

**EXECUTIVE
14 FEBRUARY 2017
5.00 - 5.45 PM**



Present:

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

62. Declarations of Interest

Councillors Birch and Heydon declared an interest in Item 64: Capital Programme 2017/18 – 2019/20, as Board Members of the Downshire Homes Board.

63. Minutes

RESOLVED that the minutes of the meeting of the Executive on 24 January 2017 together with the accompanying decision records be confirmed as a correct record and signed by the Leader.

64. Capital Programme 2017/18 - 2019/20

RESOLVED that the Executive recommended to the Council:

1.
 - a) General Fund capital funding of £69.083m for 2017/18 in respect of those schemes listed in Annexes A – E.
 - b) the inclusion of an additional budget of £1m for Invest to Save schemes.
 - c) the inclusion of £0.942m of expenditure to be funded from S106 as outlined in paragraph 5.32.
 - d) that those schemes that attract external grant funding are included within the Capital Programme at the level of funding received.
 - e) that funding of £0.473m be released through a supplementary capital approval in 2016/17 for the schemes included in para 5.30
2. Agreed that capital schemes that require external funding can only proceed once the Council is certain of receiving the grant.
3. Reviewed the indicative programme for 2018/19 and 2019/20 in the light of resources available and spending priorities in December 2017.

65. General Fund Revenue Budget 2017/18

RESOLVED that the Executive, in recommending to Council a budget and Council Tax level for 2017/18:

- 1.

- i) confirmed the original budget proposals, subject to the revisions in section 8.3 and those decisions to be taken elsewhere on this agenda on the capital programme;
 - ii) agreed the provision for inflation of £1.553m (section 8.2);
 - iii) agreed the additional budget proposals as set out in Annexe A and Annexe D and in sections 6.2, 6.3, 7.3 and 7.4;
 - iv) agreed that the Council should fund the Schools budgets at the level set out in section 9.1 subject to any amendments made by the Executive Member for Children, Young People and Learning following the receipt of definitive funding allocations for Early Years and High Needs pupils;
 - v) Included a contingency of £2.000m (section 10.6), use of which is to be authorised by the Chief Executive in consultation with the Borough Treasurer in accordance with the delegations included in the Council's constitution;
2. Subject to the above recommendations, confirmed the draft budget proposals;
3. Approved the Net Revenue Budget before allowance for additional interest from any use of balances as set out in Annexe G;
4. Agreed a £2.542m contribution from revenue balances (before additional interest from the use of balances) to support revenue expenditure;
5. Recommended that the Council Tax requirement, excluding Parish and Town Council precepts, be set as £53.247m;
6. Recommended a 4.99% increase in the Council Tax for the Council's services and that each Valuation Band is set as follows:

Band	Tax Level Relative to Band D	£
A	6/9	796.26
B	7/9	928.97
C	8/9	1,061.68
D	9/9	1,194.39
E	11/9	1,459.81
F	13/9	1,725.23
G	15/9	1,990.65
H	18/9	2,388.78

7. Recommended that the Council approves the following indicators, limits, strategies and policies included in Annexe E:
 - The Prudential Indicators and Limits for 2017/18 to 2019/20 contained within Annexe E(i);
 - The Minimum Revenue Provision (MRP) Policy contained within Annexe E(ii);
 - The Treasury Management Strategy Statement, and the Treasury Prudential Indicators contained in Annexe E(iii);
 - The Authorised Limit Prudential Indicator in Annexe E(iii);
 - The Investment Strategy 2017/18 to 2019/20 and Treasury Management Limits on Activity contained in Annexe E(iv);

8. Approved the virements relating to the 2016/17 budget as set out in Annexe H.
9. Approved the write-off of the Business Rates debt referred to in paragraph 16.1.

66. **Learning Improvement Strategy Framework**

RESOLVED that the Learning Improvement Strategy Framework be agreed and the Executive;

- i) agreed the process of consultation and co-production of the Learning Improvement Strategy Framework.
- ii) commenced using statutory powers and intervention as stated within the Schools Causing Concern: Statutory guidance for local authorities, Department for Education (DfE) 2016 from 1 March 2017.
- iii) considered governance arrangements for this statutory action.

67. **Local Flood Risk Management Strategy 2017 - 2020**

RESOLVED that the Executive approved the draft Local Flood Risk Management Strategy 2017-2020 attached as Annex 1.

68. **Outcome of the External Review of the use of the High Needs Funding Block (DfE funding for education services)**

RESOLVED that the Executive noted the recommendations and rationale on which they were based and approved the implementation of the recommendations given, subject to sufficient resources.

69. **Corporate Parenting Support for Care Leavers**

RESOLVED that the Executive noted the positive work the Council was doing in its role as Corporate Parent and as part of the ongoing support to care leavers in its role as Corporate Parent, that Council Tax exemption be granted to care leavers aged 18-21.

70. **One Public Estate Authority & Governance for Participation in the Berkshire Property Partnership**

RESOLVED that the Terms of Reference for the Berkshire Property Partnership, at Appendix A of the report, be agreed and

- i) that, where required, match funding for Bracknell Forest projects be met from existing resources.
- ii) that the Chief Executive may delegate to his representative on the working Partnership authority to make decisions supporting the programme delivery in accordance with the Terms of Reference.

71. **Direction under Article 4(1) of the Town and Country Planning (General Permitted Development) Order 1995 (as amended)**

RESOLVED that the Executive:

- (i) noted and approved the draft Article 4(1) Direction at Appendix A for the purposes of consultation; and,
- (ii) noted and approved the service of notice of the Article 4(1) Direction locally and the notification of the Secretary of State.

72. **Options for Joint Commissioning of Elderly Mentally Infirm (EMI) Care Home Beds**

RESOLVED that the Executive agreed to:

- i) enter into a funding agreement with NHS and Local Authority partners to finance the development of a Full Business Case in respect of developing a new care home on part of the Heathlands site.
- ii) subject to entering into agreement seek proposals to redevelop part of the Heathlands site to provide a new care home
- iii) subject to entering into agreement seek proposals on other specialist housing on the remaining part of the Heathlands site.
- iv) that the Executive noted that the proposals outlined here link to the Major Property review being undertaken as part of the Transformation Programme.

73. **Transformation Programme - Leisure Review Procurement Plan**

RESOLVED that the Procurement Plan for the market testing and potential outsourcing of the three major leisure sites outlined in the report be approved.

Decision Records

CHAIRMAN

Bracknell Forest Council Record of Decision

Work Programme Reference	I060714
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1. **TITLE:** Capital Programme 2017/18 - 2019/20

2. **SERVICE AREA:** Corporate Services

3. **PURPOSE OF DECISION**

To recommend to Council the Capital Programme 2017/18 – 2019/20.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

That the Executive recommends to the Council;

- a) General Fund capital funding of £69.083m for 2017/18 in respect of those schemes listed in Annexes A – E in the agenda papers.
- b) The inclusion of an additional budget of £1m for Invest to Save schemes.
- c) The inclusion of £0.942m of expenditure to be funded from S106 as outlined in paragraph 5.32 of the report.
- d) That those schemes that attract external grant funding are included within the Capital Programme at the level of funding received.
- e) That funding of £0.473m be released through a supplementary capital approval in 2016/17 for the schemes included in para 5.30

Agrees that capital schemes that require external funding can only proceed once the Council is certain of receiving the grant.

Reviews the indicative programme for 2018/19 and 2019/20 in the light of resources available and spending priorities in December 2017.

7. **REASON FOR DECISION**

The reasons for the recommendations are set out in the report.

8. **ALTERNATIVE OPTIONS CONSIDERED**

The alternative options are considered in the report.

9. **PRINCIPAL GROUPS CONSULTED:** N/A

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

11. **DECLARED CONFLICTS OF INTEREST:** Councillors Birch and Heydon declared an interest as Board Members of the

Downshire Homes Board.

Date Decision Made	Final Day of Call-in Period
14 February 2017	22 February 2017

SIGNED:.....

DATE:

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I060126
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1. **TITLE:** General Fund Revenue Budget 2017/18

2. **SERVICE AREA:** Corporate Services

3. **PURPOSE OF DECISION**

To recommend to Council the General Fund Revenue Budget 2017/18.

4 **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

That the Executive, in recommending to Council a budget and Council Tax level for 2017/18:

- a. Confirmed the original budget proposals, subject to the revisions in section 8.3 and those decisions to be taken elsewhere on this agenda on the capital programme;
- b. Agreed the provision for inflation of £1.553m (section 8.2);
- c. Agreed the additional budget proposals as set out in Annexe A and Annexe D and in sections 6.2, 6.3, 7.3 and 7.4;
- d. Agreed that the Council should fund the Schools budgets at the level set out in section 9.1 subject to any amendments made by the Executive Member for Children, Young People and Learning following the receipt of definitive funding allocations for Early Years and High Needs pupils;
- e. Included a contingency of £2.000m (section 10.6), use of which is to be authorised by the Chief Executive in consultation with the Borough Treasurer in accordance with the delegations included in the Council's constitution;
- f. Subject to the above recommendations, confirmed the draft budget proposals;
- g. Approved the Net Revenue Budget before allowance for additional interest from any use of balances as set out in Annexe G;
- h. Agreed a £2.542m contribution from revenue balances (before additional interest from the use of balances) to support revenue expenditure;
- i. Recommended that the Council Tax requirement, excluding Parish and Town Council precepts, be set as £53.247m;

- j. Recommended a 4.99% increase in the Council Tax for the Council's services and that each Valuation Band is set as follows:

Band	Tax Level Relative to Band D	£
A	6/9	796.26
B	7/9	928.97
C	8/9	1,061.68
D	9/9	1,194.39
E	11/9	1,459.81
F	13/9	1,725.23
G	15/9	1,990.65
H	18/9	2,388.78

- k. Recommended that the Council approves the following indicators, limits, strategies and policies included in Annexe E:

- The Prudential Indicators and Limits for 2017/18 to 2019/20 contained within Annexe E(i);
- The Minimum Revenue Provision (MRP) Policy contained within Annexe E(ii);
- The Treasury Management Strategy Statement, and the Treasury Prudential Indicators contained in Annexe E(iii);
- The Authorised Limit Prudential Indicator in Annexe E(iii);
- The Investment Strategy 2017/18 to 2019/20 and Treasury Management Limits on Activity contained in Annexe E(iv);

- l. Approved the virements relating to the 2016/17 budget as set out in Annexe H.

- m. Approved the write-off of the Business Rates debt referred to in paragraph 16.1.

7. REASON FOR DECISION

The recommendations are designed to enable the Executive to propose a revenue budget and Council Tax level for approval by Council on 1 March.

8. ALTERNATIVE OPTIONS CONSIDERED

Background information relating to the options considered is included in the report.

9. **PRINCIPAL GROUPS CONSULTED:** As above

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

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

Date Decision Made	Final Day of Call-in Period
14 February 2017	22 February 2017

SIGNED:.....

DATE:

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I066235
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1. **TITLE:** Learning Improvement Strategy Framework
2. **SERVICE AREA:** Children, Young People and Learning
3. **PURPOSE OF DECISION**

For the Executive to approve the Learning Improvement Strategy Framework.

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

The Executive agreed the Learning Improvement Strategy Framework. The Executive agreed to:

- the process of consultation and co-production of the Learning Improvement Strategy Framework.
- commence using statutory powers and intervention as stated within the Schools Causing Concern: Statutory guidance for local authorities, Department for Education (DfE) 2016 from 1 March 2017.
- consider governance arrangements for this statutory action.

7. REASON FOR DECISION

All local authorities have a legal duty to promote high standards and the fulfilment of children and young people's potential. Under section 13A of the Education Act 1996 local authorities must:

- Promote high standards in schools and other providers
- Ensure fair access to opportunity for education and training
- Promote the fulfilment of learning potential

Additionally the Children Act 2004 established a statutory chief officer post (Director of Children's Services (DCS) and Lead Member for Children in every upper tier local authority, with responsibilities for education as well as social care services. In respect of education the DCS must ensure:

- Fair access to schools for every child
- Provision of suitable home to school transport
- Promote a diverse supply of strong schools
- Promote high quality early years provision
- Access to sufficient educational and recreational leisure time activities
- Children and young people participate in decision making
- Participation of children and young people in education or training

The proposed Learning Improvement Strategy Framework ensures working in partnership with schools to fulfil our statutory duties.

The Local Authority is consistently praised and recognised in Ofsted reports for its level of support to schools. It is now necessary to build on this work and ensure that Department for Education's guidance with regard to schools causing concern is followed fully.

8. **ALTERNATIVE OPTIONS CONSIDERED**

None.

9. **PRINCIPAL GROUPS CONSULTED:** Schools – Headteachers and Chairs of Governors

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

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

Date Decision Made	Final Day of Call-in Period
14 February 2017	22 February 2017

SIGNED:..... **DATE:**

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I066627
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1. **TITLE:** Local Flood Risk Management Strategy 2017 - 2020

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

3. **PURPOSE OF DECISION**

To provide an update on the revised LFRMS 2017-2020, outlining the objectives within the strategy and key amendments from the previous version dated 2013 - 2016.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

The Executive approved the draft Local Flood Risk Management Strategy 2017-2020 attached as Annex 1.

7. **REASON FOR DECISION**

To ensure the Council meets its statutory obligation with respect to the duties placed upon it as the Lead Local Flood Authority (LLFA).

8. **ALTERNATIVE OPTIONS CONSIDERED**

As LLFA the Council has a duty to continue to deliver the requirements of the Floods and Water Management Act, including the Local Flood Risk Management Strategy. There are no alternative options.

9. **PRINCIPAL GROUPS CONSULTED:** Thames Water and the Environment Agency and Parishes

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

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

Date Decision Made	Final Day of Call-in Period
14 February 2017	22 February 2017

SIGNED:.....

DATE:

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I063206
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1. **TITLE:** Outcome of the External Review of the use of the High Needs Funding Block (DfE funding for education services)

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

3. **PURPOSE OF DECISION**

For the Executive to endorse the recommendations arising from the review and subsequent stakeholder consultation.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

The Executive NOTED the recommendations and rationale on which they are based.

The Executive APPROVED the implementation of the recommendations given, subject to sufficient resources.

7. **REASON FOR DECISION**

The recommendations contained in the report have implications for the nature of Bracknell Forest's provision for Special Educational Needs and Alternative Education.

This will affect all schools in the Local Authority and require negotiation with current specialist provision at Kennel Lane School, College Hall, out of area providers and additional resource centres regarding funding levels and provision.

8. **ALTERNATIVE OPTIONS CONSIDERED**

To continue with the present arrangements. This is not acceptable because:

- a. The changing educational policy landscape and the need for a higher degree of school sector driven change
- b. Proposed revisions to the way LAs are funded for High Needs pupils will reduce the flexibility the LA currently has to manage this budget alongside the schools budget
- c. Overspending within the HNBF cannot be sustained.
- d. Inefficient use of public money must be addressed.

To disregard findings from the review and seek other recommendations. This is not appropriate because:

- a. The basis for the review, procurement procedure and subsequent engagement with the consultants has been robust.
 - b. The consultants have consulted with all schools and had a high level of engagement with school leadership teams fostering confidence in the validity of the process.
9. **PRINCIPAL GROUPS CONSULTED:** School leadership teams, parents, young people, appropriate heads of service/team leaders
10. **DOCUMENT CONSIDERED:** Report of the Director of Children, Young People & Learning.
11. **DECLARED CONFLICTS OF INTEREST:** None.

Date Decision Made	Final Day of Call-in Period
14 February 2017	22 February 2017

SIGNED:..... **DATE:**

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I065046
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1. **TITLE:** Corporate Parenting Support for Care Leavers

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

3. **PURPOSE OF DECISION**

Bracknell Forest Council to allow council tax exemption for Care Leavers (aged 18 - 21).

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

The Executive noted the positive work the Council was doing in its role as Corporate Parent. The Executive agreed that as part of the ongoing support to care leavers in its role as Corporate Parent, that Council Tax exemption be granted to care leavers aged 18-21.

7. **REASON FOR DECISION**

Bracknell Forest Council's role as Corporate Parent to care leavers justifies this group of young people being seen as a priority for this exemption. Corporate Parenting is the term used for the collective responsibility of the Council and partners to ensure the care and protection of children and young people in care, and care leavers. This term refers to all elected members and council employees, regardless of the department they are employed in.

A range of Local Authorities across the country have introduced measures to exempt care leavers from Council Tax, (examples below), following publication of The Children's Society's 'Wolf at the Door' report 2015, which shows care leavers to be a group who are particularly vulnerable to falling into Council Tax debt when they move into independent accommodation for the first time.

As responsible Corporate Parents we want to assist our care leavers to work towards managing independent living in a positive and supportive way.

8. **ALTERNATIVE OPTIONS CONSIDERED**

Not providing this exemption was considered but it was agreed that this would not meet the Council's objectives as a corporate parent.

9. **PRINCIPAL GROUPS CONSULTED:** None

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

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

Date Decision Made	Final Day of Call-in Period
14 February 2017	22 February 2017

SIGNED:..... **DATE:**

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I065332
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1. **TITLE:** One Public Estate Authority & Governance for Participation in the Berkshire Property Partnership

2. **SERVICE AREA:** Corporate Services

3. **PURPOSE OF DECISION**

To formalise the authority to partake and the governance for Bracknell Forest Council's participation in the One Public Estate project, known as the Berkshire Property Partnership.

4 **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

The Executive agreed that;

- i) the Terms of Reference for the Berkshire Property Partnership, at Appendix A, of the report be agreed.
- ii) where required, match funding for Bracknell Forest projects is met from existing resources.
- iii) the Chief Executive may delegate to his representative on the working Partnership authority to make decisions supporting the programme delivery in accordance with the Terms of Reference.

7. **REASON FOR DECISION**

The Chief Executives of the Berkshire Authorities agreed for Wokingham Borough Council to take the lead on developing a joint pan Berkshire bid to join the fourth phase of the Cabinet Office initiative the One Public Estate.

The bid is called Berkshire Property Group and has been successful in its application and awarded £500,000 of funding to support the objectives and projects of the joint bid. A condition of the award is that funding is matched by participants although it can be in cash or consideration. Therefore, authority to participate and invest in the programme is now required.

8. **ALTERNATIVE OPTIONS CONSIDERED**

Not to join the programme and continue to operate independently.

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

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

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

Date Decision Made	Final Day of Call-in Period
14 February 2017	22 February 2017

SIGNED:..... **DATE:**

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I065840
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1. **TITLE:** Direction under Article 4(1) of the Town and Country Planning (General Permitted Development) Order 1995 (as amended)

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

3. **PURPOSE OF DECISION**

To seek approval to pursue the making of an Article 4 Direction to remove the permitted development right to change offices to residential use within certain key employment areas in the Borough.

4 **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

That the Executive:

- (i) noted and approved the draft Article 4(1) Direction at Appendix A of the report for the purposes of consultation; and,
- (ii) noted and approved the service of notice of the Article 4(1) Direction locally and the notification of the Secretary of State.

7. **REASON FOR DECISION**

Recent evidence gathered for the emerging Local Plan has shown that over the last ten years there has been a net loss of employment floorspace in the Borough. The study also recommends that Bracknell Forest Council should be planning for an increase of nearly 350,000 sqm of additional employment floorspace to support economic growth.

The Council is also aware of concerns raised by a number of local employers that the change of use of neighbouring office buildings within an established employment area to residential uses would undermine the quality of the environment as an attractive business location.

In order to preserve and control the character of the Borough's key business areas as attractive locations for occupiers of office space and help reduce the loss of needed office floorspace it is proposed to remove the permitted development right for such changes of use.

Appendix B identifies the areas which the Council is seeking to protect. These areas are also those protected in the Council's Development Plan as defined employment areas. These cover the Western Business Area in Bracknell, the Eastern Business Area in Bracknell, and the Southern Business Area in Bracknell.

8. **ALTERNATIVE OPTIONS CONSIDERED**

The option of not making an Article 4 Direction has been considered. However, in light of the concerns of local businesses, the forecast future need for employment floorspace and the need to protect the attractiveness of our business areas for existing and potential occupiers, it is considered appropriate to take action.

There is also an option of making an Article 4 Direction with immediate effect as opposed to a Direction with non-immediate effect as proposed. This however would expose the Council to potentially significant compensation claims. The proposed process would mean that the Article 4 Direction will only come into effect following consultation with the owners and occupiers of the properties that would be affected by it.

9. **PRINCIPAL GROUPS CONSULTED:** Owners and occupiers of all land within specified key employment areas.
10. **DOCUMENT CONSIDERED:** Report of the Director of Environment, Culture & Communities
11. **DECLARED CONFLICTS OF INTEREST:** None.

Date Decision Made	Final Day of Call-in Period
14 February 2017	22 February 2017

SIGNED:..... **DATE:**

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I065842
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1. **TITLE:** Options for Joint Commissioning of Elderly Mentally Infirm (EMI) Care Home Beds

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

3. **PURPOSE OF DECISION**

To consider options for the joint commissioning of EMI care home beds.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

The Executive agreed to:

- i) enter into a funding agreement with NHS and Local Authority partners to finance the development of a Full Business Case in respect of developing a new care home on part of the Heathlands site.
- ii) subject to entering into agreement seek proposals to redevelop part of the Heathlands site to provide a new care home
- iii) subject to entering into agreement seek proposals on other specialist housing on the remaining part of the Heathlands site.
- iv) the Executive noted that the proposals outlined here link to the Major Property review being undertaken as part of the Transformation Programme.

7. **REASON FOR DECISION**

In April 2016, the Council recommissioned the provision of care from the 40 bedded residential care home and day centre formerly provided by the Council at Heathlands, following a decision made by the Executive on 9 February 2016. Following the recommissioning of the service, the home and day centre closed. A number of reasons lay behind this decision, which are outlined in the report.

8. **ALTERNATIVE OPTIONS CONSIDERED**

Do nothing and sell the land.

9. **PRINCIPAL GROUPS CONSULTED:** CCG; Other Local Authorities

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

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

Date Decision Made	Final Day of Call-in Period
14 February 2017	22 February 2017

SIGNED:..... **DATE:**

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I064791
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1. **TITLE:** Transformation Programme - Leisure Review Procurement Plan

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

3. **PURPOSE OF DECISION**

To agree the procurement plan for the market testing and potential outsourcing of Bracknell Leisure Centre, Coral Reef and Downshire Golf Complex.

4. **IS KEY DECISION** No

5. **DECISION MADE BY:** Executive

6. **DECISION:**

That the Procurement Plan for the market testing and potential outsourcing of the three major leisure sites be approved.

7. **REASON FOR DECISION**

The Leisure review forms part of the Council's wider Transformation Programme and has been exploring the ways in which the savings target of £1m could be achieved. It has been identified that the outsourcing of these three major sites could result in a saving in the region of £650,000. The Plan Phase Gateway review held on 8 December 2016 saw members support the direction of travel to market test these sites, and also support the Heads of Terms upon which any agreement with a contractor will be based.

In line with the Contract Standing Orders it is required that procurement plans over the value of £400k require sign off by the Director and Executive Member. However, in light of the significant nature of this procurement the approval of The Executive is sought in respect of this procurement plan.

8. **ALTERNATIVE OPTIONS CONSIDERED**

Various sourcing options were considered during the Analyse Phase of the review including retaining the service in-house and cessation of the services but the current proposal was the proposed way forward.

9. **PRINCIPAL GROUPS CONSULTED:** Elected Members
Staff
Customers

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

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

Date Decision Made	Final Day of Call-in Period
14 February 2017	22 February 2017

SIGNED:..... **DATE:**

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