

EXECUTIVE
23 JANUARY 2018
5.00 - 6.17 PM



Present:

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

52. Declarations of Interest

There were no declarations of interest.

53. Minutes

RESOLVED that the minutes of the meeting of the Executive on 19 December 2017 together with the accompanying decision records be confirmed as a correct record and signed by the Leader.

Executive Decisions and Decision Records:

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

54. Bracknell Forest Local Plan - Consultation on Draft Local Plan

RECOMMENDED that:

1. Council agree the draft Local Plan (Appendix A) and Consultation Strategy (Appendix B) of the Director of Environment, Culture and Communities report.
2. Council agree to the Local Development Scheme being updated and published to reflect the timescales set out in the Director of Environment, Culture and Communities report.

RESOLVED that:

1. subject to agreement of the recommendation set out at 2.1 of the Director of Environment, Culture and Communities report, the draft Local Plan (Appendix A) of the Director of Environment, Culture and Communities report and other supporting consultation material be published for a period of public consultation starting on Thursday 8 February and ending on Monday 26 March 2018.
2. minor changes to the draft Local Plan and other supporting material produced prior to the consultation be agreed with the Executive Member for Planning and Transport in consultation with the Chief Officer: Planning, Transport and Countryside.

55. School Places Plan and Capital Strategy

RESOLVED that:

1. the School Places Plan 2018-23 attached as Appendix A of the Director of Children, Young People and Learnings report be approved.
2. the School Capacity Strategy 2018-23 set out in the Director of Children, Young People and Learnings report be approved.
3. the potential impact on school place requirements arising from the proposed level of housing growth set out in the Draft Local Plan covering the period up to 2034 is noted.

56. Bracknell Forest Lottery

RESOLVED that:

1. the creation of a local lottery for Bracknell Forest is supported, with the core purpose of raising funds for local charities, voluntary organisations and good causes in the Borough, independently of the Council's support for the third sector;
2. that the initial set up costs of just under £4k are approved and funded from the current year's remaining Corporate Contingency and that the on-going £698 annual license fees are assigned from on-going lottery income streams;
3. a Working Group is established, chaired by the Chairman of Overview and Scrutiny and involving the Executive Member for Transformation and finance and three other Members nominated by the Leader, to engage with Gatherwell, the external lottery management company behind many local authority supported lotteries, including Aylesbury Vale and Portsmouth and with local voluntary sector organisations on arrangements for their involvement in the lottery;
4. a launch event is hosted at a cost of up to £2,000 (funded from the current year's contingency) to promote the lottery and help secure additional first draw prizes and to market the lottery using existing Council communication channels including Forest Views to ensure on-going awareness and promotion to drive ticket sales and to promote the lottery amongst good causes;
5. two council officers (the Borough Treasurer and Head of Performance and Partnerships) are nominated to be the license holders for the lottery should this be required;
6. a further report is received prior to the lottery going live that will propose a policy and process for agreeing which types of voluntary groups can put themselves forward for lottery support and for the allocation of the good causes central pot, following consultation with voluntary groups, based on findings of the Working Group.

57. Management Arrangements for Public Health

RESOLVED that:

1. a new post of Director of Public Health reporting to the Director, Adult Social Care, Health & Housing is created.
2. participation in key elements of the Berkshire Shared Public Health Team on a reduced basis to reflect the appointment of a local Director of Public Health is continued.
3. The Council continue to act as host for the Berkshire Shared Public Health Team, reimbursed by the other five Berkshire Councils.

58. **Exclusion of Public and Press**

RESOLVED that pursuant to Regulation 21 of the Local Authorities (Executive Arrangements) (Access to Information) Regulations 2000, members of the public and press be excluded from the meeting for the consideration of item 10 of the agenda (item 59 in the minutes) which involves the likely disclosure of exempt information under the following category of Schedule 12A of the Local Government Act 1972:

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

59. **Internal Audit Procurement Plan**

RESOLVED that:

1. the Procurement Plan at Annex 1 of the Borough Treasurers report for internal audit services is approved.
2. the delegation of the award of the contract to Director of Resources is approved.

CHAIRMAN

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Bracknell Forest Council Record of Decision

Work Programme Reference	I073962
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1. **TITLE:** Bracknell Forest Local Plan - Consultation on Draft Local Plan

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

3. **PURPOSE OF DECISION**

The draft Local Plan (LP) will set out a planning framework for the Borough, including new planning policies and the allocation of sites for the period to 2034. This report seeks approval of the draft LP (see Appendix A to this report) and the Consultation Strategy (Appendix B) to go to Full Council for ratification and subsequent publication for a period of public consultation between Thursday 8 February and Monday 26 March 2018. Approval for the Local Development Scheme (LDS) to be updated and published is also sought.

4. **IS KEY DECISION** No

5. **DECISION MADE BY:** Executive

6. **DECISION:**

RECOMMENDED that:

1. Council agree the draft Local Plan (Appendix A) and Consultation Strategy (Appendix B) of the Director of Environment, Culture and Communities report.
2. Council agree to the Local Development Scheme being updated and published to reflect the timescales set out in the Director of Environment, Culture and Communities report.

RESOLVED that:

1. subject to agreement of the recommendation set out at 2.1 of the Director of Environment, Culture and Communities report, the draft Local Plan (Appendix A) of the Director of Environment, Culture and Communities report and other supporting consultation material be published for a period of public consultation starting on Thursday 8 February and ending on Monday 26 March 2018.
2. minor changes to the draft Local Plan and other supporting material produced prior to the consultation be agreed with the Executive Member for Planning and Transport in consultation with the Chief Officer: Planning, Transport and Countryside.

7. **REASON FOR DECISION**

1. It is important that the Council has an up-to-date and robust planning framework to guide development which reflects current national policy and guidance. Production of the draft LP supports the Council's desire of having a plan-led approach to development rather than reacting to developers' proposals. The Government is clear that local authorities should have up-to-date plans and should seek to review plans

every five years, or risk Government intervention. The preparation of the LP 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’.

2. The Regulations¹ require that the LP is prepared in consultation with the local community and other stakeholders. The proposed consultation will allow continued engagement and comments received will help inform the content of the final Plan to be submitted to the Government.
3. Local planning authorities are required to publicise their intended timetables for producing a local plan in their Local Development Scheme, which must be published on the website and kept up-to-date².

8. **ALTERNATIVE OPTIONS CONSIDERED**

1. The option of not preparing the LP would leave the Council vulnerable to a pattern of development in the Borough being led by developers and landowners through planning applications and potential appeals as policies and allocations would not be up-to-date. It could also ultimately lead to government intervention.
2. It is a statutory requirement under the planning regulations

9. **PRINCIPAL GROUPS CONSULTED:** As detailed in the report of the Director of Environment, Culture & Communities

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
23 January 2018	30 January 2018

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I073963
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1. **TITLE:** School Places Plan and Capital Strategy
2. **SERVICE AREA:** Children, Young People and Learning
3. **PURPOSE OF DECISION**
 1. To approve the updated School Places Plan 2018 – 2023 (SPP) and the updated School Capacity Strategy 2018 – 2023 (SCS), that set out where and when additional school places are required to be provided across Bracknell Forest.
 2. To update the Executive on the potential requirements for new school places arising out of the proposed housing up to 2034 from the emerging Local Plan.
4. **IS KEY DECISION** No
5. **DECISION MADE BY:** Executive
6. **DECISION:**

RESOLVED that:

1. the School Places Plan 2018-23 attached as Appendix A of the Director of Children, Young People and Learnings report be approved.
2. the School Capacity Strategy 2018-23 set out in the Director of Children, Young People and Learnings report be approved.
3. the potential impact on school place requirements arising from the proposed level of housing growth set out in the Draft Local Plan covering the period up to 2034 is noted.
7. **REASON FOR DECISION**
 1. The Council has the statutory duty to provide sufficient school places.
 2. The SPP and SCS are the essential tools employed by the Council to meet this duty. These were last approved by the Executive in January 2017, and have been updated again to reflect the current revised potential requirements for new school places to 2023.
 3. Demand for pupil places arising from the proposed housing growth levels set out in the emerging Local Plan up to 2034 will further increase the need for new school places.
8. **ALTERNATIVE OPTIONS CONSIDERED**
 1. It is business critical to undertake pupil forecasting to ensure the Council meets its statutory duty to provide sufficient school places. The SPP provides the vehicle to

communicate these forecasts and the SCS the strategy of where and when to deliver the new school places required. New school places are delivered through the education capital programme by construction of new schools and school expansion projects, or can be directly funded through the DfE Free Schools Programme.

2. Options for delivery of the School Capacity Strategy are set out in the body of the Director of Children, Young People and Learnings report.
9. **PRINCIPAL GROUPS CONSULTED:** The Pupil Place Planning (PPP) Board – the Council decision-making body composed of key senior officers, consultants and the Executive Member for CYPL - have been consulted about the contents of the SPP.
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
23 January 2018	30 January 2018

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I073964
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1. **TITLE:** Bracknell Forest Lottery

2. **SERVICE AREA:** Resources

3. **PURPOSE OF DECISION**

To consider the principle and practicalities of introduction of a local lottery for Bracknell Forest, which would be aimed at providing funding to support local voluntary organisations.

4. **IS KEY DECISION** No

5. **DECISION MADE BY:** Executive

6. **DECISION:**

RESOLVED that:

1. the creation of a local lottery for Bracknell Forest is supported, with the core purpose of raising funds for local charities, voluntary organisations and good causes in the Borough, independently of the Council's support for the third sector;
2. that the initial set up costs of just under £4k are approved and funded from the current year's remaining Corporate Contingency and that the on-going £698 annual license fees are assigned from on-going lottery income streams;
3. a Working Group is established, chaired by the Chairman of Overview and Scrutiny and involving the Executive Member for Transformation and finance and three other Members nominated by the Leader, to engage with Gatherwell, the external lottery management company behind many local authority supported lotteries, including Aylesbury Vale and Portsmouth and with local voluntary sector organisations on arrangements for their involvement in the lottery;
4. a launch event is hosted at a cost of up to £2,000 (funded from the current year's contingency) to promote the lottery and help secure additional first draw prizes and to market the lottery using existing Council communication channels including Forest Views to ensure on-going awareness and promotion to drive ticket sales and to promote the lottery amongst good causes;
5. two council officers (the Borough Treasurer and Head of Performance and Partnerships) are nominated to be the license holders for the lottery should this be required;
6. a further report is received prior to the lottery going live that will propose a policy and process for agreeing which types of voluntary groups can put themselves forward for lottery support and for the allocation of the good causes central pot, following consultation with voluntary groups, based on findings of the Working Group.

7. REASON FOR DECISION

The Council acknowledges the positive impact that voluntary sector organisations can make in improving the lives of local people, but for financial reasons has had to gradually withdraw its financial support to such groups in recent years. Establishing and promoting a local lottery that can secure funding for such organisations will allow the Council to continue to support them in a sustainable way.

8. ALTERNATIVE OPTIONS CONSIDERED

1. The Executive could decide not to support a local lottery.
2. An alternative delivery mechanism could be used for a local lottery. The council itself does not possess the necessary expertise nor software systems needed to operate a lottery. Some councils have gone through a detailed and costly competitive process to seek an external lottery manager. Given that the small scale of the council's financial commitment to a lottery does not require a formal tender and the strong market dominance of Gatherwell in running local authority supported lotteries, it is felt that working with this organisation is the most efficient and cost effective approach.

9. PRINCIPAL GROUPS CONSULTED: It is intended that local voluntary sector organisation will be consulted on the arrangements for involving them in the lottery.

10. DOCUMENT CONSIDERED: Report of the Director of Resources

11. DECLARED CONFLICTS OF INTEREST: None

Date Decision Made	Final Day of Call-in Period
23 January 2018	30 January 2018

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I074020
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1. **TITLE:** Management Arrangements for Public Health

2. **SERVICE AREA:** Chief Executive

3. **PURPOSE OF DECISION**

To propose changes to the relationship between the Council and the Berkshire Shared Public Health Team and to establish a dedicated Director of Public Health post for Bracknell Forest.

4. **IS KEY DECISION** No

5. **DECISION MADE BY:** Executive

6. **DECISION:**

RESOLVED that:

1. a new post of Director of Public Health reporting to the Director, Adult Social Care, Health & Housing is created.
2. participation in key elements of the Berkshire Shared Public Health Team on a reduced basis to reflect the appointment of a local Director of Public Health is continued.
3. The Council continue to act as host for the Berkshire Shared Public Health Team, reimbursed by the other five Berkshire Councils.

7. **REASON FOR DECISION**

1. The Berkshire Shared Public Health Agreement created a Strategic Director of Public Health covering all six unitary authorities supported by a shared core team in order to ensure a 'safe landing' for each of the Council's new Public Health responsibilities when they were transferred to local government in 2013.

The pan Berkshire Director of Public Health and shared team have been hosted by Bracknell Forest since 2013. The original plan was to also establish a local team within each Council, led by a Consultant in Public Health who would report to a local Director and to the Strategic Director of Public Health as appropriate. In the case of Bracknell Forest the local direct reporting for the Consultant has been to the Director, Adult Social Care, Health & Housing

2. The original arrangements worked well initially and delivered a safe and smooth transition when public health became a local authority responsibility. However, increasingly, individual local authorities have pulled back from the areas of shared responsibility as budgets have come under pressure. This has highlighted a risk and challenge inherent in hosting the statutory function and being the employer of the shared Director of Public Health when we have no influence on other authorities'

priorities, strategies and actions.

3. On this basis, a number of changes are proposed to the Council's Public Health arrangements to reflect local need.

8. **ALTERNATIVE OPTIONS CONSIDERED**

1. Continuing to invest in the full range of services offered by the Berkshire Shared Team: This would incur recurrent costs to the Council that could otherwise be reinvested into Public Health services to residents.
2. Complete withdrawal from the Berkshire Shared Public Health Agreement: This would present a risk in relation to the ability of the Council to meet its statutory Public Health responsibilities, particularly in relation to health protection.

9. **PRINCIPAL GROUPS CONSULTED:** As detailed in the report of the Chief Executive

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

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

Date Decision Made	Final Day of Call-in Period
23 January 2018	30 January 2018

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	1072747
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1. **TITLE:** Internal Audit Procurement Plan

2. **SERVICE AREA:** Resources

3. **PURPOSE OF DECISION**

To seek approval to the internal audit procurement plan.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

RESOLVED that:

1. the Procurement Plan at Annex 1 of the Borough Treasurers report for internal audit services is approved.
2. the delegation of the award of the contract to Director of Resources is approved.

7. **REASON FOR DECISION**

1. To enable the Council to procure new general internal audit services under a framework agreement.
2. To enable a more streamlined procurement process.

8. **ALTERNATIVE OPTIONS CONSIDERED**

The tender award process could follow current Contract Standing Orders, however, this would be less efficient as it would require review and approval to the award at the end of the process for a service that the Council is required to have.

9. **PRINCIPAL GROUPS CONSULTED:** None.

10. **DOCUMENT CONSIDERED:** Report of the Director of Resources

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

Date Decision Made	Final Day of Call-in Period
23 January 2018	30 January 2018

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