



AGENDA

For the Council meeting to be held on
Wednesday 13 July 2016.

Timothy Wheadon, Chief Executive



NOTICE OF MEETING

Council

Wednesday 13 July 2016, 7.30 pm

Council Chamber, Fourth Floor, Easthampstead House, Bracknell

To: The Council

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

TIMOTHY WHEADON
Chief Executive

EMERGENCY EVACUATION INSTRUCTIONS

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

If you require further information, please contact: Kirsty Hunt
Telephone: 01344 353108
Email: kirsty.hunt@bracknell-forest.gov.uk
Published: 5 July 2016



Council
Wednesday 13 July 2016, 7.30 pm
Council Chamber, Fourth Floor, Easthampstead House,
Bracknell

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

AGENDA

Page No

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

1. **Apologies for Absence**

2. **Minutes of Previous Meeting**

To approve as a correct record the minutes of the three meetings of the Council held on 27 April and 18 May 2016.

7 - 40

3. **Declarations of Interest**

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

4. **Mayor's Announcements**

Including a presentation from Major Eamonn Coogan MBE, Cadet Executive Officer on the benefits of the cadet recruitment process for both young and old.

5. **Executive Report**

To receive the Leader's report on the work of the Executive since the Council meeting held on 27 April 2016.

41 - 72

Council is asked to resolve a recommendation in respect of:

- **further savings proposals for the General Fund Revenue Budget 2016/17**

6. **Employees Code of Conduct Amendment**

To endorse an amendment to the Employees Code of Conduct introducing a requirement for all Council employees to declare the existence of criminal charges, cautions and convictions to their directorate lead for HR or the Chief Officer :HR.

73 - 76

7. **Membership of Committees**

To consider the revised position regarding the appointment of Members to serve on committees since Annual Council on 18 May 2016.

77 - 80

8. **Question Submitted Under Council Procedure Rule 10**

By Councillor Mrs Temperton to Councillor Turrell, Executive Member for Planning and Transport:

"I am asking this on behalf of every resident of Jennett's Park.

What is the Council doing to make the developers honour their commitment to provide a shop on Jennett's Park as promised in the planning agreements?"

This page is intentionally left blank

COUNCIL
27 APRIL 2016
7.30 - 8.40 PM



Present:

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

Apologies for absence were received from:

Councillors Brunel-Walker, Finch, Mrs McKenzie, Mrs Mattick, Peacey and Thompson

Minutes silence

In advance of the commencement of the meeting Councillor Birch spoke of the sad passing of Glyn Jones, the former Director of Adult Social Care, Health and Housing. He praised him for the positive influence he'd had on the delivery of the Council's services and promised to continue his legacy. The Mayor asked everyone present to join her in a minute silence.

49. Minutes of Previous Meeting

RESOLVED that the minutes of the Council meeting held on 24 February 2016 be approved and signed by the Mayor as a correct record.

50. Declarations of Interest

There were no declarations of interest.

51. Mayor's Announcements

Executive Member for Adult Services, Health and Housing

Councillor Birch was pleased to report that recent analysis had shown a drop in the number of falls since the Solutions4Health service had been implemented. The service measured how people susceptible to falls moved in order to anticipate recurrences. The Council passed on their thanks and best wishes to the team for their endeavours.

He stated that Bracknell Forest had the highest rate of smoking cessation with a 78% success rate. He congratulated the Health team for this positive measure.

Councillor Birch asked the Members present to join him in thanking John Nawrockyi for his help and guidance over the past 16 months as Director of Adult Social Care, Health and Housing while he contributed to maintaining high standards across his service and wished him well in the future.

Executive Member for Planning and Transport

Councillor Turrell was proud to report that the traffic lights at the Coral Reef junction had been switched on earlier than expected following months of considerable work on the carriageways to convert the roundabout to a junction. He thanked Nick Rose, Transport Engineering Manager and Nick Goddard from Ringways for their commitment to this project. The new infrastructure supported the borough now and for the future with the development of the town centre.

He advised the meeting that the borough's first Neighbourhood Plan had come into effect in Binfield. He was pleased to see local policies put forward by local residents.

Executive Member for Children, Young People and Learning

Councillor Dr Barnard reflected on the recent Primary School production 'Along Came Man'. He paid tribute to all those involved including the pupils, teachers and helpers as he considered it had been an amazing showcase of talent.

Executive Member for the Environment

Councillor Mrs Hayes told the meeting that she had persuaded a local store in Warfield to provide a new laptop to Winkfield St. Marys Church of England, Whitegrove and Sandy Lane Primary Schools.

Executive Member for Culture, Corporate Services and Public Protection

Councillor McCracken was pleased to advise the meeting that the Look Out was celebrating its 25th birthday this year, having been opened by the Queen in 1991 and had continued to achieve Customer Service Excellence Award standards.

He reported that Easthampstead Park Conference Centre had opened an outside weddings ceremony venue.

He added that the Binfield Library staff had been recognised by Binfield Parish Council and been awarded a Community Excellence Award.

Councillor McCracken was happy to announce that £4,444 had been raised through the Cemetery and Crematorium's metal recycling programme and had been donated to the Alexander Devine Children's Hospice Service.

He concluded that there were still spaces available for the upcoming Bracknell Half Marathon being held on 8th May 2016.

Councillor Leake

Councillor Leake updated the Members present on the background to the Binfield Neighbourhood Plan explaining that it was two years in gestation. He thanked the officers who had supported its development. On behalf of Binfield Parish Council he thanked the residents, developers and businesses who made contributions to the plan. He noted that the plan had started with the support of the Members Initiative Fund by himself and Councillor Harrison but that it was Councillor Peacey who had taken the lead more recently. He was proud of the turnout at the recent referendum which supported its implementation.

Mayor's Charity

The Mayor welcomed Sarah Shearman from the Mayor's Charity Make-A-Wish UK to the meeting to receive a cheque for £14,270.72 which had been raised to date on their behalf. Sarah thanked everyone for their fantastic support over the previous ten months. She reported that the money raised would go towards helping grant wishes for children, their families to give them positive memories. She stated that the monies raised would be directed towards granting the wish of a local child. The charity hoped to grant 1,350 wishes each year and this particular child wanted to swim with dolphins.

52. **Executive Report**

The Leader of the Council, Councillor Bettison, presented his report on the work of the Executive since that reported at the Council meeting on 24 February 2016. The Executive had met twice, on 8 March 2016 and 12 April 2016.

The Leader highlighted the following matters that had been considered:

- The Parking Standards SPD had been adopted and would be a material consideration for all applications after 1 July 2016. The new standards reflect current needs including larger garages, electric vehicle charging, schools drop off/pick up spaces and allowed sufficient spaces for business growth.
- The trial Residents' Parking Scheme had been introduced in 2014 and funded by the Council due to the parking pressures resulting in the Town Centre regeneration. The existing parking pressures on residential estates was well known so the consultation was designed to agree a charging structure to cover costs if the scheme was extended.
- The Highways Maintenance Works Programme had been agreed with a list of schemes targeting areas of greatest need. £1.56m funding was provided by Department for Transport and £0.23m provided by Bracknell Forest Council.
- Following the Binfield Neighbourhood Plan Referendum held on 3 March the Plan was now 'made' and the Community Infrastructure Levy contribution to Binfield Parish Council would increase to 25%.
- The Academy sponsor had been recommended to the Regional Schools Commissioner for Binfield Learning Village and Amen Corner North Schools.
- Home to School Transport contracts were agreed for September 2016 – August 2020.
- The Advocacy Joint Commissioning Strategy 2016 – 2021 was approved.
- A new policy had been agreed for Council Tax Penalties setting a fixed £70 penalty for unreasonable delay or failure to provide information relating to changing liability.
- The annual refresh of the Community Safety Partnership Plan was recommended to Council against a backdrop of low and falling crime levels.

In response to Councillor Mrs Temperton's question regarding the possibility of the residents' car parking scheme being extended beyond the town centre. Councillor

Turrell advised that the current scheme was proactive to tackle an anticipated parking problem. Learning from the consultation on the trial may help in the future of the Council were to consider introducing any reactive schemes to address existing parking problems.

The agenda report contained recommendations that the Council was asked to resolve in respect of the 2016 refresh of the priorities and targets contained within Community Safety Partnership Plan (CSPP) 2014-17.

Community Safety Partnership Plan 2014-17

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

RESOLVED that the 2016 refresh of the priorities and targets contained within Community Safety Partnership Plan (CSPP) 2014-17 be endorsed.

53. **Establishment of an Appointment Committee**

The Council considered a report regarding the establishment of an Appointment Committee to appoint to the position of Borough Treasurer.

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

RESOLVED that:

- i) a Committee of the Council of five members (4:1), including at least one Member of the Executive (plus up to two substitute members per group) be appointed, with the following terms of reference: "To interview and appoint on behalf of the Council to the post of Borough Treasurer. This post also has the statutory role of Section 151 Officer."
- ii) Councillors Heydon, McLean, Phillips, Leake and Mrs Temperton be confirmed as the nominated members; and
- iii) Councillors Allen, Dr Barnard, Thompson and Ms Miller be confirmed as the substitute members.

54. **Recommendation of the Governance and Audit Committee**

The Council considered the report regarding proposed changes to the Council's constitution to amend definitions on Part 4, Section 11: Contract Standing Orders as recommended by the Governance & Audit Committee at its meeting on 30 March 2016.

On the proposition of Councillor Allen, Chairman of the Governance and Audit Committee seconded by Councillor King OBE it was:

RESOLVED that the changes to the Constitution Part 4 Section 11 – Contract Standing Orders, set out in the Annex to the agenda report be adopted.

55. 2015/16 Annual Report of Overview and Scrutiny

The Council considered the Annual Report of Overview and Scrutiny which informed Members of progress made in respect of the operation and development of Overview and Scrutiny in Bracknell Forest during 2015/6 and outlined proposed future activities. Councillor Leake thanked the Overview and Scrutiny team for their continued support.

On the proposition of Councillor Leake, Chairman of Overview and Scrutiny Commission, seconded by Councillor Angell, it was:

RESOLVED that

- i) the 2015/16 Annual Report of the Overview and Scrutiny Commission be adopted; and
- ii) the commitment, role and value of the overview and scrutiny function be acknowledged and that non-executive Members continue to be supported in their role.

56. Member Development Annual Report 2015/16

The Council considered the Member Development Annual Report which appraised all Members of the work and progress on Member Development during the year 2015-16 and sought approval of the new Member Development Strategy 2016-2020. Councillor Allen stated that informed Members make informed decisions and he thanked officers across the Council who continued to support the development programme.

On the proposition of Councillor Allen, Chairman of the Member Development Charter Steering Group, seconded by Councillor McCracken, it was:

RESOLVED that

- i) the Member Development Strategy 2016 – 2020 be approved; and
- ii) the Member Development Annual Report 2015-16 be noted.

57. Champions' Annual Report 2015/16

The Council considered the Annual Report which detailed the work undertaken by the Council's four Champions during the year 2015-16. The report informed Members of activities and their outcomes.

Councillor Mrs Temperton queried when the platform extensions would be completed at the Bracknell Station and Councillor Harrison agreed to confirm the timescale.

The Mayor thanked the Champions for their Annual Report 2015-16.

On the proposition of Councillor Finnie, Voluntary Sector Champion, seconded by Councillor Harrison it was

RESOLVED to receive the report.

58. **Standards Committee Annual Report**

The Council noted the Standards Committee Annual Report which advised Members of the work of the Standards Committee during the last municipal year.

On the proposition of Councillor Finnie seconded by Councillor King OBE it was

RESOLVED to receive the report.

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

Councillor Mrs Temperton asked Councillor Bettison, Leader of the Council the following published question:

The New Council Plan states that the cost, quality and delivery mechanism of all aspects of the Council will be reviewed by 2019. The present cost of the political management of the council is just under £600K.

When does the review of the political management of the Council and its associated allowances feature in this four year plan? The present allocation of the Portfolio Holders seems unbalanced. Could the number of executive portfolio holders be reduced? Are 'Champions' needed?

In response Councillor Bettison stated that, as set out in legislation, the Independent Remuneration Panel would be considering the Members Allowances Scheme once during the four year term. He added that the portfolios of the Executive Members were considered on an annual basis and any changes were reported to Council. He stated that the number of Executive Members had been reduced and was the joint smallest cabinet in Berkshire having eight Members. He reflected that Bracknell Forest had been the first Council to introduce the role of Champion and 180 Councils had followed, recognising the benefit of having Councillors representing communities of interest who required a different type of support than the ward system. He considered that they were excellent value for money. In response to Councillor Mrs Temperton's follow up question he clarified that the date of the review by the Independent Remuneration Panel was currently unknown.

60. **Exclusion of Public and Press**

RESOLVED that pursuant to Section 100A of the Local Government Act 1972, as amended, and having regard to the public interest, members of the public and press be excluded from the meeting for the consideration of the following item which involves the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

- (3) Information relating to the financial or business affairs of any particular person (including the authority holding the information) (Item 14)

61. Potential Acquisition of Property

The Council considered the report setting out the request for approval for the funding to purchase property.

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

RESOLVED that

- i) a supplementary capital budget of £340,000 in 2016/17 be agreed, and
- ii) appropriate provision be made in the Commitment Budget for the additional revenue costs, less any that are recoverable from future tenants.

MAYOR

This page is intentionally left blank

**EXTRAORDINARY COUNCIL
18 MAY 2016
6.30 - 6.40 PM**



Present:

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

Apologies for absence were received from:

Councillors Virgo, G Birch, Brunel-Walker, Ms Hayes, Mrs McKenzie-Boyle, Mrs Mattick, Ms Merry, Ms Miller and Worrall

62. Declarations of Interest

There were no declarations of interest.

63. Establishment of an Appointment Committee

The Council considered a report regarding the establishment of an Appointment Committee to appoint to the position of Director of Children, Young People and Learning due to the announcement that Janette Karklins would be retiring from the Council.

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

RESOLVED that:

- i) a Committee of the Council of five members (4:1), including at least one Member of the Executive (plus up to two substitute members per group) be appointed, with the following terms of reference:

“To interview and appoint on behalf of the Council to the post of Director of Children, Young People and Learning”;

- ii) Councillors Dr Barnard, D Birch, Mrs Birch, McLean and Mrs Temperton be confirmed as the nominated members; and
- iii) Councillors Leake, McCracken and Virgo be confirmed as the substitute members.

64. Award of supplementary capital approval for the enhancement of Coral Reef

The Council considered a report regarding the request to approve supplementary capital in order for the Coral Reef enhancement project to proceed.

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

RESOLVED that a supplementary capital sum of £1,575,000 be approved to allow the Coral Reef roof replacement and enhancement project to proceed.

MAYOR

**ANNUAL COUNCIL
18 MAY 2016
7.30 - 8.20 PM**



Present:

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

Apologies for absence were received from:

Councillors G Birch, Brunel-Walker, Mrs Mattick, Ms Merry and Worrall

MAYOR, COUNCILLOR MRS HAMILTON, IN THE CHAIR

1. Declarations of Interest

There were no declarations of interest.

2. Election of the Mayor of the Borough of Bracknell Forest for the 2016/17 Municipal Year

It was proposed by Councillor Bettison, and seconded by Councillor Birch, that Councillor Virgo be elected Mayor of the Borough of Bracknell Forest for the Municipal Year 2016 – 2017.

There being no further nominations it was

RESOLVED that Councillor Virgo be elected Mayor of the Borough of Bracknell Forest for the 2016 - 2017 Municipal Year.

Councillor Virgo was then invested with the Mayoral Chain of Office and then made and signed the Declaration of Acceptance of Office of Mayor and thanked Members of the Council for his election.

THE MAYOR, COUNCILLOR VIRGO, IN THE CHAIR

In his acceptance speech Councillor Virgo thanked colleagues for supporting his appointment and looked forward to celebrating the development of the Town Centre.

3. Vote of Thanks to the Retiring Mayor

Councillor Bettison delivered a vote of thanks to the retiring Mayor, Mrs Dee Hamilton.

4. **Response by the Immediate Past Mayor**

The retiring Mayor, Councillor Mrs Hamilton, in her response wished the new Mayor luck in his forthcoming year and thanked him for his support as her Deputy Mayor.

Councillor Mrs Hamilton thanked her fellow Councillors for their support during her Mayoral year attending events, making donations and sponsoring activities. She highlighted some of the significant fundraising events which contributed to her charity 'Make-A-Wish UK' such as donations from the Clothing Warehouse and itSMF UK; events organised by the staff of the Environment, Culture and Communities Department such as the Charity Golf Day, Quiz Night and the Bracknell Half Marathon. She thanked everyone at 'Make-A-Wish UK' for their support and to everyone who offered their support at events. Councillor Mrs Hamilton announced that she had raised £15,981.50.

Councillor Mrs Hamilton paid special thanks to her consort, Scott Hamilton for his unwavering support during the year.

Father Guy Cole accepted Councillor Mrs Hamilton's thanks and gift for his work as Mayor's Chaplain.

Councillor Mrs Hamilton thanked Sally Cathcart-Cunnison, Mayoral Support officer, for supporting her during her mayoral year.

Councillor Mrs Hamilton was presented with the badge of Past Mayor by the Chief Executive.

5. **Appointment of the Deputy Mayor of the Borough of Bracknell Forest for the 2016/17 Municipal Year**

It was proposed by the Mayor and seconded by Councillor Bettison that Councillor Mrs McKenzie-Boyle be appointed Deputy Mayor of the Borough of Bracknell Forest for the Municipal Year 2016 – 2017.

There being no further nominations, it was

RESOLVED that Councillor Mrs McKenzie-Boyle be appointed Deputy Mayor of the Borough of Bracknell Forest for the Municipal Year 2016 - 2017.

Councillor Mrs McKenzie-Boyle was invested with the Deputy Mayoral Chain of Office and then made and signed the Declaration of Acceptance of Office of Deputy Mayor.

The Deputy Mayor announced that her husband, Bruce McKenzie-Boyle, would be her Consort for her term of office. The Deputy Mayor's Consort was then invested with the Chain of Office. The Deputy Mayor thanked the Council for her appointment and said she was looking forward to supporting the Mayor to represent the Council across the borough.

ADJOURNMENT

The Council meeting was adjourned for 10 minutes to allow for photographs to be taken.

6. **Mayor's Announcements**

Mayor's Nominated Charity

The Mayor announced that his nominated charity for 2016 - 2017 was Sebastian's Action Trust. He presented a short film which explained the work of the organisation. Jane Gates OBE, Chief Executive of Sebastian's Action Trust, joined the meeting to explain that the organisation's origins were in Bracknell Forest, that they were currently supporting 200 families in the borough and explained their ambitions for expanding the support the charity could offer.

Mayor's Civic Service

The Mayor announced that his Annual Civic Service was being held on 19 June 2016 at 2.30pm at The Church of Jesus Christ Ascot Priority, Ascot and formal invitations would be circulated shortly.

Mayoral Charity Event

The Mayor invited everyone to attend his Charity Polo event which was being held on 9 July at the Berkshire Polo Clubs in Winkfield. A leaflet had been tabled with further information about how to purchase tickets.

Executive Member for Environment

Councillor Mrs Hayes reported that the Green Deal Community Scheme had been shortlisted for the Energy Efficiency & Retrofit Awards within the category for Regional Large Scale Project (>250K) of the Year. The outcome would be known by 24 May 2016.

Leader of the Council

Councillor Bettison, in Councillor Brunel-Walker's absence, was pleased to announce that Bracknell had been awarded the accolade of 'Town of the Year' at the Thames Valley Property Awards as recognition of the successful town centre strategy that had been implemented and how the town was being enhanced.

7. **Appointments by the Leader of the Council**

Members of the Executive

The Leader of the Council announced that he had appointed the following Members to the Executive for the 2016/2017 Municipal Year:

Councillor Dr Barnard	Executive Member for Children, Young People and Learning
Councillor Bettison	Executive Member for Council Strategy and Community Cohesion (Leader of the Council and Chairman of the Executive)
Councillor Birch	Executive Member for Adult Services, Health and Housing (Deputy Leader of the Council)
Councillor Brunel-Walker	Executive Member for Economic Development and Regeneration
Councillor Mrs Hayes	Executive Member for the Environment
Councillor Heydon	Executive Member for Transformation and Finance (Vice-Chairman of the Executive)
Councillor McCracken	Executive Member for Culture, Corporate Services and Public Protection
Councillor Turrell	Executive Member for Planning and Transport

Delegation of Executive Functions

The Leader of the Council announced that the responsibility for the discharge of Executive functions was as set out in Part 2, Section 5 of the Council's Constitution.

Appointments to Executive Committees, Sub Groups and Advisory Panels

The Leader of the Council announced that he had made appointments to Committees of the Executive and its Advisory Panels (Annex A to these minutes).

Appointment of Members to External Organisations

The Leader of the Council announced that he had made appointments to external organisations, whose functions solely related to the Executive (Annex B to these minutes).

8. **Establishment of Committees and Associated Matters**

The Council considered the report to establish Committees and their membership, agree appointments to External Organisations and the appointment of Council Champions. The Leader, Councillor Bettison, advised that the revised annexe, as tabled, should be amended so that the membership of the Electoral Steering Group included Councillor Mrs Temperton and the membership of the Standards Framework Working Group included Councillor Phillip King OBE.

On the proposition of Councillor Bettison, Leader of the Council, seconded by Councillor Birch, it was:

RESOLVED that:

- i) the establishment of ordinary committees, their size and allocation of seats, agreeing a local variation to the proportionality rules, as set out in paragraph 6 of the agenda report;
- ii) the establishment of the Licensing and Safety Committee, the Overview and Scrutiny Commission and the Standards Committee, their size and allocation of seats, agreeing a local variation to the proportionality rules, as set out in paragraph 6 of the agenda report;
- iii) the membership of each committee, in accordance with Members' wishes be as set out in Annex A appended to these minutes;
- iv) appointments to external organisations be as set out in Annex B appended to these minutes;
- v) the appointment of Council Champions in accordance with Part 1 Section 7 of the Constitution be as set out below:

Business Champion: Councillor Wade
Commuters' Champion: Councillor Harrison
Older People's Champion: Councillor Thompson
Voluntary Sector Champion: Councillor Finnie

MAYOR

This page is intentionally left blank

Annex A

Membership of the Executive, Overview & Scrutiny, Regulatory Committees and Other Committees 2016/17

Mayor: Councillor Virgo

Deputy Mayor: Councillor Mrs McKenzie-Boyle

Leader of the Council: Councillor Bettison

Deputy Leader of the Council: Councillor D Birch

Key: Committee appointed by	
	Council / relevant Committee
	the Leader
	O&S Commission

Executive Members

Councillor Dr Barnard	Executive Member for Children, Young People and Learning (Vice-Chairman of the Executive)
Councillor Bettison	Executive Member for Council Strategy and Community Cohesion (Leader of the Council and Chairman of the Executive)
Councillor D Birch	Executive Member for Adult Services, Health and Housing (Deputy Leader of the Council)
Councillor Brunel-Walker	Executive Member for Economic Development and Regeneration
Councillor Mrs Hayes MBE	Executive Member for the Environment
Councillor Heydon	Executive Member for Transformation and Finance
Councillor McCracken	Executive Member for Culture, Corporate Services and Public Protection
Councillor Turrell	Executive Member for Planning and Transport

Council Champions

Business Champion	Councillor Wade
Commuters' Champion	Councillor Harrison
Older People's Champion	Councillor Thompson
Voluntary Sector Champion	Councillor Finnie
Champion	Vacancy

Overview and Scrutiny

Overview & Scrutiny Commission (13 Councillors)	Adult Social Care & Housing Overview & Scrutiny Panel (9 Councillors)
<p>Conservative (12) Allen Angell (Vice-Chairman Elect) Mrs Angell Mrs Birch Brossard Finnie Harrison Leake (Chairman Elect) Mrs Mattick Mrs McCracken Phillips Porter</p> <p>Labour (1) Mrs Temperton</p> <p>Substitute Members Conservative (5) Dudley King OBE Thompson Tullett Worrall</p> <p>Church Representatives (2) Vacancy (voting) Vacancy (voting)</p> <p>Parent Governor Representatives (2) Mr R Briscoe (voting) Ms L Wellsted (voting)</p>	<p>Conservative (8) Allen (Vice-Chairman Elect) Mrs Angell Finch Finnie Harrison (Chairman Elect) Mrs McKenzie Ms Merry Peacey</p> <p>Labour (1) Mrs Temperton</p> <p>Substitute Members Conservative (5) Brossard Ms Hayes Mrs Mattick Thompson Vacancy</p>

**Children, Young People & Learning Overview & Scrutiny Panel
(9 Councillors)**

Conservative (8)

Mrs Birch (Chairman Elect)
Brossard (Vice-Chairman Elect)
Ms Gaw
Mrs Hamilton
Ms Hayes
Mrs McCracken
Skinner
Virgo

Labour (1)

Mrs Temperton

Substitute Members

Conservative (5)

Allen
Mrs Ingham
Ms Merry
Peacey
Porter

Church Representatives (2)

Vacancy (voting)
Vacancy (voting)

Parent Governor Representative (2)

Mr R Briscoe (voting)
Ms L Wellsted (voting)

Teacher Representative (1)

Miss V Richardson (non-voting)

Social Care Representatives (1)

Miss C Barrett (non voting)

**Environment, Culture & Communities Overview & Scrutiny Panel
(9 Councillors)**

Conservative (9)

Angell (Chairman Elect)
Mrs Angell
Brossard
Finnie
Mrs Ingham
Mrs Mattick
Mrs Mckenzie
Mrs Mckenzie-Boyle
Porter (Vice-Chairman Elect)

Substitute Members

Conservative (5)

Dudley
King OBE
Leake
Ms Miller
Virgo

**Health Overview & Scrutiny Panel
(9 Councillors)**

Conservative (8)

G Birch
Finnie
Hill
Mrs Mattick
Phillips (Chairman Elect)
Thompson
Tullett (Vice Chairman Elect)
Virgo

Labour (1)

Mrs Temperton

Substitute Members

Conservative (5)

Allen
Mrs Angell
Brossard
Harrison
Peacey

Co-opted Representative

(1)

Dr Norman (non voting)

Local Healthwatch Bracknell Forest Observer (1)

Mark Sanders (non voting)

Regulatory Committees

<p>Appeals Committee (5 Councillors)</p> <p>Conservative (5) Brossard Finnie (Chairman Elect) Ms Gaw Thompson (Vice-Chairman Elect) Wade</p> <p>Substitute Members Conservative (5) Dr Barnard King OBE Leake Tullett Vacancy</p>	<p>Education Governor Nomination Committee (5 Councillors)</p> <p>Conservative (5) Dr Barnard (Chairman Elect) Mrs Birch (Vice-Chairman Elect) Ms Gaw Heydon Mrs McCracken</p> <p>Substitute Members Conservative (5) Allen Hill Mrs Ingham Mrs McKenzie Virgo</p>		
<p>Education Employment Sub Committee of Employment Committee (6 Councillors)</p> <p>Conservative (6) Allen (Chairman Elect) Mrs Angell (Vice-Chairman Elect) Mrs Birch Leake Virgo Worrall</p> <p>Non-voting Members of the Teachers Associations: David Allais (UNISON) Graham Jackson (NASUWT) Tom Wheaton (NUT) Asia Allison (GMB)</p> <p>Substitute Members Conservative (5) Angell Brossard Dudley Mrs Hamilton Vacancy</p>	<p>Employment Committee (9 Councillors)</p> <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top; width: 70%;"> <p>Conservative (8) Allen (Vice-Chairman Elect) Angell Mrs Birch Heydon (non-voting) Leake McClean (Chairman Elect) Ms Miller Virgo Worrall</p> <p>Substitute Members Conservative (5) Brossard Dudley Mrs Hamilton Vacancy Vacancy</p> </td> <td style="vertical-align: top; width: 30%; border: none;"> <p>Labour (1) Mrs Temperton</p> </td> </tr> </table>	<p>Conservative (8) Allen (Vice-Chairman Elect) Angell Mrs Birch Heydon (non-voting) Leake McClean (Chairman Elect) Ms Miller Virgo Worrall</p> <p>Substitute Members Conservative (5) Brossard Dudley Mrs Hamilton Vacancy Vacancy</p>	<p>Labour (1) Mrs Temperton</p>
<p>Conservative (8) Allen (Vice-Chairman Elect) Angell Mrs Birch Heydon (non-voting) Leake McClean (Chairman Elect) Ms Miller Virgo Worrall</p> <p>Substitute Members Conservative (5) Brossard Dudley Mrs Hamilton Vacancy Vacancy</p>	<p>Labour (1) Mrs Temperton</p>		

<p>Governance & Audit Committee (8 Councillors)</p> <p>Conservative (7) Allen (Chairman Elect) Heydon King OBE (Vice-Chairman Elect) McLean Ms Miller Thompson Worrall</p> <p>Labour (1) Mrs Temperton</p> <p>Substitute Members</p> <p>Conservative (5) Mrs Hayes MBE Hill Leake McCracken Mrs McKenzie-Boyle</p> <p>Independent Member Mr G Anderson</p>	<p>Personnel Appeals Panel – Sub Committee of Employment Committee (4 Councillors)</p> <p>Any four of the Employment Committee who are available on the day.</p>
<p>Licensing and Safety Committee (15 Councillors)</p> <p>Conservative (15) Allen (Chairman Elect) Mrs Angell Dr Barnard G Birch Brossard Brunel-Walker Finch Finnie Ms Gaw Leake Mrs McKenzie Ms Miller Porter Thompson (Vice-Chairman Elect) Tullett</p>	<p>Licensing Panel – Sub Committee of Licensing and Safety Committee (3 Councillors)</p> <p>Any three councillors drawn, as required, from the Membership of the Licensing and Safety Committee.</p> <p>Chairs of Panels:</p> <p>Any Councillor who has completed Chairman training drawn, as required, from the Membership of the Licensing and Safety Committee.</p>
<p>Planning Committee (19 Councillors)</p> <p>Conservative (19) Angell Mrs Angell Brossard (Vice-Chairman Elect) D Birch Dudley (Chairman Elect) Finnie Ms Gaw Mrs Hayes MBE Heydon Hill Mrs Ingham Leake Mrs Mattick Mrs McKenzie Mrs McKenzie-Boyle Skinner Thompson Worrall</p>	

Other Committees

<p>Bracknell Forest Access Group (4 Councillors)</p> <p>Conservative (4) Mrs Angell Brossard Finnie (Vice-Chairman Elect) Thompson (Chairman Elect)</p> <p>Substitute Members (5) Harrison Leake Tullett Vacancy Vacancy</p>	<p>Bracknell Town Centre Regeneration Committee (5 Executive Members)</p> <p>Dr Barnard Bettison Brunel-Walker McCracken Turrell</p> <p>Co-optee (Non voting) Mrs Temperton</p> <p>Substitute Members Any member of the Executive who, in the absence of an appointed Member, is nominated by that Member to serve on the Panel.</p>		
<p>Corporate Parenting Advisory Panel (6 Councillors)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Conservative (5) Mrs Birch Ms Hayes Heydon (Chairman Elect) Mrs Ingham Mrs McCracken (Vice-Chairman Elect)</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Labour (1) Mrs Temperton</p> </td> </tr> </table> <p>Substitute Members Conservative (5) Brossard Dudley Finch Leake Peacey</p> <p>Co-Optees Doug Jennings – Bracknell Forest Foster Carers Association Stephanie Rae</p>	<p>Conservative (5) Mrs Birch Ms Hayes Heydon (Chairman Elect) Mrs Ingham Mrs McCracken (Vice-Chairman Elect)</p>	<p>Labour (1) Mrs Temperton</p>	<p>Edgbarrow & Sandhurst Sports Centre Management Committee (3 Councillors)</p> <p>Conservative (3) Finnie Porter Wade</p> <p>Substitute Members (1) Conservative (1) King OBE</p> <p>Representatives to be confirmed: Edgbarrow Sports Centre (2) Sandhurst Sports Centre (2)</p>
<p>Conservative (5) Mrs Birch Ms Hayes Heydon (Chairman Elect) Mrs Ingham Mrs McCracken (Vice-Chairman Elect)</p>	<p>Labour (1) Mrs Temperton</p>		
<p>Education Review Group (3 Councillors)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Conservative (2) Executive Member for Children, Young People and Learning Children, Young People and Learning Overview and Scrutiny Panel Chairman</p> <p>Bracknell Forest Council Director of Children, Young People & Learning or their representative</p> <p>Independent Chair Mr P Roffe</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Labour (1) Mrs Temperton</p> <p>Headteacher Representative Ms T Donkin (Holly Spring Junior School)</p> <p>Chair of Governors Representative Ms J Edwards (Sandhurst School) Ms J Sumner (Winkfield St Mary's CE Primary School)</p> <p>Parent Governor Representative Mr D Mustoe</p> </td> </tr> </table>		<p>Conservative (2) Executive Member for Children, Young People and Learning Children, Young People and Learning Overview and Scrutiny Panel Chairman</p> <p>Bracknell Forest Council Director of Children, Young People & Learning or their representative</p> <p>Independent Chair Mr P Roffe</p>	<p>Labour (1) Mrs Temperton</p> <p>Headteacher Representative Ms T Donkin (Holly Spring Junior School)</p> <p>Chair of Governors Representative Ms J Edwards (Sandhurst School) Ms J Sumner (Winkfield St Mary's CE Primary School)</p> <p>Parent Governor Representative Mr D Mustoe</p>
<p>Conservative (2) Executive Member for Children, Young People and Learning Children, Young People and Learning Overview and Scrutiny Panel Chairman</p> <p>Bracknell Forest Council Director of Children, Young People & Learning or their representative</p> <p>Independent Chair Mr P Roffe</p>	<p>Labour (1) Mrs Temperton</p> <p>Headteacher Representative Ms T Donkin (Holly Spring Junior School)</p> <p>Chair of Governors Representative Ms J Edwards (Sandhurst School) Ms J Sumner (Winkfield St Mary's CE Primary School)</p> <p>Parent Governor Representative Mr D Mustoe</p>		

<p>Electoral Review Steering Group (4 Councillors)</p> <p>Conservative (3) D Birch Leake Turrell</p> <p>Labour (1) Mrs Temperton</p> <p>Substitute Members Conservative (5) Allen King OBE McLean Ms Merry Thompson</p>	<p>Executive Committee – Contracts/Finance (4 Executive Members)</p> <p>Councillors Bettison D Birch Brunel Walker Heydon</p> <p>Substitute Members Any Member of the Executive who, in the absence of an appointed Member, is nominated by that Member to serve on the Committee.</p>
<p>Health & Safety Panel (1 Councillor)</p> <p>Conservative (1) Tullett</p> <p>Substitute Member Conservative (1) Leake</p>	
<p>Health and Wellbeing Board (2 Councillors)</p> <p>Conservative (2) Executive Member for Adult Services, Health & Housing Executive Member for Children & Young People</p> <p>Berkshire Care Association Fidelma Tinneney</p> <p>Bracknell Forest & Ascot Clinical Commissioning Group Mary Purnell Dr William Tong</p> <p>Berkshire Healthcare NHS Foundation Trust Alix Gild</p> <p>Bracknell Forest Council Chief Executive, Bracknell Forest Council Director of Adult Social Care, Health & Housing Director of Children, Young People & Learning Strategic Director of Public Health</p> <p>Bracknell Forest Homes Linda Wells</p> <p>Frimley Health NHS Foundation Trust Jane Hogg</p> <p>Involve Philip Cook</p> <p>South Central Sub Region NHS Rachel Pearce</p> <p>Local Healthwatch Mark Sanders</p> <p>NHS England South Central Region Hilary Turner</p>	
<p>Local Plan Working Group (7 Councillors)</p> <p>Angell D Birch (Vice-Chairman Elect) Brossard Dudley Finnie Mrs Hayes MBE Peacey Thompson Turrell (Chairman Elect)</p>	<p>Local Countryside Access Forum (2 Councillors)</p> <p>Brossard Finch</p>

<p>Local Joint Committee Consultative Committee of Employment Committee (4 Councillors)</p> <p>Conservative (4) Allen Angell Leake (Chairman Elect) Worrall</p> <p>Staff side representatives David Allais (Unison) Lorna Cameron (Unison) Nikki Dancey (GMB)</p> <p>Substitute Members Conservative (2) McLean Ms Miller</p>	<p>Member Development Charter Steering Group (8 Councillors meeting with appropriate Officers)</p> <p>Conservative (8) Allen (Chairman Elect) McCracken Mrs McCracken Mrs McKenzie McLean Ms Merry Thompson Wade (Vice-Chairman Elect)</p> <p>Substitute Members Conservatives (3) Angell D Birch Virgo</p>
<p>Parish & Town Council Liaison Group (3 Councillors)</p> <p>Conservative (3) Dudley (Vice-Chairman Elect) Finnie McCracken (Chairman Elect)</p> <p>Two representatives from each of the following: Binfield Parish Council Bracknell Town Council Crowthorne Parish Council Sandhurst Town Council Warfield Parish Council Winkfield Parish Council</p>	<p>School & Children Centre Performance Advisory Panel (5 Councillors)</p> <p>Conservative (5) Dr Barnard (Chairman Elect) Mrs Birch (Vice-Chairman Elect) Ms Gaw Heydon Mrs McCracken</p> <p>Substitute Members Conservative (5) Allen Mrs Hamilton Leake Ms Merry Turrell</p>
<p>Secure Accommodation Review Panel (Executive Member)</p> <p>Executive Member for Children, Young People and Learning, a suitably qualified Social Services officer and an independent person, appointed by the Director of Children, Young People and Learning.</p>	<p>Standards Committee Advisory Committee of Governance & Audit Committee (3 Councillors)</p> <p>Conservative (3) Finnie King OBE Thompson</p> <p>Non Council Members (4) Mr G Anderson (Chairman) Mr D St. John Jones Mrs H Quillish To be advised</p> <p>Parish / Town Council Member (1) Bracknell Town Council – Cllr M Phillips</p> <p>Independent Person (1) Dr L Lee Reserve Independent Person (1) Mr E Hopkin</p>

**Standing Advisory Council on Religious Education
(5 Councillors)**

Conservative (5)

Dr Barnard
Ms Gaw
Mrs Hayes MBE
Leake
Mrs Mattick

**Standards Framework Working Group
(6 Councillors)**

Conservative (5)

Allen
D Birch
King OBE
McCracken (Chairman Elect)
Thompson

Labour (1)

Mrs Temperton

Co-Optee

Mr G Anderson

Portfolio Review Groups

<p>Care Portfolio Review Group</p> <p>Allen Dr Barnard D Birch Mrs Birch (Chairman Elect) Brossard (Vice-Chairman Elect) Finch Mrs Mattick Mrs McCracken Peacey Thompson Tullett</p>	<p>Community Portfolio Review Group</p> <p>Allen (Vice-Chairman Elect) Birch Brossard Finnie Harrison (Chairman Elect) Mrs Hayes MBE Ms Ingham Leake McCracken Mrs McKenzie Mrs McKenzie-Boyle Tullett</p>
<p>Environment Portfolio Review Group</p> <p>Angell (Chairman Elect) Mrs Angell Bettison Brossard Brunel-Walker Dudley Finnie Hill Leake Porter (Vice-Chairman Elect) Turrell Virgo Wade</p>	<p>Finance Portfolio Review Group</p> <p>Allen Angell Bettison D Birch Heydon King OBE Leake McCracken Peacey Phillips (Chairman Elect) Porter Thompson Wade Tullett (Vice-Chairman Elect)</p>

Index

Body	Appointed by	Page
Adult Social Care Overview & Scrutiny Panel	O&S Commission	2
Appeals Committee	Council	4
Bracknell Forest Access Group	The Leader	6
Bracknell Town Centre Regeneration Committee	The Leader	6
Care Portfolio Review Group	The Leader	10
Children, Young People & Learning Overview & Scrutiny Panel	O&S Commission	3
Community Portfolio Review Group	The Leader	10
Corporate Parenting Advisory Panel	The Leader	6
Edgbarrow & Sandhurst Sports Centre Management Committee	The Leader	6
Education Employment Sub Committee of the Employment Committee	Committee	4
Education Governor Nomination Committee	Council	4
Education Review Group	The Leader	6
Electoral Review Steering Group	Council	7
Employment Committee	Council	4
Environment Portfolio Review Group	The Leader	10
Environment, Culture and Communities Overview & Scrutiny Panel	O&S Commission	3
Executive Committee – Contracts / Finance	The Leader	7
Finance Portfolio Review Group	The Leader	10
Governance & Audit Committee	Council	5
Health & Safety Panel	Council	7
Health and Wellbeing Board	Council	7
Health Overview & Scrutiny Panel	O&S Commission	3
Licensing & Safety Committee	Council	5
Licensing Panel – Sub Committee of the Licensing & Safety Committee	Committee	5
Local Countryside Access Forum	Council	7
Local Joint Committee	Committee	8
Local Plan Working Group	The Leader	7
Member Development Charter Steering Group	The Leader	8
Overview & Scrutiny Commission	Council	2
Parish & Town Council Liaison Group	The Leader	8
Personnel Appeals Panel – Sub Committee of the Employment Committee	Committee	5
Planning Committee	Council	5
School & Children Centre Performance Advisory Panel	The Leader	8
Secure Accommodation Review Panel	The Leader	8
Standing Advisory Council on Religious Education (SACRE)	The Leader	9
Standards Committee Advisory Committee	Committee	8
Standards Framework Working Group	The Leader	9

This page is intentionally left blank

Annex B

External Organisations 2016/17

Key: Appointed by	
	Council
	the Leader

	BODY	REPRESENTATION REQUIREMENTS	COUNCILLOR
1	Age UK Berkshire	1 Representative	Thompson
2	Age Concern Bracknell	1 Trustee	Thompson
3	Berkshire Association of Clubs for Young People	1 Representative	Ms Hayes
4	Berkshire Community Foundation	1 Representative	Ms Merry
5	Berkshire Healthcare NHS Foundation Trust	1 Representative	Mrs Mattick (Term of office ends May 2018)
6	Berkshire Joint Adoption Panel	1 Member	Dr Barnard
7	Berkshire Leaders Group	Leader of the Council	Bettison
8	Berkshire Local Transport Board	Executive Member for Economic Development and Regeneration	Brunel-Walker
		Commuters' Champion as named substitute	Harrison
9	Berkshire Maestros (formerly Berkshire Young Musicians' Trust)	1 Trustee	Dr Barnard
10	Berkshire Pension Fund Advisory Panel	1 Member	Worrall
11	Berkshire Record Office Capital Working Group	1 Representative	King OBE
12	Berkshire Strategic Transport Members' Forum	Executive Member for Economic Development and Regeneration	Brunel-Walker
		Commuters' Champion as named substitute	Harrison
13	Binfield Badger Group - Management Committee	1 Representative	Peacey
14	Birch Hill Community Association	1 Representative	Mrs Birch

	BODY	REPRESENTATION REQUIREMENTS	COUNCILLOR
15	Blackwater Valley Advisory Committee for Public Transport	1 Representative	Turrell
16	Bracknell & District Citizens Advice Bureau	1 Representative	Peacey
17	Bracknell & District Victim Support Scheme	1 Representative	McCracken
18	Bracknell & Wokingham College Corporation	1 Representative	Ms Miller (Term of office ends May 2020)
19	Bracknell Forest Fostering Panel	1 Member	Dr Barnard
20	Bracknell Forest Homes – General Meetings	1 Representative (either an officer or a Member)	D Birch
21	Bracknell Forest Homes Board	1 Representative	Wade (Term of office ends September 2017)
22	Bracknell Shopmobility	2 Representatives	Mrs Angell Ms Merry
23	Bracknell Voluntary Car Service	1 Representative	Leake
24	Bullbrook Community Association	1 Representative	Angell
25	Children's Centre Transitional Advisory Board	2 Representatives	Brossard Mrs Temperton (Term of office from September 2016)
26	Children and Young People's Partnership Board	Executive Member for Children, Young People & Learning	Dr Barnard
27	Civilian Military Partnership Known as Armed Forces Community Covenant Champion	1 Representative* * Currently acting as Chairman	Bettison
28	Climate Berkshire	Executive Member for the Environment	Mrs Hayes MBE
29	Communities and Local Government Heritage Champion	1 Member	Mrs Hayes MBE
30	Community Safety Partnership	Executive Member for Culture, Corporate Services and Public Protection 2 Representative	McCracken Mrs Temperton Tullett
31	Community Safety Partnership Executive	Executive Member for Culture, Corporate Services and Public Protection	McCracken
32	Crown Wood Community Association	1 Representative	Dudley

BODY	REPRESENTATION REQUIREMENTS	COUNCILLOR
33	Downshire Homes Board Ltd	Executive Member for Adult Social Care, Health & Housing D Birch Executive Member for Transformation & Finance Heydon
34	Easthampstead & Wildridings Community Association	1 Representative Heydon
35	Economic and Skills Development Partnership	Executive Member for Economic Development and Regeneration Brunel-Walker Business Champion Wade
36	Farley Wood Community Association	1 Representative Harrison
37	Federation of Burial Cremation Authorities	1 Representative McCracken (Term of office ends May 2017)
38	Frimley Health NHS Foundation Trust Council of Governors	1 Governor Peacey
39	Forest Park Community Association	1 Representative Ms Hayes
40	Great Hollands Community Association	1 Representative Hill
41	Hanworth Community Association	1 Representative Mrs Ingham
42	Heathrow Airport Consultative Committee	1 Representative Turrell 1 Deputy Brunel-Walker
43	Heathrow Community Noise Forum	1 Representative Turrell 1 Community Representative Geoff Paxton
44	Homestart – Bracknell Forest	1 Representative Mrs McCracken
45	Improvement and Efficiency South East (iESE)	1 Director Bettison 1 Member Heydon
46	Involve Board	1 Representative D Birch
47	Jennett’s Park Community Association	1 Representative Hill

BODY	REPRESENTATION REQUIREMENTS	COUNCILLOR
48	Joint Waste Disposal Board (Bracknell Forest, Wokingham and Reading)	2 Members Mrs Hayes MBE McCracken
49	Keep Mobile Country Tours Ltd	1 Trustee Dr Barnard
50	Local Government Association	Leader of the Council Bettison Executive Member for Transformation and Finance Heydon 1 Observer Dr Barnard
51	Local Government Information Unit Management Committee	1 Representative Peacey 1 Reserve Leake
52	Martins Heron and the Warren Community Association	1 Representative Turrell
53	North Ascot Community Association	1 Representative Mrs Hayes MBE
54	Older Peoples' Partnership	Executive Member for Adult Services, Health and Housing D Birch Older People's Champion Thompson
55	Owlsmoor Community Centre	1 Representative Worrall
56	Parents and Children Together	1 Representative Mrs Ingham
57	PATROL (Parking And Traffic Regulations Outside London) Adjudication Joint Committee	1 Representative Turrell 1 Reserve Brossard
58	Police and Crime Panel	1 Representative McCracken
59	Priestwood Community Association	1 Representative Finch
60	Relate	1 Representative Leake
61	Royal Berkshire Fire Authority	3 Members (Appointments to the Fire Authority are subject to section 15 of the Local Government & Housing Act 1989 [political balance]) Dudley McCracken Mrs McKenzie-Boyle (Term of Office expires May 2019)

	BODY	REPRESENTATION REQUIREMENTS	COUNCILLOR
62	Sandhurst Day Centre Association	1 Representative	Mrs McKenzie
63	South East England Councils	1 Representative 1 Reserve	Bettison Turrell
64	South East Reserve Forces' and Cadets' Association	1 Representative	Ms Merry
65	South East Strategic Leaders	Leader of the Council	Bettison
66	South Hill Park Trust Board <i>(Italics equals second four year term)</i>	4 Trustees	3 Vacancies Councillor Tullett (Term of office expires May 2019)
67	Standing Conference for Archives	1 Representative	King OBE
68	Thames Valley Berkshire City Deal Joint Committee	Executive Member for Economic Development and Regeneration 1 Substitute	Brunel-Walker Heydon
69	Thames Valley Berkshire Local Enterprise Partnership	Executive Member for Economic Development and Regeneration	Brunel-Walker
70	Thames Basin Heaths Joint Strategic Partnership Board	1 Representative from each of the 13 Local Authorities which deal with nature conservation issues around the Thames Basin Heaths	Turrell
71	The Parks Community Association	1 Representative	Ms Merry

This page is intentionally left blank

To: COUNCIL
13 JULY 2016

EXECUTIVE REPORT TO COUNCIL The Leader

1 PURPOSE OF REPORT

- 1.1 Since the Council meeting on 27 April 2016, the Executive has met twice on 10 May and 14 June 2016. This report summarises decisions taken at these meetings by reference to the relevant portfolio within which they fall.
- 1.2 Updated Forward Plans are published every Friday and are available for public inspection at Easthampstead House in the usual way and online at www.bracknell-forest.gov.uk. Full details on the decisions taken by individual portfolio holders can also be accessed online through the Council's website.

2 RECOMMENDATION

- 2.1 Council is asked to consider the recommendation set out at paragraph 5.1.4.

3 REASONS FOR RECOMMENDATIONS

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

4 ALTERNATIVE OPTIONS CONSIDERED

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

5 SUPPORTING INFORMATION

Transformation and Finance

5.1 General Revenue Budget 2016/17 – Further Savings Proposals

- 5.1.1 In February 2016 the Council set its budget and council tax for 2016/17. As a consequence of previously unannounced changes introduced by the Local Government Finance Settlement, Members were faced with the challenge of setting a legal and balanced budget within a very short time scale with very few options available

In practice, this meant that the Executive recommended to Council a significant use of balances (£5.161m). In doing so, it was recognised that using such an amount was not sustainable over the medium term and a range of further savings proposals have therefore been agreed for consultation. These will allow the Council to put money back into balances during 2016/17 and to deliver its Medium Term Financial Strategy.

5.1.2 At its meeting on 10 May, the Executive agreed a number of savings proposals that had been subject to the standard six week budget consultation period and which had staffing implications. **[These proposals which are summarised in the following table and set out in more detail in Annex A are recommended to Council].**

	2016/17 £000	2017/18 £000
Transport capital works	-200	0
Highway Drainage	-50	-40
Road Safety Education	-25	-35
Highways Adoption	-12	-12
Concessionary Fares	-8	-8
Early Help Offer	-78	0
Property Services	-45	0
TOTAL	-418	-95

5.1.3 When the Executive subsequently met on 14 June it also considered the outcome of consultation on a number of additional savings proposals required to achieve a balanced budget in 2016/17. A number of these had been subject to full equality impact statements which are included with the Executive Report (appended at Annex E). The additional savings proposals are set out in Annexes B to D and summarised in the table below:

	2016/17 £000	2017/18 £000	2018/19 £000
Adult social care commissioning	-500	0	0
Childrens centre	-75	-15	0
Early help offer	-119	-63	0
Grants to voluntary sector organisations	-28	-10	0
Corporate Services/Chief Executive's Office	-67	0	0
Economic development	-100	0	0
Community safety	-50	0	0
Highway maintenance	-200	+110	+90
Book fund	-100	0	0

South Hill Park grant	-44	0	0
Parish council tax reduction support	-175	0	0
Total	-1,478	+32	+90

- 5.1.4 The Executive recommends to Council that the savings proposals set out in Annexes A to D be approved and that the Councils Commitment Budget be amended to reflect the savings proposals contained in this report.**

The Chief Executive's Office

5.2 Corporate Performance Overview Report

- 5.2.1 The Executive noted the performance of the Council over the period from January to March 2016, highlighted in the Corporate Performance Overview Report.

Culture, Corporate Services & Public Protection

5.3 Complaint Against Bracknell Forest Council – Ombudsman Decision

- 5.3.1 The Executive noted the findings of the Local Government Ombudsman in relation to a complaint relating to the accuracy of measurements included in a planning report. The Local Government Ombudsman was clear that the errors had no material impact on the decision made but still concluded the errors represented maladministration but with no injustice. The Executive noted that a copy of the report had been circulated to all Members of the Council and agreed that no further action needed to be taken in relation to the matter detailed in the report.

Environment

Planning & Transport

5.4 Integrated Transport Capital Programme

- 5.4.1 The Executive has approved the 2016/17 Integrated Transport Capital Programme to facilitate transport services in line with the Council's Local Transport Plan 3.
- 5.4.2 The Integrated Transport Capital Programme supports the adopted Local Transport Plan which itself sets out the key transport challenges facing Bracknell Forest through the period 2011-2026. Schemes are developed taking account of the wider policy goals and issues such as deliverability and public impact/acceptability.
- 5.4.3 Historically, funding for the programme has been made up of an Integrated Transport Grant from central Government alongside developer contributions (S106) for transport mitigation measures. However, in 2013, additional Borough capital funding was allocated to the period 2013-17 for various town centre highway works, including junction capacity improvements.
- 5.4.4 In addition to grant allocation (£720k) and S106 funds (£865k), the Council has been successful in securing additional funds from the Local Enterprise Partnership through

the Local Growth Fund towards implementing transport measures linked to economic growth and carbon reduction. The focus has been on unlocking Bracknell Town Centre regeneration and borough-wide housing development. This work began with the Warfield Link Road and Coral Reef Junction Improvement in 2015/16 along with enhanced Town Centre accessibility improvements which continue into 2016/17. Further Local Growth Funds are sought for the A329 London Road corridor improvements planned for 2017/18.

5.5 The “Issues and Options” Comprehensive Local Plan Consultation

- 5.5.1 The Executive agreed the “Issues and Options” document and the Consultation Strategy for the Comprehensive Local Plan. Supporting consultation material has been published for a period of public consultation between 13 June 2016 and 25 July 2016.
- 5.5.2 The Comprehensive Local Plan (CLP) will set out a planning framework for the whole Borough, including the allocation of sites for the period to 2036. It is important that the Council has an up to date and robust planning framework which reflects current national policy and guidance to guide development. The preparation of the CLP will ensure that this is in place.
- 5.5.3 The CLP must be prepared in consultation with the local community and other stakeholders. The planned consultation will allow early engagement to help inform the next stage of the Plan. Preparation of the CLP will support the priorities set out in the Council Plan 2015 – 2019, in particular; ‘A strong and resilient economy’ and ‘a clean, green, growing and sustainable place’.
- 5.5.4 This initial consultation on the CLP will be strategic and will not at this stage identify sites. The consultation will be well publicised to ensure that residents are able to contribute and have their say in a meaningful way. This includes a leaflet to ensure that residents can make informed choices when responding to the consultation. The results of the consultation will form the basis and foundations of the CLP and shape future housing development in the Borough.

5.6 Overview & Scrutiny Review of Procedure for Planning Applications and Enforcement

- 5.6.1 A Overview and Scrutiny Working Group undertook a review of the planning application process and of enforcement. The working group was encouraged to undertake a thorough and in depth review, exploring any anecdotal problems and issues which have been raised by members. It undertook a number of exploratory meetings with officers and also undertook a visit to Elmbridge Council which had been a runner up in a recent national planning award.
- 5.6.2 The Executive commended the working group for the review it conducted and the helpful report it produced and endorsed the proposed response to the working group report as set out in Section 5 of the report.
- 5.6.3 Overall the review is a very positive one which did not find any fundamental issues with the current service. However, a number of suggested changes in process and procedure were identified which the working group recommended to the Executive. The majority of these were accepted.

Children, Young People and Learning

5.7 Ratification of the Emotional Health and Wellbeing Strategy 2016-19

- 5.7.1 The Executive ratified the strategy and agreed that the action plan that underpins it should be implemented.
- 5.7.2 The final version of the strategy had been amended to reflect feedback from consultation with all key stakeholders. The Executive recognised the Strategy as an important piece of work that would in particular build resilience in young people in the Borough and bring together a range of best practice.

5.8 Report on the Outcome of the Bracknell Forest Community Learning Inspection

- 5.8.1 The Executive noted the outcome of the recent Ofsted inspection and agreed the action plan produced in response to it.
- 5.8.2 Adult learning provision is grant funded by the Skills Funding Agency and is subject to inspection by Ofsted using the September 2015 Common Inspection Framework. The inspection was carried out 9 to 12 February 2016, which was 9 days after the restructure agreed by the Employment Committee on 28 October 2015 was implemented. In effect, therefore, the inspection covered standards achieved with the previous structure in place which was changed to bring a shift in focus. In the event the overall provision was judged to be “requires improvement”. However, verbal feedback from the Ofsted Lead Inspector was supportive of the changes implemented as a result of the restructure.

5.9 Family Focus Phase 2

- 5.9.1 The Executive were delighted that as a result of the first phase of the Family Focus programme being successful, the Council had been invited to participate as an early starter for phase 2 and approved the planned programme for it.
- 5.9.2 The expansion of the programme will focus on existing areas of concern e.g. school attendance, youth crime and anti-social behaviour and adults out of work. However, it will also incorporate the learning from the first phase and reach out to families with a broader range of problems such as domestic abuse, physical and mental health, substance abuse and younger children that need help.
- 5.9.3 To date 84 families have been engaged and have a key worker and 24 families have been turned around and now require no further support from public services. By September a further 90 families will have been identified and receiving interventions.
- 5.9.4 The Executive were pleased to see the positive impact that this programme was having on families within the Borough to date. It was clear that the programme had wide and far reaching benefits, including contributing to an overall reduction in anti-social behaviour as well as resulting in fewer children being subject to child protection orders, both of which outcomes are central to the approach encapsulated in the Council Plan.

5.10 Update on Provision for Young People Not in Education, Employment or Training (NEET)

- 5.10.1 The Executive endorsed the current strategies in place to support vulnerable young people into a sustainable form of education, employment or training.

5.10.2 The report outlined the range of interventions that have either been introduced or further developed to support young people that are not in a form of education, employment or training. This remains a key area of focus for the Council and a number of positive outcomes have been noted as a result. If young people are NEET at the age of 18, they are more likely to be unemployed throughout adulthood or find themselves in low paid employment. They are also more likely to suffer frequent periods of unemployment. The Executive recognised that this was an important piece of this work and would clearly contribute towards the economic future of the Borough.

5.11 Third Annual Report on the Statutory Roles and Responsibilities of the Director of Children's Services and the Lead Member for Children's Services 2015/16.

5.11.1 The Executive endorsed the report and noted the range of activity undertaken by the Director of Children's Services and Lead Member for Children's Services.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

6.1 The Borough Solicitor's comments have been addressed in the reports to the Executive.

Borough Treasurer

6.2 The Borough Treasurer's comments have been addressed in the reports to the Executive.

Equalities Impact Assessment

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

Strategic Risk Management Issues

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

Background Papers

Executive Agenda – 10 May and 14 June 2016

Contact for further information

Priya Patel, Corporate Services - 01344 352233

Priya.patel@bracknell-forest.gov.uk

Unrestricted

REVENUE BUDGET SAVINGS PROPOSALS AGREED BY EXECUTIVE ON 10 MAY 2016

Annex A

Description	2016/17 £000	2017/18 £000
<p>Transport Capital Works Continue with planned preventative maintenance by a significant reduction in highway improvement schemes, Sustainable Modes of Travel to School (SMOTTS) schemes and access improvements to employment areas. Part of the integrated transport grant will instead be used for planned preventative maintenance, allowing the equivalent revenue budget to be saved. This will lead to the reduction of 3 transport engineering posts, due to reduced capital works.</p>	-200	0
<p>Highway Drainage Only urgent repairs to current drainage situation with no improvements. Minor local drainage improvement schemes intending to resolve local flooding issues will be scrapped, only £25k retained for critical works. Loss of 1 post (from 1) meaning no ability to respond on behalf of residents to both drainage and non-drainage engineering queries.</p>	-50	-40
<p>Road Safety Education Remove Road Safety Officer post and reduce road safety education, training and publicity work. Retain financial support for "Safer Roads Berkshire" only (a Berkshire wide road safety partnership proving evidence led road safety initiatives) – from the end of this academic year.</p>	-25	-35
<p>Highways Adoptions Reduction of one adoptions supervisor. This means reducing supervision of works to be adopted giving rise to potential quality control issues through poor workmanship which will be passed on to the Council at adoption stage.</p>	-12	-12
<p>Concessionary Fares Remove concessionary fares administrator, function to move to customer services.</p>	-8	-8
<p>Early Help Offer Deletion of 2.2 FTE Development Officer posts that support childminders, after school clubs, play schemes and wrap around provision.</p>	-78	0
<p>Property Services Restructuring of Construction and Maintenance team requires a deletion of one post and redistribution of duties and responsibilities.</p>	-45	0
TOTAL	-418	-95

This page is intentionally left blank

Unrestricted

REVENUE BUDGET SAVINGS PROPOSALS AGREED ON 14 JUNE:
“TRANSFORMATION BLOCK A”

Annex B
(Annex A of report considered by Executive on 14 June 2016)

ADULT SOCIAL CARE, HEALTH AND HOUSING

Description Impact	2016/17 £'000	2017/18 £'000	2018/19 £'000
<p>Adult Social Care Commissioning</p> <p>Review of adult social care packages to identify where the current care provided can be redefined to better meet recipients' eligible needs and provide better value for money for the Council.</p>	-500	-500	
ADULT SOCIAL CARE COMMISSIONING TOTAL	-500	-500	

<p>Housing Bad Debt Provision</p> <p>The current budget for Housing Benefit bad debt should not be required to the same level as old legacy debt has now been largely written off.</p>	-102		
<p>Housing Related Support for Older People</p> <p>Following consultation a contract to provide housing related support for older people to prevent homelessness will be let. The range of support provided will be reduced compared to previous contracts and thus a saving can be achieved whilst maintaining support to those older people most in need.</p>	-100		
WELFARE AND HOUSING TOTAL	-202		

<p>Public Health – Substance Misuse</p> <p>Renegotiation of the current service contract should result in reduced costs.</p>	-121		
<p>Public Health - Falls</p> <p>Reduction in funding for the falls prevention service. Some elements of the service will instead be delivered in-house by the Public Health team.</p>	-65		
Public Health – Miscellaneous Projects	-15		

Unrestricted

**REVENUE BUDGET SAVINGS PROPOSALS AGREED ON 14 JUNE:
“TRANSFORMATION BLOCK A”**

**Annex B
(Annex A of report considered by Executive on 14 June 2016)**

Description Impact	2016/17 £'000	2017/18 £'000	2018/19 £'000
Reduction in the funding for the oral health promotion services provided through Berkshire Healthcare NHS Trust.			
Public Health - Obesity			
Reduction in the funding for obesity services provided through Berkshire Healthcare NHS Trust.	-32		
Public Health – Sexual Health			
Reduction in the funding for Chlamydia screening provided through Berkshire Healthcare NHS Trust.	-66		
Public Health – Smoking			
Re-tender of the payment by results contract has put in place limits that the Council will pay in terms of stop smoking services.	-68		
PUBLIC HEALTH TOTAL	-367	0	0

Unrestricted

**REVENUE BUDGET SAVINGS PROPOSALS AGREED ON 14 JUNE:
“TRANSFORMATION BLOCK A”**

Annex B

(Annex A of report considered by Executive on 14 June 2016)

ENVIRONMENT, CULTURE AND COMMUNITIES

Description Impact	2016/17 £'000	2017/18 £'000	2018/19 £'000
Highway Maintenance – There will be no wide scale resurfacing of footpath/cycleway on estate roads. Only £50k retained for urgent reactive and intervention work, patch repairs only on redefined lower intervention levels.	-200		
Highway Winter Service – Minimise budget provision, accept risk and potential need for contingency funding in exceptional years.	-100		
Highway Weedkilling – Cease all weeding killing on highways, footpaths and cycleways .Weeds will grow as detritus collects, street cleansing standards will be lowered and there is the potential of long term damage to surfaces.	-48		
Highway Maintenance – Continue with planned preventative maintenance using commuted sums received. Utilising commuted sums is a 2-3 year option only, further years planned maintenance would be funded from the integrated transport grant further and significantly delaying or completely deferring integrated transport measures.	-350		
Transport Engineering – Cease work generated by public enquiries. £30K retained for 2 Traffic Regulation Orders (TRO's) per annum. Activity restricted to the provision of disabled parking bays, road safety related parking restrictions and unavoidable works linked to identifiable road safety issues. Significantly reduced level of response to any public/member enquiries unless considered to be serious health and safety issues.	-50		
Supported Bus Contracts – Reduce bus subsidy by reviewing the 157/158 route. This will not affect bus frequency, but may add to some journey times. A review of other subsidised routes will be undertaken if this change does not fully meet the proposed savings target. There will also be an overall reduction in public transport co-ordination.	-47	-47	
Town Centre – Switch off all fountains in the town centre and do not maintain them.	-12		
Town Centre – No BFC funded provision of Christmas lights in the town centre. BRP provision only.	-12		
ENVIRONMENT, CULTURE AND COMMUNITIES TOTAL	-819	-47	0

This page is intentionally left blank

Unrestricted

REVENUE BUDGET SAVINGS PROPOSALS AGREED ON 14 JUNE:
"TRANSFORMATION BLOCK B"

Annex C
(Annex B of report considered by Executive on 14 June 2016)

ADULT SOCIAL CARE, HEALTH AND HOUSING

Description Impact	2016/17 £'000	2017/18 £'000	2018/19 £'000
Adult Social Care Commissioning Review of adult social care packages to identify where the current care provided can be redefined to better meet recipients' eligible needs and provide better value for money for the Council.	-500		
ADULT SOCIAL CARE, HEALTH AND HOUSING TOTAL	-500	0	0

Unrestricted

**REVENUE BUDGET SAVINGS PROPOSALS AGREED ON 14 JUNE:
“TRANSFORMATION BLOCK B”**

Annex C

(Annex B of report considered by Executive on 14 June 2016)

CHILDREN, YOUNG PEOPLE AND LEARNING

Description Impact	2016/17 £'000	2017/18 £'000	2018/19 £'000
<p>Children’s Centres</p> <p>There will be a reduction in universal service provision within the Alders & Chestnuts Children’s Centre area. The focus will be on targeted services. Health services will still be delivered from this site. 2.7 FTE posts will be deleted.</p>	-75	-15	
<p>Early Help Offer</p> <p>A number of savings are proposed within the Early Help Offer:</p> <ul style="list-style-type: none"> • Support to early years providers will end in respect of training and staff development, a reduction in resource support for the Every Child a Talker programme and in the support for providers with sustainability issues (£37,000). • Removal of resources budget at the Family Information Service that will develop a reactive service delivery (£10,000). • Deletion of 1.9 FTE youth worker posts which will lead to a reduction in universal services for young people (£57,000). • 50% reduction in grant allocated to Homestart for the provision of trained volunteers to support families requiring early help (£10,000 in 2016/17 with a further £20,000 in 2017/18) • Deleting voluntary sector grant support: <ul style="list-style-type: none"> ○ REDZ- provides performing arts sessions to young people at The Spot in Sandhurst] (£4,500) ○ South Hill Park - provides arts based sessions to young people (£13,200) ○ KIDS Young Carers – develops and delivers a service to young carers and their families within Bracknell Forest (£30,000) 	-119	-63	
CHILDREN, YOUNG PEOPLE AND LEARNING TOTAL	-194	-78	0

Unrestricted

**REVENUE BUDGET SAVINGS PROPOSALS AGREED ON 14 JUNE:
“TRANSFORMATION BLOCK B”**

Annex C

(Annex B of report considered by Executive on 14 June 2016)

CORPORATE SERVICES/CHIEF EXECUTIVE’S OFFICE

Description Impact	2016/17 £'000	2017/18 £'000	2018/19 £'000
<p>Chief Executives Office</p> <p>Reduction in grants to voluntary sector organisations. The proposal is for a 10% reduction which will impact on the voluntary organisations’ ability to deliver services.</p>	-28	-10	
<p>Chief Executives Office</p> <p>Re-grading of Communications Officer post and reallocation of work within the team.</p>	-7		
<p>Chief Executive’s Office</p> <p>Town and Country publications reduced from 3 to 2 per annum and a reduction in the number of Forest Views issued in the year.</p>	-10		
<p>Revenue Services</p> <p>Reduction in council tax postage budget reflecting reduction in costs following changes in Council Tax billing.</p>	-10		
<p>Human Resources</p> <p>Reduction in Occupational Health budget in line with current expenditure.</p>	-10		
<p>Property Services</p> <p>Less maintenance has been required on Time Square office following the refurbishment. Therefore a reduction will be made to the maintenance budgets for Civic buildings</p>	-30		
<p>CORPORATE SERVICES/CHIEF EXECUTIVE’S OFFICE/POLICY TOTAL</p>	-95	-10	0

Unrestricted

**REVENUE BUDGET SAVINGS PROPOSALS AGREED ON 14 JUNE:
“TRANSFORMATION BLOCK B”**

**Annex C
(Annex B of report considered by Executive on 14 June 2016)**

ECONOMIC DEVELOPMENT

Description Impact	2016/17 £'000	2017/18 £'000	2018/19 £'000
<p>Chief Executives Office</p> <p>Reduction in proposed additional costs of providing the Business and Enterprise Team. This will be achieved through reducing the team to 1 FTE and a reduced programme of activities.</p>	-100		
ECONOMIC DEVELOPMENT TOTAL	-100	0	0

COMMUNITY SAFETY

Description Impact	2016/17 £'000	2017/18 £'000	2018/19 £'000
<p>Chief Executives Office</p> <p>Removal of the CCTV budget. There will no longer be a budget available to support town centre CCTV cameras operated by BFC.</p>	-26		
<p>Chief Executive’s Office</p> <p>Reduction in FTE of CADIS post from 1.00 FTE to 0.81 FTE. This post will now be fully funded from the PCC Community Safety grant and a saving can be made on the DSB budget which is currently supporting the non-grant funded element.</p>	-8		
<p>Chief Executive’s Office</p> <p>Reduction in various supplies and services budgets within the Community Safety Team, the largest of which is CADIS software maintenance.</p>	-5		
<p>Chief Executive’s Office</p> <p>Reduction in Domestic Abuse budget. The level of budget reduction will limit any additional work required around Domestic Abuse in the Borough with the Councils Partners.</p>	-11		

Unrestricted

REVENUE BUDGET SAVINGS PROPOSALS AGREED ON 14 JUNE:
"TRANSFORMATION BLOCK B"

Annex C
(Annex B of report considered by Executive on 14 June 2016)

Description Impact	2016/17 £'000	2017/18 £'000	2018/19 £'000
COMMUNITY SAFETY TOTAL	-50	0	0

Unrestricted

**REVENUE BUDGET SAVINGS PROPOSALS AGREED ON 14 JUNE:
“TRANSFORMATION BLOCK B”**

**Annex C
(Annex B of report considered by Executive on 14 June 2016)**

ENVIRONMENT, CULTURE AND COMMUNITIES

Description Impact	2016/17 £'000	2017/18 £'000	2018/19 £'000
Highway Maintenance – Since a significant reduction has already been made from the highway budget it is considered possible to defer for one year only an additional £110k of works and capitalise £90k of salaries on the LED lighting scheme. This will mean that bridge and structure repairs will be deferred unless they are a serious risk to health. Only safety critical road marking replacements will be undertaken leading to potential driver confusion. Damaged fences and barriers would only be repaired if a serious risk to health.	-200	110	90
Library Service – Reduce the stock fund by £100k, which provides a whole range of lending materials. There is a legal duty to provide a comprehensive library service, which would still be met, but reducing the stock fund by 40% would severely reduce the availability of books and other material for the public and therefore significantly reduce the service available.	-100		
South Hill Park – Reduce annual grant by 10%. SHP will have to review the programme on offer and potentially cancel events that require subsidy or have an element of financial risk and in so doing reduce participation levels.	-44		
ENVIRONMENT, CULTURE AND COMMUNITIES TOTAL	-344	110	90

Unrestricted

REVENUE BUDGET SAVINGS PROPOSALS AGREED ON 14 JUNE:
"TRANSFORMATION BLOCK B"

Annex C
(Annex B of report considered by Executive on 14 June 2016)

COUNCIL WIDE

Description Impact	2016/17 £'000	2017/18 £'000	2018/19 £'000
Council Tax Support to Parish and Town Councils Cancelling the payments to Parish and Town Councils which compensate them for the loss of precept income resulting from the introduction of the Local Council Tax Benefit Support Scheme.	-175		
COUNCIL WIDE TOTAL	-175	0	0

This page is intentionally left blank

Unrestricted

PROPOSED CAPITAL SAVINGS PROPOSALS

Annex D

(Annex C of report considered by Executive on 14 June 2016)

CAPITAL PROGRAMME

Description Impact	2016/17 £'000	2017/18 £'000	2018/19 £'000
<p>Harmans Water Community Centre</p> <p>The scheme originally proposed for the 2015/16 capital programme has now been subject to detailed specification and costing and is currently estimated to cost considerably more than the budget available. Therefore the Council cannot proceed with the original scheme as envisaged and will be evaluating alternative options for use of the building which will safeguard the property.</p>	-800		
<p>Buildings Planned Maintenance</p> <p>The original building maintenance plan for 2016/17 was based on the most recent survey data and the highest priorities were identified as needing funding during 2016/17. It is possible to re-prioritise and re-phase work which may run the risk of contributing to a larger back-log to be addressed in future years but allow the assets to remain fully operational in 2016/17.</p>	-800		
<p>IT Schemes</p> <p>By extending the asset-life of the Council's IT infrastructure and re-phasing replacements it is possible to reduce expenditure in 2016/17 on hardware within the Server/Network Refresh and Desktop Estate programmes and reducing the upgrade in Microsoft Office licences and other smaller programme areas.</p>	-300		
<p>Older person accommodation and support services strategy - Dennis Pilcher House</p> <p>The Council proposed to acquire Denis Pilcher House via an asset swap. Capital works were planned to convert this building into a bed-based intermediate care facility to aid the timely discharge of people from hospital. However, recent experience and feedback from people who need support have shown that there is a need to move to a largely home-based intermediate care service, and procure a lower level of residentially based care to be determined over the next 12 months.</p>	-800		
<p>CAPITAL PROGRAMME TOTAL</p>	-2,700	0	0

This page is intentionally left blank

TO: THE EXECUTIVE
14 JUNE 2016

GENERAL FUND REVENUE BUDGET 2016/17 – FURTHER SAVINGS PROPOSALS
Chief Executive/Borough Treasurer

1 PURPOSE OF REPORT

- 1.1 To approve the further savings proposals outlined in this report.

2 RECOMMENDATION(S)

- 2.1 **That the Executive recommend to Council the savings proposals set out in Annexes A to C.**
- 2.2 **That the Council's Commitment Budget be amended to reflect the savings proposals contained in this report.**

3 REASONS FOR RECOMMENDATION(S)

- 3.1 To approve further savings that will enable the Council to deliver its Medium Term Financial Strategy.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 The alternative is not to approve the savings. Alternative proposals would then need to be developed and consulted upon if the Council is to deliver its Medium Term Financial Strategy.

SUPPORTING INFORMATION

5 BACKGROUND

- 5.1 On the 24 February 2016 the Council set its budget and council tax for 2016/17. As a consequence of the previously unannounced changes introduced by the Local Government Finance Settlement the Council was faced with the challenge of setting a legal and balanced budget within a very short time scale.
- 5.2 Due to the short time available there were very few options available to the Council. In practice, this meant that the Executive recommended to Council a significant use of balances (£5.161m). In doing so, it was recognised that using such an amount was not sustainable over the medium term and a range of further savings proposals were, therefore, agreed for consultation. This approach would enable the Council to put money back into balances during 2016/17 and deliver its Medium Term Financial Strategy.

6 CONSULTATION ARRANGEMENTS

- 6.1 In accordance with the Council's constitution the further savings proposals were published for consultation on 24 February. The consultation period varied, with those proposals having the potential to impact upon groups with protected characteristics under equalities legislation or involving the voluntary sector having an extended consultation period.
- 6.2 On 10 May 2016 the Executive considered and recommended to Council an initial set of savings proposals that contained staffing implications. These needed to be agreed so that the necessary employment processes could be completed and the savings delivered as soon as possible. These proposals totalled £0.418m in 2016/17, with further savings of £0.095m in 2017/18.
- 6.3 This report considers all of the remaining savings proposals that have been subject to consultation, including those relating to the capital programme.

7 TRANSFORMATION BOARD – ADDITIONAL SAVINGS PROPOSALS

- 7.1 The Transformation Board began its work in late 2015. Whilst initial activity concentrated on the development of a work programme there was also a focus on the identification of additional savings that could be implemented relatively quickly during 2016/17 to start to address the budget gap. A range of proposals were developed for consultation which are set out in detail in Annex A and summarised in the table below.

	2016/17	2017/18
	£000	£000
Adult social care commissioning	-500	-500
Welfare and housing	-202	0
Public health	-367	0
Highways and transport	-819	-47
Total	-1,888	-547

- 7.2 Public health is funded through a ring fenced grant which has been subject to reductions in both the current and previous financial years. As a consequence, the savings of £0.367m will be needed to manage public health spending to within the overall ring fenced grant. As such, they cannot be used to replenish the balances that were used when setting the Council's budget in February. However, this still leaves proposed savings of £1.521m available to support the Council's overall budget.

Consultation Responses to the Transformation Board's Additional Savings Proposals

a) Responses received via the website

A total of 252 responses were received via the website. These can be summarised as follows:

Strongly Agree	0.79%	2
Agree	5.16%	13
Neutral	24.21%	61
Disagree	13.89%	35
Strongly Disagree	24.21%	61
Not Answered	31.74%	80
Total	100.00%	252

Whilst the majority of those expressing a view disagreed with the additional savings proposals nearly 56% of respondents were either neutral or did not express an opinion.

b) Comments received via the website

Whilst there were a large number of comments made via the website, there was no significant opposition to the proposed savings. There were over 20 comments objecting to the reductions in spending on highways and adult social care commissioning and between 15 to 20 comments opposing the reductions in welfare and housing and public health.

A full list of the comments received will be available at the meeting. Copies have also been sent to all Members of the Executive and placed in the Executive Members Room, Conservative Group Office and Labour Office.

c) Comments received via letter or email

A total of 44 letters and emails have been received on the Council's additional savings proposals. Only one letter contained a comment that could be related to the Transformation Board's savings proposals and this concerned the future provision of care homes within the Borough. Copies of all letters received will be available for inspection at the meeting.

d) Equalities Impact Assessments

Only one of the savings proposals put forward by the Transformation Board was identified as needing a full Equalities Impact Assessment, housing related support for older people (£0.100m). This assessment had been completed previously.

8 ADDITIONAL SAVINGS PROPOSALS AS A CONSEQUENCE OF THE SETTLEMENT

- 8.1 As outlined above the changes introduced by the Local Government Finance Settlement placed the Council in the position of having to set its budget for 2016/17 on an unsustainable basis. As a consequence of this a further set of savings proposals were developed, enabling the Council to return money to balances in 2016/17 and contribute towards the savings that will be required to balance the 2017/18 budget.
- 8.2 The additional savings proposals are set out in Annex B and summarised in the table below:

	2016/17 £000	2017/18 £000	2018/19 £000
Adult social care commissioning	-500	0	0
Childrens centre	-75	-15	0
Early help offer	-119	-63	0
Grants to voluntary sector organisations	-28	-10	0
Corporate Services/Chief Executive's Office	-67	0	0
Economic development	-100	0	0
Community safety	-50	0	0
Highway maintenance	-200	+110	+90
Book fund	-100	0	0
South Hill Park grant	-44	0	0
Parish council tax reduction support	-175	0	0
Total	-1,478	+32	+90

Consultation Responses to the Additional Savings Proposals as a Consequence of the Settlement

a) Responses received via the website

A total of 252 responses were received via the website. These can be summarised as follows:

Strongly Agree	1.19%	3
Agree	1.19%	3
Neutral	3.57%	9
Disagree	14.68%	37
Strongly Disagree	75.40%	190
Not Answered	3.97%	10
Total	100.00%	252

Most of those expressing an opinion disagreed with the Council’s additional savings proposals arising as a consequence of the settlement (over 90%).

b) Comments received via the website

This section of the consultation received the most significant number of comments regarding the savings proposals. Over 180 of the respondents left comments opposing the reduction in grant to South Hill Park.

Apart from South Hill Park the only other proposal to receive more than 20 comments was that relating to the proposed savings at children’s centres. Other savings proposals receiving between 10 and 20 comments were highways, adult social care commissioning, Home Start, early help and support for the voluntary sector.

A full list of the comments received will be available at the meeting. Copies have also been sent to all Members of the Executive and placed in the Executive Members Room, Conservative Group Office and Labour Office.

c) Comments received via letter or email

A total of 44 letters and emails have been received about the Council’s additional savings proposals. 21 letters opposed the reduction in grant to South Hill Park with 11 further respondents objecting to the reduction in grant to Home Start. Other comments concerned library provision (which was not part of the budget consultation but which will be considered as part of the ongoing finance led strategic review of the library service), the purchase of Waterside Park, business rates and early intervention/childcare. Copies of all letters received will be available for inspection at the meeting.

d) Equalities Impact Assessments

Five of the savings proposals arising as a consequence of the settlement were identified as needing full Equalities Impact Assessments:

- Children’s Centres (£75,000 in 2016/17 with a further £15,000 in 2017/18)

Unrestricted

- Grant to Home Start (£30,000)
- Reduction in Universal Services for Young People – deletion of 1.9 FTE youth worker posts (£57,000)
- Voluntary Sector Grants (£28,000 in 2016/17 with a further £10,000 in 2017/18), and
- Reduction in Domestic Abuse Budget (£11,000)

The completed full Equalities Impact Assessments are attached at Annex D (to follow) which include a summary of the consultation results on these specific proposals.

The full Equalities Impact Assessments have also been published on the Council's website (www.bracknell-forest.gov.uk/equalitiesassessmentandconsultation) together with any supporting information

As a result of the consultation process and the completion of full Equalities Impact Assessments the reduction in grant to Home Start has been recognised as particularly challenging in the short term. As such the proposal has been revised so that the grant is still reduced by £30,000, but phased over two years (£10,000 in 2016/17 and a further £20,000 in 2017/18. This has been reflected in the table in paragraph 8.2 and Annex B. The difference of £20,000 in 2016/17 will be met from within the existing Children, Young People and Learning budget.

9 ADDITIONAL CAPITAL SAVINGS PROPOSALS

- 9.1 Four schemes within the current capital programme were identified where, subject to consultation, expenditure could be reduced immediately. These are set out in Annex C and summarised in the table below. This reduction in capital expenditure will result in revenue savings in financing costs of approximately £0.180m in 2017/18 and in each subsequent year.

	2016/17
	£000
Harmanswater Community Centre	-800
Buildings Planned Maintenance	-800
IT Schemes	-300
Dennis Pilcher House	-800
Total	-2,700

Consultation Responses to Additional Capital Savings Proposals

a) Responses received via the website

A total of 252 responses were received via the website. These can be summarised as follows:

Strongly Agree	3.17%	8
Agree	3.97%	10
Neutral	40.48%	102
Disagree	6.35%	16
Strongly Disagree	8.73%	22
Not Answered	37.30%	94
Total	100.00%	252

Whilst the majority of those expressing a view disagreed with the additional savings proposals nearly 78% of respondents were either neutral or did not express an opinion.

b) Comments received via the website

The additional capital savings proposals received very few comments via the website, with Harmanswater Community Centre, planned building maintenance and Dennis Pilcher House only receiving five comments each.

A full list of the comments received will be available at the meeting. Copies have also been sent to all Members of the Executive and placed in the Executive Members Room, Conservative Group Office and Labour Office.

c) Comments received via letter or email

A total of 44 letters and emails have been received on the Council's additional savings proposals. None of the letters or emails received related to the additional capital savings proposals.

d) Equalities Impact Assessments

None of the additional capital savings proposals were identified as needing a full Equalities Impact Assessment.

10 OTHER RESPONSES TO THE CONSULTATION

10.1 In addition to the specific responses to the consultation summarised above, the Overview & Scrutiny Commission and Schools Forum were invited to submit comments. Their views are attached at Annexes E and F respectively.

10.2 A wide ranging response was also provided by Labour and this is attached at Annex G.

11 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 11.1 The report identifies a number of additional proposals to assist the Council in meeting its savings requirements for 2016/17 and beyond. The process of lawfully managing service reductions is a challenge for many local authorities in the current financial landscape. It is important that each of the proposals as well as the procedures underpinning the delivery of each is consistent with Public law principle of fairness.

In this regard the product of the consultation must be conscientiously taken into account in adopting the proposals. The report itself summarises the consultation feedback from a numerical perspective. Executive members should also review the table which sets out each of the website responses before making a decision on the recommendations in order to satisfy themselves that they have appropriately discharged the obligation set out in the paragraph above.

Borough Treasurer

- 11.2 The savings outlined in this report will enable the Council to return some money to balances and contribute towards the delivery of its Medium Term Financial Strategy.

Equalities Impact Assessment

- 11.3 Six of the additional savings proposals were identified as requiring full Equalities Impact Assessments. Housing related support services has previously been completed and the remaining five are annexed to this report.

Strategic Risk Management Issues

- 11.4 The delivery of the savings proposals outlined in this report are crucial to the setting of a sustainable budget in 2016/17 and the achievement of the Council's Medium Term Financial Strategy.

12 CONSULTATION

Principal Groups Consulted

- 12.1 The Overview & Scrutiny Commission was consulted on the budget proposals. Targeted consultation exercises were also undertaken with business ratepayers, the Schools Forum, town and parish councils and voluntary organisations. In addition, the report setting out all of the budget proposals and the supporting information was made available on the website to any individual or group who wished to comment on any of the proposals.

Method of Consultation

- 12.2 The specific methods of consultation were:
- Through consideration of this report by the Overview & Scrutiny Commission
 - A web based consultation with residents, and
 - Tailored targeted consultation on those proposals requiring a full Equality Impact Assessment

Representations Received

12.3 Representations received are summarised in this report and its annexes.

Background Papers

Report to the Executive on 23 February 2016

Consultation responses received via the web, email or correspondence

Contact for further information

Timothy Wheadon - 01344 355609

Timothy.wheadon@bracknell-forest.gov.uk

Alan Nash – 01344 352180

Alan.nash@bracknell-forest.gov.uk

This page is intentionally left blank

TO: COUNCIL
13 JULY 2016

EMPLOYEES CODE OF CONDUCT AMENDMENT
Director of Corporate Services – Legal/Human Resources

1 PURPOSE OF DECISION

- 1.1 This report seeks the endorsement of the Council to an amendment to the Employees Code of Conduct (“the Code”) introducing a requirement for all Council employees to declare the existence of criminal charges, cautions and convictions to their directorate lead for HR or the Chief Officer :HR.

2 RECOMMENDATIONS

- 2.1 **That the provision outlined in paragraph 5.5 is added to the Employees Code of Conduct;**
- 2.2 **As a consequence to the proposed changes above, an additional offence (of failing to disclose) as detailed in 5.8 is added to the Disciplinary Procedure as an instance of potential serious misconduct and**
- 2.3 **That recommendations 2.1 and 2.2 have retrospective effect from 1 July 2015 (ie from the point at which DBS rechecks ceased to be undertaken).**

3 REASONS FOR RECOMMENDATION

- 3.1 The recommendations follows a decision by Corporate Management Team in July 2015 to review and amend the practice of carrying out three yearly Disclosure and Barring Service (“DBS”) rechecks in respect of posts where there is no statutory duty to do so. However, as a result, the proposal of a requirement on all employees to disclose any new charges, cautions or convictions is expected to mitigate any risks thereby arising from discontinuing DBS rechecks on staff who previously were subject to these.
- 3.2 The requirement for disclosure allows the Council to consider at an early stage the potential impact on the employee’s role and provides an opportunity to safeguard the Council’s reputation.

4 ALTERNATIVE OPTION CONSIDERED

- 4.1 Do nothing to mitigate the identified risk. However, whilst this is an option it is not advisable. The likelihood (based on past experience) of an officer being charged cautioned or convicted is low but the impact could be very high. Therefore the recommendations contained within this report seek to mitigate this risk.
- 4.2 Whilst it is recommended that that the requirement to disclose is applied retrospectively, the alternative would be to enforce the new policy from the date it is agreed by Employment Committee. This does increase the risk slightly.

5 SUPPORTING INFORMATION

- 5.1 Currently, DBS checks are carried out on prescribed categories of employees whose duties require contact with young people and vulnerable adults either directly or via access to sensitive personal data. The checks take place upon an individual commencing employment with the Council and where s/he moves to a new and different role within the organisation.
- 5.2 The Council's position on which posts required DBS checks was reviewed by Corporate Management Team in July 2015 at which point they considered their current approach to rechecks.
- 5.3 Whilst there is no statutory requirement to re-check in the majority of cases, it does exist for some non-employment cases ie taxi licensing and fostering/adoption and there is no suggestion that the rechecks should stop for those areas. There is no expiry date on a DBS Disclosure if the person remains in the same type of employment with the same employer. Increasingly Councils are redefining their position on rechecking because the landscape has changed over the last few years and the CQC and Ofsted no longer require it. The majority of the Berkshire Authorities do not perform automatic rechecks. There is a budgetary saving resulting from not undertaking rechecks which has been included in the 2016/17 budget.
- 5.4 In deciding whether to continue with re-checks one of the issues for consideration by CMT was the Council's appetite for risk; it was clear that the risk to vulnerable adults and children would be very low were rechecks to be discontinued. It is true to say that there is an excellent network of information sources available to the Council which have, in the past, readily identified any occasion when an employee has fallen foul of the law. These include the local press, local police contacts, work colleagues, social networks, the Magistrates Court system etc. Therefore if an employee did commit any offence, particularly one which might prove problematic to their continued employment in a Regulated Activity, it is clear the Council could find out very quickly and be able to act accordingly.

During the time the Council has performed regular rechecks, there is no record of there having been any employee whose employment has been terminated due to new offences being detected through this process. This must inevitably lead to the conclusion that whilst the current approach is extremely risk-averse, it is committing the Council to significant expense at a time of restricted budgets with little evidence that it makes any material impact.

- 5.5 However CMT did agree that in order to mitigate any potential risks the Employee Code of Conduct should be amended to require employees to declare any criminal charges, cautions and convictions imposed upon them subsequent to their appointment. It is considered that whilst the original DSB recheck procedure applied specifically to those staff previously subject to pre employment checks, the recommendation should extend to all Council employees as it would be difficult to legally justify limiting the application of any provisions within the Employee Code to discrete categories of staff.
- 5.6 Cautions are issued at police stations for less serious offences where an offender admits guilt. The inclusion of cautions is consistent with the system

of DBS checks where they are also referenced as part of an individual's criminal record.

- 5.7 It is recommended that employees should also be required to disclose the fact that they have been charged with an offence at a time when they are employed by the Council. Such a requirement provides safeguards for the Council in situations where the Crown Prosecution Service has concluded that it has sufficient evidence to prosecute the employee. In these circumstances the requirement for disclosure would provide a safeguard for the Council against the employee placing individuals or Council systems at risk. Examples would include employees charged with offences of a violent or exploitative nature who are employed by the Council in a caring capacity or those charged with financial offences that have access to Council financial systems. It must be emphasised here that disclosure in such circumstances would not lead to automatic censure. Indeed in some cases it may be entirely appropriate that the Council takes no further action, disciplinary or otherwise. The rationale behind the proposal is to create a framework which places the obligation on the employee to disclose, enabling the Chief Officer to undertake a risk assessment (with HR/Legal advice where appropriate) to determine whether or not the individual can continue in their role pending the conclusion of criminal proceedings. An appropriate response in such cases could include moving the individual temporarily to another role, suspension or in exceptional cases disciplinary action.

The suggested wording is as follows:

Reporting of Criminal Charges and Convictions

Where an employee is charged by the Police for any offence or convicted in a court of law or issued with a caution on any matter that occurs during or outside of their work then they must report this immediately to their directorate HR lead or the Chief Officer:HR.

A charge, conviction or caution for any offence may result in disciplinary proceedings being taken against the employee where, in the opinion of the Council, it;

- ***affects, or is likely to affect, the suitability of the employee for the position in which he/she is employed, or***
- ***brings the Council into disrepute, or***
- ***could, in the opinion of the Council, otherwise seriously undermine the trust and confidence that the Council has in the employee.***

NB. There is no requirement for an employee to report to the directorate lead for HR or Chief Officer HR where they have received a fixed penalty notice for any offence, eg speeding offences, parking offences etc.

- 5.8 In order to underpin this approach, it is intended this is added to the list of Serious Misconduct outlined in the Council's Disciplinary Procedure specifying "the failure to disclose to the directorate lead for HR or the Chief Officer:HR any charge, caution or conviction (not including fixed penalty notices) which affects or is likely to affect the employee's suitability for the position in which they are employed" as recommended in 2.2

- 5.9 Such a provision is both necessary and proportionate in order to give the proposals the necessary degree of authority to ensure that employees adhere to the requirement. Proportionality will be achieved by virtue of employees having the safeguards inherent in the Council's HR processes and in Employment law.
- 5.10 Where an employee fails to make a disclosure the disciplinary procedure would only be engaged where the criteria set out in paragraph 5.8 above is satisfied and the appropriate advice has been sought and received.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 6.1 The Borough Solicitor is the author of this report.

Borough Treasurer

- 6.2 Nothing to add to the report.

Other Officers

- 6.3 The Chief Officer: Human Resources comments are included in the report.

Equalities Impact Assessment

- 6.4 Not relevant

Strategic Risk Management Issues

- 6.5 Implementation of the proposal will serve to mitigate any risk arising from the fact that the Council no longer undertakes DBS rechecks except in those limited cases where there is a statutory requirement to do so.

7 CONSULTATION

Principal Group Consulted

- 7.1 The recommendation in this report will be considered by by the Local Joint Committee and both the Employment Committee and Governance and Audit Committee.

Method of Consultation

- 7.2 Through this report.

Background Papers

None

Contact For Further Information

Sanjay Prashar – Borough Solicitor – 01344 355679
e-mail: sanjay.prashar@bracknell-forest.gov.uk

To: **COUNCIL**
13 JULY 2016

MEMBERSHIP OF COMMITTEES

Director of Corporate Services – Democratic and Registration Services

1 PURPOSE OF REPORT

- 1.1 This report sets out the revised position regarding the appointment of Members to serve on committees since Annual Council on 18 May 2016.

2 RECOMMENDATIONS

- 2.1 **The Council is asked to appoint the revised membership of Committees as set out in paragraphs 5.2 and 5.4.**

3 REASONS FOR RECOMMENDATIONS

- 3.1 To finalise Committee appointments.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None.

5 SUPPORTING INFORMATION

Substitute vacancies

- 5.1 At the Annual Council meeting on 18 May 2016 the Council agreed the composition and membership of its committees but a number of Conservative substitute vacancies remained. Council is now asked to fill those vacancies in accordance with the wishes of the Conservative Group.
- 5.2 It is therefore recommended that the following Councillors be appointed as substitutes on the following Committees:

Appeals Committee – Councillor Hill
Education Employment Sub Committee of Employment Committee – Councillor Virgo
Employment Committee – Councillors Hill and Peacey
Bracknell Forest Access Group – Councillors Peacey and Tullett

Overview and Scrutiny Commission

- 5.3 Traditionally the membership of the Overview and Scrutiny Commission includes the Chairman and Vice-Chairman of the four Overview and Scrutiny Panels. At the Annual Council meeting on 18 May 2016 the Council agreed the composition and membership of its committees but omitted to include Councillor Tullett who had been nominated as the Vice-Chairman of the Health Overview and Scrutiny Panel.

- 5.4 It is therefore recommended that the membership of the Overview and Scrutiny Commission should be amended as follows:

Overview & Scrutiny Commission (13 Councillors)	
Conservative (12) Allen Angell (Vice-Chairman Elect) Mrs Angell Mrs Birch Brossard Finnie Harrison Leake (Chairman Elect) Mrs McCracken Phillips Porter Tullett	Labour (1) Mrs Temperton
Substitute Members	
Conservative (5) Dudley King OBE Mrs Mattick Thompson Worrall	
Church Representatives (2) Vacancy (voting) Vacancy (voting)	
Parent Governor Representatives (2) Mr R Briscoe (voting) Ms L Wellsted (voting)	

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 6.1 Nothing to add to the report.

Borough Treasurer

- 6.2 Any costs associated with these appointments will be met from within the Council's existing budget.

Equalities Impact Assessment

- 6.3 Not relevant to this report.

Strategic Risk Management Issues

- 6.4 Not relevant to this report.

7 CONSULTATION

Principal Groups Consulted

7.1 Political Groups.

Method of Consultation

7.2 Email correspondence and discussion with the Leader.

Representations Received

7.3 Not applicable.

Background Papers

None.

Contact for further information

Ann Moore, Corporate Services - 01344 352260

ann.moore@bracknell-forest.gov.uk

This page is intentionally left blank