathlands Residential Care Home and Day Care Centre for people with dementia in the independent sector. The property is a 1970s building and was built at a time when the spatial standards were different. Heathlands does not now meet the current standards for newly built residential care homes contained in the CQC Guidance for Providers. Above all, it will not meet the future needs and expectations of older people that can be found in newly built or modernised care homes without extensive investment or modernisation. The necessary investment required to undertake a major refurbishment/re-development and bring Heathlands up to standard would not be economically viable, and would also mean people would need to be moved for a period of time creating disruption to their lives.
- 5.13.2 Heathlands has been operating with a number of vacant beds since mid 2014 and, as of 1 June 2015, the home has been operating at less than 50% occupancy. The unit cost of a bed at Heathlands is an estimated £1,116 per week, due in part to the high vacancy rate. This compares with the usual rate for purchasing residential care for a person with dementia of £517.99. Closing the home would lead to a saving of

around £375k. The unit cost of a place in the day centre is an estimated £74 per day. As with the residential home, the high unit cost is due in part to capacity not being fully utilised. Comparable day centre places can be purchased for significantly less than £74 per day, and it is likely that a saving of £125k would be achieved by commissioning the service externally.

5.13.3 The cost of closure is likely to be significant. Although redeployment opportunities will be explored, there is a potential redundancy and pay in lieu of notice cost of approximately £400k. With savings estimated to be at least £500k per year, the pay back period is approximately 10 months.

5.13.4 The Executive therefore concluded that the only viable option would be to consult on closing Heathlands. The consultation will specifically include residents and their carers to ensure that the disruption to people is minimised and the overall quality of their residential care is improved.

5.14 Local Safeguarding Children Board Annual Report 2014/15

5.14.1 The Executive has noted the Local Safeguarding Children Board Annual Report 2014/15 and key messages arising from it. The report reviews the effectiveness of safeguarding and child protection practice in Bracknell Forest and has been prepared in accordance with Working Together to Safeguard Children which provides the statutory framework for the safeguarding responsibilities of those working with children and young people. Working Together requires the LSCB Chair to publish an annual report on the effectiveness of child safeguarding and promoting the welfare of children in the local area. The report summarises the main areas of activity in the last year and identifies the following seven targeted priorities for the new Business Plan for the coming three years:

To support further implementation of the framework for early help, and evaluate its impact on families

To reduce the impact of domestic abuse on children, young people and families

To reduce the impact of substance and alcohol misuse on children, young people and families

To further develop the co-ordination of protection and support to young people at risk of child sexual exploitation

To develop a greater understanding of neglect and reduce the impact this has on children, young people and families

To reduce the impact of parental mental illness on children and young people

To increase the understanding of the harm associated with the misuse of technologies, its links with bullying and the further development of proactive strategies to support children/young people and their families

5.14.2 The report provides a range of important messages which are aimed at those responsible for key partnerships and strategic planning across all organisations working with children, young people and families under the following themes:

- Safer Workforce
- Information Sharing
- Assessment and analysis of risk
- Strengthening Partnerships

- 5.14.3 The organisations, including the Council, are expected to take on board the messages and ensure they are embedded within policy and practice where relevant and appropriate.

Culture, Corporate Services and Public Protection

5.15 Control of Horses Act 2015

- 5.15.1 The Executive has approved a policy arising from the Control of Horses Act 2015 and delegated all functions relating to the new powers to the Director of Environment, Culture & Communities. The Act amends the Animals Act 1971 by providing additional legal powers to address the practice of fly-grazing. Local Authorities may now detain horses which are grazing in a “public place”. Whilst the change provides councils with more effective ways of dealing with such activity in public spaces; it also exposes them to potentially significant costs associated with the removal, treatment, care and subsequent disposal of horses. The majority of local incidents occur on private land and the Council is not responsible for the removal of horses from such land where there is an absent owner or an owner who is not prepared to take action themselves.
- 5.15.2 The previous legislation required the landowner to give notice for the removal of the horses to their owner. Ownership would then transfer after 14 days if by that time the horses had not been claimed and removed. This can now be completed within 96 hours. Previously disposal of horses was only through public auction or market and they could not be gifted to another person. Such restrictions made it difficult to move quickly, sometimes leading to welfare issues for the animals and also provided a lack of incentive for landowners. The new provisions allow for sale, gifting, or destruction. The Council only has responsibility for “public places” which in this borough will include town or parish land, highways and their verges. Horse welfare issues on private land will continue to be the responsibility of the RSPCA.
- 5.15.3 Where the Council takes ownership of horses, in the first instance it will seek to transfer them to a suitable animal organisation that would be responsible for the ongoing welfare of the horses, together with the financial costs to remove them from the location. If no organisation is willing to take ownership then arrangements will be made to have them collected for slaughter and any income received will be used to offset the costs incurred by the Council.

7 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

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

Borough Treasurer

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

Equalities Impact Assessment

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

Strategic Risk Management Issues

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

Background Papers

Executive Agenda – 22 September & 20 October 2015

Contact for further information

Derek Morgan, Corporate Services - 01344 352044
derek.morgan@bracknell-forest.gov.uk

**TO: EXECUTIVE
20TH OCTOBER 2015**

INVEST TO SAVE: LED STREETLIGHTS
Director of Environment, Culture and Communities / Borough Treasurer

1 PURPOSE OF REPORT

- 1.1 To agree an £7.3 million investment which ensures all of the borough's street lights are LED and capable of being controlled from a central computer within a three year period. The project offers further efficiencies which will form part of any future budget proposals put forward by Environment, Culture and Communities.

2 RECOMMENDATION(S)

- 2.1 **A supplementary capital approval of £7.3m for the Streetlight LED project be sought from Council on 25 November to allow the replacement programme to begin in March 2016.**
- 2.2 **That column replacement continue to be funded from Local Transport Plan capital grant for the duration of this project.**

3 REASONS FOR RECOMMENDATION(S)

- 3.1 The investment in LED lighting will reap significant financial savings and the earlier we can take these benefits the better. LED lighting will also significantly improve the Council's carbon footprint thereby contributing to the Council's aspirations in terms of climate change.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 The only realistic option is to continue with the current strategy of replacing lighting with LED on an ad-hoc basis which will take decades to complete resulting in the Council needlessly wasting money on energy costs over a lengthy time period and in so doing unnecessarily adding to CO2 emissions.

5 SUPPORTING INFORMATION

- 5.1 In recent years, the CMT have had previous reports relating to the desirability of installing LED lights as a means of saving money and reducing CO2 emissions. While at each previous stage the financial case for the investment has been superficially strong, backed up by the prevalence of other authorities adopting this approach, it was not felt the project plans or financial case was robust enough to approach the Executive with a view to making such a significant investment in street lighting. However, it is now believed that the project plan and financial case presented in Appendix 1 is a robust proposal which should give the Executive sufficient assurance to support the investment. Given the detail in the Appendix, only a summary of the project and benefits is presented in this report.

- 5.2 Bracknell Forest has approximately 14,500 street lights on the network. They consume about £550,000 worth of electricity each year, require about £70,000 of routine maintenance involving bulk lamp changes and cleaning each year, and such is the generally poor condition of the stock also need about £112,000 of reactive maintenance to replace suspect poles and failed lamp units. Much of the problem derives from Bracknell being a New Town in that the majority of street lamps were originally erected within a short time span and therefore it is unsurprising that many are failing, or anticipated to fail, around the same time too. Consequently, while this project shows a return on investment and stands in its own right, in reality the Council would be spending this level of resource on replacement columns in any case over the next 10 years which is an unavoidable cost.
- 5.3 The project seeks to replace all of the old units with an LED solution within a two or three year window. The sooner this can be done the sooner the Council can benefit from the maximum reduction in energy and maintenance costs. It is also proposing to connect all lights to the existing Central Management System (about 2,000 of our existing lights are already connected) which allows further efficiencies in operational and maintenance terms. The business case assumes a level of “dimming and trimming” of street lights but does not assume part night lighting if, for example, the Council was to choose to switch off some lights between 12 midnight and 5am. It has not been included because of the necessary policy discussions and public consultation that would be required if this were to be considered, but if the Council was to adopt this policy a further £2m could be saved over 25 years with an average of just under £80,000 per annum.
- 5.4 Our highways and street lighting contractor Ringway would undertake the project. They bring considerable expertise to the project having just completed a street lighting PFI in Hounslow. Confidence is high therefore that the project can be complete in the timescales identified and within budget.

Value for money

- 5.5 The existing contract with Ringway, which includes a comprehensive street lighting specification based on the national Specification for Highway Works, was only recently competitively tendered. The documents were deliberately drafted to include a mechanism to procure large scale capital projects without the delay/expense of spot tendering but this option exists if the Council does not believe it is achieving value for money. The process is termed NEC3 Option C Target Costing.

Option C Target Costing enables the Council to agree the most current and therefore most competitive prices and programme timings utilising Ringway’s experience and construction knowledge from the early design stage. The early involvement of contractors has been shown to bring efficiencies to both the client and contractor and is cited as best practice. The Target Cost mechanism includes a risk-sharing and cost management incentive designed to minimise cost and time overruns. Critically, the Option C Target Costing process is totally transparent which, when combined with the expertise and market awareness of Council officers (an intelligent client), results in both parties fully understanding the risks involved meaning these are not speculative but fully informed ensuring the Council is not paying a financial premium for risk.

Ringway have a proven track record in transforming borough-wide street lighting systems through their PFI contracts and their 'buying power', in the LED market, will work to the Borough’s advantage. Consequently, Officers believe utilising Ringway as the contract offers the best solution to providing value for money combining as it

does a baseline cost which has only recently been market tested together with fully transparent negotiations on the target cost. These negotiations have in the background as a healthy “tension” the option of spot tendering should the Council not be satisfied about value for money.

Conversely, it is not felt to be a financially or operationally astute alternative to undertake an EU procurement for this work.

To tender a project of this scale will require a full EU procurement process which will delay the project start by up to 18 months or at the very least by 12 months. New documents will have to be drafted, tenderers selected and returned documents assessed. How the Borough chooses to manage the inherent risks in a project of this scale will affect the prices returned. There is no guarantee that tendering the project will return prices any more competitive than those already available through our contract with Ringway and given that risk would be have to be priced in the process means that costs are likely to be higher. The costs of LED lights are typically decreasing which the Council benefits from under Option C Target Cost, whereas in a tender situation the cost would be locked in at a higher price. An alternative supplier to Ringway would be required to set up an operational base in the borough, again highlighting the probability of increased costs. The procurement process does not enable us to involve contractors at the early design stage and the ability to reduce costs by agreement before work starts is unavailable.

There are operational issues to reflect upon also in terms of how the work is procured. Should another contractor win the bid the Council will face an increasing management burden co-ordinating routine street lighting maintenance activities by Ringway together with a replacement programme provided by others. There will be ongoing management issues to resolve as the end of contract works defect correction period will extend for at least 12 months, and possibly longer, beyond the time of installation of the new units – effectively the Council will have 2 contractors maintaining our lighting stock with the inherent risks that that brings.

We estimate the potential cost of delaying the project will accumulate to £300k a year, based on current electricity prices alone. We are unable to estimate how Ringway may revise their routine maintenance charges if they are to manage LED units installed by others when the project is complete.

Consequently, for the reasons cited above, Officers strongly believe that value for money is best achieved by adopting the Option C Target Cost methodology permitted within the Highway Maintenance and Street Lighting contract we have with Ringway.

CO2 emissions

- 5.6 The Council is committed to reducing wastefulness in all its forms in order to contribute to a more sustainable future. The installation of LED street lights will significantly reduce the Council’s carbon footprint. It is estimated that 2857 tonnes of CO2 will be saved each year, equivalent to the annual emissions from about 285 homes or 570 local residents.

Timing

- 5.7 It is proposed that the Executive request Council on 25 November 2015 to consider a supplementary capital approval. This timing optimises the installation operation since

there is currently a three month lead-in for LED lamps meaning that installation could begin in February/ March 2016. The electricity company base their charges to us on the inventory we submit and the hours of burning and this inventory is reviewed on an annual basis. It therefore makes sense to complete the installation as soon as possible.

- 5.8 The Executive is therefore asked to review Appendix 1 and agree to support the bid for a supplementary capital approval.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 6.1 The proposed procurement may be carried out by means of a call off under the Highway Maintenance contract with Ringway. No significant legal issues arise from the matters discussed in this report.

Borough Treasurer

- 6.2 Whilst the investment appraisal undertaken by Ringway at Appendix 1 is robust from a commercial perspective, it does not take into account the peculiarities of local government finance and the way in which the capital investment and anticipated savings will impact upon future Council budgets. The impact of the above approach is to reduce the potential revenue savings in the years shortly after replacement, but over the life of the asset cumulative savings in excess of £8m can be anticipated (Appendix 2), with annual savings peaking at £618,000 in Year 25. Irrespective of which approach to investment appraisal is used the financial case for investing in replacement LED street lights is strong.
- 6.3 The investment appraisal also provides two options for the overall level of capital investment. The first option assumes capital expenditure of £8.4m, to include the replacement of 2,000 concrete or mild steel street lighting columns. Prior to this proposal the Council's intention was to replace these columns using capital grant provided by the DfT for Local Transport Plan schemes. Were the Council to continue funding the replacement columns using this grant the overall level of additional capital expenditure required would fall to £7.3m. For the purposes of the figures below it has been assumed that the Council will use the Local Transport Plan capital grant as this maximises the overall revenue benefit.
- 6.4 The most significant differences between the figures included in Ringway's investment appraisal and those outlined in the table below are:
- No savings in carbon tax have been assumed. There is no budget for carbon tax within the Council's financial plans and the timing and basis on which it will be introduced remains uncertain.
 - Financing costs are calculated using the statutory basis (known as the Minimum Revenue Provision), requiring the capital investment to be written off over the estimated life of the asset (in this case 25 years) with interest calculated using the outstanding balance.

REVENUE IMPLICATIONS OF CONVERSION TO LED LAMPS AND COLUMN REPLACEMENT
£7.3m Capital Investment

	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
Energy Saving (Inflation as per DECC)	163	422	459	479	492
Routine Maintenance	12	56	57	59	60
Reactive Maintenance/Less CMS Annual Management Fee	0	73	76	79	82
GROSS SAVING	175	551	592	617	634
<u>Financing Costs</u>					
Interest (25 Year PWLB Loan)	64	187	240	230	220
Minimum Revenue Provision (25 Years)	0	146	292	292	292
FINANCING COSTS	64	333	532	522	512
NET SAVING	111	218	60	95	122
Annual Incremental Impact	-111	-107	159	-35	-27

Equalities Impact Assessment

6.5 None required

Strategic Risk Management Issues

6.6 Without this proposal, the Council would be faced with similar capital investment costs but over a lengthy period since the majority of lamp columns are in need of replacement and therefore in the long term the expenditure is unavoidable. Failing to proceed with the project will expose the Council to increasingly high energy costs which will put additional risk on the Council's financial strategy whereby proceeding with the project will ease the Council's long term financial issues.

6.7 The investment appraisal uses the DECC (Department for Energy and Climate Change) estimates for energy price increases over the next 10 years and a modest estimate of 3% thereafter. In order to assess the financial risk the proposal has been remodelled using different assumptions for energy inflation. The table below repeats the net savings from 6.4 above and compares them with the savings that would be achieved under varying inflation assumptions. Even if energy inflation is 0% over the entire period the financial case for investment remains positive.

Net Savings 2016/17 to 2020/21

	2016/17 £'000	2016/17 £'000	2016/17 £'000	2016/17 £'000	2016/17 £'000
DECC Inflation	111	218	60	95	122
0% Inflation	111	173	-22	-8	7
6% Inflation	111	205	35	76	118
8% Inflation	111	216	55	106	160

7 CONSULTATION

Principal Groups Consulted

7.1 None

Method of Consultation

7.2 Not applicable

Representations Received

7.3 Not applicable

Background Papers

Bracknell Forest Street Lighting CMS and LED Implementation Plan

Contact for further information

Vincent Paliczka, Environment, Culture and Communities - 01344 351750
vincent.paliczka@bracknell-forest.gov.uk

Alan Nash, Corporate Services – 01344 352180
Alan.nash@bracknell-forest.gov.uk

**TO: COUNCIL
25 NOVEMBER 2015**

**COUNCIL PLAN 2015-2019
Chief Executive**

1 PURPOSE OF REPORT

- 1.1 The purpose of this report is to invite Council to approve the attached Council Plan.

2 RECOMMENDATION(S)

- 2.1 That the Council Plan 2015-2019 and attached as Annex A be approved.**

3 REASONS FOR RECOMMENDATION(S)

- 3.1 Since becoming a Unitary Authority in 1998 the Council has made savings in its annual revenue spending in excess of £70m. Of this over £18m has been removed from budgets in the last few years. By all comparative measures, the Council provides value for money. However, pressure on public sector spending remains intense and it is predicted that a further £25m of savings will be needed over the next five years.
- 3.2 This scale of savings coming on top of previous economies means it will not be possible to continue to deliver services in the way we have come to accept and expect. In order to meet this challenge the council needs to find a framework for delivering services that allows us to adapt, innovate, find new ways of working and, in some cases, reduce what we do.
- 3.3 The Council Plan is rooted firmly in the Conservative election manifesto of 2015. It puts those election commitments into the post general election financial context to provide the organisation with a strategic approach and framework to meet the challenges ahead.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 To continue with the current framework of priorities and Medium Term Objectives (MTOs).

5 SUPPORTING INFORMATION

- 5.1 The Executive is recommending to Council that it approves the Council Plan 2015-16 as set out in Annex A. The Council Plan represents a new framework in which the Council will deliver services by allowing it to adapt, innovate, find new ways of working and, in some cases, reduce what it does.
- 5.2 Since becoming a unitary authority in 1998, the Council has made savings in its annual revenue spending in excess of £70m. Of this, over £18m has been removed from budgets in the last few years. By all comparative measures, the Council provides value for money. However, pressure on public sector spending remains intense and it is predicted that a further £25m of savings will be needed over the next five years. This scale of savings coming on top of previous economies means it will not be possible to continue to deliver services in the current way. The Council Plan has therefore been developed by members of the Executive with support from the Overview & Scrutiny Commission to respond to the new environment. It is centred upon a new narrative or philosophy for the organisation, with six strategic themes or priority areas:

- Value for money
- A strong and resilient economy
- People have the life skills and education opportunities they need to thrive
- People live active and healthy lifestyles
- A clean, green, growing and sustainable place
- Strong, safe, supportive and self-reliant communities

5.3 Key messages within the narrative are that:

- Many residents of Bracknell Forest are affluent, well educated and independent. We want to continue to support that by providing core services that all residents can benefit from
- But we recognise that we need to prioritise if we are to live within our means, and that will mean making difficult decisions
- We will prioritise people and areas with the greatest need, early help and prevention so struggling or vulnerable people can maximise their opportunities to become independent.

5.4 Each theme is underpinned by a number of key measures of success and a selection of associated performance indicators. Individual departmental service plans will contain further performance indicators reflecting the day to day operations. Progress against the Council Plan will be reported to the Executive via a quarterly overview report from the Chief Executive. At the end of the financial year an annual report will be published summarising progress made over the year.

5.5 Implementing the Council Plan over the next four years will mean that some services will change significantly and may be run in a different way. All services are to be fundamentally reviewed over the next four years, including consideration of the basic purpose, levels of service and alternative delivery models. Charging will also be reviewed with a view to reducing the subsidy on some services. In addition, the Council will seek to generate additional income.

5.6 The Council Plan contains a commitment to consult on major changes and assess how these changes will impact on communities. Any time a significant change to a service is considered the council will consult with residents and service users.

5.7 The Council is a high-performing organisation which gives it a strong foundation from which to face these new challenges and remain high-performing. To develop and underpin the changes a Transformation Board is being established with external support and challenge from two private/independent organisations; Activist and iESE.

5.8 The Executive has therefore recommended that the attached Council Plan 2015-19 should be approved.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

6.1 In the event of service reductions arising as a result of the Council seeking to achieve its predicted savings targets, these will need to be carefully managed to minimise the risk of legal challenges. Where challenges against service reductions have been presented before the courts in recent years these have highlighted the need for Councils to engage in meaningful public consultation and have regard to its equality duties prior to decisions being made.

Borough Treasurer

- 6.2 In parallel with the Council Plan a new Medium Term Financial Strategy is being developed to identify the scale and timing of the financial challenge facing the Council. The Council Plan and Medium Term Financial Strategy are complementary, with the Council Plan articulating the Council's strategic approach and priorities within the overall financial envelope.

Equalities Impact Assessment

- 6.3 An initial Equalities Impact Assessment screening is attached at Annex B.

Strategic Risk Management Issues

- 6.4 The Council Plan is the over-arching framework and strategic approach for the organisation for the duration of the current administration. This has primarily been motivated by the anticipated future budget cuts, and the need to respond to these with a new approach. It is important that the council has a framework in place so that it can face the budget challenges ahead in a coherent and consistent way, and in this way effectively manage risk.

7 CONSULTATION

Principal Groups Consulted

- 7.1 Executive
Conservative Group
Overview and Scrutiny Commission
Corporate Management Team
Departmental Management Teams
Corporate Performance Group
Senior Leadership Group

Method of Consultation

- 7.2 Face to Face meetings
Email
Telephone

Representations Received

- 7.3 The Council Plan has been in development since the May 2015 elections. Representations received have been incorporated in to the document as it has developed.

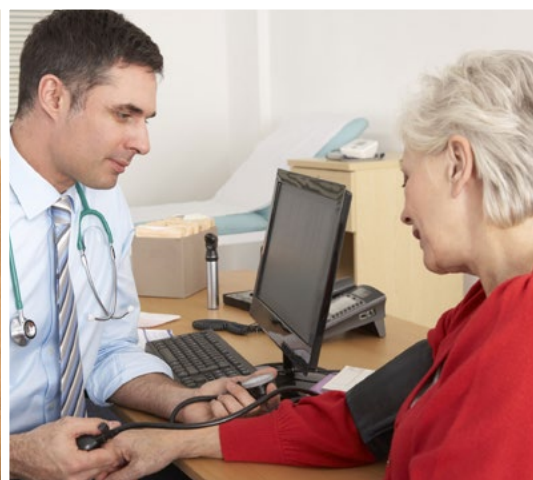
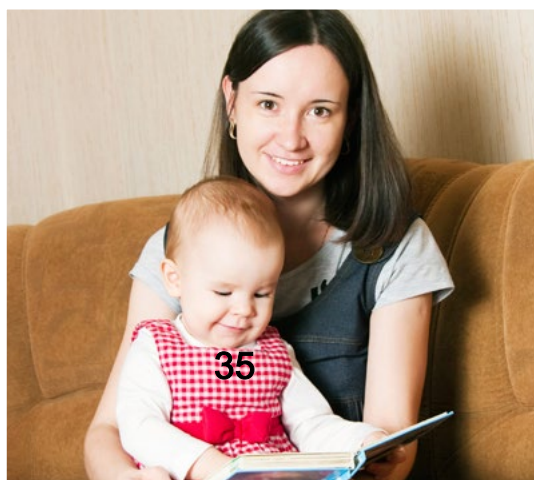
Contact for further information

Genny Webb, Chief Executive's Office - 01344 352172

Genny.Webb@bracknell-forest.gov.uk

This page is intentionally left blank

Council plan 2015 - 2019



Council plan 2015 – 2019

Over the past four years Bracknell Forest Council has made savings of over £18m whilst continuing to provide effective services for Bracknell's residents, businesses and communities. Our finances will remain under significant pressure with further savings of around £25m predicted to be needed over the next five years.

To meet the challenges ahead the council needs a clear and focussed approach that will address the financial challenge and deliver the commitments made in the 2015 election manifesto. We have articulated our approach in a new narrative for the organisation that we believe is right for the challenges we face:

- Bracknell Forest is a good place to live with a mainly affluent, well educated and independent population.
- The council will provide leadership and work with others to keep the borough a place where all residents can thrive and benefit from effective core services. What we do ourselves we aim to do well, but we must prioritise to live within our means.
- In targeting our services, we will prioritise people and areas with the greatest need, early help and prevention so struggling or vulnerable people can maximise their opportunities to become independent.

This plan sets out six strategic themes. Collectively, these themes are our vision of what we want the borough to be. Each theme is linked to key measures of success and performance indicators. The vision, themes and key measures provide the framework for us to deliver our new approach and be a council that can adapt and innovate to keep Bracknell Forest a good place to live. This framework will be underpinned by Service Plans for each department.

To achieve the task ahead we need to make significant changes to the way some services are delivered. The council is committed to consulting with residents and service users on all major changes and assessing how those changes will impact on communities.



Timothy Wheadon
Chief Executive



Cllr Paul Bettison
Leader



Strategic themes



Value for money



We will have significantly less to spend over the next four years. We will work with other organisations to ensure that everyone who provides services delivers value for money. What we do ourselves we will do well, but we will stop doing some things that we can no longer afford. We will focus our resources on prevention and early help, promote self-reliance and empower people to take responsibility for their communities. We will support and develop our staff, as they make the achievement of all our objectives possible.

Key measures of success

- Council Tax is in the lowest 10% nationally amongst similar authorities
- The cost, quality and delivery mechanism of all services will be reviewed by 2019
- We charge appropriately for services and seek opportunities to generate additional income
- Self-service and the use of online services has increased
- Community involvement and the use of volunteers in the delivery of council services has increased
- Resident and staff satisfaction levels remain high
- Spending is within budget
- Surplus assets are sold

Performance Indicators

Indicator	Frequency of reporting
Percentage of council tax collected	Quarterly
Band D council tax within the lowest 10% of all English unitary authorities	Annually
Value of planned savings achieved	Annually
Capital receipts generated through the release of surplus assets	Biennially
Annual borrowing costs through the disposal of assets	Biennially
Annual percentage return for rental income from the property portfolio	Annually
Collection of business rates	Quarterly
Subsidy on leisure services	Quarterly
Number of transactions carried out online and use of the customer portal	Quarterly
Number of complaints received	Quarterly
Satisfaction with customer services across all channels	Quarterly
Overall residents' satisfaction with council services	Biennially
Percentage of people who feel they can influence decisions in their locality	Biennially
Percentage of the population satisfied with the borough as a place to live	Biennially
Staff satisfaction	Biennially
Level of staff sickness absence	Quarterly
Level of staff turnover	Quarterly



A strong and resilient economy



Bracknell Forest is an excellent place to do business – we will support our existing companies, seek to attract new ones, continue to regenerate Bracknell town centre and invest in strategic infrastructure to allow the economy to grow and create prosperity for all.

Key measures of success

- The borough is regarded as an excellent business location
- The new town centre opens in April 2017
- A thriving town centre is supported by coordinated town centre management
- Local residents have high levels of employment and incomes
- Improvements in strategic infrastructure have been made to reduce congestion and improve traffic flows
- Businesses are supported and encouraged to play an active role in the community

Performance Indicators

Indicator	Frequency of reporting
Quantity of vacant commercial/office premises in the borough	Quarterly
Percentage of vacant commercial/office premises in the borough which are Grade A	Quarterly
Number of newly incorporated businesses	Quarterly
Business survival rate	Annually
Business closure rate	Quarterly
Unemployment rate	Quarterly
Percentage of working age population in employment	Quarterly
Average earnings	Annually
Percentage of the borough covered by superfast broadband	Quarterly
Average journey times per mile during the morning peak	Annually





People have the life skills and education opportunities they need to thrive

Children and young people get a good start in life.

Everyone is equipped to use their own particular talents and empowered to lead independent lives.

Key measures of success

- Children have access to high quality early years provision
- School places are available in all localities
- More children are attending schools that are judged as good or better
- Levels of attainment and pupil progress across all phases of learning are raised
- Children and young people from disadvantaged backgrounds are supported to achieve their potential
- Children and young people with Special Educational Needs are supported
- All young people who have left school go on to further education, find employment or undertake some form of training

Performance Indicators

Indicator	Frequency of reporting
Percentage of children who achieve or exceed levels of attainment at the end of Foundation Stage for communication and language, physical development, personal social and emotional development, literacy and mathematics	Annually
Percentage of young people obtaining a place at one of their school preferences	Annually
Number of exclusions from secondary schools	Annually
Achievement at Level 4 or above in reading, writing and maths at Key Stage 2	Annually
Achievement of 5 or more A*- C grades at GCSE or equivalent including English and maths	Annually
Percentage of schools rated good or better	Quarterly
Attainment gap between pupils eligible for free school meals/pupil premium/looked after children and their peers	Annually
Attainment of looked after children	Annually
Number of 16 - 18 year olds who are not in education, employment or training	Quarterly
Percentage of admission appeals which are upheld	Annually
Number of apprenticeship starts for 16 - 24 year olds delivered as a direct result of the City Deal	Quarterly



People live active and healthy lifestyles



Local people have healthy lifestyles and can access good leisure and recreational facilities. Care services focus on prevention, early help, physical and emotional health and well-being and promoting independence.

Key measures of success

- Numbers of adults and young people participating in leisure and sport has increased
- Coral Reef is redeveloped
- Comprehensive public health programmes aimed at adults and young people, including smoking cessation, weight management and sexual health are in place
- Personal choices available to allow people to live at home are increased
- Preventative activities such as falls prevention are increased
- Integration of council and health services care pathways for long term conditions is increased
- Accessibility and availability of mental health services for young people and adults is improved
- Learning opportunities are available for adults

Performance Indicators

Indicator	Frequency of reporting
Number of visits to leisure facilities	Quarterly
Attendances for junior courses in leisure	Quarterly
Number of people stopping smoking	Quarterly
Completion rate of specialist weight management treatment programme	Quarterly
Number of lifelines installed	Quarterly
Percentage of lifeline calls handled in 60 seconds	Quarterly
Proportion of adults in contact with secondary mental health services in paid employment	Annually
Adults with learning disabilities in paid employment	Annually
Proportion of people using social care who receive self-directed support	Quarterly
Proportion of people using social care who receive direct payments	Quarterly
Referrals for preventative activities such as fall prevention	Quarterly
Number of adult social care records using the NHS number as the single identifier	Quarterly
Length of time young people are waiting to access online counselling	Quarterly
Number of young people who engage with KOOTH - the online service offering emotional and mental health support for children and young people	Quarterly
Number of adults taking part in digital inclusion activities	Annually
The number of adult learners (over 19s) who have taken part in community learning over the previous academic year	Annually



A clean, green, growing and sustainable place



Protect the borough's character by appropriate development and care for the natural environment through positive environment, transport, waste and planning policies

Key measures of success

- An up-to-date Local Plan that provides for economic growth and protects important open spaces is in place
- The right levels and type of housing are both approved and delivered
- Appropriate infrastructure development is completed to support housing growth including; Warfield Link Road, Coral Reef Junction, Jennetts Park, town centre
- Neighbourhood Plans and Community Infrastructure Levy (CIL) to support local community facilities and other infrastructure are in place
- Development plans provide sufficient open space
- Resident satisfaction levels with parks and open spaces is maintained
- Cleanliness of the borough is maintained to defined environmental standards
- The cost of waste disposal, supported by a recycling rewards scheme is reduced

Performance Indicators

Indicator	Frequency of reporting
Number of houses given planning permission	Quarterly
Satisfaction with parks and open spaces	Biennially
Percentage of household waste sent for reuse, recycling and composting	Quarterly
Percentage of the borough where environmental cleanliness meets Environmental Protection Act standards	Quarterly
Percentage of municipal waste that goes to landfill	Quarterly
Percentage of planning applications determined within timescales	Quarterly
Percentage of successful planning appeals	Quarterly
Percentage of principal roads and non-principal classified roads where maintenance should be considered	Annually
Income from CIL receipts	Quarterly
Number of household nights in bed & breakfast	Quarterly
Percentage of homeless/potentially homeless customers helped to keep their home or find another one	Quarterly
Number of affordable homes delivered	Quarterly
Time taken to process housing benefit or council tax benefit new claims and change events	Quarterly



Strong, safe, supportive and self-reliant communities



Individuals and families take personal responsibility for their own wellbeing and safety while respecting the rights of others. Communities are active, get on well together, are well integrated and crime rates are low. Safeguarding services are coordinated to recognise the risks to young and vulnerable people which includes on-line exploitation.

Key measures of success

- Levels of volunteering and community action in the borough are increased
- High levels of community cohesion are maintained
- There are low levels of crime and anti-social behaviour throughout the borough
- Safeguarding structures to safeguard children and vulnerable adults are well-established
- Early assessment is in place to identify children and young people with additional needs and provide early help
- Joint planning between Thames Valley Police and Bracknell Forest Council is carried out on local activities

Performance Indicators

Indicator	Frequency of reporting
Percentage of the population who believe people from different backgrounds 'get on well'	Biennially
Percentage of the population who believe that people in the local area treat each other with respect and consideration	Biennially
Participation in regular volunteering	Biennially
Overall level of crime	Quarterly
Number of children in need (supported under Section 17 of the Children Act 1989)	Quarterly
Number of children on child protection plans	Quarterly
Number of looked after children	Quarterly
Stability of placements of looked after children in terms of the number and length	Quarterly
Number of foster carers recruited to meet need	Quarterly
Average caseload per children's social worker	Quarterly
Number of referrals to Early Intervention Hub	Quarterly
Number of early help (Common Assessment Framework) assessments completed	Quarterly
Referral rates to children's social care	Quarterly
Number of cases that step up to or step down from children's social care	Quarterly
Number of families turned around through the Family Focus project	Quarterly



Key council strategies

Joint Health & Wellbeing Strategy (2013-2016)

<http://www.bracknell-forest.gov.uk/BF-JHWS-v10-1.pdf>

Community Safety Partnership Plan (2014-2017)

<http://www.bracknell-forest.gov.uk/community-safety-partnership-plan-2014-to-2017.pdf>

Core Strategy (2008-2026)

<http://www.bracknell-forest.gov.uk/core-strategy-development-plan-document-february-2008.pdf>

Creating Opportunities - Joint Strategic Plan for Children, Young People & Families (2014-2017)

<http://www.bracknell-forest.gov.uk/cypp-plan-creating-opportunities-2014-to-2017.pdf>

Equality Scheme (2012-2016)

www.bracknell-forest.gov.uk/bracknell-forest-equality-scheme-2012-to-16.pdf

Commissioning Strategy - Looked After Children (2013-2016)

<http://www.bracknell-forest.gov.uk/commissioning-strategy-for-looked-after-children.pdf>

Local Development Scheme (2015-2017)

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

Bracknell Forest Borough Local Plan

<http://www.bracknell-forest.gov.uk/bracknell-forest-borough-local-plan.pdf>

Site Allocations Local Plan

<http://www.bracknell-forest.gov.uk/salp-adopted.pdf>

Local Safeguarding Children Board Business Plan (2014-2017)

<http://www.bflscb.org.uk/lscb-business-plan-2011-to-2014.pdf>

The Right Home - Housing Strategy for Bracknell Forest (2008-2014)

http://www.bracknell-forest.gov.uk/Housing_Strategy_2009-2014.pdf

Local Transport Plan (2011-2026)

<http://www.bracknell-forest.gov.uk/ltp3-core-strategy-and-implementation-plan.pdf>

Youth Justice Strategic Plan (2013-2016)

<http://www.bracknell-forest.gov.uk/youth-justice-plan.pdf>

Enforcement Policy (2015)

<http://www.bracknell-forest.gov.uk/enforcement-policy.pdf>

Statement of Licensing Policy

<http://www.bracknell-forest.gov.uk/statement-of-licensing-policy.pdf>

Local Economic Framework (2015–2025)

Going to Executive October 2015



Initial Equalities Screening Record Form


Date of Screening: 6 August 2015	Directorate: Chief Executives Office	Section: Performance and Partnerships
1. Activity to be assessed	Council Plan 2015-2019. This document is based on the manifesto commitments from the 2015 election and comprises of a narrative for the Council, strategic themes, key measures of success and performance indicators.	
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	Genny Webb, Head of Performance and Partnerships	
5. Who are the members of the screening team?	Jackie Pinney and John Alnsworth	
6. What is the purpose of the activity?	<p>The document translates the manifesto into an over-arching framework setting out the future direction of travel for the organisation.</p> <p>The purpose of the activity is to:</p> <ul style="list-style-type: none"> - provide a strategic framework to deliver the manifesto - provide a strategic framework to tackle current and future financial pressures - provide a clear message to all residents, staff, partners and businesses about the future direction of the organisation 	
7. Who is the activity designed to benefit/target?	<p>All staff, Councillors, residents partners and businesses.</p> <p>The intended outcomes from the Council Plan are:</p> <ul style="list-style-type: none"> - Delivery of the manifesto - Providing value for money for residents - A clear strategic approach that staff 'buy-in' to and know how they fit in to the organisation - A strategic framework so there are consistent messages across Council strategies <p>The document provides the overall framework, but does not specify how we will deliver services to or work with any one protected group within the community. Any specific service changes that are proposed that will impact on communities will be subject to full consultation and EIA screening at the appropriate time.</p> <p>It is intended to include a list of core, statutory strategies in the Council Plan, this will include the Council's 'All of Us' Equality Scheme 2013-16 which outlines the Council's equality objectives and its action plan to achieve these. The Equality Scheme's objectives are reviewed every four years. The scheme will be reviewed next in 2016 in light of the Council's newly adopted narrative and plan.</p> <p>The points identified below are areas where it may be necessary to add something to the Council Plan to ensure that the plan maximises opportunities to advance equality of opportunity, a legal duty for the Council. A number of actions have also been identified to incorporate in to the communications plan.</p>	

Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
8. Disability Equality – this can include physical, mental health, learning or sensory disabilities including conditions such as dementia.	Y	<p>Positive. Performance Indicators on adults with mental health issues or learning disabilities getting into employment are included. Key measure of success on accessibility and availability of mental health services for young people and adults.</p> <p>Communications Plan: Easy read version and other formats available on request e.g. large print and braille</p>	
9. Racial equality	Y	<p>Positive. The Council Plan refers to all residents within the borough, no specific communities are identified by race, gender or sexual orientation.</p> <p>Key Performance Indicators on Community Cohesion and people treating each other with respect and consideration.</p> <p>Any service changes that are proposed in the future as a result of the Council Plan will be subject to EIA screening and consultation.</p> <p>Communications Plan: Consider appropriate communications channels, including hard copies, social media, website Ensure variety of formats are available, including translation into other languages.</p>	
10. Gender equality	Y	Positive. As above.	
11. Sexual orientation equality	Y	Positive. As above.	

12. Gender re-assignment	Y	Positive. As Above.	
13. Age equality	Y	<p>Possible gap in Council Plan:</p> <p>Lifelong learning – will be including a performance indicator related to this. Awaiting confirmation of Performance indicator from Children, Young People and Learning.</p> <p>Communications Plan:</p> <p>Consider appropriate communications channels, including hard copies, social media, website</p> <p>Ensure variety of formats are available, including large print on request, translation into other languages available on request, easy-read version</p> <p>Ensure compliance with corporate standards.</p>	
14. Religion and belief equality	Y	Positive. As per comments for 9-12 above.	
15. Pregnancy and maternity equality	Y	<p>Communications Plan:</p> <p>Need to ensure that staff on maternity leave are updated on the Council Plan through their 'KIT' days.</p>	
16. Marriage and civil partnership equality	N	Neutral. No impact identified for this over-arching framework.	
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/sex-offenders, armed forces communities) and on promoting good community relations.	<p>The Council Plan relates to all residents within the borough, therefore any group could be affected by future service changes. The Council Plan is a strategic framework and any service specific changes that are proposed will be subject to EIA screening at the appropriate time.</p> <p>As the overarching framework the plan sets out our strategic priorities to advance equality of opportunity and includes equalities priorities that will promote good community relations; (bullet points below are based on the draft Council Plan dated 6 August 2015)</p>		<p>Narrative</p> <ul style="list-style-type: none"> - 'all residents can thrive... and benefit from core services' - 'targeting our services... prioritise people and areas with the greatest need, early help and prevention so struggling or vulnerable people can maximise their opportunities to become independent.'

	<p>Strategic Themes</p> <ul style="list-style-type: none"> - 'promote self-reliance and empower people to take responsibility for their communities' - 'People have the life skills and opportunities they need to thrive' - 'Everyone is equipped... empowered to lead independent lives' - Individuals and families take personal responsibility for their own wellbeing and safety while respecting the rights of others. Communities are active, get on well together, are well integrated and crime rates are low <p>Key measures of success</p> <ul style="list-style-type: none"> - 'Community involvement and the use of volunteers in the delivery of Council services has increased' - Resident and staff satisfaction levels remain high - 'Local residents have high levels of employment and incomes' - Levels of attainment and pupil progress across all phases of learning for all pupils are raised - Children and young people from disadvantaged backgrounds are supported to achieve their potential - All young people who have left school go on to further education, find employment or undertake some form of training - Children and young people with Special Educational Needs are supported - Personal choices to allow people to live at home - Accessibility and availability of mental health services for young people and adults - Volunteering and community action in the borough are increased - High levels of community cohesion are maintained <p>Performance Indicators</p> <ul style="list-style-type: none"> - Overall residents satisfaction - Percentage of population satisfied with the borough as a place to live - Staff satisfaction - Percentage of people who feel they can influence decisions in their locality - Unemployment rate - Percentage of working age population that is in employment - Average earnings - Number of exclusions from secondary schools - Achievement of pupils at all key stages - Percentage of young people in schools rated good or better - Attainment gap between pupils eligible for Free School Meals /Pupil Premium/Looked After Children and their peers - Attainment of Looked After Children - Number of 16 to 18 year olds who are not in education, employment or training - Support for Children with Special Educational Needs - Percentage of population believing people from different backgrounds 'get on well' - Percentage of population who believe that people in the local area treat each other with respect and consideration

	<ul style="list-style-type: none"> - Number of Children in Need - Number of Children on Child Protection Plans - Number of cases that step up or step down from Children's Social Care - Number of families turned around through Family Focus project - Number of household nights in bed and breakfast - Percentage of homeless/potentially homeless customers helped to keep their home or find another one - Number of affordable homes delivered
<p>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?</p>	<p>N/a</p>
<p>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?</p>	<p>N/a</p>
<p>20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?</p>	<p>N</p> <p>Please explain for each equality group – N/a</p>
<p>21. What further information or data is required to better understand the impact? Where and how can that information be obtained?</p>	<p>N/a</p>
<p>22. On the basis of sections 7 – 17 above is a full impact assessment required?</p>	<p>N</p> <p>It is not necessary to proceed to a full equality impact assessment as no specific adverse impacts have been identified through the screening process.</p>
<p>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.</p>	
<p style="text-align: center;">Action</p>	<p style="text-align: center;">Timescale Person Responsible Milestone/Success Criteria</p>
<p>Produce comprehensive communications plan</p>	<p>Sept 2015 Genny Webb/Jackie Pinney Communications plan produced to implement from October 2015</p>
<p>Ongoing review of the draft Council Plan to identify opportunities to advance equality of opportunity and promote community cohesion.</p>	<p>Aug-Sept 2015 Genny Webb Final Council Plan agreed by Executive on 20 October and recommended to Council</p>
<p>24. Which service, business or work plan will these actions be included in?</p>	<p>Performance and Partnerships work plan</p>

25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	N/a
26. Chief Officers signature.	Signature:  Date: 1/16/15

When complete please send to abby.thomas@bracknell-forest.gov.uk for publication on the Council's website.

**TO: COUNCIL
25 NOVEMBER 2015**

**RECOMMENDATION OF THE GOVERNANCE & AUDIT COMMITTEE
Director of Corporate Services – Democratic & Registration Services**

1 PURPOSE OF REPORT

- 1.1 This report seeks Council endorsement to the recommendation of the Governance & Audit Committee agreed at its meeting on 23 September 2015, to amend the Council's Constitution to remove reference to a Sustainable Community Plan from the Policy Framework.

2 RECOMMENDATION

- 2.1 That the Monitoring Officer is authorised to remove reference to the Sustainable Community Plan from the Policy Framework set out in Part 2: Section 3 of the Constitution, and to make any consequential changes to the Constitution that might be required (see Annexes A and B).**

3 REASONS FOR RECOMMENDATION

- 3.1 To give effect to the recommendation of the Governance & Audit Committee.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None.

5 SUPPORTING INFORMATION

- 5.1 The Council's Constitution sets out the requirement for the Council to approve and adopt the Policy Framework which includes plans, policies and strategies that the Council is required to produce. The Sustainable Community Plan currently forms part of the Policy Framework, set out in Part 2: Section 3 of the Constitution.
- 5.2 Section 4 of the Local Government Act 2000 imposed a duty on local authorities to produce a Sustainable Communities Strategy. On 13 April 2011 the statutory guidance to local authorities on preparing a Sustainable Communities Strategy was withdrawn and at the same time the Government announced its intention to repeal section 4 of the Local Government Act 2000 as soon as a suitable legislative vehicle had been identified.
- 5.3 Section 100 of the Deregulation Act 2015 (other measures to reduce burdens on public authorities) repeals section 4 of the Local Government Act 2000. The effect of these provisions is to remove the duty for local authorities to prepare a Sustainable Community Strategy and the linked duty to, when preparing or modifying their Sustainable Community Strategy, consult with and seek the participation of their partner authorities and such other persons as they consider appropriate. The repeal has been made as part of the localism agenda and gives local authorities the freedom to decide whether or not a Sustainable Community Strategy is needed for their area.

- 5.4 The Sustainable Community Plan was intended to set the overall strategic direction and long-term vision for promoting or improving the economic, social and environmental well-being of the local area and the Plan formed the overarching strategy for the Council's Performance Framework. The new Performance Framework which the Council is working to introduce in April 2016 will have the Council Plan as the highest overarching Council strategy and a Sustainable Community Plan will not be part of the new Performance Framework. Partnership working is now well established in areas where organisations need to work together and there is no need for a separate overarching partnership strategy.
- 5.5 As a result it is proposed that this strategy no longer forms part of the Council's Policy Framework.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 6.1 The Policy Framework consists of statutory documents that have to be adopted or approved by the Council as well as locally determined policies and strategies that form an integral part of the decision making process. In this instance the statutory requirement to maintain a Sustainable Community Plan has been repealed.

Borough Treasurer

- 6.2 There are no financial implications arising from this report.

Equalities Impact Assessment

- 6.3 Not applicable.

Strategic Risk Management Issues

- 6.4 Not applicable.

7 CONSULTATION

Principal Groups Consulted

- 7.1 Not applicable.

Method of Consultation

- 7.2 Not applicable.

Representations Received

- 7.3 Not applicable.

Background Papers

None

Contact for further information

Ann Moore, Democratic & Registration Services - 01344 352260
ann.moore@bracknell-forest.gov.uk

Unrestricted

This page is intentionally left blank

3 FUNCTIONS OF THE COUNCIL

3.1 Only the Council will exercise the following functions:

- (a) adopting and changing the Constitution;
- (b) approving or adopting the Policy Framework, the Budget and any application to the Secretary of State in respect of any Housing Land Transfer;
- (c) subject to the urgency procedure contained in the Access to Information Procedure Rules in Part 4 of this Constitution, making decisions about any matter in the discharge of an Executive Function which is covered by the Policy Framework or the Budget where the decision-maker is minded to make it in a manner which would be contrary to the Policy Framework or contrary to, or not wholly in accordance with, the Budget;
- (d) appointing the Leader of the Council:
- (e) agreeing and/or amending the terms of reference for Regulatory Committees, the Overview and Scrutiny Commission and the Standards Committee, deciding on their composition and making appointments to them;
- (f) appointing representatives to outside bodies unless the appointment is an Executive Function or has been delegated by the Council;
- (g) approving or amending an allowances scheme for Members under part 6 of this Constitution.
- (h) changing the name of the area, conferring the title of Honorary Alderman or Freedom of the Borough;
- (i) confirming the appointment of the Head of Paid Service;
- (j) making, amending, revoking, re-enacting or adopting bylaws and promoting, or opposing, the making of local legislation or personal Bills;
- (k) to refer to the Secretary of State concerns arising from consultations regarding substantial development or variation in health services;
- (l) all other matters which, by law, must be reserved to Council.

Meanings

- (a) **Policy Framework** - The Policy Framework means the following Plans and Strategies:
 - Adult Learning Plan;
 - Children & Young People's Plan;
 - Development Plan;
 - Food Law Enforcement Plan;

- Housing Strategy;
 - Licensing Authority Policy Framework
 - Local Transport Plan;
 - Safer Communities Strategy;
 - Workforce Pay Strategy
 - Youth Justice Plan; and
 - Such other plans or strategies as may be specified by the Council as part of the Policy Framework from time to time.
- (b) **Budget** - The Budget includes the allocation of financial resources to different services and projects, proposed contingency funds, the Council tax base, setting the Council Tax, decisions relating to the control of the Council's borrowing requirement, the control of its Capital Expenditure and the setting of virement limits.
- (c) **Housing Land Transfer** - Housing Land Transfer means the approval, or adoption of, applications (whether in draft form or not) to the Secretary of State for approval of a Programme of Disposal of 500 or more properties to a person under the Leasehold Reform, Housing and Urban Development Act 1993, or to dispose of land used for residential purposes where approval is required under Sections 32 or 43 of the Housing Act 1985.

Extract from Section 5 Responsibility for Executive Functions**5.6 Individual Members of the Executive**

Members of the Executive are allocated responsibility for the following functions:

**Executive Member for Council Strategy and Community Cohesion
(Leader of the Council and Chairman of the Executive)**

The **Executive Member for Council Strategy and Community Cohesion** is responsible for the following functions, to the extent that they comprise Executive Functions:

1. Making arrangements for the formulation of proposals for the annual Revenue and Capital Budgets and of proposals for the level of Council Tax.
2. The powers and duties of the Council for the collection of local taxes.
3. The co-ordination of annual service planning, review and performance monitoring.
4. Matters relating to the Local Government Association and regional groupings.
5. The appointment of Members to Committees of the Executive, including, where the Executive Member for Council Strategy considers it appropriate, the appointment of the Chairman and the Vice-Chairman of those Committees.
6. The determination of the Terms of Reference of the Committees of the Executive.
7. The appointment of Members to external bodies, whose functions are the sole responsibility of Bracknell Forest's Executive.
8. To act as Chairman of meetings of the Executive.
9. The formulation and implementation of the Community Cohesion Strategy.
10. The Council's arrangements for community engagement particularly in relation to young people, vulnerable adults, black and minority ethnic groups and "hard to reach" groups.
11. The Council's arrangements to meet the requirements of Equalities legislation.

This page is intentionally left blank

To: **COUNCIL**
25 NOVEMBER 2015

EXTERNAL BODY REPRESENTATION
Director of Corporate Services – Democratic and Registration Services

1 PURPOSE OF REPORT

- 1.1 This report seeks the Council's approval to the appointment of Council representatives on South Hill Park Trust and notes the appointment to PATROL.

2 RECOMMENDATIONS

- 2.1 **That Council appoints two representatives to the South Hill Park Trust Board.**
- 2.2 **That Council amends existing and future four year terms of office for representatives to the South Hill Park Trust Board to be co-terminus with the Council's Annual General Meeting.**
- 2.3 **That Council notes the Leader's appointments to PATROL as described in paragraph 5.11.**

3 REASONS FOR RECOMMENDATIONS

- 3.1 To appoint to vacancies on an external organisation and to note the Leader's appointment to another.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None.

5 SUPPORTING INFORMATION

South Hill Park Trust Board

- 5.1 Two vacancies have arisen for representatives on the South Hill Park Trust Board as a result of the resignation of the previous representative, Chas Baily and the end of the current term of office of Councillor Mrs Hayes MBE.
- 5.2 In recent history nominations have been co-terminus with South Hill Park Trust Board's Annual General Meeting in November but this has led to mid-year nominations rather than all the Council's external representatives being appointed at the Council's Annual General Meeting in May. It is therefore proposed that existing and future terms of office be made co-terminus with the Council's Annual General meeting in May in order to simplify the administration process. It is understood that South Hill Park Trust Board would be supportive of this transition but should they not accept this change than the existing terms would be reverted to.
- 5.3 South Hill Park Trust Board's constitution allows for a representative to stand for a second four year term of office but after two consecutive terms must stand down for

one year. It is noted that members of the Board of South Hill Park Trust Ltd have voting rights.

- 5.4 South Hill Park Trust Board have previously advised the Council that once a nomination has been confirmed the representative would complete their term of office regardless of whether they continued to be an elected representative of Bracknell Forest Council for the duration of their term.
- 5.5 The Council has four positions on the Board with the expiration of four year terms staggered to ensure a continuity of representation. Accepting the proposal at recommendation 2.2 current representation is as follows:

Councillor Mrs Hayes

(Current term of office is due to expire at the November 2015 AGM but can be reappointed for a second four year term of office until May 2019)

Councillor Mrs McCracken

(Term of office expires May 2017 but as on second four year term would have to stand down for a year)

Councillor Tullett

(Term of office expires in May 2019 but can be reappointed for a second four year term of office until May 2023)

Vacancy

(Initial four year term of office would expire in May 2019 but could be reappointed for a second four year term of office until May 2023)

- 5.6 This is a Council appointment because it is not an executive function.

PATROL

- 5.7 The PATROL (Parking and Traffic Regulations Outside London) Joint Committee (PATROLAJC) has been established to enable councils undertaking civil parking enforcement in England and Wales and civil bus lane and moving traffic enforcement in Wales to exercise their functions under:
- a. section 81 of the Traffic Management Act 2004 (TMA) and Regulations 17 and 18 of The Civil Enforcement of Parking Contraventions (England) General Regulations 2007 (the English General Regulations);
 - b. section 81 of the TMA and Regulations 16 and 17 of the Civil Enforcement of Road Traffic Contraventions (General Provisions) Wales Regulations 2013 (the Welsh General Provisions Regulations);
 - c. Regulations 12 and 13 of The Road User Charging Schemes (Penalty Charges, Adjudication and Enforcement) (England) Regulations 2013 (the Road User Charging Regulations).

These functions are exercised through PATROL in accordance with Regulation 16 of the English General Regulations and Regulation 15 of the Welsh General Provisions Regulations. There are currently 306 council's party to the PATROL agreement.

- 5.8 Bracknell Forest Council undertakes civil parking and in order to exercise these powers, needs to provide access to independent adjudication Independent

adjudication is provided through the Traffic Penalty Tribunal for which the Joint Committees make provision.

- 5.9 The Joint Committees defray their expenses amongst member councils in respect of costs of adjudication and any other such matters that the Joint Committee lawfully undertakes. Each member authority is required to nominate a Member (and a substitute where possible) to sit on the Joint Committee which meets once a year and appoints an Executive Sub Committee and Resources Sub Committee to take forward business between meetings.
- 5.10 Further background information (including past agendas and papers) can be found on the PATROL web site by following the link:
<http://cpapers.patrol-uk.info/Committee.aspx?id=Collection-28516>.
- 5.11 A vacancy had arisen for a representative on the PATROL as a result of the death of the previous representative, Councillor Mrs Ballin. The Leader has appointed Councillor Turrell as representative and Councillor Brossard as substitute to the Joint Committee of England and Wales for the civil enforcement of Parking and Traffic Regulations Outside London (PATROL).
- 5.12 This appointment is decided by the Leader because it is an executive function.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 6.1 Nothing to add to the report.*

Borough Treasurer

- 6.2 Any costs associated with this appointment will be met from within the Council's existing budget.*

Equalities Impact Assessment

- 6.3 Not relevant to this report.

Strategic Risk Management Issues

- 6.4 Not relevant to this report.

7 CONSULTATION

Principal Groups Consulted

- 7.1 Leader of the Council.

Method of Consultation

- 7.2 Discussion with the Leader.

Representations Received

7.3 Not applicable.

Background Papers

None

Contact for further information

Ann Moore, Corporate Services - 01344 352260

ann.moore@bracknell-forest.gov.uk

**TO: COUNCIL
25 NOVEMBER 2015**

SCHEDULE OF MEETINGS 2016/17 Director of Corporate Services

1 PURPOSE OF THE REPORT

- 1.1 To seek approval to the proposed Schedule of Meetings 2016/17.

2 RECOMMENDATION

- 2.1 **That the schedule of meetings 2016/17 as set out in the annex to this report be approved.**

3 REASONS FOR THE RECOMMENDATION

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

4 ALTERNATIVE OPTIONS CONSIDERED

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

5 SUPPORTING INFORMATION

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

- Avoiding a gap of more than 5 weeks between meetings of the Planning Committee.
- 5.2 The 2015/16 schedule shows portfolio review groups on 16/17 May 2016. These have been rescheduled to 23/24 as the Executive in June 2016 has been scheduled later in the month to avoid issues around school holidays and the bank holiday at the end of May. Bracknell Town Council has also asked if the portfolio review groups (PRG) on 28 June 2016 could be rescheduled to avoid a clash with their Council meeting given the number of members expected at both. Doing this is complicated by the relationship between the PRGs and the Executive Briefing and Executive. The best way to accommodate the Town Council, would be to start the PRGs earlier at 4pm on the 28th. This ought to ensure that the meetings should be finished before 7pm that evening. Even this could mean some members may arrive late at the Town Council meeting, but with careful management of the agendas and meetings on this occasion, it ought to be possible to minimise the delay. Anything else would require major changes to the timetable to ensure the gaps between related meetings are maintained.
- 5.3 If the schedule is agreed, it is hoped that members will only seek to change these dates in exceptional circumstances as to do so inevitably causes problems for some people. With a significant number of twin-hatted members, concerns have been expressed about clashes with parish and town council meetings. By setting the dates for this Council's meetings now, the parish and town councils have the opportunity to plan around our meetings. It is therefore all the more important to avoid in-year changes unless absolutely necessary so that potential clashes can be avoided.
- 5.4 Council is accordingly invited to approve the schedule set out in the annex to this report.

Background Papers

None

Contact for further information

Derek Morgan, Corporate Services: 01344 352044

derek.morgan@bracknell-forest.gov.uk

SCHEDULE OF MEETINGS – 2016-17

	Day	Start Time	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN 2017	FEB	MAR	APR	MAY
COUNCIL	Wed	7.30	18(A)		13		14		30		18		1	26	24(A)
Portfolio Review Groups (Closed)	-	6.30/ 8.00	23/24	27/28			5/6 26/27	17/18	21/22		3/4 & 23/24	20/21	20/21	17/18	22/23
Executive Briefing (closed)	Tue	5.00	31		5		13	4	1/29		10/31	28	28	25	30
EXECUTIVE	Tue	5.00	10	14	19		27	18	15	13	24	14	14	11	9
Bracknell Town Centre Regeneration Committee	Mon	5.30	9		4		5	31			9		13		8
School & Children's Centre Performance Advisory Panel	Thu	5.00		9			8			1			16		
Corporate Parenting Advisory Panel	Wed	5.00		22			21			7			8		
OVERVIEW & SCRUTINY COMMISSION	Thu	7.30	12/18(A)		7		22		17		26		30		11/24(A)
Adult Social Care & Housing Overview & Scrutiny Panel	Tue	7.30		14			13				17		22		
Environment, Culture and Communities Overview & Scrutiny Panel	Tue	7.30			5		20				10		7		
Children, Young People and Learning Overview & Scrutiny Panel	Wed	7.30		8			7				11			19	
Health Overview & Scrutiny Panel	Thur	7.30		30			29				12			27	
Planning Committee	Thu	7.30	18A)/26	23	21	18	15	13	10	15	19	23	23	20	24(A)/18
Licensing & Safety Committee	Thu	7.30	18(A)	9				6			5				24(A)
Licensing Panels	Wed	AM/PM													
Employment Committee	Wed	7.30	18(A)		6			5		14		15			24(A)
Education Employment Sub	Tue	5.30			12			11			31				
Local Joint Committee	Tue	4.00			6			5		14		15			
Appeals Committee	Mon	9.00 am	18(A)	6	11		5	3	7	5	9		20		24(A)
Governance & Audit Committee	Wed	7.30	18(A)	29			21				25		29		24(A)
Education Governor Nominations Committee	Mon	6.30		13				10				20			
Standards Committee	Mon	6.00	18(A)	20							16				24(A)
Health & Wellbeing Board	Thu	2.00	18(A)	16			15			8			2		24(A)
Bracknell Forest Access Group	Wed	7.30		15			28		23			22			
Parish & Town Councils' Liaison Group	Wed	7.30			20			12				8			

Executive (Tuesdays 5pm)	Finance Portfolio Review Group (Mondays)	Environment Portfolio Review Group (Mondays)	Community Portfolio Review Group (Tuesdays)	Care Portfolio Review Group (Tuesdays)	Executive Briefing (Tuesdays)
10 May 2016	18 April 2016 (6.30)	18 April 2016 (8)	19 April 2016 (6.30)	19 April 2016 (8)	26 April 2016
21 June 2016	23 May 2016 (8)	23 May 2016 (6.30)	24 May 2016 (8)	24 May 2016 (6.30)	7 June 2016
19 July 2016	27 June 2016 (6.30)	27 June 2016 (8)	28 June 2016 (6.30)	28 June 2016 (8)	5 July 2016
27 September 2016	5 September 2016 (8)	5 September 2016 (6.30)	6 September 2016 (8)	6 September 2016 (6.30)	13 September 2016
18 October 2016	26 September 2016 (6.30)	26 September 2016 (8)	27 September 2016 (6.30)	27 September 2016 (8)	4 October 2016
15 November 2016	24 October 2016 (8)	24 October 2016 (6.30)	25 October 2016 (8)	25 October 2016 (6.30)	1 November 2016
13 December 2016	21 November 2016 (6.30)	21 November 2016 (8)	22 November 2016 (6.30)	22 November 2016 (8)	29 November 2016
24 January 2017	3 January 2017 (8)	3 January 2017 (6.30)	4 January 2017 (8)	4 January 2017 (6.30)	10 January 2017
14 February 2017	23 January 2017 (6.30)	23 January 2017 (8)	24 January 2017 (6.30)	24 January 2017 (8)	31 January 2017
14 March 2017	20 February 2017 (8)	20 February 2017 (6.30)	21 February 2017 (8)	21 February 2017 (6.30)	28 February 2017
11 April 2017	20 March 2017 (6.30)	20 March 2017 (8)	21 March 2017 (6.30)	21 March 2017 (8)	28 March 2017
9 May 2017	17 April 2017 (8)	17 April 2017 (6.30)	18 April 2017 (8)	18 April,2017 (6.30)	25 April 2017