



NOTICE OF MEETING

The Executive

Tuesday 15 November 2016, 5.00 pm

Council Chamber, Fourth Floor, Easthampstead House, Bracknell

To: The Executive

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

ALISON SANDERS
Director of Corporate Services

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Published: 3 November 2016



The Executive
Tuesday 15 November 2016, 5.00 pm
Council Chamber, Fourth Floor, Easthampstead House,
Bracknell

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AGENDA

	Page No
1. Apologies	
2. Declarations of Interest	
Any Member with a Disclosable Pecuniary Interest or an Affected Interest in a matter should withdraw from the meeting when the matter is under consideration and should notify the Democratic Services Officer in attendance that they are withdrawing as they have such an interest. If the Interest is not entered on the register of Members interests the Monitoring Officer must be notified of the interest within 28 days.	
3. Minutes	
To consider and approve the minutes of the meeting of the Executive held on 27 September 2016.	5 - 28
4. Urgent Items of Business	
Any other items which, pursuant to Section 100B(4)(b) of the Local Government Act 1972, the Chairman decides are urgent.	
5. Community Access at Edgbarrow and Sandhurst Sports Centres	
To seek approval from the Executive for community access to the leisure facilities at Edgbarrow and Sandhurst sports centres to be managed directly by the schools in the future.	29 - 42
6. Minerals and Waste Local Development Scheme	
To seek the Executive's approval to bring a revised Local Development Scheme for a Joint Minerals and Waste Local Plan into effect.	43 - 66
7. Local Safeguarding Children Board (LSCB) Annual Report	
To receive the annual report of the LSCB and to note the key messages and recommendations made.	67 - 124

8. **Exclusion of Public and Press**

To consider the following motion:

That pursuant to Regulation 4 of the Local Authorities (Executive Arrangements) (Access to Information) Regulations 2012, members of the public and press be excluded from the meeting for the consideration of item 9 which involves the likely disclosure of exempt information under the following category of Schedule 12A of the Local Government Act 1972:

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

9. **Commercial Property Investment Strategy**

To adopt and implement a Commercial Property Investment Strategy which supports the Council's financial planning and Medium Term Financial Strategy.

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**EXECUTIVE
27 SEPTEMBER 2016
5.00 - 6.15 PM**



Present:

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

Apologies for absence were received from:

Councillors D Birch

26. Declarations of Interest

There were no declarations of interest.

27. Minutes

RESOLVED that the minutes of the meeting of the Executive on 18 July together with the accompanying decision records be confirmed as a correct record and signed by the Leader.

Executive Decisions and Decision Records

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

28. South Hill Park Trust: Governance

RESOLVED that;

- i) South Hill Park Trust be informed that, for the reasons outlined in the report, the Council no longer wishes to have any nomination rights on to its Board; and
- ii) Although entirely at the discretion of South Hill Park Trust, the Council would be pleased to nominate a non- voting observer to attend Board meetings to ensure the continuation of full and transparent dialogue between both organisations.

29. Housing Strategy

RESOLVED that the Executive agreed to the draft Housing Strategy as at Appendix A providing the basis of consultation to develop the Housing Strategy Statement.

30. Housing Allocation Policy

RESOLVED that the Executive agreed:-

- i) to change the residency requirement before customers can join the housing register from one year to four years from the 1 November 2016.
- ii) to allow those customers who have lived in the Borough for 3 years at the time of implementation to remain on the register.
- iii) that the Council will make offers of suitable private rented sector property to homeless households so as to discharge its homeless duty.
- iv) that families whose children are taken into care by Bracknell Forest Council can remain on the housing register upon advice of the Chief Officer: Children's Social Care so that their housing prospects are maintained if the children are returned to them.
- v) to agree a maximum of three lettings are year are made to households under the right to move proposals.

31. Changes to Local Council Tax Reduction Scheme (LCTDS)

RESOLVED that the Executive agreed:

- i) to develop a new LCTDS for working age households which provides a discount on a household's Council Tax based on household income, rather than an assessment of needs.
- ii) that subject to agreement to the new model a consultation programme takes place so as to inform the LCTDS to be implemented for 2017/18.

32. Design Supplementary Planning Document

RESOLVED that the Executive noted the draft Design SPD and approved the (Consultation Draft) Design SPD at Appendix A for public consultation for the six week period set out at section 8 of this report.

33. Residents' Parking Scheme - Two Year Trial Consultation Response

RESOLVED that the Executive agreed:

- (i) to reduce the residents parking scheme as shown in Annex A to that as shown in Annex B,
- (ii) to maintain the current rules of the scheme without alteration (Annex C),
- (iii) to advertise a Traffic Regulation Order to remove those areas, as identified in the report (Annex B), from the residents parking scheme, and to amend the charges in line with Annex D, and
- (iv) to inform the residents within the original residents parking area of the outcome.
- (v) following implementation to thereafter review the charges as part of the annual review of fees and charges to ensure that the scheme continues to be self funded.

34. **Bracknell Forest Safeguarding Adults Partnership Annual Report**

RESOLVED that the Executive noted the report.

35. **Complaints against Bracknell Forest Council in 2015-16**

RESOLVED that the Executive:

- i) endorsed the approach taken to dealing with and learning from complaints to the Council;
- ii) noted the Annual Review letter of the Local Government Ombudsman to the Council for 2015/16; and
- iii) noted the information on other complaints against the Council in 2015/16.

36. **Council Plan Overview Report**

RESOLVED that the Executive noted the performance of the Council over the period from April to June 2016 highlighted in the Overview Report in Annex A.

37. **Exclusion of Public and Press**

RESOLVED that pursuant to Regulation 21 of the Local Authorities (Executive Arrangements) (Access to Information) Regulations 2000, members of the public and press be excluded from the meeting for the consideration of minutes 38 (annexes only), 39 & 40 which involves the likely disclosure of exempt information under the following category of Schedule 12A of the Local Government Act 1972:

- (1) Information relating to any individual. (part minute 38)
- (3) Information relating to the financial or business affairs of any particular person (including the authority). (minutes 39 & 40)

38. **Regulatory Services - Joint Services Proposal**

RESOLVED that in so far as the following are Executive functions that the Executive agreed:

- (i) to authorise the arrangements set out in this report including the creation of a Joint Committee for the strategic policy and oversight of the delivery of public protection services with Wokingham Borough Council and West Berkshire Council through the Public Protection Partnership (PPP) with effect from 9 January 2017,
- (ii) that the Monitoring Officer, in consultation with the Borough Treasurer and Director of Environment, Culture & Communities, be authorised to finalise the terms of the PPP as set out in the draft Inter Authority Agreement between the three Councils (Annex 1) and to make any necessary drafting or other amendments to the terms of the draft Agreement which are necessary to reach final agreement but do not materially affect the intent and substance of the Agreement,
- (iii) to authorise the Joint Committee to determine policy, strategy and oversee the performance monitoring and management of the new PPP

and have the powers set out in the terms of reference contained in Schedule 1 of the draft Inter Authority Agreement,

- (iv) that the Council's representatives on the Joint Committee will be the Executive Member for Culture, Corporate Services and Public Protection and the Chairman of the Licensing and Safety Committee with any Member of the Executive being able to act as a substitute,
- (v) that all existing service specific specialist equipment and the associated ongoing liability be transferred to West Berkshire from the 9 January 2017,
- (vi) that any associated existing contracts with the Council are transferred to West Berkshire to administer on this Council's behalf until such time as they can be renegotiated,
- (vii) that, as a consequence of this proposal, the disabled facilities grants, Home Improvement Loans, home energy functions and all associated staff and budgets be transferred to the ASCHH Department, as soon as it is practical to do so.
- (viii) In so far as any of the foregoing provisions also relate to the exercise of non Executive functions, to recommend to Council to authorise the same.
- (ix) That the Executive noted that as a consequence of this proposal the disabled facilities grants, Home Improvement Loans, home energy functions and all associated staff and budgets be transferred to the ASCHH Department, as soon as it is practical to do so.

39. Edgbarrow School Priority Schools Building Programme

RESOLVED that the Executive gave approval for local delivery by Bracknell Forest Council of the Education Funding Agency's Priority Schools Building Programme project at Edgbarrow School.

40. Garth Hill (Sandy Lane) Land disposal options

RESOLVED that the Executive instructs the Chief Officer; Property to proceed with the disposal route recommended in Option 1 in paragraph 5.6.1 of the exempt report.

Decision Records

CHAIRMAN

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I063299
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1. **TITLE:** South Hill Park Arts Trust: Governance
2. **SERVICE AREA:** Environment, Culture & Communities
3. **PURPOSE OF DECISION**

To agree the Council's role in the future governance of South Hill Park Arts Trust

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

That South Hill Park Trust be informed that, for the reasons outlined in this report, the Council no longer wishes to have any nomination rights on to its Board; and

Although entirely at the discretion of South Hill Park Trust, the Council would be pleased to nominate a non- voting observer to attend Board meetings to ensure the continuation of full and transparent dialogue between both organisations.

7. **REASON FOR DECISION**

The Analysis phase of the Transformational Review of the Council's role in arts provision and South Hill Park Arts Trust in particular identified that the Trust's governance arrangements were not as effective as they might be in helping the Trust manage what is an increasingly complex business. In particular, it is vital that the Trust has the exact range of skills and experiences it needs on its Board and Council nominations cannot guarantee this. The recommendations are intended to better allow SHPT to appoint Directors with the right mix of skills, knowledge and abilities to ensure the most effective governance, and to remove any possibility that anyone may perceive a conflict of interest between an elected member 's responsibilities as a Director of the Trust and their role as a Member of this Council.

8. **ALTERNATIVE OPTIONS CONSIDERED**

The Council could continue to have nomination rights on to the Board at South Hill Park Arts Trust at the current or reduced level, and indeed the Board at South Hill Park has expressed this would be its preferred option, but it is not considered this would guarantee that the Board had the right mix of skills to ensure effective governance in the challenging financial times ahead, and would not eradicate the potential for a perceived conflict of interest to be present in the dual role of councillor and Board Member.

9. **PRINCIPAL GROUPS CONSULTED:** Board of South Hill Park Trust
10. **DOCUMENT CONSIDERED:** Report of the Director of Environment, Culture &

Communities

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

Date Decision Made	Final Day of Call-in Period
27 September 2016	4 October 2016

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I061123
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1. **TITLE:** Housing Strategy
2. **SERVICE AREA:** Adult Social Care, Health & Housing
3. **PURPOSE OF DECISION**

To seek approval to the draft Housing Strategy 2016-21.

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

6. **DECISION:**

That Executive agreed to the draft Housing Strategy as at Appendix A providing the basis of consultation to develop the Housing Strategy Statement.

7. **REASON FOR DECISION**

Local Authorities have a statutory obligation under Section 8 of the Housing Act 1985 to periodically undertake reviews of housing needs in the Districts and to develop strategies to address those needs.

The Council's Annual Plan 2015 to 2019 has set six strategic objectives. The Housing Strategy will directly support the objective to support a strong and resilient economy as well as strong, safe, supportive and self reliant communities.

8. **ALTERNATIVE OPTIONS CONSIDERED**

There is no alternative than to develop a Housing Strategy statement.

9. **PRINCIPAL GROUPS CONSULTED:** Community
Housing Developers
Registered Providers
Voluntary Organisations

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

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

Date Decision Made	Final Day of Call-in Period
27 September 2016	4 October 2016

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I059679
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1. **TITLE:** Housing Allocation Policy
2. **SERVICE AREA:** Adult Social Care, Health & Housing
3. **PURPOSE OF DECISION**

Proposal to amend the Council's Housing Allocation Policy.

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

That the Executive agreed:-

- i) to change the residency requirement before customers can join the housing register from one year to four years from the 1 November 2016.
- ii) to allow those customers who have lived in the Borough for 3 years at the time of implementation to remain on the register.
- iii) that the Council will make offers of suitable private rented sector property to homeless households so as to discharge its homeless duty.
- iv) that families whose children are taken into care by Bracknell Forest Council can remain on the housing register upon advice of the Chief Officer: Children's Social Care so that their housing prospects are maintained if the children are returned to them.
- v) to agree a maximum of three lettings a year are made to households under the right to move proposals.

7. **REASON FOR DECISION**

The Council's Housing Allocation Policy supports the Council's plan to support strong safe, supportive and self-reliant communities where resources are targeted at those most in need.

8. **ALTERNATIVE OPTIONS CONSIDERED**

An alternative to the proposals would be not to implement the change in residency requirements, discharge of homeless duty into the private rented sector and also the local policy to support children in need. However, as the Council's new plan required service to be targeted at those most in need and these proposals achieve that aim that course of action is not recommended.

The change in residency requirement to join the housing register could be a different period of time other than the four years recommended. However, the recommended four years strikes a balance between the residency requirements in neighbouring boroughs, improving the chances of households who are registered to be housed more quickly and also addressing any possible future changes in the immigration status of EU nationals.

9. **PRINCIPAL GROUPS CONSULTED:** Wider community
10. **DOCUMENT CONSIDERED:** Report of the Director of Adult Social Care, Health & Housing
11. **DECLARED CONFLICTS OF INTEREST:** None.

Date Decision Made	Final Day of Call-in Period
27 September 2016	4 October 2016

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I062329
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1. **TITLE:** Changes to Local Council Tax Reduction Scheme (LCTDS)

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

3. **PURPOSE OF DECISION**

Proposals to revise the Council's Local Council Tax Reduction Scheme which will be subject to consultation.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

That the Executive agreed:

To develop a new LCTDS for working age households which provides a discount on a household's Council Tax based on household income, rather than an assessment of needs.

That subject to agreement to the new model a consultation programme takes place so as to inform the LCTDS to be implemented for 2017/18.

7. **REASON FOR DECISION**

The Council established its Local Council Tax Benefit / Reduction Scheme in 2013/14. In 2015/16 the Council introduced a revision of the Council Tax Discount Scheme but the scheme still reflected the previous national Council Tax Benefit Scheme. The Council's Annual Plan 2015-2019 has set the aim, "**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**". The proposed new Local Council Tax Discount Scheme targets financial support to those who most need it whilst encouraging and rewarding employment and households increasing their earnings as well as simplifying administration.

8. **ALTERNATIVE OPTIONS CONSIDERED**

It could be decided not to review the LCTDS. However, that would miss the opportunity to support the Council's Annual Plan in targeting the Council's resources to those most in need and encouraging independence and incentivising households seeking better paid employment or income whilst at the same time reducing administration costs of the scheme for the Council.

9. **PRINCIPAL GROUPS CONSULTED:** Wider community, voluntary organisations, Parish Councils and other precepting authorities

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

Housing

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

Date Decision Made	Final Day of Call-in Period
27 September 2016	4 October 2016

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I060004
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1. **TITLE:** Design Supplementary Planning Document
2. **SERVICE AREA:** Environment, Culture & Communities
3. **PURPOSE OF DECISION**

To approve a Design Supplementary Planning Document to provide guidance on designing new housing schemes, extensions and alterations to existing properties.

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

That the Executive noted the draft Design Supplementary Planning Document (SPD) and approved the (Consultation Draft) Design SPD at Appendix A for public consultation for the six week period set out at section 8 of the report.

7. REASON FOR DECISION

The Council has reviewed its current design guidance and considers that a Design SPD would assist with the implementation of current planning policies and provide prospective applicants with a clearer idea of the Council's expectations for the design of development schemes. A public consultation that accords with the Council's Statement of Community Involvement (SCI) will be required as part of this process.

8. ALTERNATIVE OPTIONS CONSIDERED

Not producing the draft Design SPD could result in the continuation and possible increase of officer time being expended upon assessing the standard of design included within planning applications to ensure that an acceptable standard is achieved throughout the borough. In addition, the Council's current guidance does not have the legal status afforded to an SPD, which are material planning considerations and therefore carries limited weight in planning terms.

9. **PRINCIPAL GROUPS CONSULTED:** Planning database:
Developers
Architects
Housebuilders etc.
Parish and Town Councils
Neighbouring Authorities
10. **DOCUMENT CONSIDERED:** Report of the Director of Environment, Culture & Communities

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

Date Decision Made	Final Day of Call-in Period
27 September 2016	4 October 2016

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I062418
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1. **TITLE:** Residents' Parking Scheme - Two Year Trial Consultation Response

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

3. **PURPOSE OF DECISION**

To consider the outcome of the consultation in respect of the trial Residents' Parking Scheme.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

That the Executive agreed:

- (i) To reduce the residents parking scheme as shown in Annex A to that as shown in Annex B,
- (ii) To maintain the current rules of the scheme without alteration (Annex C),
- (iii) To advertise a Traffic Regulation Order to remove those areas, as above (Annex B), from the residents parking scheme, and to amend the charges in line with Annex D, and
- (iv) To inform the residents within the original residents parking area of the outcome.
- (v) Post implementation to thereafter review the charges as part of the annual review of fees and charges to ensure that the scheme continues to be self funded.

7. **REASON FOR DECISION**

In order to inform the future of the scheme, a consultation has been carried out and all residents living within the Resident Parking Scheme were invited to give their views on the key elements of the scheme. The feedback has been used to inform the future of the overall scheme on an area by area basis. The objective being to find the most suitable scheme that protects residents from the parking pressures associated with the regenerated town centre having due regard to the feedback and the need to avoid an unacceptable pressure on council budgets.

8. **ALTERNATIVE OPTIONS CONSIDERED**

The Council has been clear that the scheme has to be self funding. From the feedback it has become clear that unless the scheme is to be totally abandoned, a compromise is necessary to allow a slightly modified scheme to continue. If the scheme was to be abandoned the risk of a significant percentage of the 3,000 new workers in the new town centre using the local estate roads for parking is considered high. Experience within some of the areas covered by the scheme proves the high risk of non local residents parking if there is no scheme in place.

9. **PRINCIPAL GROUPS CONSULTED:** All residents living in the trial residents' parking scheme area.
10. **DOCUMENT CONSIDERED:** Report of the Director of Environment, Culture & Communities
11. **DECLARED CONFLICTS OF INTEREST:** None.

Date Decision Made	Final Day of Call-in Period
27 September 2016	4 October 2016

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I061202
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1. **TITLE:** Safeguarding Adults Annual Report
2. **SERVICE AREA:** Adult Social Care, Health & Housing
3. **PURPOSE OF DECISION**

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

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

6. **DECISION:**

That the Executive noted the report.

7. **REASON FOR DECISION**

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

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

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

8. **ALTERNATIVE OPTIONS CONSIDERED**

Not applicable.

9. **PRINCIPAL GROUPS CONSULTED:** Bracknell Forest Safeguarding Adults Partnership Board
10. **DOCUMENT CONSIDERED:** Report of the Director of Adult Social Care, Health & Housing
11. **DECLARED CONFLICTS OF INTEREST:** None.

Date Decision Made	Final Day of Call-in Period
6 October 2016	13 October 2016

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I060085
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1. **TITLE:** Complaints against Bracknell Forest Council in 2015-16

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

3. **PURPOSE OF DECISION**

To brief the Executive on complaints made against the Council in 2015-16

4 **IS KEY DECISION** No

5. **DECISION MADE BY:** Executive

6. **DECISION:**

That the Executive:

- i) endorsed the approach taken to dealing with and learning from complaints to the Council;
- ii) noted the Annual Review letter of the Local Government Ombudsman to the Council for 2015/16; and
- iii) noted the information on other complaints against the Council in 2015/16.

7. **REASON FOR DECISION**

This annual report gives the Executive information on an important aspect of the Council's services to residents, in keeping with the Council's Charter for Customers, which includes always putting the customer first, learning from feedback, and continually aiming to improve the Council's service and performance.

To support the implementation of the corporate Customer Contact Strategy, endorsed by the Council's Executive on 5 July 2011. This strategy's overarching aim is to improve the quality of customer service to residents and service users.

8. **ALTERNATIVE OPTIONS CONSIDERED**

None.

9. **PRINCIPAL GROUPS CONSULTED:** None

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

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

Date Decision Made	Final Day of Call-in Period
27 September 2016	4 October 2016

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I060766
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1. **TITLE:** Council Plan Overview Report
2. **SERVICE AREA:** Chief Executive's Office
3. **PURPOSE OF DECISION**

To inform the Executive of the Council's performance over the first quarter of 2016/17

4. **IS KEY DECISION** No
5. **DECISION MADE BY:** Executive
6. **DECISION:**

The Executive noted the performance of the Council over the period from April to June 2016 highlighted in the Overview Report in Annex A.

7. **REASON FOR DECISION**

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

8. **ALTERNATIVE OPTIONS CONSIDERED**

None applicable.

9. **PRINCIPAL GROUPS CONSULTED:** None
10. **DOCUMENT CONSIDERED:** Report of the Assistant Chief Executive
11. **DECLARED CONFLICTS OF INTEREST:** None.

Date Decision Made	Final Day of Call-in Period
27 September 2016	4 October 2016

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I060853
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1. **TITLE:** Regulatory Services - Joint Services Proposal
2. **SERVICE AREA:** Environment, Culture & Communities
3. **PURPOSE OF DECISION**

The report will examine the Business Case and make recommendations upon a proposal to create a joint Regulatory Service for Bracknell Forest, West Berkshire and Wokingham.

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

In so far as the following are Executive functions that the Executive agreed:

- (i) to authorise the arrangements set out in this report including the creation of a Joint Committee for the strategic policy and oversight of the delivery of public protection services with Wokingham Borough Council and West Berkshire Council through the Public Protection Partnership (PPP) with effect from 9 January 2017,
- (ii) that the Monitoring Officer, in consultation with the Borough Treasurer and Director of Environment, Culture & Communities, be authorised to finalise the terms of the PPP as set out in the draft Inter Authority Agreement between the three Councils (Annex 1) and to make any necessary drafting or other amendments to the terms of the draft Agreement which are necessary to reach final agreement but do not materially affect the intent and substance of the Agreement,
- (iii) to authorise the Joint Committee to determine policy, strategy and oversee the performance monitoring and management of the new PPP and have the powers set out in the terms of reference contained in Schedule 1 of the draft Inter Authority Agreement,
- (iv) that the Council's representatives on the Joint Committee will be the Executive Member for Culture, Corporate Services and Public Protection and the Chairman of the Licensing and Safety Committee with any Member of the Executive being able to act as a substitute,
- (v) that all existing service specific specialist equipment and the associated ongoing liability be transferred to West Berkshire from the 9 January 2017,
- (vi) that any associated existing contracts with the Council are transferred to West Berkshire to administer on this Council's behalf until such time as they can be renegotiated,

- (vii) that, as a consequence of this proposal, the disabled facilities grants, Home Improvement Loans, home energy functions and all associated staff and budgets be transferred to the ASCHH Department, as soon as it is practical to do so.
- (viii) In so far as any of the foregoing provisions also relate to the exercise of non Executive functions, to recommend to Council to authorise the same.
- (ix) That the Executive notes that as a consequence of this proposal the disabled facilities grants, Home Improvement Loans, home energy functions and all associated staff and budgets be transferred to the ASCHH Department, as soon as it is practical to do so.

7. REASON FOR DECISION

As a small unit, the regulatory services team can no longer continue to offer any significant level of savings whilst still fulfilling the mandatory functions of the Council. A merger with others provides the most sustainable option relative to the Council’s fiscal and legal obligations. Furthermore, the proposal provides the best job opportunity for those in the relevant professions which are increasingly challenging to recruit to.

8. ALTERNATIVE OPTIONS CONSIDERED

Whilst outsourcing to a private company is an option taken by some councils, the proposed approach builds on the learning from the re3 officer/Member joint management structure in respect of governance. It also takes into account the experience coming out of West Berkshire and Wokingham in respect of their current delivery models for their shared trading standards and their shared environmental health functions. The proposal for a combined single service involves joining these service areas into one large unit with the licensing function. It is believed that the joining of these three service areas in this way provides the greatest opportunity to drive out further efficiencies, maintain service standards and further reduce costs. The model proposed allows for further expansion, income generation and should it ever be considered a better option, outsourcing to the benefit of the partner organisations.

9. **PRINCIPAL GROUPS CONSULTED:** Staff, Service Managers and Members

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

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

Date Decision Made	Final Day of Call-in Period
27 September 2016	4 October 2016

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I062817
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1. **TITLE:** Edgbarrow School Priority Schools Building Programme (PSBP)

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

3. **PURPOSE OF DECISION**

For the Executive to approve the Education Funding Agency's (EFA) Priority Schools Building Programme 2 (PSBP2) project at Edgbarrow School

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

That the Executive gives approval for local delivery by Bracknell Forest Council of the Education Funding Agency's (EFA) Priority Schools Building Programme project at Edgbarrow School.

7. **REASON FOR DECISION**

Council approval is required to bring the PSBP2 works onto the Education Capital Programme.

8. **ALTERNATIVE OPTIONS CONSIDERED**

The Council could let the EFA deliver the PSBP2 works however this would be likely to be to a later timescale, subject to future funding uncertainty and possibly impacting on the Council's duty to provide sufficient school places by building on land we have earmarked for later expansion. Moreover the Council as the freeholder of the site and buildings, employer of the school staff and admissions authority would have little or no ability to influence the process or outcomes. Local delivery puts the Council in control of the project.

9. **PRINCIPAL GROUPS CONSULTED:** Ward Councillors, Headteacher, parents and neighbours

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

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

Date Decision Made	Final Day of Call-in Period
27 September 2016	4 October 2016

SIGNED:.....

DATE:.....

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I063295
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1. **TITLE:** Garth Hill (Sandy Lane) Land disposal options

2. **SERVICE AREA:** Corporate Services

3. **PURPOSE OF DECISION**

To consider the options available for disposal of land adjoining Garth Hill College and agree the most appropriate route to be taken by the Council.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

The Executive agreed to instruct the Chief Officer; Property to proceed with the disposal route recommended in Option 1 in paragraph 5.6.1 of the report.

7. **REASON FOR DECISION**

There are a number of alternative routes available for the sale of the land which will deliver housing. The disposal route options set out the various factors to be considered which are; a mixture of capital receipt, speed of delivery, control over housing type and an acceptable risk level within the confines of the public procurement rules.

8. **ALTERNATIVE OPTIONS CONSIDERED**

The main options are set out in the body of this paper. An alternative is not to sell the site, at the present time. Market conditions, by property experts, are expected to be more uncertain over the next 12-24 months.

An alternative delivery model which is gaining favour and interest in the UK is the Build to Rent model [BTR] and a variation of this model has been considered through Equity Reward Ltd. The implications of this will be set out in the supporting information.

9. **PRINCIPAL GROUPS CONSULTED:** None

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

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

Date Decision Made	Final Day of Call-in Period
27 September 2016	4 October 2016

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TO: Executive
15 NOVEMBER 2016

COMMUNITY ACCESS AT EDGBARROW AND SANDHURST SPORTS CENTRES
Director of Environment, Culture and Communities

1 PURPOSE OF REPORT

- 1.1 To seek approval from the Executive for community access to the leisure facilities at Edgbarrow and Sandhurst sports centres to be managed directly by the schools in the future.

2 EXECUTIVE SUMMARY

- 2.1 Increasing pressure on school places has meant that community access to the sport facilities at Edgbarrow School has gradually deteriorated over the years resulting in there now being no community access to the school's leisure facilities prior to 5.30pm during term time since September of this year.

This, and previous changes, means that the management of the facilities is much less efficient than previously. With increasing financial pressures on the Council in general and less income caused by the change, it was clear that a comprehensive review of the management arrangements was required.

Consequently the community access arrangements to both schools were reviewed and two options for that future community access were identified. Option one was for the Council's Leisure section to continue to manage community access as is currently the case; option two was for responsibility to pass entirely to each school and for them to block book space and time directly to any hirers. Public consultation regarding those options ran from 1 August to 30 September 2016.

Whilst there was significant overall community support for existing community access to remain the status quo there were a reasonable number of respondents who indicated that they could have their leisure needs met at either school site or Bracknell Leisure Centre.

Both schools have indicated a willingness to manage their own sites independently of the Council and given the current financial subsidy and a need for more if full community access is maintained, the Executive is asked to approve that from 31 March 2017, the Leisure Division no longer manages community access at either school site.

3 RECOMMENDATIONS

- 3.1 That with effect from 1 April 2017, the Leisure Services division of Bracknell Forest Council no longer manages the community leisure facilities at Edgbarrow and Sandhurst schools; and
- 3.2 That the necessary steps are taken to discontinue the Edgbarrow and Sandhurst Joint Use Committee; and
- 3.3 As detailed in paragraph 6.17, the Council maintains its commitment to providing the leisure service at Edgbarrow and Sandhurst School until 31 March 2017.

4 REASONS FOR RECOMMENDATIONS

- 4.1 The need for BFC to make significant savings, increasing revenue pressures arising from the reduction in community access, the likely reduction in support funding from the local councils and a growing desire for singular on-site management all point towards transfer of control from the Council directly to each school.

5 ALTERNATIVE OPTIONS CONSIDERED

- 5.1 School management of full “pay and play” community access to the facilities has been discussed and rejected, as has community management of the facilities.

6 SUPPORTING INFORMATION

- 6.1 Community access at Edgbarrow and Sandhurst sports centres is currently delivered by the Leisure Services section within Environment, Culture and Communities. A revenue budget is in place to support that delivery including financial support from both Crowthorne Parish and Sandhurst Town Councils in keeping with the current Joint Management Agreement for the 2016/17 financial year. The net cost of operating the two centres is £179,000 per annum (excluding recharges, pension costs and capital charges). The existing arrangements for the provision of community access at Edgbarrow and Sandhurst sports centres – delivery by the Leisure Services section – is intended to remain in place until 31 March 2017.
- 6.2 As a result of the growing pressures for teaching space at Edgbarrow school all daytime, term time access to the sports facilities ceased as of 5 September 2016. In addition, Edgbarrow school has commenced a project to re-develop the two squash courts in to an alternative teaching space. There have been no service changes at Sandhurst Secondary School.
- 6.3 In light of the developments above future arrangements for community provision at both schools beyond April 2017 were discussed between the schools and Leisure Services. Two realistic management options were identified.
- 6.4 Option one was for Leisure Services to continue to deliver community access at both leisure centres. Under this scenario Leisure would continue to staff both facilities and provide community access on weekday evenings (term-time), weekends and during school holidays. From the users’ perspective there would be little change in terms of access although charges may well have to increase to ensure at the very least no additional surplus is required to continue the operation and given the Council’s financial prospects prices may well have to be set at the maximum the market will bear to reduce the subsidy if possible.
- 6.5 Option two was for the schools to manage community access themselves. In practice this would mean the removal of fully staffed leisure facilities and a move towards groups hiring facilities for their own purposes via a direct booking arrangement with either school. This would mean the end to all pay-as-you-go access (where individuals can simply present themselves randomly and take part in any available service) and there would be an end to leisure memberships. From the users’ perspective this represents a significant change.
- 6.6 Whilst option one would be the least disruptive it would be subject to a number of influencing factors. Firstly there would be Bracknell Forest Council’s overall view

towards continuing to support both sites financially given the current budget pressures it is facing generally and the growing revenue cost of the service. Secondly there would be the question of whether or not Crowthorne Parish Council and Sandhurst Town Council would continue to provide their financial contributions too. Finally it would depend on there being ongoing co-operation and agreement between the Council and both schools regarding Leisure's access as the current Joint Management Agreement has not proven enough to protect the access times and areas that Leisure originally had. The responsibilities for on-site management would therefore need to re-negotiated although it should be pointed out that this would be no guarantee that the agreements would not be changed in the future.

- 6.7 Option two would deliver singular on-site management as the overall responsibilities for the maintenance and operation of the sports facilities would pass to the schools. The schools themselves are mindful of the associated costs they would thereby inherit back from Leisure and would look to develop business plans to recoup that cost via generating block bookings income of their own. Block booking is where an individual or an organisation makes a long term commitment to use a facility and pays up front (for example 3 hours hire of the football pitch for 6 months every Tuesday and Thursday). Once access arrangements are agreed, the management of block booking is much less staff intense than pay and play and therefore expenditure can be reduced while maintaining income. Both schools could also approach their local parish / town councils to request financial assistance towards their continued commitment to providing community access. This option would most likely lead to the loss of certain aspects of current community use. For example access to the fitness facilities would be difficult to maintain and the delivery of coach-led sports courses would most likely cease too unless there were provided directly by coaches under the block booking system. In addition (but subject to the school's own plans) this option could potentially lead to staff redundancies although the Council's normal re-deployment strategies would be expected to mitigate this in whole or in part.
- 6.8 Given the anticipated differences that option two necessitated, Leisure Services and the Schools undertook public consultation regarding the future delivery models for both sports centres. Consultation questionnaires were duly made available for the period from 1 August to 30 September 2016. A total of 122 questionnaires were duly completed and a summary of the results is attached below as appendix 1.
- 6.9 Nearly 60% of all respondents were sole users of Edgbarrow. The responses indicated overwhelming public support (79.5%) for current arrangements to continue. This is not unexpected given that customers are generally happy with current arrangements and feel they would not benefit from change. Indeed loyalties towards the centres' staff, the specific activity programmes and the convenience of the locations were all expressed within the responses received. However there were 31 people (25.4% of all replies) who indicated that their own personal circumstances may be suited to block booking arrangements. It is also noteworthy that 86% of all respondents indicated they were individuals as opposed to representatives of groups (arguably less likely to see block bookings as suitable for their own patterns of use). Also, 19.5% of all the people who didn't think a block booking option would work did suggest that they would be able to use Bracknell Leisure Centre instead.
- 6.10 In order to assess whether users would be prepared to pay more to maintain full community access in order that a financial break-even operation could be achieved, one question sought to gauge what size of increase the market would bear. A price increase of 40% would be required at the current level of subsidy. Interestingly, 53.3% of all respondents indicated a willingness to support a price rise of up to 10%, which is commendable but still well short of the required 40% for the operation to

break even. Significantly, only 1.6% of respondents indicated a willingness to anything more than 20%. With price rises needing to be significantly over and above 40% to break even and a reluctance of customers to pay more than 10% it is clear that the subsidy could not be reduced by price increases. Consequently, there is the risk of further loss of business and increased costs to the Council which is untenable in the current economic climate.

- 6.11 Many of the free text responses indicate upset at the loss of daytime use and squash court access at Edgbarrow. Whilst in no way belittling community feelings these are actually not up for consideration as arrangements have already been agreed with the school that those facilities/access times will no longer be available for community use whichever future direction of travel is taken. Other free text responses generally point towards the strength of public feeling for community access to continue as it is now, expressing perceived difficulties with mapping individual use patterns to block booking arrangements and a marked indifference towards re-locating to Bracknell Leisure Centre.
- 6.12 Whilst public support for the management of the sports centres to continue as is the case now is high, the financial sustainability of the model looks increasingly difficult. The current 2016/17 revenue budget was based on full-day access at Edgbarrow sports centre being available for the full year. All income generated from that term-time daytime access will be lost from 2017/18 onwards. In addition the income trends for the indoor halls and outdoor pitches at Sandhurst have been in steady decline in recent years owing to the condition of the facilities. In the event the Executive determines that Leisure Services continue with the management of these sites it would required an additional £142,000 of subsidy to be funded from the revenue account. Significant investment would also be required at Sandhurst School to maintain a leisure operation. At the very least about £300,000 would be required to renew the synthetic pitch, and basic roof repairs of about £200,000 are required. The latter spend is required whether there is a community leisure offer there or not, and the most obvious source to fund this would be from the Education Capital Programme. There is also the current combined revenue funding from Crowthorne Parish and Sandhurst Town Councils (circa £52,000) and Crowthorne Parish Council has indicated, quite reasonably, it would expect its contribution to fall given the reduced community access and this could have a knock-on effect with Sandhurst Town Council. These changes would bring further financial pressure on the Council.
- 6.13 Despite the strong community support for the operation to continue as it is now, an annual revenue subsidy in excess of £320,000 is simply not considered sustainable and there is significant investment required. The schools have indicated a willingness to take full management control of their sites and continue to offer a more typical form of community access to a school site, and therefore the recommendation is made that the Leisure Division no longer manages community access at the schools from 1 April 2017.
- 6.14 Assuming that Executive approves option two as the future delivery model for community access at Edgbarrow and Sandhurst Schools work would then commence for the transfer of responsibilities for the operation of the sports facilities. The anticipated handover of control would be 1 April 2017.
- 6.15 The vast majority of the leisure equipment is owned by the Council. An assessment of this equipment would be made and if there is no clearly identified need for it at the Council's other facilities then, assuming the schools want it, the assumption is that these would be gifted to the schools.

- 6.16 Previously, the Council has committed at the least to continue offering the current leisure service to the end of March 2017 but although the cessation of daytime use at Edgbarrow School and the uncertain future of the services have created a significant loss of income as previously identified, it is recommended that the Council maintains that commitment. Primarily this is because the Council has made booking commitments to clubs and organisations and therefore customer service and maintenance of reputation are a priority, but also in a practical sense it will take time to deliver an orderly handover with the school.
- 6.17 Once the schools have identified their staffing requirements there may be opportunities for some leisure staff to transfer to the schools. Others will benefit from the Council's redeployment policy either within Leisure Services or elsewhere but if all else fails there may be the need for some redundancies.
- 6.18 The recommendations mean that the public will have less easy access to the facilities although community use will be maintained but nonetheless a valued community service will be diminished. It will be essential that the reasons behind the decision be communicated effectively with customers, the community in general and of course staff and there will be a corporate approach to this element.

7 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 7.1 By law the occupation and use of school premises, both during and outside school hours, is under the control of the governing body, subject to any directions given by the local authority or any transfer of control agreement entered into by the governing body. In exercising control of the occupation and use of premises outside school hours the governing body is required to have regard to the desirability of those premises being made available for community use.

Both the Edgbarrow and Sandhurst sports centres are subject to transfer of control agreements involving Bracknell Forest Council, the respective Parish Councils and the school Governing Bodies. These Management Agreements were put in place in 1981 (Edgbarrow) and 1985 (Sandhurst) and both were updated in the year 2000 whereby the control of use of each of the sports centres was transferred to Bracknell Forest Council and a Joint Management Committee set up for this purpose. The Agreements were intended to continue until 2041 so will formally need to be terminated to give effect to the recommendations set out in this report.

Borough Treasurer

- 7.2 Edgbarrow and Sandhurst has a deficit cash budget (i.e. operational income and expenditure but excluding capital charges, pension adjustments and recharges) of £179,000. A potential budget pressure of £142,000 would be incurred should the Council continue to manage the facilities.

Equalities Impact Assessment

- 7.3 The potential loss of all community access at both sports centres (in its current form) would most likely impact equally on all users groups.

Strategic Risk Management Issues

- 7.4 The impact of the potential loss of full community access at Edgbarrow and Sandhurst sports centres on a pay-and-play basis is seen as a significant public relations risk.

8 CONSULTATION

Principal Groups Consulted

- 8.1 User group representing both facilities; local residents and sports centre users. Headteachers and Governors at Edgbarrow and Sandhurst School; Edgbarrow and Sandhurst Joint Management Committee

8.2 Method of Consultation

Meetings and on-line / paper public consultation.

Representations Received

- 8.3 Strong community preference for continuation of existing arrangements; schools willing to accept sole management of facilities.

Background Papers

Public consultation questionnaire results – Appendix 1

Contact for further information

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

Gareth Jones, Head of Recreation - 01189 747580.
gareth.jones@bracknell-forest.gov.uk

Appendix 1 – Public Consultation Questionnaire Results

Your use of the sports centres

1. Are you responding to this survey as an individual or on behalf of an organisation?

(please select one answer)

Individual	105 (86.06%)
Organisation (eg, club, group, association, team)	14 (11.48%)
Didn't indicate.....	3 (2.46%)

2. Which sports centre do you currently use?

If neither, please answer Questions 8-10 and then complete the 'About you' section

(please select one answer)

Edgbarrow sports centre	72 (59.02%)
Sandhurst sports centre	19 (15.57%)
Both	14 (11.48%)
Neither	14 (11.48%)
Didn't indicate.....	3 (2.46%)

3. How often do you typically visit?

(please select one answer for each question)

Monday to Friday daytime

62 people responded as below

Several times a week.....	25 (40.32%)
Once a week.....	8 (12.90%)
Several times a month.....	8 (12.90%)
Once a month.....	1 (1.61%)
Rarely/never.....	20 (32.26%)
Other.....	0

Evenings/weekends

87 people responded as below

Several times a week.....	34 (39.08%)
Once a week.....	33 (37.93%)
Several times a month.....	12 (13.79%)
Once a month.....	4 (4.60%)
Rarely/never.....	3 (3.45%)
Other.....	1 (1.15%)

4. How far do you currently travel to use the facilities?

(please select one answer)

105 people responded as below

Less than 5 minutes	30 (28.57%)
5 to 10 minutes	43 (40.95%)
11 to 30 minutes	29 (27.62%)
More than 30 minutes	3 (2.86%)

5. Why do you currently choose to use Edgbarrow or Sandhurst sports centres? Please rate the each option on a scale of 1 to 5 where 5 is the highest.

(please select one answer for each question)

Health/fitness

50.8% rated this as a 5

As a community activity/social contact

32.8% rated this as a 5

For specific sports coaching

17.2% rated this as a 5

For Convenience

51.6% rated this as a 5

Other – please specify (23 people responded as below)

My club plays here	4
I attend a specific class or activity	4
Price (value for money)	1
Availability of facilities (right day/right time)	5
Provided daytime access	1
Friendly Staff; Good coaches/instructors	5
Location	1
Quality of facilities	2

6. Which facilities or activities do you typically use? (Tick all that apply)

(please select all that apply)

Fitness room	20.28%
Badminton	17.92%
Exercise classes	15.57%
Squash*	4.25%
Tennis	5.66%
Football (indoor)	1.89%
Children's birthday parties	7.08%
Trampolining	2.36%
Gymnastics	3.30%
Martial arts	3.30%
Indoor cricket	0%
Archery	1.89%
Volleyball	0%
Basketball	0%
Table tennis	3.30%
Football (outdoor)	4.72%
Holiday schemes	6.13%
Netball	0.47%
Other.....	1.89%

7. Are there any activities which are not currently offered that you would wish to participate in if they were available? Please describe.

23 people responded as below

Table Tennis (at SSC)	3
Spin classes	1
More classes	4
Pilates	3
Squash	1
Daytime access	1
Cricket	1
Kettlebell classes	1
Swimming	2
Zumba	2
Boxing	1
Short tennis	1
Gym access for U16	1
Fitsters	1

Options

With Option 2 it is envisaged that each school would hire facility space and time to interested persons on a block booking basis. In other words access to facilities would be pre-booked for a set time on a set day in a set space for a fixed number of weeks at a time.

8. From 1 April 2017 which of the two options for future community access would you personally prefer?

(please select one answer)

119 people responded

Option 1 – current provision (outside of school hours) is retained	79.50%
Option 2 – block booking access directly with either school	8.20%
No preference	9.84%
No response.....	2.46%

9. Given the likelihood that either option would most likely entail a rise in prices please could you indicate the level of increase you would be prepared to bear

(please select one answer)

104 people responded

Up to 10%	53.28%
11 to 20%	12.3%
21 to 30%	0.82%
31 to 40%	0%
More than 40%	0.82%
No price increase would be acceptable ...	18.03%
No response.....	14.75%

Implications of Option 2

Given that Option 1 would present little or no change could you please respond to the questions below concerning Option 2.

10. Could your current pattern of use be maintained if you (or the activity or group you are a part of) were to block book space directly with either school?

If no, please go to Question 20 and continue from there, if yes or don't know please answer Questions 11 to 19 and then the 'About you' section (please select one answer)

105 people responded

Yes	25.41%
No	33.61%
Don't know/unsure	27.05%
No response.....	13.93%

11. Which facility / facilities would you require access to? (Tick all that apply)

(please select all that apply)

63 people responded

ESC - Dance Studio (formerly squash courts)	4.60%
ESC - Fitness Room	17.24%
ESC - Main Astro-Turf Pitch (all or part of)	5.75%
ESC - Main Sports Hall (all or part of)	28.74%
ESC - Small Hall	14.94%
ESC - Tennis courts	0%
SSC - Fitness Room	4.60%
SSC - Gymnasium Hall	5.75%
SSC - Main Astro-Turf Pitch (all or part of)	2.30%
SSC - Main Sports Hall (all or part of)	10.34%
SSC - Small Astro-Turf Pitch	3.45%
SSC - Tennis courts	2.30%

ESC = Edgbarrow Sports Centre

SSC = Sandhurst Sport Centre

12. Which day(s) would you most likely want to access to the facilities?

(please select one answer)

62 people responded

Monday to Friday evenings	58.06%
Weekends	14.52%
Weekday evenings and weekends	27.42%
Don't mind	0%

13. Which time(s) in the evenings would you most likely want to access the facilities?

(please select all that apply)

54 people responded

5.30pm to 6.30pm	17.43%
6.30pm to 7.30pm	31.19%
7.30pm to 8.30pm	26.61%
8.30pm to 9.30pm	19.27%

Later than 9.30pm5.50%

14. Which time(s) at the weekends would you most likely want to access the facilities?

(please select all that apply)

24 people responded

9am to midday48.28%
Midday to 3pm10.34%
3pm to 6pm10.34%
Later than 6pm31.03%

15. How long would you typically expect to use the facilities for on each visit?

(please select one answer)

64 people responded

Up to 1 hour45.31%
1 to 2 hours37.50%
2 to 3 hours17.19%
More than 3 hours0%

16. Please consider the following list and indicate which things you feel should be the school's responsibility and which should be yours?

(please select one answer for each question)

63 people responded

Self School

Set up / take down / move equipment

40 % self / 60% school

Insurance

25.4% self / 74.60% school

First aid provision

29.51% self / 70.49% school

Unlocking/locking facilities

8.06% self / 91.94% school

17. How regularly do you think you would block book the facilities?

(please select one answer)

58 people responded

For the term ahead (approximately 3 months)43.10%
For the next 6 months15.52%
For the next year39.66%
For another period of time1.72%

18. How do you currently interact with sports centre staff concerning your bookings? (Tick all that apply)

(please select all that apply)

59 people responded

In person at the desk56.04%
On the phone23.08%
Via email20.88%

19. When do you normally make contact with sports centre staff concerning your bookings? (Tick all that apply)

(please select all that apply)

56 people responded

Monday to Friday before 5.30pm34.18%

Monday to Friday after 5.30pm45.57%

Weekends13.92%

School holidays6.33%

Alternatives

20. Please explain why you do not think your current pattern of usage could be maintained under a block booking arrangement? (ie, what would change for you personally if a block booking arrangement is put in place)

40 people responded as below

Squash unavailable	5
Flexibility to book ad hoc	18
Can't book birthday parties	1
Need daytime access	3
Wouldn't be any instructor-led classes	4
Fitness room use wouldn't be possible	6
No holiday club	2
Not suitable for individual use	1

21. Would you be able to use Bracknell Leisure Centre instead of Edgbarrow or Sandhurst sports centres?

If yes, please go to Question 24 and continue from there

(please select one answer)

41 responded

Yes19.51%

No80.49%

22. What would stop you transferring to Bracknell Leisure Centre? (Tick all that apply)

If 'Travel time/distance' please answer the next question

(please select all that apply)

33 responded

Travel time / distance38.03%

Cost of travel21.13%

Lack of transport8.45%

Time / availability of access8.45%

No direct comparable activity7.04%

Unfamiliarity5.63%

Other11.2% (See table below)

Losing sense of community	1
BLC is too big / too busy	1
Traffic congestion	3
BLC parking too busy	1
Facilities unavailable at time/day	2

required
 Classes/activities unavailable 1

23. How far would you be prepared to travel?

16 people responded as below

Within walking distance	3
Within cycling distance	2
Up to 2 miles	2
More than 2 miles	4
Up to 10 minutes	3
Not prepared to travel at all	2

24. What other current local venues might be suitable for your personal requirements? (please name the venues and explain how and why they might meet your needs)

11 people responded as below

Camberley Arena	3
Pinewood	4
Anywhere offering daytime access	1
Frogmore	1
Anywhere offering Squash courts	1
Anywhere offering tennis	1

25. Are there any other alternatives for providing community leisure for Crowthorne and Sandhurst that you feel have not yet been considered?

15 people responded as below

Transfer to Easthampstead Park Conference Centre	1
Centres to be run independently of the Council and schools	1
Re-locate facilities to Broadmoor	5
Re-locate facilities to TRL	2
Offer reduced pricing at Wellington Sports Centre	1
Keep one or both centres (ESC or SSC) open and operating as they are now	4
Open later/close earlier @ ESC and SSC	1

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TO: EXECUTIVE
15 NOVEMBER 2016

**REVISED LOCAL DEVELOPMENT SCHEME FOR A JOINT MINERALS AND WASTE
LOCAL PLAN**

Director of Environment, Culture and Communities

1 PURPOSE OF REPORT

- 1.1 The purpose of this report is to seek the Executive's approval to bring a revised Local Development Scheme (LDS) for a Joint Minerals and Waste Local Plan (JMWP) into effect.
- 1.2 In addition to the Comprehensive Local Plan (CLP), the current LDS (June 2015) sets out a timetable for the preparation of a 'Joint Waste and Minerals Local Plan' and associated Policies Map (covering Bracknell Forest, Wokingham Borough, Royal Borough of Windsor and Maidenhead and Reading Borough) (the Authorities). Since the 2015 LDS was agreed, the Authorities have investigated various options for preparing a new JMWP. As a result, it has been decided to commission Hampshire Services (professional services provided by Hampshire County Council (HCC)) to prepare the JMWP and the contract is currently being finalised. In the meantime, staff at HCC have compiled a project plan for the preparation of the JMWP bearing in mind the need to set realistic timescales based on local circumstances (including available resources and the democratic processes required at various stages of plan preparation for each of the four Authorities involved).
- 1.3 Since the revised timetable is different to that in the 2015 LDS, it is necessary to supersede that element of the 2015 LDS that deals with the 'Joint Waste and Minerals Local Plan'.

2 RECOMMENDATIONS

2.1 That the Executive:

- (i) **Approves the Local Development Scheme for a Joint Minerals and Waste Plan (Appendix A) to come into effect on 23rd November 2016, in respect of Bracknell Forest Borough; and**
- (ii) **Agrees the withdrawal of that element of the Bracknell Forest Local Development Scheme (June 2015), that refers to a Joint Waste and Minerals Local Plan.**

3 REASONS FOR RECOMMENDATIONS

- 3.1 The Council is required to maintain an up to date LDS on its website. An up to date LDS gives residents, landowners, commercial operators and potential investors a clear indication that the Council remains committed to having an effective planning policy framework in place. Existing policies in the Replacement Minerals Local Plan for Berkshire and the Waste Local Plan for Berkshire pre-date current planning legislation, policy and guidance and therefore need to be reviewed in the light of these in order to provide a robust planning policy framework.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 The option of not updating the 2015 LDS has been considered but as set out in this report the current timetable pre dates the decision to commission HCC to prepare the plan. Failure to update the LDS would result in misleading information regarding the timetable for plan preparation for local residents, landowners and commercial operators, concerning the Council's intended approach to producing planning policies to guide future minerals and waste development.

5 SUPPORTING INFORMATION

Background

- 5.1 As a Unitary Authority, Bracknell Forest Council has responsibility for planning for the future provision of minerals and disposal of waste in its area. However, the nature of minerals and waste development means that there are often implications beyond an individual Authority's boundary and as such the matter is better planned for on a more extensive geographical basis. As such, the four Authorities have decided to pursue a JMWP. This would be produced by HCC, on behalf of the Authorities. HCC has experience in this area of work, having recently adopted its own Minerals and Waste Local Plan.

Existing minerals and waste policy

- 5.2 Existing policies are set out in the Replacement Minerals Local Plan for Berkshire (2002) and the Waste Local Plan for Berkshire (1998). Policies in these plans were designed to guide development until 2006. Although the 'saved' policies are still used, they have become less effective due to inconsistencies with national policy. The JMWP will cover the period 2020-2036 and will be prepared, submitted and adopted by the four Authorities as a joint document replacing or 'superseding' the existing minerals and waste local plans referred to above, for the specified Authorities.

Local Development Scheme agreed in 2015

- 5.3 The 2015 LDS makes provision for the preparation of a 'Joint Waste and Minerals Local Plan' covering Bracknell Forest, Reading, Royal Borough of Windsor and Maidenhead and Wokingham Borough. However, at the time of writing it was assumed that internal resources would be used. Due to the level of expertise required and competing work, other options for carrying out the work were subsequently investigated, culminating in the appointment of HCC to undertake the work. As a result, the timetable in the 2015 LDS no longer reflects the current state of play and needs amending. The 2015 LDS also refers to the CLP and sets out a timetable for the preparation of that plan. The Council will continue to prepare the CLP in line with that timetable. The CLP focuses on areas of planning that are not related to minerals and waste.

The Central and Eastern Berkshire Authorities Minerals and Waste Development Scheme

- 5.4 HCC has prepared a new project plan covering the period 2016 – 2020 in respect of producing a JMWP. It is important that the project plan for preparation of the JMWP is realistic, 'fit for purpose', and that the timescales are justified based on local circumstances (including available resources). The timetable reflects:
- Available resources;
 - The need to build upon previous minerals and waste plans;
 - The Statement of Community Involvement requirements for each Authority;
 - The need to produce a robust and up-to-date evidence base;

- The need to undertake Sustainability Appraisal and a detailed Habitats Regulations Assessment;
- New guidance and emerging best practice; and
- The need to allow for democratic processes at the various plan preparation stages for each of the four Authorities.

5.5 The following table outlines the timetable for the preparation of the JMWP.

JMWP Key Milestones	Timescale	Description
Regulation 18 (Stage One - Issues & Options Preparation)	Sept 2016 – March 2017	Call for Sites Draft Plan Vision & Objectives Proposed content Evidence Base (Initial findings) <ul style="list-style-type: none"> • Initial review of sites • Scoping Report (SA/SEA) • Screening (HRA) • Draft Minerals Background Study • Draft Waste Data
Regulation 18 (Issues & Options Consultation)	March 2017– Sept 2017	Consultation on the initial work and the various options
Regulation 18 (Stage Two - Preferred Options Preparation)	July 2017 – Dec 2017	Draft Evidence Base Draft Plan based on Evidence Base and Consultation
Regulation 18 (Preferred Options Consultation)	Jan 2018 – May 2018	Consultation on the options selected as preferred
Regulation 19 (Proposed Submission Document Preparation)	May 2018 – Oct 2018	Update Evidence Base Revise Plan based on Evidence Base and Consultation
Regulation 19 (Proposed Submission Document Consultation)	Nov 2018 – March 2019	Consultation on the Plan to be submitted to the Secretary of State
Regulation 22 (Preparation)	March 2019 – Sept 2019	Update Evidence Base Proposed Modifications based on Evidence Base and Consultation
Regulation 22 (Submission to SoS)	Winter 2019	Submitting the Plan to the Secretary of State who appoints a Planning Inspector
Regulation 24 (Public Examination)	Spring 2020	Pre- Examination Hearing Planning Inspector examines the Plan

Unrestricted

Regulation 25 (Inspector's Report)	Summer 2020	Planning Inspector delivers his report on the Plan
Regulation 26 (Adoption)	Winter 2020	All Authorities adopt the Plan, as modified by Planning Inspector

Evidence base

- 5.6 Gathering evidence is an ongoing process and must be continued throughout the plan preparation process. Data will be required on matters such as municipal waste arisings, transfer, treatment and disposal, capacity of waste operations, site appraisals, minerals resources and demand for minerals.

Policies Map

- 5.7 A Policies Map will form part of the JMWP and will be prepared simultaneously with the Plan. The Policies Map illustrates geographically how the policies of the Local Plan are to be applied.

Governance

- 5.8 Consideration will be given to the governance of joint work and decision making at each milestone, prior to the commencement of work. In order to facilitate the production of the JMWP, the principle of forming a Joint Committee will be explored. It is envisaged that initially a Joint Board will act as a sounding board for decisions. Although it is currently envisaged that decisions regarding key milestones of the plan making process will be dealt with in accordance with the internal governance arrangements for each Authority, this matter is still being negotiated. These key milestones will include the draft plan for publication, the draft Plan for submission to the Secretary of State for examination and the adoption of the Plan. It is acknowledged that whatever arrangement is put in place, the final adoption of the Plan would need to be by each Council. Officers are due to work up Terms of Reference in the near future.
- 5.9 HCC is well versed in producing a plan which has complex governance arrangements as staff at HCC have been working on behalf of the County, Southampton, Portsmouth and the South Downs National Park.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 6.1 The recommendation of the report is to seek the Executive's approval to bring a revised Local Development Scheme (LDS) for a Joint Minerals and Waste Local Plan (JMWP) into effect in substitution for the references to the Joint Minerals and Waste Local Plan in the extant Local Development Scheme.
- 6.2 Local Planning Authorities are required to prepare and maintain a LDS in accordance with Section 15 of the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011). This must specify (among other matters) the documents which, when prepared, will comprise the Local Plan for the area. It must be made available publically through publication on a web-site and kept up-to-date.
- 6.3 A Local Plan must be prepared in accordance with the LDS pursuant to Section 19 (1) Planning and Compulsory Purchase Act 2004 ("PCPA"). The National Planning

Practice Guidance states that *“local planning authorities with minerals and waste planning responsibilities should also produce plans to provide a framework for decisions involving these uses. Local planning authorities can produce combined minerals and waste plans and, where relevant, may also prepare one Local Plan combining policies on minerals, waste and other planning matters”*.

- 6.4 Section 28 of the PCPA enables two or more Local Planning Authorities to agree to prepare a joint Local Plan, which can be an effective means of addressing cross-boundary issues, sharing specialist resources and reducing costs. The Local Planning Authority is required to adhere to the statutory criteria set out under the Town and Country Planning (Local Planning) (England) Regulations 2012 and the statutory duty to co-operate pursuant to s33A PCPA (as amended by the Localism Act 2011) in preparing and consulting upon the joint plan. This duty requires Local Planning Authorities and certain other public bodies to cooperate with each other in preparing a Local Plan, where there are matters that would have a significant impact on the areas of two or more Authorities. The extent of collaborative working required between the respective Authorities to deliver the JMWP would satisfy this statutory duty.
- 6.5 Further, Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012 sets out the statutory requirements that a Local Planning Authority must adhere to with regards to consultation at key stages of the plan making process as set out in the Table at paragraph 5.5 of the report. This must be undertaken in accordance with the commitments set out in the Local Planning Authority’s Statement of Community Involvement.
- 6.6 Paragraph 5.8 of the report sets out the initial governance arrangements for decision making relating to the JMWP. This will entail the creation of a Joint Board including representatives from all four Authorities. It is envisaged that all decisions at the key stages of the statutory plan making process will be made by each of the separate Authorities involved through their own governance arrangements. This approach will assist in minimising the strategic risk of delay identified in paragraph 6.11 of the report which will be safeguarded through the inclusion of robust provisions to protect each Authority’s respective interests.
- 6.7 Negotiations concerning the terms of reference for the JMWP are still at a formative stage. The preferred option at this stage in the process is for the Authorities to enter into an agreement pursuant to Section 113 Local Government Act 1972 to formalise the shared service arrangement. This provision, enables Local Authorities to make their staff available to another Local Authority. This power is particularly useful when two or more Local Authorities participate in a shared services arrangement, perhaps using a joint committee structure, which does not constitute a separate legal entity. The staff could be seconded with one authority acting as the "lead authority", as the host or new employer. The lead Authority may then make those staff available to each of the participating Authorities, with the benefit that the staff are then treated as employees of the borrowing Authority when they are working on its behalf, so being covered by the borrowing Authority's insurance and indemnity arrangements.
- 6.8 The recommendation of the report is reserved to the Executive in accordance with Schedule 4 (1) and 4 (4)(a) (ii) of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000. This provides that the the function of amending, modifying, varying or revoking any plan or strategy of a description referred to in paragraph 4(1) concerning the formulation or preparation of any plan or strategy included in Column 1 of Schedule 3 such as “plans and alterations which together comprise the Development Plan,” shall be the responsibility of an Executive of the Authority. This is prefaced upon to the extent that the making of the

amendment, modification, variation or revocation is authorised by a determination made by the Authority when approving or adopting the plan or strategy, which is the case in this instance.

Borough Treasurer

- 6.9 The costs of the service will be shared equally between the four Authorities. It is anticipated that the work will be commissioned in this financial year. The Council's Budget makes adequate provision for the delivery of the work outlined in this report with the exception of the consultancy requirements detailed in paragraph 5.3, and as such a budget pressure of £70,000 has been included for consideration in the 2017/18 budget proposals. This pressure would exist until the completion of the plan which is anticipated to be at the end of four years (in line with the timetable set out in the attached LDS).

Equalities Impact Assessment

- 6.10 Since this report concerns the amendment of a timetable for a committed Local Plan, rather than a new Local Plan, it is not necessary to complete an Equalities Screening Record Form.

Strategic Risk Management Issues

- 6.11 The Strategic Risk Register (2016) includes Risk 10 which identifies the risk of not working effectively with key partners or residents in the development of services. Such a risk could mean that community needs are not met. This could have a negative impact on community cohesion. The production of an up to date JMWP as specified in the LDS will involve extensive engagement with stakeholders and residents in order to identify local needs. Risk 12 identifies the risk of being unable to implement legislative changes. As set out in Section 6 such changes may mean some delays to the Local Plan preparation process.

7 CONSULTATION

Principal Groups Consulted

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

Method of Consultation

- 7.2 Local Plans have to go through prescribed procedures and are subject to wide public consultation and ultimately an independent public examination before they can be adopted. Various methods of engagement will be used, including the Council's web site, letters and press releases, as appropriate

Background Papers

APPENDIX A Local Development Scheme 2015 – 2020

Local Development Scheme 2015 – 2018

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

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Central & Eastern Berkshire Authorities

Joint Minerals & Waste Plan

Minerals & Waste Development Scheme

2016 - 2020

September 2016



[To add
W+MH
Logo]



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Prepared by Hampshire Services

Hampshire County Council

www.hants.gov.uk/sharedexpertise



1. Introduction

What is a Minerals & Waste Development Scheme?

- 1.1 This Minerals and Waste Development Scheme provides a timetable for the production of the Joint Minerals and Waste Plan (JMWP) for Central & Eastern Berkshire. This covers the administrative areas of Bracknell Forest, Reading, Windsor & Maidenhead and Wokingham.
- 1.2 The Scheme sets out what planning policy documents will be prepared, the subject matter, which geographical areas they relate to and the various stages that each will go through, including opportunities for public participation.
- 1.3 Under the Planning & Compulsory Purchase Act 2004 as amended, all local planning authorities must prepare a Local Development Scheme¹. Similarly, a Minerals and Waste Development Scheme is prepared by a Minerals and Waste Planning Authority², and sets out the programme for preparing development planning documents including Local Plans.
- 1.4 This Minerals and Waste Development Scheme (2016) came into effect on **XXX** following approval by the relevant mineral and waste planning authorities.
- 1.5 The Development Scheme will be reviewed and rolled forward on a regular basis to take account of the plan-making progress and monitoring. The latest updates to it can always be viewed on the relevant authority websites³.

Why is a Joint Minerals & Waste Plan being prepared?

- 1.6 It is important to keep plans up to date and make sure they are working to achieve the vision of the Central & Eastern Berkshire Authorities. As part of this we are preparing a JMWP.
- 1.7 This new Plan will build upon the formerly adopted minerals and waste plans for the Berkshire area and improve, update and strengthen the policies and provide details of strategic sites that we propose will deliver the vision.

¹ Planning & Compulsory Purchase Act 2004, part 2, section 15:

www.legislation.gov.uk/ukpga/2004/5/contents

² Planning & Compulsory Purchase Act 2004, part 2, section 16:

www.legislation.gov.uk/ukpga/2004/5/contents

³ Bracknell Forest Council: <http://www.bracknell-forest.gov.uk/planningpolicy>, Reading Borough Council:

<http://www.reading.gov.uk/readingldf>, The Royal Borough of Windsor & Maidenhead:

https://www3.rbwm.gov.uk/info/200209/planning_policy, Wokingham Borough Council:

<http://www.wokingham.gov.uk/planning-and-building-control/planning-policy/minerals-and-waste/>

- 1.8 This is important because out of date plans allows less control over getting the right developments, in the right locations, at the right time for Central & Eastern Berkshire and could lead to more planning applications determined at appeal.
- 1.9 It is important that the project plan for preparation of the JMWP is realistic, 'fit for purpose', and that the timescales are justified based on the local circumstances (including its available resources). The timetables set out in this document therefore reflect:
- The available resources (see below);
 - The need to build upon previous minerals and waste plans;
 - The Statement of Community Involvement requirements for each Authority;
 - The need to produce a robust and up-to-date evidence base;
 - The need to undertake Sustainability Appraisal and a detailed Habitats Regulations Assessment;
 - New guidance and emerging best practice; and
 - The need to undergo democratic processes at the various plan preparation stages for each of the four authorities involved.
- 1.10 Minerals and waste planning authorities are allowed to work together to prepare minerals and waste development documents⁴. The minerals and waste development plan document in this Scheme will be prepared, submitted and adopted by the four authorities as a joint document.
- 1.11 Each of the Development Schemes prepared by the Berkshire Authorities includes details of the preparation of the joint mineral and waste development document⁵. In addition, each mineral and waste planning authority is required to prepare its own Statement of Community Involvement.
- 1.12 In order to facilitate the production of the JMWP, the four mineral and waste planning authorities will form a joint elected Member 'steering panel'. This comprises one representative Member from each authority. This acts as an advisory body on the preparation of the joint minerals and waste development document. It is envisaged that the panel will be entirely advisory and not a 'joint committee'. Each mineral and waste planning authority will 'adopt' the joint minerals and waste development document individually or a formal Joint Committee arrangement will be developed for decision-making purposes.

What area will be covered by the Joint Minerals & Waste Plan?

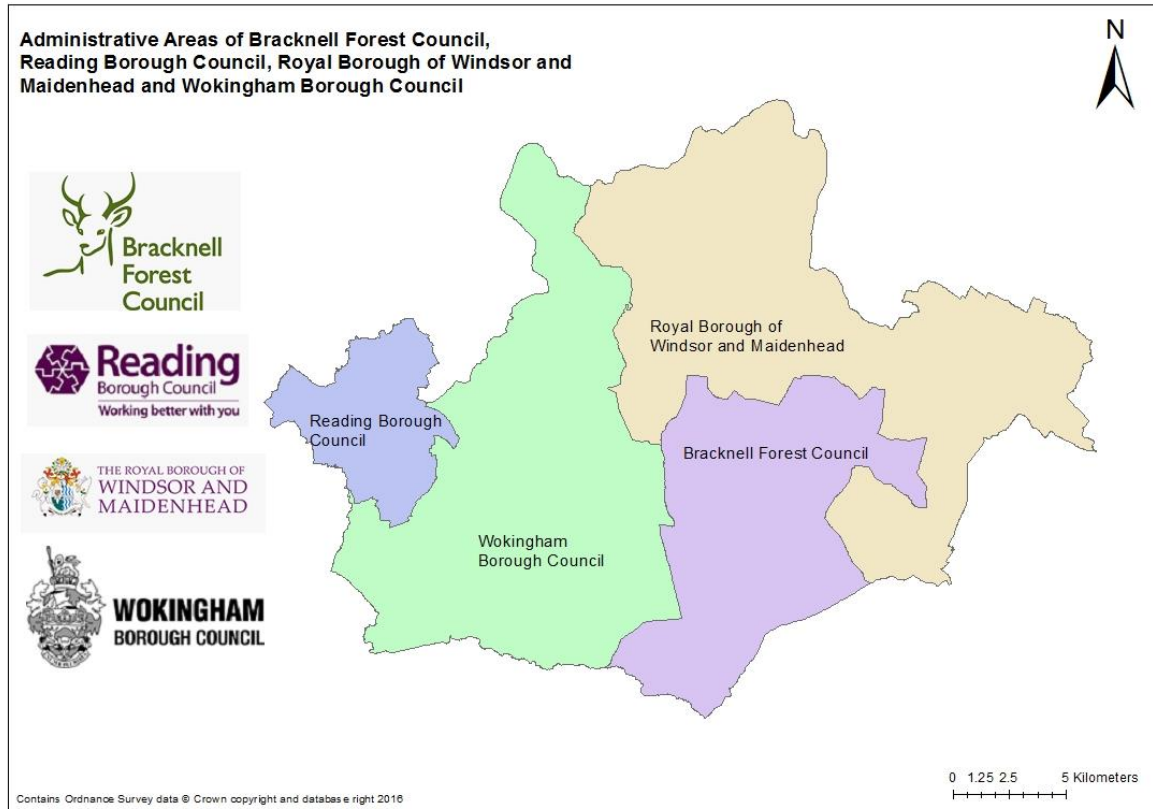
- 1.13 Mineral and waste planning issues are most appropriately addressed jointly so that strategic issues can be satisfactorily resolved. The Plan will cover the

⁴ Under section 28 of the Planning and Compulsory Purchase Act 2004

⁵ As required under Section 15 of the Planning and Compulsory Purchase Act 2004

administrative areas of Bracknell Forest, Reading, Windsor & Maidenhead and Wokingham, all of which are minerals and waste planning authorities.

1.14 The map below indicates the administrative areas of each partner authority.



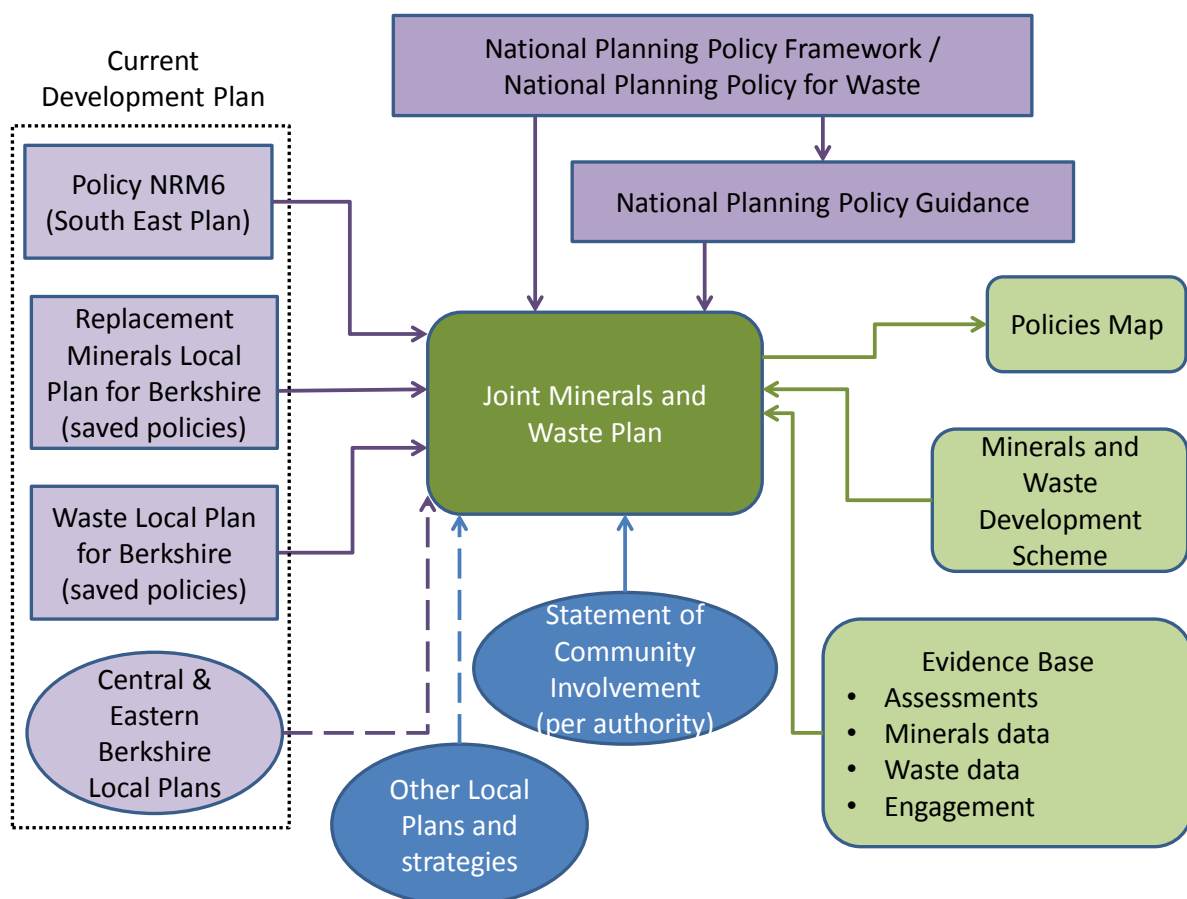
What resources are available for plan-making?

- 1.15 The Central & Eastern Berkshire Authorities have commissioned Hampshire Services (professional services provided by Hampshire County Council (HCC)) to prepare the JMWP on their behalf. Hampshire Services will contribute planning, specialist and managerial staff resources sufficient to prepare a sound plan. HCC has extensive experience in minerals and waste plan-making and working in partnership following the successful adoption of the Hampshire Minerals & Waste Plan in 2013 which was produced in partnership with Southampton and Portsmouth City Councils and the New Forest and South Downs National Park Authorities.
- 1.16 The Central & Eastern Berkshire Authorities have committed significant financial support to the preparation of the JMWP and will also provide support and contribute some staff time where required.
- 1.17 The plan-preparation process will also be used as a vehicle to up-skill officers within the Berkshire Authorities on minerals and waste planning issues and their involvement will provide invaluable local knowledge to the process.

2. Minerals & Waste Planning

What is the Joint Minerals & Waste Plan?

- 2.1 The JMWP will be a Local Plan, supported by other development documents such as the Statement of Community Involvement for each Authority. The JMWP will cover the period 2020-2036 and will replace or 'supersede' the currently adopted minerals and waste local plans for the relevant Berkshire authorities. This is explained further in para. 2.6 of this document.
- 2.2 The Local Plan will undergo an examination conducted by an independent Planning Inspector.
- 2.3 The image below shows the documents that make up the JMWP and the linkages to other strategies.



How does the Plan relate to other Plans and Strategies?

National Planning Policy

2.4 The JMWP will need to accord with current planning policy and guidance on minerals and waste. The National Planning Policy Framework (NPPF)⁶ was published on 27 March 2012. The National Planning Practice Guidance⁷ which sits alongside the NPPF was launched in 2014 and is a live document, updated as necessary by the Government. The Waste Management Plan for England⁸ was published in December 2013, followed by the National Planning Policy for Waste⁹ which was published in October 2014.

Regional Planning Policy

2.5 The South East Plan was partially revoked on 25 March 2013. Policy NRM6, which deals with the Thames Basin Heaths Special Protection Area, remains in place as a saved policy¹⁰ and is relevant to the plan area.

Local Planning Policy

2.6 The currently adopted minerals and waste plans for the Berkshire area¹¹, including the Central & Eastern Berkshire Authorities are the Replacement Minerals Local Plan for Berkshire, adopted in 1995 and subsequently adopted alterations in 1997 and 2001¹² (including Appendices¹³ and saved policies¹⁴) and the Waste Local Plan for Berkshire adopted in 1998¹⁵ (including saved policies¹⁶). The Minerals Local Plan and Waste Local Plan cover the

⁶ National Planning Policy Framework (2012) - <https://www.gov.uk/government/publications/national-planning-policy-framework--3>

⁷ Planning Practice Guidance - <http://planningguidance.communities.gov.uk/>

⁸ Waste Management Plan for England - <https://www.gov.uk/government/publications/waste-management-plan-for-england>

⁹ National Planning Policy for Waste - <https://www.gov.uk/government/publications/national-planning-policy-for-waste>

¹⁰ Natural Resource Management (NRM6) - <http://www.bracknell-forest.gov.uk/south-east-plan-policy-nrm6.pdf>

¹¹ Minerals and Waste. <http://www.wokingham.gov.uk/planning-and-building-control/planning-policy/minerals-and-waste/>

¹² Replacement Minerals Local Plan for Berkshire 2001 - <http://www.bracknell-forest.gov.uk/replacement-minerals-local-plan-for-berkshire-2001.pdf>

¹³ Replacement Minerals Local Plan for Berkshire 2001 Appendices. <http://www.bracknell-forest.gov.uk/replacement-minerals-local-plan-for-berkshire-2001-appendices.pdf>

¹⁴ Mineral Local Plan Saved Policies. <http://www.bracknell-forest.gov.uk/mineral-local-plan-saved-policies-schedule.pdf>

¹⁵ Waste Local Plan for Berkshire. 1998. <http://www.bracknell-forest.gov.uk/waste-local-plan-for-berkshire.pdf>

¹⁶ Waste Local Plan Saved Policies. 1998. <http://www.bracknell-forest.gov.uk/waste-local-plan-saved-policies-schedule.pdf>

administrative areas covered by the Central & Eastern Berkshire Authorities as well as Slough Borough Council and West Berkshire Council. While these plans cover the period until 2006, the Secretary of State has directed that a number of policies in them should be saved indefinitely until replaced by national, regional or local minerals and waste policies. For Central & Eastern Berkshire these saved policies will be replaced by the JMWP, when it is adopted.

- 2.7 A review of the Replacement Minerals Local Plan for Berkshire and the Waste Local Plan for Berkshire was previously being undertaken on behalf of the six Berkshire Unitary Authorities by the Joint Strategic Planning Unit (JSPU). The JSPU published a 'Preferred Options' version of the Joint Minerals and Waste Core Strategy in September 2007 and a Submission Draft version was published in September 2008. The Core Strategy was submitted to the Secretary of State in February 2009. The Minerals and Waste Core Strategy Examination commenced in June 2009. During the hearing concerns were raised regarding the accuracy of the evidence base used to support the waste strategy. As a result of these concerns the Inspector decided to adjourn the Examination and the Secretary of State subsequently formally requested the withdrawal of the Core Strategy in January 2010.
- 2.8 After a review of minerals and waste planning the Central & Eastern Berkshire Authorities decided to progress with a JMWP. While the JMWP does not cover Slough Borough Council¹⁷ or the West Berkshire Council¹⁸, close coordination of the work between the various Berkshire authorities will continue in order to plan for minerals and waste strategically and address any cross-border issues that may arise.
- 2.9 Each of the Central & Eastern Berkshire Authorities will continue to prepare its own Local Plan, which will focus on the areas of planning that are not related to minerals and waste. They include the following:
- Comprehensive Local Plan for Bracknell¹⁹;
 - Local Plan Update for Wokingham²⁰;
 - New Local Plan for Reading²¹; and the
 - Borough Local Plan for Windsor and Maidenhead²².

¹⁷ Slough Borough Council minerals and waste policy - <http://www.slough.gov.uk/council/strategies-plans-and-policies/minerals-and-waste.aspx>

¹⁸ Emerging West Berkshire Minerals and Waste Local Plan - <http://info.westberks.gov.uk/index.aspx?articleid=29081>

¹⁹ Comprehensive Local Plan for Bracknell: <http://www.bracknell-forest.gov.uk/comprehensivelocalplan>

²⁰ Local Plan Update for Wokingham: <http://www.wokingham.gov.uk/planning-and-building-control/planning-policy/local-plan-update/>

²¹ New Local Plan for Reading: <http://www.reading.gov.uk/newlocalplan>

Other relevant Strategies

2.10 A Statement of Community Involvement (SCI) sets out the approach for involving the community in the preparation, alteration and continuing review of all development plan documents, and in publicising and dealing with planning applications. Each of the Central & Eastern Berkshire Authorities has adopted its own Statement of Community Involvement. These They are as follows:

- Bracknell Forest SCI - adopted 2014²³;
- Reading SCI - adopted 2014²⁴;
- Windsor and Maidenhead SCI - adopted 2006²⁵;and
- Wokingham SCI - adopted 2014²⁶.

What are the key stages in document preparation?

2.11 All Local Plans have to go through prescribed procedures and are subject to wide public consultation and ultimately an independent public examination before they can be adopted. Local Plans are examined to assess their 'soundness' (i.e. whether they are fit for purpose and have been prepared in accordance with national regulations).

2.12 Key stages in Local Plan preparation are as follows:

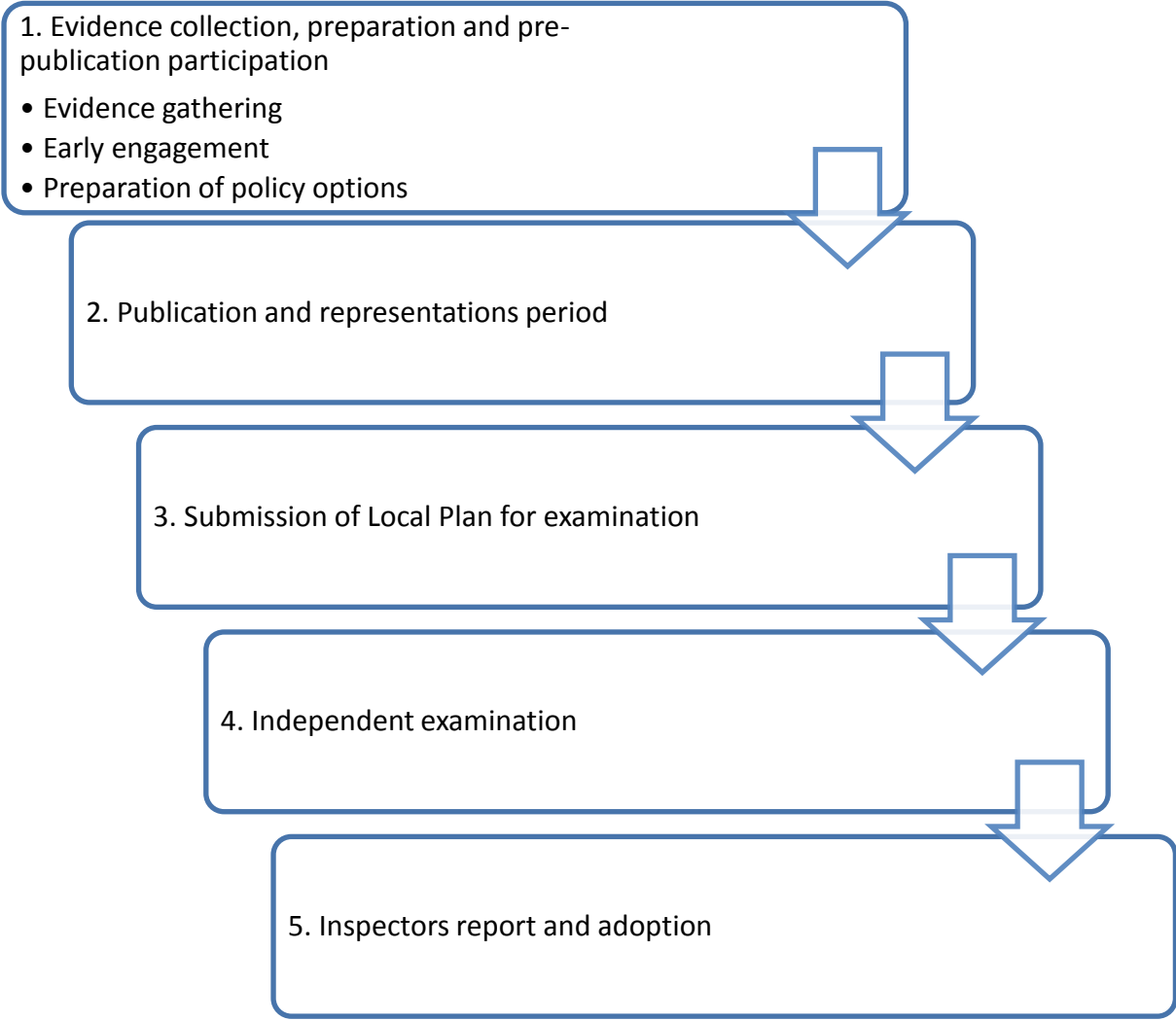
²² Borough Local Plan for Windsor and Maidenhead:
https://www3.rbwm.gov.uk/info/200414/local_development_framework/594/emerging_plans_and_policies/2

²³ Bracknell Forest Council. Statement of Community Involvement 2014. <http://www.bracknell-forest.gov.uk/statement-of-community-involvement-2014.pdf>

²⁴ Reading Borough Council. Statement of Community Involvement. 2014
<http://www.reading.gov.uk/media/1051/Statement-of-Community-Involvement-Adopted-March-2014/pdf/Statement-Of-Community-Involvement-Mar14.pdf>

²⁵ Royal Borough of Windsor and Maidenhead. Statement of Community Involvement 2006
https://www3.rbwm.gov.uk/downloads/file/512/statement_of_community_involvement_sci_-_adopted_june_2006

²⁶ Wokingham Borough Council. Statement of Community Involvement 2014
<http://www.wokingham.gov.uk/business-and-licensing/licensing-and-trade/licensing-decisions/?assetdet8733745=306132&categoryesct18379511=5844>



Joint Minerals & Waste Plan: Timetable

2.13 The following table outlines the timetable for the preparation of the JMWP.

JMWP Key Milestones	Timescale	Description
Regulation 18 (Stage One - Issues & Options Preparation)	Sept 2016 – March 2017	Call for Sites Draft Plan Vision & Objectives Proposed content Evidence Base (Initial findings) <ul style="list-style-type: none"> • Initial review of sites • Scoping Report (SA/SEA) • Screening (HRA) • Draft Minerals Background Study • Draft Waste Data
Regulation 18 (Issues & Options Consultation)	March 2017– Sept 2017	Consultation on the initial work and the various options
Regulation 18 (Stage Two - Preferred Options Preparation)	July 2017 – Dec 2017	Draft Evidence Base Draft Plan based on Evidence Base and Consultation
Regulation 18 (Preferred Options Consultation)	Jan 2018 – May 2018	Consultation on the options selected as preferred
Regulation 19 (Proposed Submission Document Preparation)	May 2018 – Oct 2018	Update Evidence Base Revise Plan based on Evidence Base and Consultation
Regulation 19 (Proposed Submission Document Consultation)	Nov 2018 – March 2019	Consultation on the Plan to be submitted to the Secretary of State
Regulation 22 (Preparation)	March 2019 – Sept 2019	Update Evidence Base Proposed Modifications based on Evidence Base and Consultation
Regulation 22 (Submission to SoS)	Winter 2019	Submitting the Plan to the Secretary of State who appoints a Planning Inspector
Regulation 24 (Public Examination)	Spring 2020	Pre- Examination Hearing Planning Inspector examines the Plan
Regulation 25 (Inspector's Report)	Summer 2020	Planning Inspector delivers his report on the Plan
Regulation 26 (Adoption)	Winter 2020	All authorities adopt the Plan, as modified by Planning Inspector

Policies Map

- 2.14 A Policies Map will form part of the JMWP and will be prepared simultaneously with the Plan. The Policies Map illustrates geographically how the policies of the Local Plan are to be applied. The minerals and waste Policies Map prepared for the JMWP will sit alongside the other Policies / Proposal Maps prepared by the Central & Eastern Berkshire Authorities for other Local Plan work.

Meeting the Duty to Cooperate

- 2.15 In preparing the JMWP, the Central & Eastern Berkshire Authorities will fulfil their duty to cooperate with:
- Districts and Boroughs and surrounding Minerals & Waste Planning Authorities;
 - Statutory consultees – organisations such as Natural England, Historic England and the Environment Agency that need to be involved in planning for minerals or waste; and
 - Those organisations and communities that have a mineral or waste interest or that may be impacted by the proposals.
- 2.16 A report showing how the requirements to fulfil the duty to cooperate have been met will be prepared as part of the evidence base.

Local Aggregate Assessment

- 2.17 The Local Aggregate Assessment (LAA) is prepared annually and is a report that considers the sale and movements of aggregates in the local authority that produces it. The Central & Eastern Berkshire Authorities work together with Slough Borough Council and West Berkshire Council to produce a Joint Local Aggregate Assessment²⁷. This document will continue to be produced annually and will form an important part of the Evidence Base for the JMWP.

Plan assessment and appraisal

- 2.18 The policies and proposals in the JMWP will be assessed to ensure that they contribute to the aims of sustainable development. This assessment will be through Sustainability Appraisal (which incorporates assessment as required

²⁷ Aggregates Monitoring Report (2013) - <http://www.wokingham.gov.uk/EasySiteWeb/GatewayLink.aspx?allId=364157>

under the Strategic Environmental Assessment (SEA) Directive). To prepare these appraisals, a sustainability 'Scoping Report' will be prepared. This report describes the existing key environmental, social and economic issues for Central & Eastern Berkshire and includes a set of sustainability objectives which will be used to assess the policies in documents.

- 2.19 All mineral and waste development documents are also subject to Habitats Regulations Assessment²⁸ and the JMWP will be assessed accordingly.
- 2.20 Local government authorities are subject to the public sector equality duty under the Equality Act 2010²⁹. An Equalities Impact Assessment will be produced in order to ensure that the JMWP meets this duty.

Plan monitoring

- 2.21 In accordance with the Planning and Compulsory Purchase Act 2004, as amended by The Localism Act 2011, local authorities are required to produce a Monitoring Report, containing:
- information on how the preparation of the minerals and waste DPDs are progressing; and
 - the extent to which the policies set out in the associated documents are being implemented.
- 2.22 Previous Monitoring Reports looked at the Central & Eastern Berkshire Authorities in conjunction with Slough Borough Council and West Berkshire Council³⁰.
- 2.23 As the JWMP will be a plan across four authorities, its preparation and implementation will be monitored through a single Joint Authority Monitoring Report for these four authorities, produced on an annual basis.

Potential risks to the timetable

- 2.24 The plan preparation process has a number of risk elements including:
- Staff Resources;
 - Funding; and
 - Democratic timetables.

²⁸ Under Schedule 1 to the Habitats Regulations (The Conservation (Natural Habitats, & C.) (Amendment) Regulations 2007)

²⁹ Equality Act 2010 - <http://www.legislation.gov.uk/ukpga/2010/15/contents>

³⁰ Minerals and Waste monitoring Report for year 1 April 2009 to 31 March 2010 - <http://www.wokingham.gov.uk/EasySiteWeb/GatewayLink.aspx?allId=275719>

2.25 The Central & Eastern Berkshire Authorities have a variety of procedures in place to mitigate these risks.

2.26 The key risks and mitigation measures are outlined in the table below.

Risk	Why	Level x likelihood of Impact	Mitigation / minimisation measures
Staffing and resources	Minerals and waste planning requires specialist staff, while government spending cuts continue to affect resources across all Councils.	Low	The Central & Eastern Berkshire Authorities have resolved to allocate appropriate resources for the production of the JWMP. Hampshire County Council has been commissioned to prepare the JMWP based on a history of preparing a current minerals and waste plan, as well as staff skills and resources. Regular updates will be provided and progress will be closely monitored by the Central & Eastern Berkshire Authorities
Potential change in national and local political control/ leadership	<p>There may be future changes to legislation and guidance introduced by a new Government.</p> <p>There may be changes in the political composition and outlook of one or more of the Berkshire authorities.</p>	Medium	Changes in policy and guidance will be monitored and assessed for their impact on the content of emerging documents. The JWMP will be based upon the information available at that time. Advice will be sought from the Department of Communities and Local Government and the Planning Inspectorate, as appropriate. Locally, officers will work closely with Members.
Legal Compliance / Soundness / Legal Challenge	The JMWP will be assessed by a Planning Inspector as to whether it has followed legislation and is sound (a suitable plan for the local circumstances, based on relevant policy and a robust evidence base).	Medium	The Councils will seek to ensure that the Local Plan is legally compliant, "sound", based upon a robust evidence base, and has a well audited consultation process in order to minimise the risk of legal challenge. The Councils will work closely with the Planning Inspectorate at all stages to ensure the tests of soundness are met. The Council will take account of other advice available such as from the Planning Advisory Service and tools such as 'self assessment toolkits' in respect of the Local Plan process. The Council will also take legal advice on the plan process as

			appropriate.
Local opposition	Minerals and waste plans can lead to high levels of local interest and/or local opposition to proposals.	Medium	Information and opinions from the public need to be fully considered during plan-making and contribute to the development of a sound plan. In order to maximise the effect local stakeholders have on the JWMP early engagement will be essential. Additional time should be programmed for consultation and subsequent analysis of responses of any controversial documents.
Partnership working	While partnership working will bring benefits in the preparation of the JMWP, it can also introduce delays due to differing positions or democratic timetables and processes.	Medium	There is a need to share timetables, as well as engage and maintain good working relationships. Consideration will be given to the governance of joint work and decision making at various milestones, prior to the commencement of work.

3. Joint Minerals & Waste Plan: Evidence Base

Preparing a robust evidence base

- 3.1 Planning authorities are urged to ensure that effective programme management techniques are employed in progressing and orchestrating the production of the evidence base for plan work.
- 3.2 The robustness of our evidence base will be reviewed annually and further studies produced as appropriate.
- 3.3 A number of studies should be completed prior to public participation on minerals and waste planning documents, in order to ensure that all the key issues have been identified at an early stage.
- 3.4 It is also important that the evidence base is complete and robust prior to publication of the plans. This will help demonstrate that the proposed plans are the most appropriate considering all the options and based on the available evidence.

Proposed evidence base

- 3.5 Gathering of evidence is an ongoing process and must be continued throughout the plan preparation process. Some studies, such as annual waste and minerals data, are 'living documents'. To inform the evidence base, the Authorities will make use of a substantial amount of secondary data and collected data.
- 3.6 Examples include data on:
 - Municipal waste arisings, transfer, treatment and disposal;
 - Other waste streams and movements;
 - Capacity of waste operations;
 - Site appraisals;
 - Site operations (any noise or air quality issues);
 - Minerals resources;
 - Demand for minerals; and
 - Public opinion.
- 3.7 As the evidence base is prepared any completed or draft supporting documents will be available to view on the relevant authority websites³¹.]

³¹ Bracknell Forest Council: <http://www.bracknell-forest.gov.uk/planningpolicy>, Reading Borough Council: <http://www.reading.gov.uk/readingldf>, The Royal Borough of Windsor & Maidenhead: https://www3.rbwm.gov.uk/info/200209/planning_policy, Wokingham Borough Council: <http://www.wokingham.gov.uk/planning-and-building-control/planning-policy/minerals-and-waste/>

Glossary of Terms & Acronyms

Central & Eastern Berkshire Authorities - Bracknell Forest Council, Reading Borough Council, the Royal Borough of Windsor & Maidenhead and Wokingham Borough Council.

Development Plan - Planning law (section 38(6) of the Planning and Compulsory Purchase Act 2004 and section 70(2) of the Town and Country Planning Act 1990) requires that decisions on planning applications should be made in accordance with the development plan unless material considerations indicate otherwise. The Development Plan for each of the Central & Eastern Berkshire Authorities includes Policy NRM6 of the South East Plan, the saved policies of the Minerals and Waste Local Plans and the latest Local Plans in that authority. It is important that all documents comprising the Development Plan are read together.

Equalities Impact Assessment (EqIA) - An equality impact assessment (EqIA) is a process designed to ensure that a policy, project or scheme does not discriminate against any disadvantaged or vulnerable people.

Habitats Regulation Assessment (HRA) - Statutory requirement for Planning Authorities to assess the potential effects of land-use plans on designated European Sites in Great Britain. The Habitats Regulations Assessment is intended to assess the potential effects of a development plan on one or more European Sites (collectively termed 'Natura 2000' sites). The Natura 2000 sites comprise Special Protection Areas (SPAs) and Special Areas of Conservation (SACs). SPAs are classified under the European Council Directive on the conservation of wild birds (79/409/EEC; Birds Directive) for the protection of wild birds and their habitats (including particularly rare and vulnerable species listed in Annex 1 of the Birds Directive, and migratory species).

Joint Minerals and Waste Plan (JMWP) - The Local Plan covering minerals and waste policy and site allocations that the Central & Eastern Berkshire Authorities are jointly preparing. This document will replace the saved policies from the current Minerals and Waste Plans.

Local Plan - Local Plans have statutory development plan status and are subject to rigorous procedures involving community involvement and formal testing through examination by an independent Planning Inspector to assess whether a plan has been prepared in accordance with the Duty to Co-operate, legal and procedural requirements and whether it is sound. Local Plans usually deal with non minerals or waste matters, but make reference to minerals and waste plans.

National Planning Policy Framework (NPPF) - The NPPF (March 2012) is a single document that sets out the Government's economic, environmental and social planning policies for England. Taken together, these policies articulate the Government's vision of sustainable development. The NPPF prioritises the role of planning in supporting economic growth.

National Planning Practice Guidance (NPPG) - The NPPG (March 2014) is an online resource setting out further detail on the Government's national planning policies set out in the NPPF.

Soundness - A Local Plan must be 'sound'. The tests of soundness are set out in paragraph 182 of the NPPF. A plan must be:

- Positively prepared
- Justified
- Effective
- Consistent with national policy.

Stakeholder - Any person or organisation expected to have a concern or interest in a particular minerals and waste development, site or policy.

Statement of Community Involvement (SCI) - A document which sets out how a Council will engage with communities in reviewing and preparing planning policy documents and consulting on planning applications.

Strategic Environmental Assessment (SEA) - A system of incorporating environmental considerations into policies, plans, programmes and part of European Union Policy. It is sometimes referred to as strategic environmental impact assessment and is intended to highlight environmental issues during decision-making about strategic documents such as plans, programmes and strategies. The SEA identifies the significant environmental effects that are likely to result from implementing the plan or alternative approaches to the plan. The Integrated Sustainability Appraisal (ISA) includes the SEA of the Plan alongside Sustainability Appraisal.

Supplementary Planning Document (SPD) - A type of planning document that provides support and additional detail on the implementation of policies contained in Local Plans. An SPD is a material consideration, but carries less weight than a Local Plan.

Sustainability Appraisal (SA) - Examines the impact of proposed plans and policies on economic, social and environmental factors, and ensures that these issues are taken into account at every stage so that sustainable development is delivered on the ground. It also appraises the different options that are put forward in the development of policies and the process of allocating sites.

Thames Basin Heaths Special Protection Area (TBHSPA) - A group of heathland sites distributed across Berkshire, Surrey and Hampshire that support important breeding populations of lowland heathland birds (especially the Nightjar, Dartford Warbler and Woodlark). The area is designated for its interest under a European Wildlife Directive (and subject to the assessment procedure set out in the Habitats Directive) in order to protect the important species of birds that live within them.

TO: EXECUTIVE
DATE: 15 NOVEMBER 2016

LOCAL SAFEGUARDING CHILDREN'S BOARD
ANNUAL REPORT APRIL 2015-MARCH 2016
Director, Children, Young People & Learning

1 PURPOSE OF REPORT

- 1.1 The purpose of this report is to present the Bracknell Forest Council Local Safeguarding Children's Board (LSCB) annual report for the period 1 April 2015 to 31 March 2016 to the Executive.

2 RECOMMENDATIONS

- 2.1 For the Executive to receive the annual report of the LSCB and to note the key messages and recommendations made.

3 REASONS FOR RECOMMENDATIONS

- 3.1 To ensure ongoing accountability of the department towards the development of continually improved outcomes overall for children and young people in Bracknell Forest in accordance with statutory expectations.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None.

5 SUPPORTING INFORMATION

- 5.1 The report sets out the work included within the recently published Safeguarding Plan 2016-2019 which built on the previous Business Plan that shaped the work of the LSCB during the period covered by this report.
- 5.2 The report indicates the strength of partnership working across the borough, driving a number of initiatives, including increasing strategic links between local strategic partnerships and continuing to promote regional collaboration and national links.
- 5.3 The annual report also makes particular reference to the learning and associated progress that has been made locally, reflecting a stronger culture of constructive challenge and a commitment to ongoing improvement; evidenced by the completion of a number of actions within the LSCB Challenge log attached.
- 5.4 Within the key messages, it is noted that there has been an 'enormous amount of good work being undertaken across Bracknell Forest'. However, in acknowledging the need to not be complacent, the following strategic priorities are identified to support core service delivery during a period of financial uncertainty:-
- a) Increase the Effectiveness of the Safeguarding Journey for Children and Young People

- b) Ensure the effectiveness of the arrangements to reduce the impact of violence on children and young people.
- c) Ensure the effectiveness of the arrangements to provide Early Help provision
- d) Strengthen arrangements in place to safeguard missing children and those at risk of CSE.
- e) Ensure the effectiveness of the steps partners must take to counter hate crime and extremism

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 6.1 The relevant legal issues are addressed within the body of the report

Borough Treasurer

- 6.2 The Borough Treasurer is satisfied that no significant financial implications arise from this report.

Equalities Impact Assessment

- 6.3 Further EIA is not required.

Strategic Risk Management Issues

- 6.4 No other issues arise from the production of this report.

Other Officers

- 6.5 Not applicable

Background Papers

LSCB Safeguarding Plan 2016-2019

Contact for further information

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01344 354017

Angella.wells@bracknell-forest.gov.uk

**Bracknell Forest
Local Safeguarding
Children Board**



LSCB Annual Report

April 2015 to March 2016



www.bflscb.org.uk

Chairs Foreword

As the Independent Chair of the Bracknell Forest LSCB I am delighted to present its Annual Report for the period 1 April 2015 to 31 March 2016.

As a statutory partnership the Local Safeguarding Children Board (LSCB) brings together organisations with a collective responsibility to safeguard and promote the welfare of children and young people.

This report describes the achievements and the challenges of the Board and its partners in their efforts to ensure the safety and wellbeing of children and young people within the borough, and young residents who receive specialist services outside of the area.

During the period covered by this report partners continued to make positive progress in strengthening local arrangements, but were not complacent about the tenacity required to address the enduring issues affecting children and young people and the need for us to respond to emerging challenges.

The [Safeguarding Plan 2016-2019](#) recently published by the Board, builds on the previous Business Plan that shaped the work of the LSCB during the period covered by this report. Both plans addressed the core responsibilities set out within statutory regulation but also seek to address local priorities identified by evidence from children and young people, by staff, by performance data, audits and by our partners.

The LSCB continues to drive for increased transparency and collective challenge and scrutiny both of the quality of practice and services and also that of partner engagement in the LSCB. This is evidence through the LSCB Challenge Log, which is robustly monitored and sets out key issues of concern and is contained in this Annual Report. Despite the impact of austerity measures and further structural change within many agencies, partnership working has remained strong and has driven a number of important initiatives. I have also continued to robustly challenge partner's contribution to the LSCB budget with some success but resourcing for all partners and the LSCB continues to be a challenge.

I sought to strengthen links between local strategic partnerships and continued to promote regional collaboration, and national links to further enhance our work within the Borough. During 2015/16, with the CEO and DCS, I reviewed the LSCB governance arrangements and was in receipt as Independent Chair of a comprehensive appraisal process involving partner agencies. I also had a series of additional meetings with senior leaders in Education, Community Safety, Substance Misuse and Early Help to drive forward the key Board priorities. Meetings were held with the Chairs of the Children and Young People Partnership, the Community Safety Partnership and the Adult Safeguarding Board to ensure cohesion of priorities and to raise issues of challenge and I initiated formal links with the Berkshire Family Justice Board to ensure opportunity for challenge.

Overall there have been external processes undertaken, which continue to recognise the positive work of partner agencies in Bracknell Forest. There were Good outcomes in CQC inspections of Berkshire Healthcare Foundation Trust, of Frimley Health Foundation Trust (Wexham Park and Frimley Park hospitals) and Probation as well as a Safeguarding Practice



Diagnostic of Children's Social Care undertaken by the LGA, which recognised progress and described a solid foundation of safeguarding. LSCB multi-agency audits and child protection incident reports continue to demonstrate good multi-agency practice but are clear on areas for improvement which are monitored by the LSCB.

A Serious Case Review undertaken by the LSCB was published in February 16 some years after the original incident due to protracted criminal proceedings. The Action Plan has been actively addressed and is complete but there is a current process underway for all partner agencies to provide evidence of the impact of this SCR and its learning on practice.

While reflecting on the work undertaken during this period, I am of course mindful of the important potential changes on the horizon, of the key messages emanating from [Alan Woods review](#) of LSCBs and the [Government's response](#) to the recommendations. The Review confirmed the need for a multi-agency safeguarding partnership but it is expected that this will be allowed to address perceived local circumstances and need and will be debated by the LSCB and senior leaders in 2016/17.

As in previous years this Annual Report makes particular reference to the learning and the associated progress that has been made locally, which I believe reflects a stronger culture of constructive challenge and a commitment to ongoing improvement. Evidence of this is from the CCG and named GP who have led regional work on GPs undertaking S.11 type process on their safeguarding arrangements.

While recording my thanks members of the Board and those supporting the work of its sub groups, I would like to of course state my gratitude to all those staff and volunteers within the local workforce for their commitment, to safeguarding children and young people.

Alex Walters

Independent Chair, Bracknell Forest Safeguarding Children Board

The artwork used throughout this Report was produced by looked after children and care leavers and previously featured in an art exhibition hosted in 2015

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1. Introduction

Bracknell Forest Local Safeguarding Children Board (LSCB) have published this Annual Report to give those working with, and planning services for children, young people and their families an overview of the work of the LSCB, its achievements and the challenges that have been identified for its work in the future as an overview of the effectiveness of safeguarding arrangements.

The early part of this report provides an overview of the wider environment in which children develop and provides the context to the work of the LSCB. Links to our website and other important documents are provided for those wishing to access more detailed information.



The main body of the report describes the work undertaken during the year to ensure partners have collaborated to prevent harm and ensure children and young people received appropriate levels of early help, targeted services and actions taken, where necessary, to protect them from significant harm.

This report will be shared widely with key partners and stakeholders including; the Children and Young People's Strategic Partnership, Community Safety Partnership, Thames Valley Police and Crime Commissioner, the Health and Wellbeing Board, the Family Justice Board, Bracknell Forest Partnership and Council Executive. Where relevant, specific recommendations are made to these groups in order that we maintain a coherent and coordinated approach to the planning of services and ensuring their effectiveness.

1.1 About Bracknell Forest

Bracknell Forest lies west of London, at the heart of the Thames Valley and within the county of Berkshire. Bracknell was originally developed as a 'new town' and since its inception the population has grown continuously.

Although Bracknell Forest is one of the least deprived areas of the country and is ranked 287 out of 326 local authorities in England on the Index of Multiple Deprivation 2015, these headline figures mask pockets of significant deprivation that undoubtedly impact children and their families.

Information about Bracknell Forest can be found on the Joint strategic Needs Assessment website, this provides a comprehensive overview of Bracknell Forest at ward and borough level (<http://jsna.bracknell-forest.gov.uk/bracknell-forest-profile/ward-profiles>).

Four wards in the borough have child poverty figures above the South East average of 13.2%, and one ward is above the England average of 18.0%¹.

The latest census information available showed that in 2011, 84.9% of the population of Bracknell Forest was 'White British' and the BME population was 15.1%. The location of the Gurkha regiment at the Royal Military Academy in Sandhurst has led to a significant settled Nepali community in the Borough.

¹The Children in Low-Income Families Local Measure (formally the Revised Local Child Poverty Measure or National Indicator 116); taken as a snapshot on 31 Aug 2013.

Since 2001 the proportion of school pupils from minority ethnic groups has increased steadily from 6% to 20.6%. By January 2016, 11.7% of pupils in the Borough had English as an Additional Language (EAL) and 86 different languages were spoken in our schools, although many are only spoken by a very small number of pupils.

The borough's population is approximately 118,025 (Mid-2014 Estimates, based on Census 2011), but ongoing demand for an increased number of households continued to impact on housing. The population within the Borough is relatively young (median age 38.4 years) and 13.6% of the population is aged 65 or over, compared to 17.7% nationally, although this is expected to grow.

The percentage of pupils at the Early Years Foundation Stage achieving a good level of development increased by 10% during the year and was 73%, compared to 66% nationally during 2015.

In 2015, the percentage of young people obtaining 5 or more GCSE grades A* - C including English and mathematics was 58.9% on first entry rising to 63% for best entry results (includes results for pupils retaking exams). The percentage of young people achieving 5 or more GCSE grades A* - C is 71.2%. This is an increase on the previous year and higher than national comparisons.

Key Stage 4 (GCSE)*	2015	2014	2013
5+ A* - C incl. English and Mathematics first entry results	58.9%	57.0% (53.4%)	61.4% (60.6%)
5+A* - C incl. English and Mathematics best entry results	63%		
5+ A* - C	71.2%	68.0% (63.8%)	90.9% (83.0%)

* Figures in brackets are national results

The gap for those on Pupil Premium funding (208 pupils) at KS4 showed improvement, reducing to -27.2% for the percentage of young people obtaining 5 or more GCSE grades A* - C including English and mathematics (best entry).

The best results to date were noted for children in care with 33.3% of children achieving at least 5 A* - C (including English and Mathematics). Continued success of 100% of the cohort securing at least 1 A* - G grade was also noted.

417 students took A-level examinations. The A* - E pass rate at A Level remains constant, with 98.8% of entries resulting in a pass grade, slightly above the national pass rate. The percentage of students achieving A*-B has fallen significantly, reflecting the national trend; however Bracknell Forest is 7.6% ahead of the national average.

Approximately 17,687² pupils are now on roll in primary, secondary and special schools in Bracknell Forest, although there is some cross-border movement of pupils between Bracknell Forest and neighbouring authorities, primarily Wokingham, Windsor and Maidenhead, Hampshire and Surrey.

² School Census January 2016

1.2 Vulnerable Children and Young People

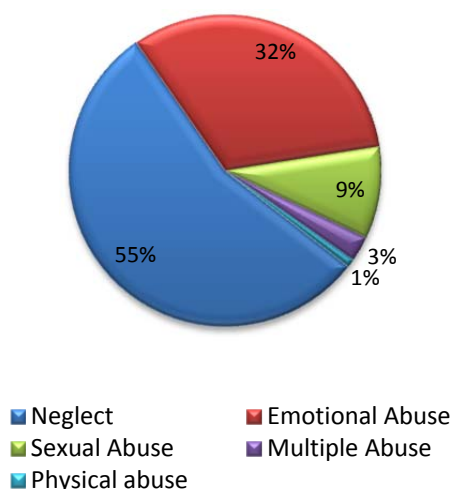
The experience of the most vulnerable children/young people living in the Borough is in sharp contrast to the majority of our 28,000 children and young people (24% of the total population), which the most recent research indicated were happy, healthy and achieving well. www.bracknell-forest.gov.uk/survey-of-cyp-2013-report.pdf

While it may be the minority of children and young people who are vulnerable, it is essential that they benefit from the coordinated efforts of partner agencies to help prevent harm, address known risks and to respond quickly to those experiencing abuse and neglect.

The information below identifies the number of children and young people who received early help through a [Common Assessment Framework](#) (CAF or Family CAF), or were referred to the Early Intervention Hub, as well as those with more complex needs who received specialist support from Children's Social Care during 2015/16.

1.2.1 Protecting Children/Young People from Significant Harm

Children Subject to Child Protection Plan



The number of children subject to a Child Protection Plan at 31 March 2016 was 115 (a decrease from 122 in March 2015), this was at the rate of 41.4 per 10,000 under 18 population (compared to 42.9 nationally at 31 March 2015).

63 of these plans were made under the category of neglect, which continues to be the highest category of need.

The number of plans made under the category of emotional abuse has increased to 37; the same as at 31 March 2014 (25 plans were in place in 2015).

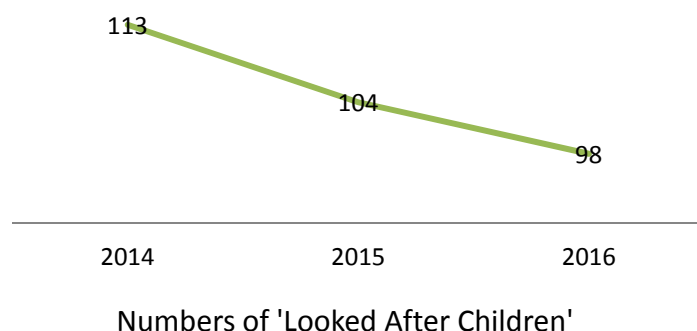
Children subject to plans under the category of sexual abuse remained at a similar level to the previous year (11 in 2016, compared to 12 on 31 March 2015), and the category of multiple abuse decreased from 15 in 2015, to 3 on 31 March 2016.

Looked After Children

The number of children looked after by the local authority at 31 March 2016 was 98 (a reduction from 104 in March 2015), this was at the rate of 35.3 per 10,000 population (compared to 60.0 nationally and 49.0 South East at 31 March 2015).

63.0% of children looked after remained in stable placements which they had been in for two years or more, and this continues the improvement seen in the previous year.

17.3% of children looked after had three or more placement moves within the year, this is higher than 2015 (13.5%) and relates to three more children experiencing a placement move during this period.

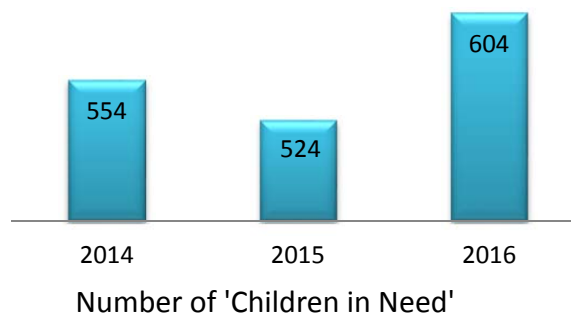


Private Fostering

During 2015/16 the number of children/young people subject to arrangements identified as 'private fostering' increased from two to five, before reducing again to the previous year's total. The LSCB received details of the Private Fostering Annual Report and were appraised of the activity undertaken by partners to raise awareness and promoted new 'Private Fostering Prompt Cards' to support this activity.

S17 'Child in Need':

At the end of March 2016, 604 children in the Bracknell Forest area were receiving support from Children's Social Care under Section 17 of the Children Act 1989 (Child in Need). This is higher than the number in the previous years (554 at the end of March 2014 and 524 at the end of March 2015).



1.2.2 Early Indicators of Help

Early Help Assessment (CAF)

At the end of March 2016, 306 CAF assessments had been completed within the Borough; this included 72 Family CAF assessments both of which were reductions compared to that reported for the previous year.

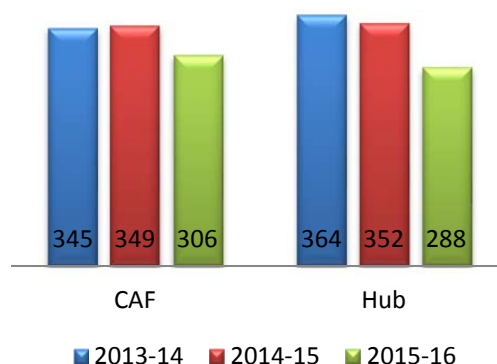
Referral to the EI Hub is the main outcome for CAF assessments, along with a number of multi-agency responses.

544 CAF reviews were completed in 2015/16 which is a significant increase on previous years. This positive increasing trend follows the promotion of reviewing cases emphasised within CAF training, and staff also endeavouring to support the review process through visits to schools.

Early Intervention Hub

At the end of March 2016, 288 referrals had been taken to the Early Intervention Hub for a multi-agency discussion. Four of these cases were 'stepped up' to Children's Social Care and 91 cases were 'stepped down' from Children's Social Care for ongoing support at Tier 2.

<http://www.bflscb.org.uk/sites/default/files/bf-lscb-thresholds.pdf>



Neglect

Neglect is still the highest category (55%) for children subject to CP plans despite there only being three CAFs undertaken where it was identified as a main cause for concern, nor was it an issue for any cases discussed at the Early Intervention Hub. This issue has been discussed within the LSCB. Further information on neglect can be found in section 4.

Pupil Exclusions

Permanent Exclusions remain very low locally with no change in numbers over the past two years. However it is noted that the two permanent exclusions that did occur in 2015/16 were for primary aged pupils. This, along with the significant increase in primary fixed term exclusions indicates increasing challenging behaviour in Bracknell Forest primary schools. The three main reasons for exclusion were for persistent disruptive behaviour, verbal abuse to adults and physical assault on pupils. Incidents of persistent disruptive behaviour were almost three times higher in 2016 compared to the same quarter in 2015. This is an area of LSCB focus in 2016/17.

Young Carers

There were 163 young people aged between 8-18 years registered with the Young Carers Project run by Kids. In the new financial year the project will be provided by the local authority.

1.2.3 LSCB Priority Areas in 2015/16

Further information for the following areas can be found in section 4:

- Early Help
- Domestic Abuse
- Substance Misuse
- Mental Health
- Neglect
- CSE
- E-Safety

1.3 About the Local Safeguarding Children Board (LSCB)

The LSCB was established In April 2006 as a statutory partnership board bringing together senior managers from a broad range of organisations working together to promote and safeguard the welfare of children and young people from across the borough.

Through the leadership of its Independent Chair, partner organisations are individually and collectively held to account and together members of the LSCB ensures it fulfils the regulatory functions set out within the statutory guidance [Working Together to Safeguard Children](#) (HMGov 2015).

Regulation set out within Section 14 of the [Children Act 2004](#) specifically requires that the central focus of the LSCB is to:

- Ensure the **effectiveness** of local services safeguarding and child protection practice.
- **Co-ordinate** services to promote the welfare of children and families.

Regulation 5 of the [Local Safeguarding Children Boards Regulations 2006](#) sets out additional guidance in respect of the Board's role and its functions that further support the above legislative requirements.



1.3.1 LSCB Independent Chair

Throughout 2015-2016 the Independent Chair worked closely with all LSCB partners, and played a key role in challenging, advising and supporting agencies. The Chair continued to provide an effective link between the LSCB and a range of regional and national strategic activities and developments.

The Chair is Vice-Chair of the National Association of Independent LSCB Chairs and is the South East regional lead, chairing their network meetings and sitting on its national Board of Directors. As a result the Chair was able to represent local views at regional and national level and brought new and developing ideas to inform local developments.



1.3.2 Local Authority Governance

Statutory guidance requires that the Chief Executive of the Local Authority hold the Independent Chair to account for the effective working of the LSCB and this function was achieved through the following activities:

- The Chief Executive was represented at both the LSCB and its Partnership Forum by the Director for Children, Young People and Learning.
- Throughout 2015/16 the Independent Chair continued to have regular contact with the Chief Executive through correspondence and twice yearly meetings with, the Lead Member for Children Young People and Learning, the Director for Children, Young People and Learning and the Chief Officer for Children's Social Care in attendance. These meetings are formally recorded and the Chair provides the Chief Executive with a full report on the effectiveness of the LSCB and partner organisations including the Local Authority. This report is also formally presented to the LSCB.
- In January 2016 following a review of arrangements by the CEO, DCS and Independent Chair it was agreed that these meetings would be held quarterly and would formally include on the agenda issues raised in the other statutory partnerships as the Chief Executive and DCS chair the CYPP and CSP respectively and also sit on the ASB and HWB.
- The Leader of the Council continues to receive regular briefings / updates from the Chief Executive.
- In February 2016 the CEO undertook a formal appraisal with a structured 360-degree questionnaire provided to all members of the LSCB and the LSCB Forum. The outcome was positive and informed discussion on the objectives for the LSCB Chair in 2016/17 which were shared with the LSCB.

Outcomes:

As a result of these meetings the Chair was able to help co-ordinate the work of the strategic partnerships operating within the Borough and where necessary challenge arrangements to ensure they promoted the safeguarding needs of children/ young people-examples include the misuse of technologies and oversight of the work to support children's mental health.

1.3.3 LSCB Membership

During 2015-2016, the LSCB commissioned an external facilitator to help review its functions and membership. As a result members reflected on the work of the Board, its structures and the representation required within its sub groups. Subsequent changes sought to achieve a balance between greater efficiencies and the effectiveness of the LSCB. At the same time a number of partner agencies continued to undergo significant change and/or turnover of staff, which in turn led to the appointment of new members of the Board / LSCB Sub Groups. Following this process it was agreed that the LSCB Partnership Forum would be held twice yearly for a longer time period and adopt a more consultative workshop style .It would continue however to receive a standing item to allow transparency and scrutiny on decisions taken by the LSCB. Throughout the year, the Independent Chair sought to ensure the effectiveness of arrangements where members represented more than one service and making clear their responsibilities for ensuring robust representation for all services.

A list of members of the LSCB is set out in Appendix B.

The role of the Board's 'Lay Member' continued to evolve during the year and became an important addition to the Board's Learning and Improvement sub group function. The Lay Member oversaw the development of the Board's new Communications and Community Engagement Sub Group and was successful in attracting funding external from S C Johnson Ltd to support the LSCB in its awareness raising activities. During the year the Board's Lay Member also linked with those performing similar roles across the region and is helping recruit a replacement for the Board's 2nd Lay Member vacancy. In addition the Lay Member now produces an Annual Report for the LSCB.

1.4 How did the LSCB operate?

Throughout the period of this report the LSCB met every 2 months and was responsible for:

- Ensuring compliance with the statutory functions required of the LSCBs set out in Working Together to Safeguard Children (HMGov, 2015).
- Monitoring progress against the [Business Plan](#).
- Scrutinising and challenging partners and sub group activity.
- Monitoring Serious Case Review and Individual Management Review action plans.
- Receiving and commenting on partner's annual reports on key areas of safeguarding activity.
- Developing the use of shared resources across partner agencies to enable the LSCB to carry out its duties and processes efficiently.
- Agreeing and managing [the LSCB and Partnership Forum](#) agenda.

1.4.1 Partnership Forum

During 2015/16 the LSCB's Partnership Forum met on three occasions and enabled an extended group of partners to collectively consider:

- The views of children/young people in relation to safeguarding issues and the services provided to them and their families.
- Developments within the work of organisations that impacted on their ability to effectively safeguarding children/young people.
- Strategic planning and the role their organisations could play in improving outcomes for children/young people.
- Changes in legislation / policy, emerging best practice and messages from research / inspection findings.
- The effective communication of safeguarding 'messages' within their own agency and across multi-agency settings.



In addition to the above, members of the forum participated in a rolling programme of workshops and inputs designed to extend their knowledge and understanding of specific issues which included:

- Safeguarding Children with Disabilities.
- Development of Early Help Services work to engage of local families in raising awareness to prevent neglect.
- Key messages in respect of missing children and CSE.
- The Care Act 2014 and its implications for children/young people.
- Private Fostering and the importance of vigilance and reporting.
- Regional development in preventing/responding to Female Genital Mutilation (FGM).
- Learning from the work of the Child Death Overview Panel (CDOP).
- The needs of 'Looked After Children and the views of young people involved in the Borough's Youth Council and local counselling services.
- Social care reforms and the implementation of a Bracknell Forest Multi Agency Safeguarding Hub (MASH), 'Permanency Planning' and the 'Signs of Safety' approach to working with families.
- Safer recruitment and the management of allegations against staff/volunteers.
- Domestic Abuse and service for children/young people.

Further to the above presentations, the Partnership Forum were also updated on the actions of the LSCB and throughout the year were provided with broader safeguarding information.

1.4.2 LSCB Sub Groups – Bracknell Forest and Pan Berkshire

LSCB Sub Groups (see Appendix A) continued to report directly to the LSCB throughout the year. The primary function of these groups was to undertake activities to meet the statutory functions of the LSCB and address agreed priorities identified within its Business Plan.

Pan Berkshire LSCB Sub Groups

A number of other sub-groups were collectively commissioned by the six LSCBs within Berkshire and were held to account through direct reporting to joint meetings of the Berkshire Independent Chairs and Business Managers and routine reports to the LSCB. During the year all sub-groups reviewed their terms of reference, progress made and highlighted outstanding challenges to the LSCB.

The following sub-groups were commissioned by Bracknell Forest LSCB in conjunction with the five neighbouring Boards of Reading, West Berkshire, Wokingham, Slough and Windsor and Maidenhead:



o *Policy and Procedures Sub Group*

This jointly commissioned sub-group manages the online Pan Berkshire safeguarding policies and procedures content, hosted on a system developed by Signis (formerly TriX) which is available at www.proceduresonline.com/berks/bracknell/.

Following the direction of the Independent Chairs Group in the summer of 2015, a significant review of the online procedures took place which involved a:

- Review of existing material that resulted in the updating and reduction of content.
- Review of the membership of the sub group, leading to increased frequency of meetings and new chairing arrangements being put in place.
- Strengthening of Social Care representation to ensure compatibility with Local Authority guidance.
- Routine in depth review of the procedures to ensure their accuracy.

Outcomes:

Commissioning arrangements for the Board's online guidance were renegotiated by members of the Policy and Procedures Sub Group to ensure '24/7' access to up to date information in respect of child protection for all practitioners in Bracknell Forest.

o *Child Sexual Exploitation Leads Sub Group*

During the period covered by this report, the Board lobbied for improved regional arrangements to support the sharing of best practice in respect of CSE and the exchange of learning acquired through case reviews, research and inspection. As a result this sub group is now hosted by Bracknell Forest LSCB in partnership with neighbouring Boards and jointly chaired with Thames Valley Police. The sub group will meet on three occasions each year and will provide an opportunity for peer review and external challenge through its links with the [National Working Group](#). Although the work of the group is still developing progress has been made in identifying areas for improvement and resulted in better co-ordination of information to support problem profiling, and raising awareness activities such as that in support of the National Awareness Day.



- *Child Death Overview Panel (CDOP)*

Details of the work of the panel are central to the work of the Board’s Learning and Improvement Sub group and are therefore set out within section 2 of this report.

- *Section 11 (Safeguarding Standards) Sub Group*

The work of this Sub Group forms an intrinsic part of Board’s learning and improvement function and are therefore set out within section 2 of this report.

Bracknell Forest LSCB Sub Groups

During the 2015/16 the work of the LSCB was supported by the work of the following local sub-groups:

- *Learning and Improvement Sub Group*

The work of this sub-group is central to many of the main scrutiny functions of the LSCB and extensive details of its work are set out below in section 2 of this report.

- *Training and Professional Development Sub Group*

This sub group was only commissioned in January 2016 and took over the existing functions of the East Berkshire Training and Development Sub Group. The work of the new sub-groups is closely aligned to that of the LISG and is set out in section 2 below.

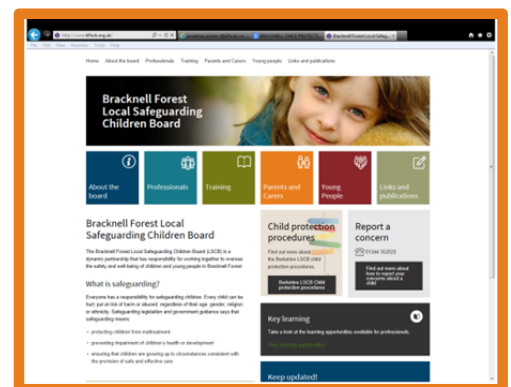
- *Missing Children and Child Sexual Exploitation (CSE)*

This sub group has led the work against a key LSCB priority and is set out in section 4.

- *Communications and Community Engagement Sub Group*

Following a review of the LSCB functions members of the Board identified the need for greater co-ordination of partners work to support the communication of the priorities identified in the Board’s Business Plan and key safeguarding messages and to improve opportunities for consultation/engagement with children and young people and the voluntary and community sector. As a result this sub-group was commissioned in March 2016 and has been developing its work to ensure partners:

- Effectively communicate the need to safeguard & promoting the welfare of children and raise awareness of how this can be done
- Progress existing efforts to engage members of the local community and co-ordinate an annual plan of targeted engagement
- Awareness of agency’s responses to high profile media issues
- Assist the LSCB to monitor and evaluate the effectiveness of communication and engagement within the Borough



Increasingly social media has become an important element of the Boards communications and provides an opportunity for wider safeguarding messages to be shared across a diverse range of groups and individuals. Its use also enables the LSCB to promote access to its website which was updated to improve access to important information and links to the inter-agency guidance referred to above.

The sub-group swiftly commenced its work and supporting a national campaign to prevent sexual violence and to disseminate finding of sexual abuse research published by the Office of the Children’s Commissioner. This event was hosted in conjunction with the Community Safety Partnership, Thames Valley Police, the Sexual Assault Referral Centre and third sector partners Refuge.



During the year the sub group also supported a local cultural event promoting community cohesion. Such events provided an opportunity for the LSCB to engage with local community groups and to raise awareness in respect of safeguarding children, including the importance of preventing hate crime and extremism. The sub group also oversees engagement with children and young people and supported partners existing activities by hosting a consultation event with

members of the local Youth Council. A series of regular consultations is also planned and will include pupils of local School Councils and members of Parish Councils operating within the Borough.

o *FGM (Female Genital Mutilation) Task and Finish Group*

The FGM Task and Finish Group was set up in Bracknell Forest in March 2016 with an aim to raise awareness of FGM and followed on from the East Berks Task and Finish Group who had developed the FGM pathways. In addition the group focussed on the prevention of FGM and improvements to how services and professionals respond to women and girls who have suffered, or are at risk of suffering FGM. The group produced a strategy and action plan to ensure that staff in the relevant agencies gain the skills and confidence needed to protect women and girls through raising a concern when needed and providing advocacy and support for the most vulnerable young people in Bracknell Forest.

Bracknell Forest does not have a significant issue with FGM (Public health estimate the numbers to be 2 children with FGM in BF ages 0-15 and 81 women and girls ages 15 years and over). However it is such a damaging health issue for women and girls that it is important to ensure a high level of vigilance is maintained.

Outcomes:

Revision of the Board’s sub groups during the year sought to ensure a strong focus on the quality and effectiveness of local arrangements, while continuing to embrace the need for collaboration across the region.

During 2015/16 the work of the LSCB was been supported by a:

- Business Manager (32 hours a week)
- Partnership, Performance and Project Officer (29 hours a week)

Significant support was also provided by the Head of Performance Management and Governance and the Council's Democratic Services in support of meetings and minute taking.

1.5 Regional Collaboration across Thames Valley

Despite the continued pressures previously highlighted in relation to changes within agencies operating across the Thames Valley, the LSCB continued to work collaboratively beyond the Borough in order to address the risks to children and young people. Oversight of this work was maintained through joint meetings of the Independent Chairs and Business Managers Forum. This group engaged with representatives of organisations whose work covers a number of LSCB jurisdictions and sought to reduce the burden associated with their attendance at so many Board meetings.

Existing regional collaborations such as the Child Death Overview Panel (CDOP), and the Sexual Advice Referral Centre (SARC) continued to work effectively during the year and ensured that key statutory requirements of the LSCBs were fulfilled. These functions are in addition to the jointly commissioned sub groups referred to previously:

- Policies and Procedures
- S11 Safeguarding Standards
- CSE Leads Forum.

2. Learning and Improvement Framework

During 2015/16 the LSCB sought to further develop and embed its Learning and Improvement Framework. This work was overseen by the Board's Learning and Improvement Sub Group (LISG) who in accordance with the recently established requirements contained within Working Together (HMGov 2015) co-ordinated work in the following areas.

2.1 Analysis of data and information in respect of core safeguarding requirements

Throughout 2015/16 the LISG continued to develop its core data set (see 4.1.2) which provides both statistical and narrative information in relation to core areas of safeguarding activities reported to members of the LSCB. In recognition of the importance of such data the sub group developed its agenda to allow increased scrutiny of emerging themes. This resulted in a number of challenges in respect to:

- Recognition of neglect within early help processes
- The vulnerability of children/young people effected by increased homelessness
- Service provision for children/young people effected by Domestic Abuse
- Professional development and reporting in relation to single agency training activities
- Processes to determine the safety of children/young people missing from education
- Processes to ensure effective provision of 'return interviews' for missing children
- The increased use of fixed term exclusions by local primary schools.
- The processes required to ensure robust safeguarding responses in respect of older children/young people



The LSCB continued to increase the range of data it gathers and challenged partners to ensure delays in receiving information were kept to a minimum.

2.2 Regular reports on core safeguarding arrangements

The LSCB also received six monthly reports from:

- Manager of the Child Protection Conference Chairs
- Manager of the Independent Reviewing Officers
- The Local Authority Designated Officer
- The Principal Social Worker
- Annual Complaints report from Children's Social Care

All of these reports provide scrutiny and analysis of key core components and the effectiveness of the safeguarding system –both single agency and multi-agency and key challenges/recommendations for improvements. These reports provided evidence as to how well agencies engaged and were working together within the child protection process.

2.3 'Section 11' - scrutiny of local agencies and commissioned services



During 2015/16, the LSCB strengthened its work to provide oversight of partner's S.11 'self audits' and established a scrutiny panel that routinely received a random sample of self audits relating to Schools, Early Years and services commissioned by Children's Services. An electronic tool was refined to assist organisations undertaking such audits and enabled more efficient reporting into the sub group.

Knowledge gleaned as a result of this work enabled the LSCB to identify good practice from which others could learn, any deficiencies were challenged and guidance/support provided. The engagement of schools and Early Years I this process continues to be excellent. The recommended tools previously offered to local voluntary, community and faith groups by the 'SafeNetwork' were withdrawn by the company during the year and resulted in Involve (formerly BFVA) commencing a consultation as to the benefits of extending the LSCB processes and/or, promoting alternatives such as that offered by the NSPCC.

Outcomes:

Through the work of the Section 11 panel, the LSCB promoted the continuous efforts required to ensure safeguarding standards were maintained within organisations. During the year a number of agencies were challenged to ensure they embraced safer recruitment practices and managers had received appropriate training. Additionally GPs were engaged in developing an assessment tool that would provide assurance on their safeguarding arrangements as it is recognised that they perform a key role in safeguarding children but are not required to undertake this process.

2.4 'Section 11' scrutiny of larger organisations who operate across Berkshire

During the period of this report Bracknell Forest LSCB hosted the Pan Berkshire S.11 Panel and identified the need for better co-ordination of this process. As a result, a programme of improvements was put in place by the Sub Group and the Independent Chair regularly reported progress made to the Board.

As part of the changes made:

- A revised tool was developed to assist organisations to identify their strengths and areas in which improvements were required

- This work is now driven through a process requiring completed audits to be submitted for independent peer review by the sub group
- These audits are presented by the lead officer to the panel who provide challenge, advice, and enables examples of best practice to be promoted to increase the learning

In addition, the panel established a process to ensure future audits of Primary Care and GP functions are linked to this process and that Local Authorities will also submit S.11 self assessments in 2016/17. Feedback from those organisations who participated in the process demonstrated important learning for them and identified actions to support their development.

Outcomes:

Following analysis of its work, the panel also identified learning suggesting a correlation between higher performing organisations and the degree to which:

- leaders ensured safeguarding was a priority across organisations, e.g. internal safeguarding committees linking strategic/LSCB activities with the management of front line services.
- dedicated resources supported the development, implementation and evaluation of learning / professional development.
- cultures were created and maintained by ‘champions’ who were passionate about safeguarding children/young people.

2.5 Child Protection Incident Review (CPIR) Notifications

During 2015/16 the LISG sub group received a number of notifications from partner agencies where concerns had been identified in relation to the responses of professionals and the potential for learning to be identified that would improve practice. Notifications of incidents are viewed positively by the LSCB to encourage transparency and ensure learning identified and actions taken to ensure improvements are made.

In each case, once a decision was made by the LSCB Chair that the SCR criteria were not met, an inter-agency audit of partners involvement was undertaken to help identify learning and inform actions to improve practice and/or systems. Actions identified for agencies were subsequently monitored by the sub group to ensure effective measures had been taken.

In 2015/16 there were three cases scrutinised through this process where further work was undertaken by single agencies and the outcomes and assurance provided to the LISG. One related to the sexual abuse of children, one related to injury to a baby and one related to the management arrangements of an adult sex offender.

2.6 Serious Case Reviews (SCRs)

Although no SCRs were commissioned during the period of this report, the sub group did refer a case to a neighbouring LSCB following a serious physical assault to a child that occurred within the Borough in which the perpetrator (another young person) was living

within their jurisdiction. Consultation with the National Panel of Experts determined that this case did not meet the criteria for an SCR. However a partnership review was commissioned by that LSCB and learning from this was subsequently shared with partner agencies in Bracknell Forest.

Outcomes:

The LSCB regularly considered the findings from SCRs undertaken by other LSCBs and any local learning from CPIRs or audit activity and disseminated the learning from these through its core training events and targeted workshops.

2.6.1 Serious Case Review-Child C

Following the conclusion of a lengthy criminal re-trial, the SCR commissioned by the LSCB in respect of Child C was finally published in February 2016. As previously reported, the learning from this review helped identify actions designed to improve a number of areas of practice and was published on the Board's website:

www.bflscb.org.uk/sites/default/files/serious-case-review-child-c.pdf.

The LISG has continued to robustly monitor these actions to ensure the changes put in place led to lasting improvements. It also intends to undertake a review in 2016 of the impact of these changes /improvements on children with detailed case studies.

2.7 Learning from partner agency audit and inspection

During the year the LISG worked with partners to ensure their single agency audit activities were objective and sufficiently self critical. The subgroup worked hard to improve the reporting of audit activities and to establish the routine sharing of findings from service reviews and inspections. Where the LISG were unable to obtain information requested, this was escalated and the LSCB alerted through entries to its Challenge/Risk Register. As a result the sub group has gone on to developed a stronger culture of sharing critical information as well as celebrating the good practice identified.

Improvements resulting from learning from audit and inspection findings which have been reported into the LISG included:

- MAPPA audit of sex offender management identified actions to reduce the risk of offending linked to the provision of inappropriate accommodation.
- Audit of Health Visitor practice leading to improved policies to support better quality of information recorded in relation to Child Protection Plans.
- Thames Valley Police improved training provision in respect of Honour Based Violence, Domestic Abuse and generic Child Protection following the recommendations of an external inspection.
- Royal Berkshire Hospital audit of their protocol in relation to Bruising in Children who are 'Non Independently Mobile' highlighted the challenges in its implementation and specific actions to improve compliance with the guidance.

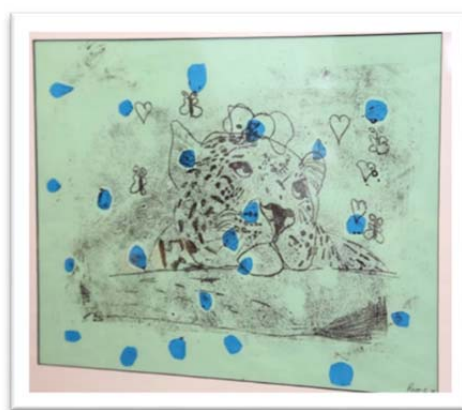
- Frimley Park Hospital audit of case planning highlighted good practice, but also the need for increased resources for specialist nursing that were subsequently secured.
- Bracknell Forest Council undertook a number of routine auditing activities that regularly fed into the LISG and focused on a range of their services from Early Help through to the its core assessment; children in need; child protection; disabled children and looked after children services.
- A Peer Review ‘Safeguarding Practice Diagnostic’ commissioned from the Local Government Association to consider the effectiveness of Children’s Social care “front door” noted the progress made since a similar review undertaken in 2013. The review identified good practice and also areas for improvement that would stretch performance and ambition further. Resulting recommendations have further informed service development and led to an overarching strategy to promote ‘Permanency Planning’ as a concept to drive sustainable long term outcomes for children/young people.

2.8 Learning from multi-agency audit and review activity

The following multi-agency LSCB audits were undertaken by the subgroup during the period of this report and resulted in important learning that in turn drove actions to improve practice:

2.8.1 Early Help

An audit relating to early help and the decision making supporting ‘step up’ and ‘step down’ arrangements to meet the needs of children and young people demonstrated the effectiveness of interventions and that cases were ‘stepped down’ appropriately. While services had been observed to focus on the child and the quality of recording had been good, the audit also demonstrated:



- The importance of avoiding delays where significant concerns exist and that these are escalated promptly.
- A focus must be maintained in respect of the wider family environment and the importance of exploring the role of fathers/significant male carers.
- That concerns must be escalated if staff have difficulties in accessing specialist help and/or thresholds for specific service provision cannot be agreed.
- The importance of very early help and strategies address the challenges of delivering services to families who move frequently.

2.8.2 Missing Children and CSE

A sample of cases in which children had gone missing and/or were considered to be a risk of CSE were audited by an inter-agency panel and built on work undertaken in the previous year, and the process was further informed by consultation with frontline staff. This process highlighted good practice and emphasised the importance of:

- Early help and timely independent return interviews that avoid drift in cases pending specialist assessments.
- Accessing/sharing information and the need for thorough assessments in respect to long standing complex issues.

- Plans that secure long term stability and avoid disruption to important services, such as education.
- Disrupting CSE and need to strengthen the focus of all partners on the alleged perpetrator and steps needed to deter them.
- Escalating cases to ensure inter-agency co-ordination of assessment/investigation.

2.8.3 Problem Profiling of CSE

While local audits and consultation with frontline staff informed partners understanding of the challenges related to CSE, work undertaken by Thames Valley Police helped provide a broader context and demonstrated the benefits of knowledge gleaned from across the region.

Limited responses from local voluntary/community groups highlighted the need for more work to be undertaken to secure their engagement and ensure understanding of CSE. This in turn led to a review of the Board's co-ordination of communication and community engagement.

Outcomes:

Work undertaken by Thames Valley Police helped profile CSE and provided staff with a broader understanding of such abuse and demonstrated the benefits of sharing knowledge gleaned across the region which directed impacts on the risk assessments undertaken on individual children.

The work of the Youth Council in facilitating consultations with local pupils (previously reported but disseminated in 2015/16) continued to inform the work of the LSCB and their key messages set out below emphasised the importance of:

- Continued education relating to consent.
- More open discussions in respect of relationships at an earlier stage in their education.
- The importance of safe areas for young people within the Borough supported by regular policing and an greater understanding of potential problem posed by children/young people travelling to higher risk areas.

In contrast, to the engagement of this wider group of children/young people, the Board had limited success in securing the views of those directly affected by such exploitation and identified this work as a priority to be addressed.

2.8.4 Children/Young People subject to Child Protection Plans due to neglect

Although this audit commenced during the previous year, its analysis and the dissemination of learning largely occurred during the period covered by this report. The audit identified good practice in respect of the identification, referrals and quality of plans and therapeutic support, but also highlighted the:

- Importance of identifying/commissioning services to address parenting and 'permanency' planning to ensure 'step down' arrangements follow the ending of child protection plans.

- Necessity for adequate core groups support in order to ensure robust approaches to address entrenched problems, parental resistance and ensure actions are addressed timely way.
- Clarity necessary within Child Protection Plan and Core Group minutes to ensure good communication that helps inform management oversight, monitoring of progress and staff supervision.

Learning from this audit also informed improvements in the routine data collated in respect of child protection conferences enabling more effective monitoring of this important function.

A further audit in respect of Child Protection Plans was undertaken by the Councils' Performance and Governance Team in the latter period covered by this report and its findings will further inform the monitoring of planned improvements.

2.8.5 Supervision Survey

Following work undertaken in relation to learning from the 'Child C' SCR, the LSCB commissioned an inter-disciplinary survey of practitioners experiences. Findings from this work highlighted the importance of management oversight that promoted reflection, challenge and staff support. The survey indicated that 78% of respondents were happy with their supervision, but that for some workload pressures prevented supervision occurring, or having time to include reflection on cases. A number of respondents indicated their interest in being able to participate in inter-agency supervision which is now an initiative promoted by staff in Children's Social Care. As a result of the learning from the survey the LSCB agreed to commission multi-agency safeguarding standards which it plans to publish in the autumn of 2016.

Learning available from regional/ national research and inspection findings further informed the work of the subgroup and was shared more widely via social media and the Board's website.

2.8.6 Audit of Joint Working arrangements

During 2015/16 Thames Valley Police and Children's Social Care undertook joint audits that demonstrated improvements in arrangements that helped strengthen the role of Strategy Meetings within the inter-agency arrangements across the Borough.

Similar audits were also undertaken jointly between Children's Social Care, mental health and substance misuse services. Findings from these audits highlighted the negative impact of staff turnover and the importance of wider community support to help sustain long term recovery.

2.8.7 Learning from the work of the Child Death Overview Panel

The LSCB is responsible for ensuring a review is undertaken in respect of the death of a child, normally resident in its area. As previously stated, the Child Death Overview Panel (CDOP) is jointly commissioned to undertake the statutory requirements set out in Working Together (HMGov, 2015).

Although there was an increase in child deaths across the Borough during the period of the report 2015/16 (4 deaths recorded), the number of deaths in 2014/15 (2 deaths recorded) was unusually low and the current rate still remains lower than those recorded for 2013/14. The vulnerabilities associated with two of the neonatal deaths during the year were linked to the prematurity of the children's births, and known life limiting conditions were associated with the death of two other children during the year.

Despite the rise in such tragic losses, Bracknell Forest continues to have the lowest number of deaths in comparison to other LSCB areas within Berkshire which in total amounted to 45 during the year.

As part of its function CDOP collects regional data on the following risk factors; maternal obesity, maternal smoking, co-sleeping, smoking parent/carer, domestic abuse, IVF, alcohol, late antenatal bookings and consanguinity of parents. During the year the work of the panel was also informed by lessons from other parts of the UK, academic research and localised analysis such as a themed review of neonatal deaths. This group of very young infants account for the majority of deaths across the region and following a review of the CDOP structure and function, an operational group of experts now undertakes detailed investigations as to the causes of neonatal deaths each year, and subsequently report their findings to the panel.

The Panel also identified the need for clearer procedures in relation to concealed pregnancy. Inter-agency guidance informed by this learning is now available for all practitioners and is now linked to the CDOP Rapid Response protocol.

During 2015/16 learning from CDOP also informed prevention of deaths through ongoing health promotion activities across the region and saw particular efforts to raise awareness in relation to:

- Water safety
- Rubella case
- The management of asthma
- The importance of recognising symptoms associated with raised intracranial pressure
- Early screening for paediatric sepsis
- The increased risk of suicide associated with online exploitation
- Learning from research relating to Deaths from Self-Asphyxial Behaviours (choking games).

Further details of the work undertaken by the CDOP can be found at:
www.bhps.org.uk/cdop/home.html

2.8.8 Multi-Agency Training and Workforce Development

During the period of this report the LSCB evaluated its provision of multi-agency training and considered the options available, given the limited resources available. The Board subsequently commissioned a new Training and Professional Development Sub Group to oversee a revised strategy, the introduction of a new charging policy and mechanisms for identifying future training needs of the workforce operating within the Borough.



It is intended that these changes will enable the Board to focus its limited resources most effectively and deliver targeted inter-agency training that complements that provided on a single agency basis. During the coming year the Board will further explore the merits of learning opportunities beyond those associated with traditional group based learning and seek to improve the evaluation of its efforts to support effective practice.

During 2015/16:

- A total of 625 delegates attended training during 2015-16.
- 88% of the total available training places were filled during this period.
- The majority of training places were filled by practitioners working for Bracknell Forest Council (36%), schools (22%) and Early Years organisations such as nurseries (18%). In turn, this analysis helped inform the Boards challenge to other professional groups regarding their low level of attendance.



- 251 delegates attended the multi-agency universal training course 'Introduction to Safeguarding Children and Young People'.
- 259 delegates attended multi-agency 'targeted' level training. This includes the courses 'Safeguarding-A Shared Responsibility', 'Child Sexual Exploitation' and 'E-Safety'.
- 111 delegates attended specialist level training, including 'S47 Investigations', and 'Child Sexual Exploitation'.

In addition to its core training offer, the Board hosted learning and improvement workshops to help disseminate key findings from its work, also drawing on key messages from research/inspection findings. Members of the LSCB also supported a number of events held by partner organisations in order to further disseminate learning.



Outcomes:

During 2015/16 the LSCB promoted national campaigns such as the '#helpinghands' (CSE awareness) and "#itsnotok" (sexual violence awareness)

Keen to maximise the impact of impact of training, the LSCB were pleased to receive reports as to the experience of staff attending the above events and that course evaluation demonstrated:

- 95% of delegates attending universal training and 97% attending multi-agency targeted training agreed that they felt more confident in their knowledge of safeguarding matters after course attendance
- 87% of delegates attending universal training and 90% attending multi-agency targeted training rated their satisfaction with the training as '9 out of 10'



However, the Board acknowledged the need for partners to understand the impact of such learning on the effectiveness of practice in the longer term. As a result, a number of approaches were considered, with 2 methods subsequently piloted. Initially, a telephone survey was undertaken during the summer of

2015 which concluded that 87.5% of those who participated agreed that participation in training had changed their working practice and offered positive feedback such as:

“I became more alert in observing my younger clients’ physical appearance and their demeanour that could indicate potential abuse”

“becoming aware of local processes was useful in a particular case of one client’s past abuse”

“this was a refresher session for me and brought me up to date with current legislation”

“it has highlighted safeguarding issues”

This approach proved to be more time consuming than alternative methods and produced a low response rate. As a result an electronic impact evaluation was devised, piloted and will be implemented for all LSCB safeguarding courses held in Bracknell from April 2016.

Outcomes:

87% of delegates attending universal training and 90% attending multi-agency targeted training rated their satisfaction with the training as ‘9 out of 10’.

3. Engagement

3.1 LSCB Consultation and Engagement with Children and Young People

The LSCB continues to encourage partner agencies to ensure children/young people are consulted and/or involved in any area of their work that might impact on their lives and the outcomes of these consultations are fed back to the LSCB. The Board is aware of the ongoing work within local services to engage children/young people.

The LSCB Forum has routinely ensured there is a standing agenda item to allow the voice/feedback from children and young people and their messages for the Board and partner organisations.

In 2015/16 there were workshop sessions on Young Carers, the Children in Care Council (SILSIP) and receipt of their key messages on:



- bullying
- the impact of meetings in school hours
- additional support groups /mechanisms needed for care leavers.

Following on from their work highlighting the risks of CSE, members of the local Youth Council were consulted as part of the LSCB's production of its current Safeguarding Plan 2016 - 2019.

As a result of this exercise the Board recognised the importance of this becoming a routine feature of LSCB future planning. The LSCB are committed to plans to repeat this consultation each year. The LSCB has also agreed that consultation work will be enhanced and supplemented by routine engagement with Schools Councils and is to be a key feature of the work planned by its new Communication and Community Engagement Sub Group in 16/17.

Bullying

Bullying continues to be an issue identified through consultation with children and young people that effects many children, is associated with a range safeguarding issues, including those relating hate crime and discrimination and therefore taken extremely seriously by members of the Board.

During 2015/16 work undertaken by Bracknell Forest Council's Anti-Bullying Coordinator engaged over 400 children and young people across 20 schools and supported their existing efforts to tackling bullying.

A particular emphasis was placed on the misuse of technologies and led to this theme becoming the focus of the Annual Anti Bullying competition that encouraged children/young people's creativity to tackle bullying through the production of multimedia resources. The event attracted a large number of high quality videos from pupils promoting a range of key safeguarding messages.

The importance of consulting those receiving specialist safeguarding services continues to be highlighted by the LSCB and the Board was assured that arrangements for children/young people subject to Child Protection Plans and those looked after by the local authority had continued to improve. Their feedback is routinely reported to the LSCB and is a feature of the LSCB multi-agency learning and audit activity.

Looked After Children



The Children in Care Council (called SiLSiP, Say it Loud Say it Proud in Bracknell Forest) continued to play an active role in planning and developing services and helped raise awareness of the needs of looked after children amongst professionals.

During 2015 the first 'Big Ballot' event for Looked After Children took place. This involved SiLSiP re-launching the 'The Pledge', which committed their

'corporate parents' to recognising the specific needs of looked after children and upholding their rights to high quality care.

The Big Ballot also offered an opportunity for Looked After young people to vote on those issues where they would like to see changes and improvement. As a result of that ballot SiLSiP have been working on the issue 'bullying', which was identified as the most significant problem by those involved. In response SiLSiP made a short animation film which is available as a resource to help support carers and other professionals.

In the 2016 repeat 'Big Ballot', the issue of 'Contact' was identified as a concern by most of the children/young people participating and is now the focus of the work being currently being undertaken by SiLSiP.

As in previous years SiLSiP continue to offer the "Do you Know?" training to foster carers and other professionals working with looked after children and were pleased to be able to extend this to Designated teachers in order to also give them insight into the experiences of looked after children.

During the period of this report, they also addressed the following issues in which they wanted to see change:

- Social workers changing or leaving without a proper goodbye.
- The awkwardness of getting to know new carers or workers.
- How to share your likes and dislikes with new carers without feeling uncomfortable or rude.
- Having their health assessments in school and/or coming out of important lessons for them.

SiLSiP lobbied Managers on the above issues and supported change through initiatives such as the production of:

- 'Goodbye cards' to help when social workers left the authority

- “About me” sheets to help new carers/staff get to know children/young people
- A regular newsletters to promoted access to the advocacy services and an online support services

Throughout 2015/16 issues for looked after children were promoted across the council and partner agencies and during the period the Borough also hosted its first looked after children’s art exhibition.

3.2 Involvement with frontline practitioners

Frontline practitioners have been involved with surveys and consultations such as safeguarding supervision undertaken by the LSCB.

They have also been directly involved in the methodology of the LSCB multi-agency case reviews with facilitated discussion on their perceptions of what worked well and what needs improvement.

Workshops led by the LSCB on learning from audits/case reviews are interactive opportunities for the LSCB to hear directly from frontline practitioners and managers.

3.3 Voluntary and Community Sector and Community Engagement

As previous sections of this report have highlighted links with voluntary, community and faith groups are vital to ensure safeguarding continues to be a shared responsibility.

Involve (formerly Bracknell Forest Voluntary Action) provides a crucial link between the LSCB and local voluntary, community and faith groups. During the year Involve supported the LSCB, the work of its sub groups and was instrumental in promoting training events and the broader work of the Board. In addition Involve facilitated a number of specific initiatives that promoted safeguarding activities including:

- Projects to tackle youth unemployment
- Recruitment of local residents to support a council led parenting initiative
- Recruitment of foster carers
- Community Cohesion activities to prevent hate crime and radicalisation
- Consultations in support of CSE prevention
- Safeguarding training and consultations in support of local groups

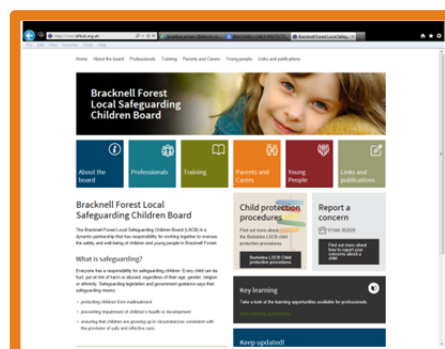
Involve now host the LSCB’s recently established Communication and Community Engagement Sub Group (see Section 3) and work increasingly closely with the Board to improve links between their members and other volunteers/groups operating within the Borough.

It is intended in 2016/17 to undertake some piloting of a proportionate S.11 process for Voluntary, Community and Faith groups within the Borough to strengthen the safeguarding arrangements.

Further details of the work undertaken by Involve can be found at www.involve.community

4. LSCB Business Plan and Priorities

The work of the LSCB is guided by its Safeguarding Business Plan which helps coordinate local services to address their core safeguarding responsibilities and focus particular efforts to tackle agreed local priorities. Details of the plan are disseminated widely through the LSCB, Chairs of sub groups and made available via the LSCB website - www.bflscb.org.uk/about-board



During 2015/16, details and progress of the LSCB Business Plan were regularly reviewed by the Chair and members of the Board to ensure it was informed by the work of its Learning and Improvement Sub Group and the regular and routine reports to the Board.

4.1 LSCB Targeted Priorities –progress in 2015/16

In early 2015/16, the LSCB revised its Business Plan to ensure effective oversight of the work of partner agencies against the LSCB core priorities and agreed a number of targeted priorities. Review of progress was achieved by regular reports to the LSCB on the following priority areas which identified progress and ongoing challenges as well as scrutiny of performance data and single agency and multi-agency auditing activity. In order to address the challenges associated with those areas identified as Targeted Priorities by the LSCB, its Business Plan relies heavily on the efforts of other agencies whose work is co-ordinated through other local strategic forum such as the Community Safety Partnership and Health and Wellbeing Board.

During 2015/16 the Board received reports on a wide range of work undertaken through the above arrangements and this is evidenced within the minutes of the Board and Partnership Forum available at www.bflscb.org.uk/about-board.

The particular adverse impact of substance misuse, domestic abuse and parental mental ill-health on children/young people is clearly evidenced in national research findings and also remains an ongoing challenge within the Borough.

Targeted Priority 1

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

Early Help

The Board received detailed annual reports on the work of the Early Intervention Hub and the Common Assessment Framework (CAF) and oversight was exercised by the Early Help sub group with 6 monthly updates to the Board to ensure arrangements were robust.

All reports and evidence demonstrated that the Early Help arrangements were effective and well understood by partner agencies with an increase annually in the number of CAFs undertaken and in their quality. 'Creating Opportunities- Positive Futures', the Early Help strategy 2015-17 (<http://www.bracknell-forest.gov.uk/positive-futures-strategy-2015-to-2017.pdf>) was updated and in November 2015 the Board agreed that the sub group should cease as Early Help arrangements were fully embedded in core activity.

During the period covered by this report the Board were reassured by the work of the Early Help Group to progress the following areas of work:

- Maintaining an oversight of the effectiveness of early help and supported some key areas of development for early help, such as the Really Useful guide to Neglect, CAF and Early Intervention Hub.
- Embedding of core systems the effective use of CAF and the Early Intervention Hub in supporting more complex cases and a clear step down process from Tier 3 to Tier 2.
- Revision of the Early Help Strategy 2015 to 2017 which supports the ongoing priorities of both the children and Young People's Partnership and the LSCB.
- Integrating early help work within the LSCB Learning and Improvement Group which strengthens oversight and audit.
- Regular reporting to the LSCB on CAF and Early Intervention Hub activities.
- Proposals to support the use of task and finish groups as an alternative to maintaining the current subgroup arrangement.

The LSCB acknowledged the work of the sub group and accepted its recommendations that saw the integration of early help within the other existing mechanisms that ensued reporting from partner agencies.

The revised strategy was designed to provide a framework to enable partner organisations to further develop early help support for children/young people and their families living within the Borough. The stated aims of the strategy are:

- To improve outcomes and life chances for children, young people and families placing the well-being of the child / young person at the centre of all that we do.
- Increase access to timely, targeted and appropriate services.
- Manage highly predictable risk better (e.g. parents who have been in care themselves and parents who have previously had children removed.)
- Refocus resources and expenditure from crisis intervention to early help, investing in proportion to need.
- Provide a focus on the whole family and the role of the family in the planning and delivery of early help.
- Ensure interventions have a strong evidence base and any services commissioned are able to evaluate and demonstrate impact and outcomes.
- Further develop multi-agency and integrated working, including using and sharing data and information more effectively.
- Strengthen the role of universal services provision in early help.
- Communicate the early help offer and how it can be accessed
- Develop skills and management support/supervision for early help workers
- Develop specific training for early help workers e.g. on the threshold document, identification and intervention re: neglect, solutions focussed intervention etc.

This strategy sits under the initiative 'Bracknell Forest's Approach to Prevention and Early Intervention' (www.bracknell-forest.gov.uk/bracknell-forest-approach-to-prevention-and-early-intervention.pdf), which is designed to demonstrate the commitment of the Council to ensuring prevention and early intervention are central to planning and to ensuring the best possible outcomes for people living in the borough.

The successful delivery of early help to children, young people and families in Bracknell Forest is reliant on the strength of partnership working, leadership and management commitment, and having a clear, robust and agreed framework from which to work.

The strategy supports the delivery of the priorities in *Creating Opportunities - a joint strategic plan for children and young people in Bracknell Forest 2014-2017*.

Audit activity is frequently undertaken and reported into the Learning and Improvement sub group and in 2015/16 the multi-agency LSCB audit on thresholds had a specific focus on the effectiveness of the step up/step down processes between Early Help and Children’s social care. The outcomes of that were positive and are reported in Section 3.

During the period covered by this report Bracknell Forest Council were successful in securing a grant to enable its development of ‘The Families in a strong community Project’. This pilot project was funded through an award from the DCLG ‘Delivering Differently through Neighbourhoods’ programme and will help redesign delivery of services to some of the most vulnerable members of the community. This project plans to establish a programme of community volunteer led very early support and intervention. The pilot is focussed on three Bracknell Town neighbourhoods and will develop a new model of delivery based on creating a group of skilled local residents who will be able to develop user-led, self-help services.

Targeted Priority 2

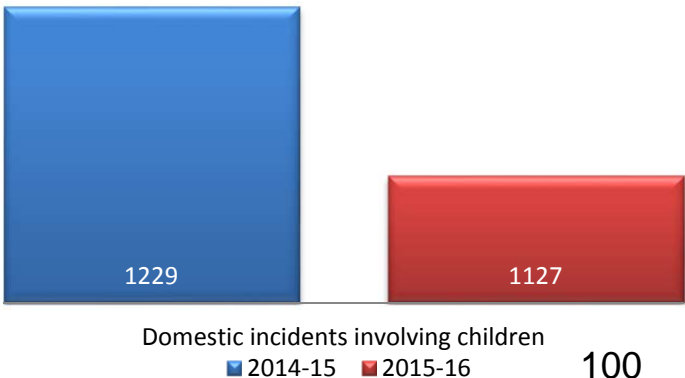
Reduce the impact of domestic abuse on children, young people and families

Domestic Abuse (DA)

2015/16 continued to see the co-ordination of efforts to prevent domestic abuse and further improvements in the collaboration between services to support children/young people affected. This work is overseen by the Community Safety Partnership and the implementation of the Borough’s Domestic Abuse Strategy is co-ordinated through the local Domestic Abuse Executive (DAE) and Domestic Abuse Forum (DAF).

During this period there was a 7.6% reduction in reported domestic abuse in Bracknell Forest. This compares to an average increase across the other Berkshire authorities of 18.4% and an average increase across the Thames Valley region of 19.5%. This is reflective of the significant amount of coordinated and sustained work to address domestic abuse within the borough, working with victims, perpetrators and children. The outcome rate for domestic abuse in Bracknell Forest is also above the Thames Valley average and is the highest of all the Berkshire authorities.

The DAE further developed the ‘its never ok’ website (www.itsneverok.co.uk) which provided a wide range of details for those experiencing domestic abuse and complements the information available from Bracknell Forest Council (www.bracknell-forest.gov.uk/domesticabuse) and that contained on the LSCB’s website.



The DAE continued to co-ordinated a range of services for victims/survivors of abuse, children/young people and interventions for perpetrators. Locally the Domestic Abuse Service Coordination (DASC) continued provide enhanced support to standard and medium risk cases of domestic abuse and

children/young people affected, along with enhanced management and supervision of offenders. This pilot project is showing positive signs of its impact, but is currently being formally evaluated by Cambridge University and their findings will inform further service development.

An important aspect of the above approach is the Domestic Abuse Perpetrator Service (DAPS), a local 1-to-1 perpetrator service. Outcomes measures for (DAPS) were changed in April 2015, making 2015/16 a baseline year for the new targets. Within 2015/16 78% of clients with children on Child Protection Plans at the time of referral to DAPS made positive progress ending the need for such plans to continue. 100% of clients referred to DAPS for prevention work with Children in Need made good progress and did not require additional levels of protection such as a Child Protection Plan.

Outcomes:

78% of parents with children on Child Protection Plans at the time of the referral to DAPS made positive progress ending the need for such plans to continue.

During the period covered by this report the DAE updated its detailed guidance issued to staff across the Borough and produced a summary version in the format of a 'Cue Card'. The guidance issued to staff was further supported by a programme of training to raise awareness of such abuse within a range of contexts including stalking and honour based violence. Particular emphasis was placed training to support the increased use of Multi-Agency Risk Assessment Conferences (MARACs), which in turn highlighted the importance of using the 'Domestic Abuse, Stalking and Harassment and Honour Based Violence Risk Identification and Assessment and Management Model' (DASH) to inform professional judgment.

The DAF continued to support professionals from a number of both statutory and voluntary services, who collectively aim to increase awareness and services to those affected by domestic abuse. The forum aims to identify and promote good practice, ensuring that agencies know about each other and provide them with the opportunity to develop the multi-agency strategy to reduce the level of domestic abuse in the borough.

Children's Social Care has also delivered MARAC briefing sessions to raise awareness amongst frontline staff. This has resulted in a significant increase in the number of such referrals now being made.

Additional support for children affected by DA was also commenced by the 'Positive Intervention for Children Affected by Domestic Abuse' (PICADA) programme. This group supported 10 children and 8 mothers by providing a therapeutic intervention in relation to the abuse they had experienced.

The Freedom Programme offered to women experiencing DA, continues to be delivered in Children's Centres, with a number of new facilitators trained during 2015/16. One 'Stepping Up Programme' which focuses on healthy relationships was also delivered to boys known to the criminal justice system during 2015/16.

Targeted Priority 3

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

During 2015/16 the Drug and Alcohol Action Team (DAAT) provided routine updates in respect of their work to safeguard children/young people from the risks posed by their own substance misuse or that of their parent/carer. DAAT continued to run a monthly surgery in Childrens Social in order to improve communication providing social care staff the opportunity to discuss potential referrals. Four of the local social workers also completed placement at New Hope enabling them to develop greater understanding of impact of substance misuse on parenting capacity and the wider family functioning.

In addition, meetings between Managers of these services were held with the aim of providing earlier help and ensuring escalation of cases where there was thought to be a need for protection.

Twelve of the families who were supported by substance misuse services who were subject to safeguarding process saw progress being made due to the child’s needs for protection subsiding.

At the end of 2015/16 there were still twelve adults in treatment who had children subject to safeguarding. Seven were on Child Protection Plans, one had a Child in Need Plan, two had children who were Looked After, one was on a CAF plan from RBWM and one family had one child who was on a Child Protection Plan and one child who was on a CIN plan.

The percentage of people in treatment who live with children/all in treatment in Bracknell Forest is higher than the national average (quarter 3 2015/16).

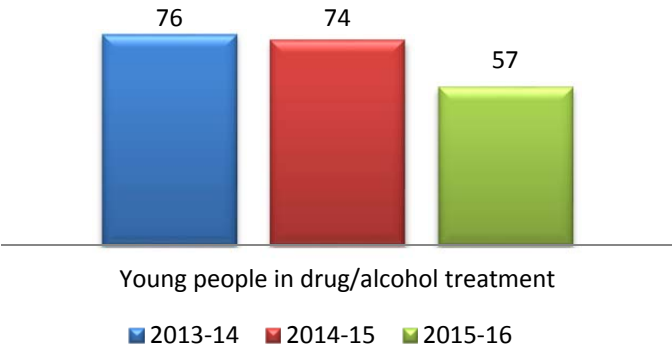
	Latest period %	Number	National Average %
Opiate	46.5%	56/120	29.4%
Non Opiate	43.9%	25/57	24%
Alcohol	41.6%	67/161	25%
Alcohol & non-opiate	40%	20/50	23.3%

In quarter four of 2015/16 of the 230 new treatment journeys 100 were parents who either lived with their own or someone else’s child/children. This equates to 43.4% which is slightly lower than the previous year’s percentage of 44.8%. Engagement with treatment services is recognised nationally as a positive factor in keeping children safe from the impact of substance misuse.

Of the young people entering treatment in quarter 3 of 2015/16 four were looked after, one was a Child in Need and one was on a Child Protection Plan. Three of the young people also reported being affected by others substance misuse. Of the 30 new entrants to treatment only two were referred by Children and Family Services which equates to 6%. In quarter 3 28 young people exited treatment and 17 of these exits were planned.

Children and Young People

During 2015/16 the Board received regular reports indicating that for young people receiving treatment services there was a marked reduction in their use of mephedrone which was associated with an overall further reduction in the use of amphetamines. As a result the proportion of young

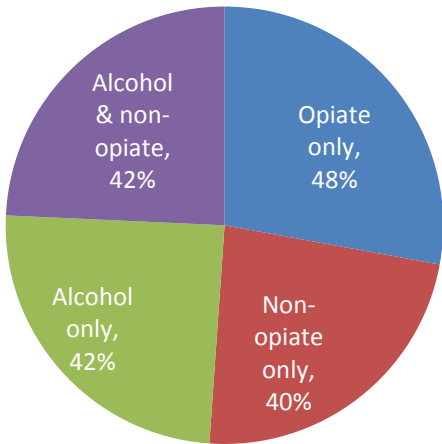


people accessing services due their use of amphetamines fell over a 3 year period from 53% in 2013/14 to 11% in 2014/15. However, this coincided with a rise in the use of both alcohol and cannabis, and an acknowledgement that more work was required to understand the use of Novel Psychoactive Substances (NPS) – so called legal highs.

Parental Substance Misuse

The engagement with local treatment services is seen as a protective factor for children/ young people. During 2015/16 a higher percentage of parents/carers living in the Borough were in treatment than is the case nationally. The Board noted that the completion rates for such programmes involving opiate and alcohol use were also higher than for the wider

% of parents/carers in treatment (of the whole treatment population)



treatment population. However, the percentage of successful completions for non opiate users who are parents/carers is lower that it is for the whole treatment population and highlights the ongoing challenges of safeguarding children/young people living in such circumstances.

During the year LSCB sub groups benefitted from the attendance of substance misuse services staff and highlighted associated risks in respect across all forms of abuse and the links with areas such as CSE. The Board therefore noted with caution the ongoing review of substance misuse services being undertaken and expressed concern as to the potential impact of any reduction in services might have on vulnerable children/young people.

**Targeted Priority 4
Reduce the impact of parental mental illness on children and young people**

In common with other areas of the country, work undertaken by the LSCB has highlighted the vulnerability of some children/young people whose parents have mental health problems.

During 2015/16 work continued to promote greater liaison between Children’s Social Care, Community Mental Health Services (CMHT) and professionals working in substance misuse services.

CMHT continue to monitor the number of children whose parents receive services and file audits inform learning. At the end of 2015-16 the Community Mental Health Team (CMHT) were working with 78 parents in respect of 153 children. 20% of these children were subject to child protection, 17% were children in need and 5% were young carers.

Perinatal cases continue to be prioritised and seen within 5 days and if parent appear unable to cope with children or there is deterioration in their health a joint visit between CMHT and CSC staff is now recommended.

As a result of the development work previously undertaken safeguarding children is now a standing item within staff supervision and a named child protection professional is available to all staff needing safeguarding advice.

Broadmoor Hospital

Broadmoor Hospital continue to support the work of the LSCB and as in previous years provided an annual report outlining the care provided for their patients and outlining their activities relating to safeguarding children/young people. During the period of this report the West London Mental Health Trust reported that the hospital had made significant progress their in safeguarding performance and had developed meaningful safeguarding performance indicators to assist its oversight of performance.

Increased levels of safeguarding awareness were reported to the Board and were demonstrated in the increased in reporting of safeguarding referrals and alerts. Child visits to their parents on adult wards are well embedded and the hospitals policy was revised to reflect updates in practice, guidance and legislation.

The Trust have identified the need to strengthen feedback mechanisms to support safeguarding performance and will be assisted by their plans to ensure vacant posts are filled.

Children and Young People's Mental Health

There were 314 children and young people referred to CAMHS Tier 3 in 2015-16 which is an increase (of 22%) on the previous year. This rise in referrals is inline with the national picture.

Long waiting times for treatment have been experienced by children and young people with 63% (238) waiting over 12 weeks for treatment. From 2015/16 the service received additional recurrent funding through the national Parity of Esteem programme to enable recruitment to provide a safe, robust service with acceptable waiting times. This is starting to make a difference as reductions have been seen across all wait bands at the beginning of new financial year (2016/17).

Throughout the year key partner agencies worked together in support of a CAMHS Transformation Plan and details of this work were shared with the LSCB. The Board noted the challenges of addressing the increased complex needs of children and young people being overseen by the East Berkshire Transforming Children's Health Board. The LSCB welcomed the additional investment in support of the proposed improvements and will monitor progress against the priorities set for 2015/16.

Targeted Priority 5

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

Neglect

Despite the failure of the Innovation bid to DfE the Board retained its focus on neglect and its impact on children, young people and families. In October 2015 the LSCB Partnership Forum received a detailed presentation on the work undertaken in Children's Centres as part of the LARC (Local Authority Research Consortium) research project on early help and neglect.

Importantly the project had examined the attitudes and understanding of neglect amongst parents who had received support for neglect, parents who had not received support and professionals. Concepts such as poverty and neglect were explored along with levels of knowledge and understanding of the routes to report neglect, how to access help and the barriers that prevented people from expressing their concerns.

The key findings of the research included:

- Families view Children's Centres as being a safe place to report concerns.
- While people found chronic neglect easy to identify they struggled to identify indicators of less harmful forms of neglect.
- National campaigns had led to a skewed image of neglect and it was hard for families to recognise less harmful forms of it.
- People found it difficult to separate poverty and neglect and identify the basic needs of the child.

The research had produced a number of key recommendations that focused on a range of actions to improve the identification of early neglect and improve the support available to families. These recommendations included:

- Focusing on the way the local authority engaged with and supported community groups and parents.
- Better modelling of positive parenting and sharing these skills with the community.
- Exploring how local authority engagement with community groups might be improved to help develop a deeper understanding of the long term consequences of neglect.

In Bracknell Forest, 80% of families with children aged five years old and under were registered with a Children's Centre and the centres were seen as being ideally placed to identify and support families where early neglect was a concern. To address this Bracknell Forest's Really Useful Guide to Neglect had been used to inform a set of indicators for early neglect and a screening process had been drawn up for staff to identify families in need of support at an early stage, together with a protocol to ensue concerns were escalated. Children's Centres 'early indicators of neglect screening tool' will be rolled out during 2017.

The LSCB also focused its attention on neglect by undertaking a detailed multi-agency audit on neglect which specifically looked children subject to child protection plans for neglect and is described in detail in section 2.7.4.

In addition, the Principal Social Worker organised learning events in order to share learning from local audits and finding from Serious Case Reviews that related to the issue of neglect. These events were well received by staff and this learning is supported through both individual and group based supervision. The content of the LSCB inter-agency training was also update during the year to ensure the issue of neglect was adequately addressed.

Neglect remains an area of concern for the LSCB, this concern informed by ongoing national issues, and through local research. It will therefore remain a targeted priority for the LSCB Business Plan 2014 -2017.

Targeted Priority 6

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

CSE

During 2015/26 the LSCB sought to further strengthen the existing work of the CSE sub-group and improve the oversight of missing children/young people. The sub group broadened its membership securing representation from the Voluntary Sector, Local Authority Licencing Team and Sexual Health Services. Members met every 3 months and

continued to develop the data, information and intelligence gathered. This in turn informed the LSCB's strategy and ensured responses were co-ordinated at an operational level.

The sub-group noted the development of more robust arrangements with the creation of the Sexual Exploitation Multi-Agency Risk Assessment Conference (SEMRAC) model that ensures key partner agencies monitor children/young people at risk of CSE, individuals thought to pose a risk and locations associated with activities increasing the likelihood of CSE. The Chair of the SEMRAC provided increasingly detailed reports as to progress made towards achieving the aims of the CSE Action Plan and analysis of data helped strengthen the focus on its performance.



The group also welcomed the appointment of a specialist social worker (Missing and CSE) who has enabled improvements relating to the engagement of children/young people at risk and quickly gleaned important intelligence relating to CSE within the borough.

Learning stemming from serious case reviews, inspection, research and a range of national reports informed members understanding and guided the group's approach to:

- Reviewing its strategy and action plan.
- Engagement vulnerable children, including targeted group work in respect of young people at risk.
- Developing its CSE Communications Plan including a social media campaigns on the 'nine signs of CSE' and 'nine signs of internet safety'.
- Promoting awareness to parents, professional and amongst community groups.
- Evaluation of training including e-learning and contribution to single agency training.
- Development of the local CSE problem profile.
- Inter-agency auditing of missing children and CSE.
- Engaging voluntary/community sector organisations.
- Specific briefings/targeted training e.g. taxi drivers and hotel staff.

During the year the sub group also sought assurance as to:

- Arrangements for monitoring Children missing from education (CME).
- Responses made to disrupt activities within known 'Hotspots'.
- Arrangements to ensure safeguarding of looked after children in placements out of area.
- Awareness of CSE amongst professionals prescribing of emergency contraception.

As in previous years local developments have been informed by work undertaken within the wider Thames Valley region and learning established nationally, such as that published by the Office of the Children's Commissioner.

Targeted Priority 7

To increase the understanding of the harm associated with the misuse of technologies and further develop proactive strategies to support children / young people and their families.

Misuse of Technologies

The impact of the misuse of technology has increasingly become a feature of many areas of the Boards safeguarding activities. As a result the LSCB has continued encourage partners to raise awareness throughout 2015/16. This work was overseen by a dedicated group coordinated by the local Community Safety Partnership. Through their routine reporting the group ensured members of the LSCB were appraised of the challenges faced by children/young people in the Borough and cited recent research demonstrating the existence of similar issues across the UK and the global dimensions to be considered.

During the period of the report a programme of inter-agency training sessions on 'e-safety' was delivered with a specific training package developed for both existing and new foster carers. In turn training was also been delivered to social workers within the Family Placement Team. Improvements were also made to assessment, care planning and review processes to ensure internet safety issues were adequately identified and addressed.

Working in partnership with South West Grid for Learning and the Safer Internet Centre an internet safety workshop was well attended by a range of professionals working with children and young people. This event addressed a range of issues including the risk associated with online child sexual exploitation.



A new internet safety app, Gooseberry Planet, was piloted in two primary schools within the Borough in February 2016. This app provides communication between child, teacher and parent to ensure a coordinated approach to addressing issues of concern around internet use, and will be the subject of further evaluation to determine whether this should be promoted more widely.

Due to the increased level of concerns raised by partner agencies the issue of how technologies impact on children/young people will be subject to a further review

4.1.2 Performance Management

In addition to the oversight previously described within this report, members of the LSCB provided routine scrutiny of safeguarding informed by performance data.

LSCB Performance Data 2015/16

Neglect

Missing Children

Child Sexual Exploitation

Domestic Abuse

Substance misuse (children and parents/carers)

Mental Health (children and parents/carers)

Early Help
Homeless children and families
Vulnerable groups
Youth justice
Allegations against the workforce
Children's workforce vacancies and caseloads
Inter-agency training
Total CP, LAC and CiN
Referrals and re-referrals to CSC
Referrals to CSC going on to single assessment
Children deregistered from CP Plans lasting 2 years or more
Children becoming subject of a CP Plan for a 2 nd or subsequent time
CP cases which were reviewed within required timescales
Looked after children by age band and gender
Placements of looked after children
Legal status of looked after children

4.2 Additional Areas of Activity and Challenge

4.2.1 Child Protection Conference and Review Team

The LSCB receive regular reports in respect of Child Protection Conference activity which is also subject of routine scrutiny via the Board's performance monitoring data.

During the year 247 child protection conferences were held took place during the period with 80 of these being initial conferences and 167 review conferences. Over the same period 148 children ceased to be subject to a child protection plan resulting in 115 children being subject to a child protection plan at the end of March 2016.

Improvements in respect of the management of conferences continued throughout the year and were informed by the consultations held with children/young people and the feedback received from others attending conferences. Further implementation of the Signs of Safety principles was seen to be effective and Conference Chairs completed further accredited training to develop and enhance their skills, which has in turn led to the team evaluating ways in which the model could be developed further.

This resulted in a formal adoption of the enhanced SOS format from the 1st September 2015 which was reported to be working and has helped parents/carers better understand the needs of, and risks to their children.

During the year Chairs developed a ½ day training programme to support professionals attending Child Protection Conferences which is scheduled to be rolled out as part of LSCB's future programme of training.

The complaints processes available to those attending Child Protection Conferences was reviewed during the year and is now outlined within the LSCB's guidance available at:http://www.proceduresonline.com/berks/bracknell/p_ch_protection_conf.html.

The role of the Child Protection Conferences in respect of those children/young people at risk of child sexual exploitation has continued to play an important part of ensuring their protection. The LSCB were assured that this remains the most appropriate means of safeguarding such children and young people and is supported by the enhanced assessment of such cases by the SEMRAC.

Regular audits of Child Protection Conferences enables monitoring of key factors relating to their effectiveness and helps inform the partners understanding of the issues directly effecting children and young people thought to be at risk of significant harm.

Domestic violence (60%) and being a victim of domestic abuse (69%) remains one the major issues for children/young people, closely followed by parental mental ill-health (53%) and parental alcohol and/or substance misuse (43%). With the exception of parents being looked after, parental learning difficulties and sexual offending, multiple indicators of harm were present in most cases. The co-occurrences of these indicators when combined can contribute to entrenched behaviour and commonly issues of neglect and emotional harm for children which are difficult to alleviate.

Although there continues to be children/young people who are subject to repeat plans, this is often due to the entrenched nature of some of the issues, especially neglect. However, the Local Authority has commissioned an audit of such cases to identify learning that will inform service improvement. However, children subject to a Child Protection Plan for a second time are now the subject of a legal advice meeting which will provide additional analysis of their circumstances.

Reports received by the Board indicate that there continues to be good practice taking place within the Borough with positive outcomes for children. When necessary chairs challenge and support professionals to ensure processes remain responsive to the needs of children/young people and that partner agencies continue to collaborate to ensure effective joint working.

Work to implement a Permanency Strategy and updated Thresholds Guidance was undertaken following a peer Safeguarding Practice Diagnostic held during the year and will further inform measures to ensure prompt decision making to promote children's permanency and resilience.

The following priorities are proposed for the coming year 2016/17:

- Review of existing child protection case conference tracker system as part of caseload monitoring/capacity and appropriate challenge in place.
- Impact evaluation of the use of Signs of Safety Model to capture data in relation to improved outcomes for children and families.
- Review of throughput data in respect of re-registrations and long term plans through audit programme work.
- Evaluation and review of the impact of Advocacy processes to support increased engagement of children and young people involved in child protection plans.
- Review of Permanency Planning decision making processes.
- Review of participation data collection tool to ensure accurate audit capturing of children actively participating in their individual CP conferences.

The service reports on LSCB partner engagement and agencies then follow up within their own organisations to ensure CP processes are properly supported by all partners.

4.2.2 Independent Reviewing Officer Service

- In addition to its routine monitoring of performance relating to Looked After Children, the LSCB also received details of the tenth annual report of the work of the Independent Reviewing Officer (IRO) Service covering the period from 1st April 2015 to 31st March 2016
- The Board were assured as to the work of the service and analysis of the numbers, age, gender and ethnicity of children and additional information relating to their legal status and performance information about the timeliness of reviews, IRO caseloads and how IROs are fulfilling the requirements in the IRO Handbook 2010.
- The service ensures the participation of children and young people, parents and carers and the contribution of partner agencies and comments from children and young people who are looked after. Listening to the voice of the child and enabling children and young people to participate is a key function of the IRO role. Performance in this area was reported to have remained strong and detailed the efforts made to build on this through creative involvement of children chairing their own reviews are actively developed by the team.
- During the year there was significant focus on the development of quality assurance and performance monitoring including reporting to Senior Managers and to the Director Children, Young People and Learning. This is a key part of the IRO role and provides a good opportunity to feed back on key performance, practice and development issues.
- IROs within the Borough have further embedded escalation and dispute resolution processes to assist the service in fulfilling its independent function and to undertake challenge where this is required.

4.2.3 Management of Allegations Against Staff

In addition to continuing to raise awareness of the processes relating to managing allegations made against staff, the LSCB receives regular data in respect of the work of the Local Authority Designated Officer (LADO).

The LADO provides advice and guidance to employers and other individuals/organisations that have concerns relating to an adult who works with children and young people (including volunteers, agency staff, foster carers, religious leaders, school governors etc.).

During 2015/16 the LSCB was assured that the referral processes linked to the function of the LADO had continued to be developed to ensure that all contacts made with the LADO are captured and accurately recorded.

Of the 82 referrals made to the services, 45 required no further action following a consultation with the LADO with 37 being progressed to a formal LADO Meeting.

The Board were informed that there had been a gradual rise in referrals to the LADO service during the year (see table below), which is likely to be as a result of greater awareness amongst employers and a specific Ofsted requirement requiring agencies to consult with the LADO over all child safeguarding concerns.

	2015-16	2014-15	2013-14	2012-13	2011-12
Referrals	82	39	42	37	31
Consultations	N/A	33	18	19	16
Total enquiries	82	72	60	56	47

During the year, the LADO service continued to strengthen its links with partner agencies and private and voluntary organisations to ensure continued awareness about the thresholds and process for managing allegations and met with the GP Lead for Safeguarding, the Team Manager for Safeguarding & Inclusion and the safeguarding leads for some sporting groups and community organisations.

The LADO continued to contribute to training and through the LSCB facilitated an inter-agency workshop to promote awareness of procedures and organisational responsibilities. The service also provided induction sessions to new social workers within children's social care and attended the designated leads in education training day.

The LADO regularly met with the regional LADO network to share learning and develop joint approaches to this area of work including the management of performance data. The network also contributed to a review and revision of the LSCB procedures. Available at: http://www.proceduresonline.com/berks/bracknell/p_alleg_against_staff.html

Analysis of LADO activity indicate that the highest number of allegations relate to physical harm, the misuse of technologies and concerns relating to sexual activity.

However, the services continued to also evaluate suitability which has tended to relate to risk by association, inappropriate boundaries, social media use and concerns about conduct outside of work. The profile of such referrals underlines the importance of the steps taken by partner agencies to ensure policies are now in place to manage conduct issues and acceptable use of technology and social media.

The LSCB received the following recommendations from the service that will support further improvements:

- To continue to contribute to training and promote awareness of procedures for managing allegations with partner agencies.
- To strengthen links with partner agencies to ensure there is a continued awareness about the thresholds and process for managing allegations.
- To develop mechanisms for seeking feedback from professionals who have used/been subject to the service and from children and young people who may have made an allegation.
- Clear arrangements to be agreed for how the LADO service will be resourced within the Conference & Review Team and ensures LADOs receive specialist training in preparation for the role.
- The Head of Performance & Governance Service Manager to maintain regular and consistent oversight which is recorded on individual files.
- The LADO Service to further develop monitoring systems including an improved database.

4.2.4 Tackling Extremism and Radicalisation (PREVENT)

Throughout the year the Community Safety Partnership oversaw the work of its Prevent Strategic Sub Group and the operation of the Channel Panel. A number of Board members also attend these meetings which ensures good links are maintained between these groups.

Despite the assessment that the Borough continued to be considered a low risk area, the LSCB held a workshop to ensure its partners all remained alert to the potential of young people becoming radicalised and involved in extremist activities.

The LSCB were informed of the substantial training provided across agencies during 2015/16 with partners encouraged to ensure all relevant staff accessed either the e-learning or group based events made available through the Board's programme of training. This training complimented that commissioned on a single agency basis by key partner agencies.

In addition to the above activities members of the LSCB received regular update reports from the Local Authority's Prevent Lead Officer and disseminated additional guidance to help inform learning from experience gathered from outside of the Borough. Further details of this work can be found at <http://www.bracknell-forest.gov.uk/hatecrimeviolentextremism>.

4.2.2 Bracknell Forest Council Complaints, Concerns and Compliments for Children, Young People and Learning Services

The LSCB receives an annual report in relation to the complaints function for Children's Social Care and has received assurance that this met the requirements of the relevant guidance and regulations. The report received sets out the process of the formal and informal representations received by the council, and contains detailed analysis of performance against the timescales and standard required. The Board were pleased to receive assurance that the overall management of complaints is robust with concerns and complaints managed well, and the process of investigating complaints undertaken with great sensitivity by the staff involved.

Comparatively speaking, Children's Social Care do not receive a high number of complaints, however the nature of those complaints that are received are often complex.

Whilst a complaint may be distressing to the individuals affected, (which includes the staff involved) they are a valuable mechanism for ensuring the on-going quality of the work undertaken and result in the delivery of high quality services.

4.3 Financial Information

The budget of the LSCB is monitored by the Independent Chair and Business Manager who in turn report to the LSCB. The majority of the Board's budget relates to staffing in support of the work of the Board.

The LSCB budget 2015-2016 was made up of contributions from the Local Authority, the CCG, Police, Probation, Broadmoor, CAF/CASS and Berkshire Healthcare NHS Foundation Trust.



Supplies and services included expenditure for the cost of an Independent Chair, updates to the Child Protection Procedures and the costs associated with administering the LSCB training programme. This also covered printing costs for publicity materials and leaflets.

The LSCB has acknowledged the lack of capacity within the budget to meet the increased requirements placed on the Board. As a result the Chair has formally written to the Chief Executive of each statutory partner organisation proposing their contributions are increased for 2016/17.

4.3.1 LSCB Income 2015/16

Percentage of partners contributions 2015/16	Amount (£)
BF Council	74.5%
Thames Valley Police	2.2%
CCG (Clinical Commissioning Group)	18.0%
National Probation Service	0.9%
Broadmoor	0.5%
CAFCASS	0.4%
Berkshire Healthcare Foundation Trust	0.9%
Heatherwood and Wexham Park Hospital	0.9%
One-off Donation (Johnson Wax Ltd)	1.8%

4.3.2 LSCB Expenditure 2015/16

Expenditure 2015-16	Amount (£)
Staff costs	95,285.79
Training administration	5,000.00
Communication and community engagement	3,000.00
LSCB website hosting and support	500.00
CP Procedures web hosting and update*	3,483.33
Equipment, printing and meeting costs	3,471.60
Consultant costs	2,457.42
CSC rapid response payment	2,000.00
LSCB development day	1,038.35
Total	116,236.49

* £416.66 was reimbursed from each Berkshire authority (total £2083.30)

5. Summary

5.1 Key Messages

As is evident within this report, there is an enormous amount of good work being undertaken across Bracknell Forest by dedicated staff and their managers. For the majority of children and young people living within the Borough the outcomes are good and much better than in many areas. However, we cannot afford to be complacent and must remain aware of the challenges we face in protecting those most vulnerable to abuse and neglect.

The LSCB has acknowledged that there is more improvement work to be done and in reviewing the progress against the Business Plan in place during this period, outlined in Section 4 it has revised its strategy and the priorities for the coming period 2016/17.

The Board recognises the unprecedented financial challenges for all agencies and therefore call's upon strategic partners, local agencies and the communities within the Borough to ensure core services remain strong during a period of financial uncertainty. It has identified the following LSCB priority areas for 2016/17:

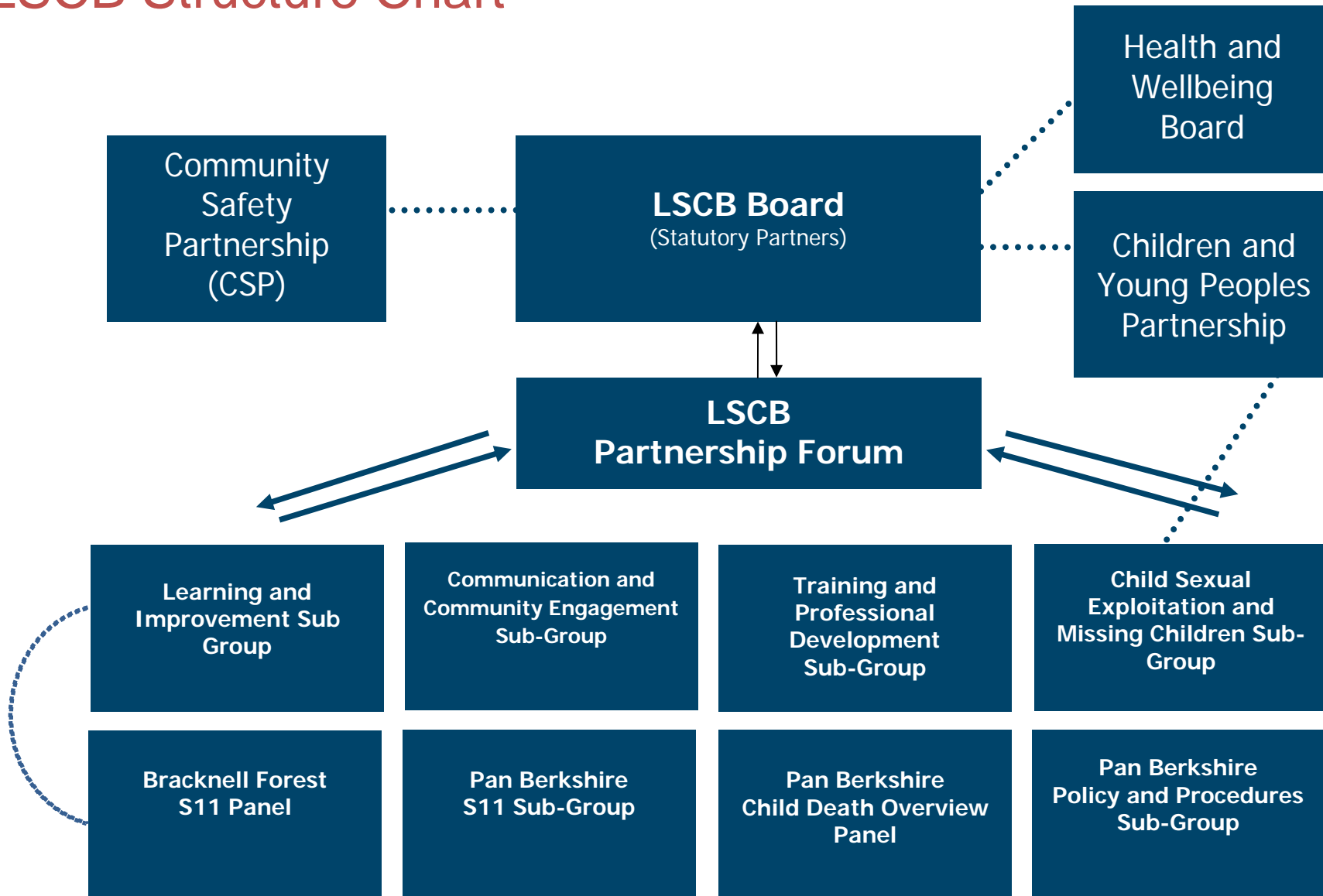
- Increase the effectiveness of the safeguarding journey for children and young people.
- Ensure the effectiveness of the arrangements to reduce the impact of violence on children and young people.
- Ensure the effectiveness of the arrangements to provide Early Help provision.
- Strengthen arrangements in place to safeguard missing children and those at risk of CSE.
- Ensure the effectiveness of the steps partners must take to counter hate crime and extremism.



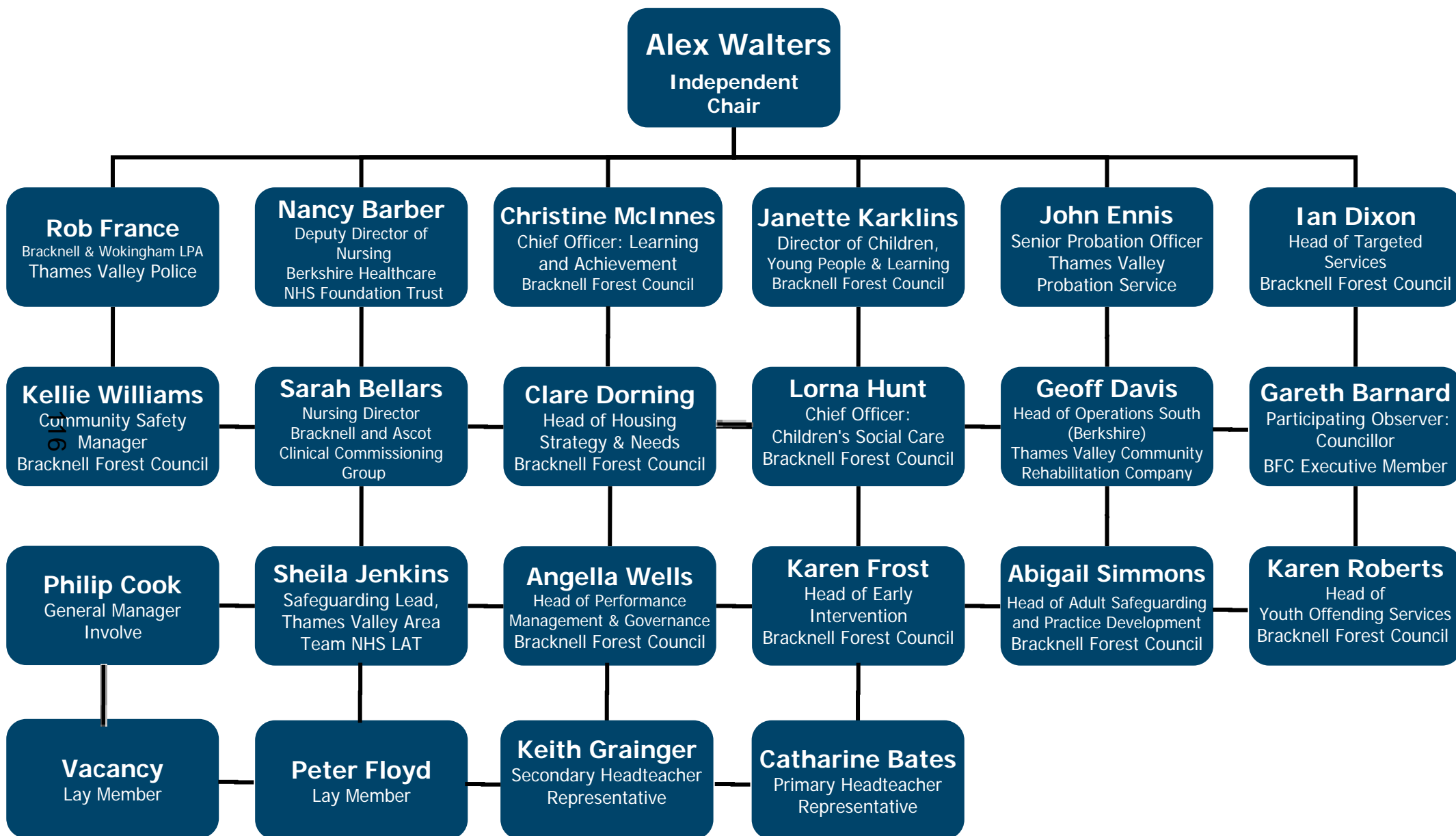
The artwork used throughout this report was produced by looked after children and care leavers that previously featured in an art exhibition hosted in 2015.

LSCB Structure Chart

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**Throughout the year a number of inter-agency 'Task and Finish' groups supported the work of the above Sub Groups supporting the LSCB's commitment to continued improvement.*



Challenge Log 2015-16 (Content as of 31st March 2016)

No.	Description of Risk / Challenge	Group	Date of meeting	Action / Update	Complete /Roll Forward*
1	The Early Help Sub-group would be conducting a programme of audits on a range of subject areas and it had been agreed that homelessness risks would be included in this work	LSCB	22/05/2015	No evidence of this being undertaken. Clarify what early help audits are being done and ensure they are presented to the LISG	Roll forward to 2016-17.
2	CAHMS were carrying out data analysis to assess whether any interventions could have been put in place earlier.	Forum	12/06/2015	Report received which gives details of a two staged approach to achieve a sustainable, high quality integrated CAMHS service based on 5 pathways, with increased out of hours provision and maximum waits of 6-12 weeks.	Complete
3	It was noted that the safeguarding of adolescents was a growing area of work and that it was important that the partners ensured arrangements were robust and the LSCB would co-ordinate a review of their work in this area.	Forum	12/06/2015	JP to conduct a review as part of the LSCB Business Plan Review in 2016/17. There is a task and finish group established to look at this.	Complete
4	The Early Help Sub-group has been disbanded and it was proposed that oversight would be further developed to ensure that all areas were adequately integrated or linked.	Board	13/11/2015	To request reports on Troubled Families and neglect projects come to the Board in 2016.	Complete
5	The Strategic CSE and Missing Group had identified a cohort of children who were missing from education and their whereabouts unknown.	CSE SSG LISG	03/12/2015 17/12/2015	An extra-ordinary meeting of the Operational CSE Group has been held to look at the mechanisms in place to assure the wellbeing of these children. A number of those classified as missing had since been located. A review is being undertaken.	Roll forward to 2016/17
6	Many young people vulnerable are still vulnerable to exploitation when they reach 18 years old. However many do not meet the new eligibility criteria for adult social care services and are left unsupported. It was noted that this group also included LAC and young parents. It was agreed that this was a considerable safeguarding risk.	CSE SSG LSCB Forum	25/06/2015 22/05/2015 12/06/2015	This issue was raised at the CSE SSG, the Board and Forum but no action except to add to risk register.	Roll forward to 2016/17.
7	Agencies not responding to CSE Scoping Survey/Self Audit as part of local problem profiling. Risk of LSCB / Partners not having full understanding of CSE in the Borough.	CSE SSG	25/09/2014 12/03/15 25/06/15 29/01/2016 (Board)	Chair challenge to partner agencies who had not responded. Analysis of those returns is the subject of a current review of progress via sub group. Most of the agencies have now responded. The Chair of the strategic group will review and consider what approach to adopt going forward (such as Oxfordshire Stocktake). There were concerns about resources to co-ordinate a	Complete

				new CSE profile.	
8	Support provided by BFC in relation to communications (re CSE) may not be available in the future and raised concerns about capacity for disseminating information and social media campaigns.	Board	29/01/2016	It was agreed this would be clarified and the Board formally informed of any decision. The Board were assured this would continue.	Complete
9	Insufficiency of LSCB budget. It was noted that capacity and resourcing as well as any risks that had been highlighted by the Chair in her biannual report to the Leader and Chief Executive of Bracknell Forest Council.	LSCB meetings	Raised at every LSCB since September 14.	Letters from Chair in Jan 15 to CEOs of all statutory partners requesting clear increase for 16/17. Further letter sent Nov 15. This is an ongoing issue. There has been extra resource for BM to work an additional day each week. A further letter was sent in Feb 2016. Additional resource secured from Police, CCG remains the same and reduction in funding from Probation.	Complete
10	Concern regarding DA notifications (on SCR action plan)	LISG	12/06/2015 17/12/2015	Issue had by raised by IC with Chair of TV Steering Group to address and assurance provided by the police. This year will see the implementation of the MASH. The LSCB will monitor how this affects DA notifications in its audit (in partnership with CSP) in 2016/17.	Complete
11	It was questioned whether the low number of cases being considered under the MARAC process was an accurate reflection and why only a small number of agencies submitted reports.	LSCB	22/05/2015	Training had been provided to staff to raise awareness of MARAC and its reporting processes (18.9.15) including CSC (Forum 16.10.15). A self-assessment to be completed by DA Steering Group where it was agreed that possible reasons would be explored as part of wider audit and review work. The DA Exec is currently progressing this issue but it has been poorly supported.	Roll forward in 2016/17
12	Policies and Procedures Sub-group had not ensured policies were up to date on Berkshire procedures.	LSCB	17/07/2015	A new interim Chair from Bracknell appointed to re-commission Tri-x service and review policies (18.9.15). Update brought to Nov LSCB on progress and Chair has written again to Slough Chair to request evidence of progress. Further assurance sought at the Berks Chairs and Business Managers Meeting in Feb 16.	Complete

13	CP Chairs report reported on agency participation at conferences. There was challenge that partners should be routinely monitoring attendance of their staff at CP conferences and core groups. GPs do not routinely attend conferences and alternative participation methods would be shared.	LSCB	17/07/2015	The LSCB Chair provided information on GP role in CP conference in Surrey and Slough. This would be considered in BF (18.9.15). It was not possible to provide data on who should attend CP conferences. Dec update - Awaiting analysis from CCG. The CCG and Named GP to meet with CP Chairs in 2016.	Roll forward 2016/17.
14	There were concerns about GPs not undertaking Section 11 returns at a national level and the Chair would write to request an update on progress.	LISG	16/10/2015	The Chair wrote to Sheila Jenkins, NHS Safeguarding Lead in Nov 15, who will be taking this up. Further progress led by Bracknell Named GP and a new S11 format agreed and will be monitored through Pan-Berks S11 Sub-Group.	Complete
15	Wokingham and Bracknell Forest LPAs to merge. LSCB Chair to ask TVP to give assurance in their continued involvement with the LSCB and clarification on its impact on safeguarding.	LSCB	18/09/2015	Assurance given by LPA Commander (13/11/15) and the LSCB will continue to monitor.	Complete
16	It was reported that the request for changes to be made to the NHS Pathways programme had been submitted through a centralised feedback process. Consequently it would not be possible to track its progress through the system and ascertain whether the requested change had been implemented. It was agreed that this would be followed up with NHS Pathways.	LISG	20/08/2015	AW wrote to NHS Pathways- no response has been received. Dec update - CCG to escalate. Mar 16 - CCG written to SCAS for update and to be raised at the health strategic group which is meeting in May.	Roll forward in 2016/17.
17	The Pan Berks S11 group have raised concern about representation from CS and TVP. Requested that a letter is sent from each LSCB to TVP and local DCS at S11 panel meetings.	Berks S11 Panel IC's mtg LISG	10/06/2015 Oct 2015 17/12/2015	Update - TVP has committed someone to attend the meeting. Further request made for CSC with the Berks Directors of CSC by Janette Karklins but to date there has been no response. This would be followed up. Confirmed CSC representative attending from Reading.	Complete
18	The Early Years Team have encountered a number of occasions when, due to cultural issues, child care providers did not understand why they needed to adhere to certain programmes for example healthy eating or learning schemes.	Forum	12/06/2015	It was agreed that a report outlining the issue and setting out how the problem was being tackled would be brought to a future meeting by Karen Frost if thought to be of significance.	Complete

19	There are opportunities to strengthen links with John Nike Leisure where many young people attend. They do not have to complete S11 as they are not commissioned by council.	CSE SSG	24/09/2015	Two emails have been sent to arrange a visit with JP and KR but there has been no response. JP to contact someone at LA for a name to contact directly at John Nike. Update - A meeting has taken place and they will be linking with CCE Sub-Group.	Complete
20	There are issues with representation on the E-Safety group and the work being carried out with schools as personnel in education not replaced.	CSE SSG	24/09/2015	A paper to address these issues will taken to the Board in Jan 16. Debbie Smith will now oversee e-safety in schools (15-12-15).	Complete
21	There is an ongoing criminal investigation into the provider of a commissioned residential service following the identification of an inappropriate relationship between a member of staff and a young person using the service. This had been appropriately referred to the LADO and shared with the LSCB.	LISG	17/12/2015	It was expected that there would be some learning from the case and the LSCB would formally engage with the service once the criminal /disciplinary case had concluded to request assurance around safe recruitment and safeguarding practice. This will go to the next LISG.	Roll forward to 2016-17
22	Evidence is required of the safeguarding training carried out by partner agencies and the impact of training on practitioners.	LISG	17/12/2015	This is linked to the training strategy plan for 2016-17 and a paper is being taken to the Board in Jan 16. Update - BF has come out of the East Berks Training arrangement and will now need to ensure they look at the issue of impact.	Complete
23	Funding pressures mean that the PICADA programme would not continue. It is not known if there will be an alternative resource to support children and young people subject to living in a household with DA.	Board Forum	29/01/2016 15/04/2016	The LSCB was clear that services to support children affected by DA needed to be considered a priority for the commissioners at DA Executive. CSP are still looking for alternative provision (Board 18/3). Further discussion was held at the LSCB Forum in regards to the DA services consultation.	Roll forward to 2016-17.
24	Potentially a vulnerable group of children being educated at home (EHE).	Board	29/01/2016	A more detailed report to be presented at a future meeting.	Roll forward to 2016-17.
25	There would be a gap in representation on the Berks Policies and Procedures Sub-Group and Chair of the group was unknown following personnel changes. There was concern that these changes would result in the group losing direction.	Board and LISG	13/11/2015 and 17/12/15	Assurance on the matter would be sought from Slough LSCB. As above. Update - Head of Safeguarding agreed to attend for BF and the Chair has been confirmed.	Complete

26	The question of whether a summary of GP inspection reports in lieu of full Section 11 returns was sufficient had been raised by a number of the Berkshire LSCBs and the concern would be raised at the South East Regional Chairs meeting.	LISG	20/08/2015	This was done and raised at TV Chairs meeting and AW to write to NHSE to request update. Dec update - CC updated on the work that is taking place and that the S11 tool is being taken to the TV GP Group in Jan 2016.	Complete
27	The LSCB needs to consider how it can measure the impact from actions and recommendations arising from SCRs and other audits	LISG	20/08/2015	Dec update - Audit commissioned for May 2016.	Complete
28	New regulations regarding disqualification of staff by association might have an impact on the ability of schools to recruit staff and there could be implications if staff were recruited from overseas.	Forum	12/06/2015	This was an area that required monitoring and the Forum would be kept informed of any issues arising from these changes. DBS bulletin was circulated with clarification in Nov 15. Paul Young, LA HR lead to do an update Apr 16.	Complete
29	There was a proposal to increase costs of multi-agency training which could deter staff from attending.	Board	13/11/2015	A paper to address these issues will be taken to the Board in Jan 16. Update - this has been agreed from April 2016	Complete
30	There is a risk around joint planning and information sharing with CSE Ops Sub Group and Probation Service as they do not receive frequent updates in regard to suspected perpetrators and have limited capacity to attend group.	CSE SSG	25/06/2015	National Probation Service have received a full list of potential CSE perpetrators from CSC and will be meeting to undertake regular reviews.	Complete
31	A clear policy is needed stating which independent / commissioned agencies and organisations will be asked to complete S11 self-assessments. Risk was identified as having providers based within the area that were not subject to LSCB or LA scrutiny.	Berks S11 Panel	10/06/2015	Proposals have been made by the Sub Group and will be raised at the next Berkshire LSCB Chair & Leads Meeting. Individual LSCBs to identify providers to include in local S11 returns.	Complete
32	Concerns were raised regarding the draft S11 annual report and its failure to identify clearer outputs and learning. Risk was identified as primarily the drift in ensuring partners were subject to a robust programme of audit.	Berks S11 Panel	10/06/2015	Report now amended to include additional information. Some assurance was provided regarding periods of apparent in action during 3 year cycle of audit. BF LSCB has invested more heavily in ensuring a comprehensive programme is now in place. S11 Chair updated at IC and BM meeting in October 2015.	Complete
33	TVP to submit a report to provide assurance of dealing with outstanding forensic examination	LISG	23/04/2015	Assurance given at LISG on 12 June 15.	Complete
34	CSC to review their assessment of risk on Police CPIN.	LISG	23/04/2015	This was reviewed at LISG and considered sound.	Complete

35	Concern regarding RSL's lack of co-operation with MAPPA and high-risk sex offender	LISG	23/04/2015	Probation had received legal advice on eviction and this confirmed that social landlords only had a duty to co-operate and not provide accommodation. The individual was now living in approved accommodation and further work by the LSCB with providers was on the work plan.	Complete
36	Need to ensure that any issues are identified with obtaining appropriate adults for young people in custody.	LSCB	17/07/2015	EDT confirmed that further appropriate adults had been recruited and had attended young people in custody where necessary. EDT will attend LSCB in 2016 to further discuss.	Complete
37	The need for commissioning of services where children were subject to child protection plans for neglect would be raised with the Children and Young People's Strategic Partnership.	LSCB	17/07/2015	Raised at CYPP on 12/10/15. Assurance was received from Chair of CYP Partnership.	Complete
38	There was a challenge on whether the current Principal Social Worker function was being undertaken appropriately by an operational manager.	LSCB	17/07/2015	IC has challenged LA (Dec 2015).	Complete
39	TV Community Rehabilitation Company had significant increase in workload that could impact on representation at the LSCB.	LSCB	18/09/2015	It has been agreed that the TVCRC will feed in via new annual reporting process.	Roll forward to 2016/17.
40	Number of children at a domestic abuse incident still not received from TVP.	LSCB	18/09/2015	This data has now been received.	Complete
41	There was a lack of information pertaining to substance misuse by parents and carers. Greater detail would be requested and the Chair and Business Manager would meet with representatives from these services.	LSCB	18/09/2015	Meeting took place 13/11/15. Reporting and representation has been strengthened.	Complete
42	There were difficulties in identifying an appropriate trainer to co-deliver CSE training	LISG	20/08/2015	Talking Life were commissioned to deliver it because no practitioners were available to co-facilitate. There was good feedback and this is set to continue.	Complete
43	LSCB concerns over attendance at the Lead doctor meetings would be followed up by the CCG.	LISG	20/08/2015	Primary care attendance at Lead Doctor meetings are being monitored by CCG.	Complete
44	Concern was expressed that the support given to childminders to help them complete their section 11 returns was unlikely to continue due to resource constraints. It was requested that a report providing the context for this approach be brought to the Sub-group's next meeting so that a full discussions of its potential implications could take place.	LISG	20/08/2015	Representation made to Head of Service who replied that support would continue but how this is delivered could change, for example group sessions rather than one-to-one. (LISG 16-10-15)	Complete

45	The Troubled Families Programme is seeing increasing numbers of adults with a range of mental health needs that are impacting on children within the family.	Forum	12/06/2015	Work is taking place to develop more joint working so that these children can receive appropriate support and will be reported on through Troubled Families report in 2016/17.	Complete
46	Some impetus around raising awareness had been lost without the sub-group.	Forum	16/10/2015	It was agreed that a small group would be convened to explore this more fully. A proposal to set up the Communication and Community Engagement Sub-group led by Peter Floyd was taken to the LISG on 17.12.15 and the group agreed to form a new sub-group.	Complete
47	MODUS computer system is an issue with DA referrals	Board	18/03/2016	This issue will be raised through the Berkshire DA Co-ordinators and ICs.	Roll forward in 2016/17
48	Proposal to disband the e-safety sub-group which comes under the Community Safety Team. The LSCB thought the group should not be disbanded until robust governance in place.	Board	18/03/2016		Roll forward in 2016/17

**The risks/challenges listed above are subject to constant amendment as ongoing efforts are made to ensure required improvements are addressed.*

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