



NOTICE OF MEETING

Council

Wednesday 12 September 2018, 7.30 pm

**Council Chamber - Time Square, Market Street, Bracknell,
RG12 1JD**

To: The Council

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

TIMOTHY WHEADON
Chief Executive

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Published: 4 September 2018



Council

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RG12 1JD**

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

AGENDA

Page No

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

1. **Apologies for Absence**

2. **Minutes of Previous Meeting**

To approve as a correct record the minutes of the meeting of the Council held on 11 July 2018.

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3. **Declarations of Interest**

Members are asked to declare any disclosable pecuniary or affected interests in respect of any matter to be considered at this meeting.

Any Member with a Disclosable Pecuniary 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 Disclosable Pecuniary Interest is not entered on the register of Members interests the Monitoring Officer must be notified of the interest within 28 days.

Any Member with an affected Interest in a matter must disclose the interest to the meeting. There is no requirement to withdraw from the meeting when the interest is only an affected interest, but the Monitoring Officer should be notified of the interest, if not previously notified of it, within 28 days of the meeting.

4. **Chief Constable's Presentation**

Thames Valley Police Chief Constable, Francis Habgood will be attending the meeting with Deputy Police and Crime Commissioner, Matt Barber to deliver a presentation on the work of Thames Valley Police over the last year.

5. **Mayor's Announcements**

6. **Executive Report**

To receive the Leader's report on the work of the Executive since the Council meeting held on 11 July 2018.

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Council is asked to resolve recommendations in respect of:

- Revenue Expenditure Outturn 2017/18
- Polling District and Polling Place Review 2018

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

By Councillor Mrs Temperton to Councillor Dr Barnard, Executive Member for Children, Young People and Learning

I am delighted that at last there are real proposals to create a Town Centre Youth Facility. Eight years ago, over 400 young people responding to a consultation about Youth Provision in Bracknell Forest, requested such a facility and this has been reaffirmed by the July 2017 consultation.

The proposals include a café/social space, small meeting rooms and list the targeted work to be delivered from the building with our most vulnerable young people. This work is currently the focus of the Bracknell Forest Youth Service.

As no new money is to be provided for the revenue running costs but all will come from the Youth Service budget, what effect will this have on the essential services now provided in our schools and communities?

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COUNCIL
11 JULY 2018
7.30 - 8.00 PM



Present:

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

Apologies for absence were received from:

Councillors Angell, G Birch, Phillips and Skinner

Introduction from Mayor's Chaplain

The Mayor's Chaplain, Rev Jim Barlow, Interim Team Leader from the Bracknell Team Ministry introduced himself to the meeting and explained he was based at Holy Trinity Church so was engaging with the Bracknell town community within the exciting town centre development. Rev Barlow hoped that other ministers would be invited to open future Council meetings during Councillor Finch's year as Mayor.

9. Minutes of Previous Meetings

RESOLVED that the minutes of the Council meetings held on 25 April and 23 May 2018 be approved, and signed by the Mayor as a correct record.

10. Declarations of Interest

There were no declarations of interest.

11. Mayor's Announcements

Mayoral Update

The Mayor encouraged members to keep up to date with his activities through the Mayoral Facebook and Twitter pages.

Mayor's Charity 2018-19

Mary Durman and Heather Young, Joint Chief Executive Officers of Wokingham, Bracknell and Districts Mencap attended the meeting to update members on the work being undertaken by the charity.

They explained that the charity supported local people with autism and their families. The charity celebrated their 20th year in 2017 and had been in Bracknell since 2009. It was explained that though they were affiliated to the Royal Mencap Society they were a different organisation.

The charity provided a range of services including information, carer and family support, activities for children and adults with learning disabilities, siblings' support, activities for adults with autism, activities for carers as well as campaigning on local and national issues. Examples of activities were respite and shopping trips, supporting the transition process with older carers, providing support for younger carers through a youth club at Braybrooke Community Centre as well as social groups for adults.

They explained that they were honoured to have been chosen as the Mayor's charity and that any funding received would be used to keep their Gateway Award running which promoted fun, self-confidence and independence.

The Mayor thanked them for attending and was looking forward to working with them.

12. **Question submitted under Council Procedure Rule 9**

In accordance with Council Procedure Rule 9 (Public Participation), a question was submitted by Mrs C Doran, resident of Crowthorne with regard to strategic gap in the Draft Local Plan on behalf of CVAG (Crowthorne Village Action Group). CVAG's chairman, Mr A Holley asked the following published question:

We are interested to note that the Executive is to be asked to make a Key Decision on 17th July, when authority is sought to carry out consultation on new sites that have emerged through the recent consultation on the Borough Local Plan.

You will of course know that the Crowthorne Village Action Group made a series of representations on the Draft Local Plan in March this year. We are particularly concerned, as a community, that the Strategic Gap between Crowthorne and Bracknell is not mentioned in the Draft Plan, and that in its place there is proposed to be a development site for 570 houses (Policy LP4, land at The Hideout and Beaufort Park), which will effectively occupy what will remain of the Gap following the development of the TRRL site.

You will know that local people would like to see this gap clearly maintained, and that they have taken comfort from the fact that its importance was underlined in the Council's Core Strategy of 2008, when it says;

These predominantly undeveloped areas are often subject to development pressures which if left unrestrained could over time lead to the merging of settlements and the loss of individual identity. In order to protect their existing open and undeveloped character, it is important that gaps are identified to steer development away from those settlements where coalescence is a real threat.

This was reinforced in the Inspector's Report on the SDL in 2013, and more recently by the Council's landscape consultants in their recommendations, which form part of the evidence base for the Draft Local Plan.

Our question, therefore is in two parts. First: Do you share the significance of this Strategic Gap – as with the five other Strategic Gaps which remain listed in paragraph 11.2.12 of the Draft Local Plan - to the wider community of Bracknell Forest, and their quality of life? Second: would you share our optimism that among the new sites which have emerged and which will be discussed by Executive on 17th July, there will be one or more which can be substituted for the site at Policy LP4, enabling the Council to provide for housing needs whilst respecting the longstanding policy of maintaining a strategic gap between Crowthorne and Bracknell.

In response Councillor Turrell stated that the Council recognises the importance of trying to maintain gaps between settlements in order to protect the identity and character of individual settlements. He added that there was also a need to accommodate growth.

He stated that comments made by the Inspectors dealing with the Core Strategy and Site Allocations Local Plan were made in the context of a historic level of growth. He considered that there was now a need to review existing policy constraints in order to identify sites suitable for accommodating further development and associated infrastructure and that was part of the role of the new Local Plan. The Council could only consider sites that are deliverable and developable and must ensure that a sustainable approach was pursued. He acknowledged that given the existing constraints and the limited extent of suitable and available land for development the Council needed to take some difficult decisions which may mean that it was preferable to build within existing strategic gaps. He added that the role of SANG land in providing physical separation should not be overlooked and on the larger sites the provision would be generous. He confirmed that the landscape studies referred to in the question remained an important part of the Council's evidence base for the emerging Local Plan.

In relation to the first part of the question he concluded that the proposals put forward in the Draft Bracknell Forest Local Plan were currently being reviewed in the light of comments received through the consultation which would include consideration of comments received on the current Strategic Gap and its role and extent.

In response to the second part of the question Councillor Turrell stated that council officers were in the process of summarising and considering the comments received during the consultation on the draft Local Plan during February and March 2018. Over 1,500 detailed comments had been received from around 475 individuals and organisations. On behalf of the Council he thanked everyone who had contributed either by making a submission or attending the staffed exhibitions held around the Borough.

He commented that planning for the Borough's future needs was a very important and sometimes controversial aspect of the Council's work. He acknowledged that the Council would not be able to meet the wishes of all those who had commented but would ensure that all the comments received were properly considered and changes were made to the plan where appropriate.

He reported that the final housing requirement that would need to be provided for in the new Local Plan was yet to be confirmed and it was also likely that a change in government policy would require another year to be added to the plan period for the Local Plan which could increase the number of new homes to be provided.

He concluded that further technical work was being undertaken to address issues with all the major new proposed allocations as well as analysis of the comments made on the previous consultation. Based on this work, the Council would propose in the next version of the Local Plan what it considered to be the most appropriate and sustainable distribution of development on the available sites. He stated that it would be important to take a strategic approach for the whole Borough and therefore it would not be appropriate to give a view on whether it would be possible to substitute any potential new sites for ones in the Draft Local Plan.

Mr Holley asked as a supplementary question whether CVAG had support for recognising the policy of retaining strategic gaps wherever possible.

Councillor Turrell replied that yes he did support continuing to recognise the policy but this could only be done through thorough investigation of the alternative options.

13. **Executive Report**

The Leader of the Council, Councillor Bettison OBE, presented his report on the work of the Executive since that reported at the Council meeting on 25 April 2018. The Executive had met twice on 8 May and 12 June 2018.

The Leader highlighted the following matters that had been considered:

Within the Transformation Programme:

- **Planning & Building Control Transformation Review**
 - New strategic vision was agreed based on improved timeliness of decision making, maximising web service and contact centre for lower level enquiries
 - There would be a dedicated S106 resource
 - The increased Special Protection Area (SPA) facilitation fees had been agreed previously.
- **Parks & Countryside**
 - Feasibility work being undertaken around creation of Horseshoe Lake Country Park
 - Potential for biomass burner for green waste
 - Increased charge for SPA mitigation

Council Structure & Performance Management:

- New management structure was agreed and endorsed by Employment Committee on 2 July. Pay ranges have been linked to 25th and 50th percentile of Korn Ferry public and not for profit sector database.
- Enhanced performance management arrangements were agreed by Employment Committee.

Major projects:

- Considered potential of joint venture partnership approach for Council owned sites.
- £2.448m capital investment in Bracknell Sports & Leisure Centre was recommended and agreed by Council on 23 May.

Key strategies:

- Re3 Waste Strategy 2018 – 2020 was endorsed which incorporated local collection recycling targets.
- Central/East Berkshire Draft Mineral & Waste Local Plan is a joint plan with Reading, Royal Borough Windsor & Maidenhead and Wokingham. The draft plan was agreed for consultation and had limited local impact as Planners Farm was the only site put forward. An eight week consultation was planned.

Councillor Mrs Temperton asked whether the joint venture partnership approach was in relation to retail, commercial or residential homes. Councillor Bettison OBE replied that this was open ended as some sites would suit more than one solution. He explained that the aim was to create a list of sites and then invite interested parties to submit proposals forward to see how the Council could benefit.

14. **Appointments to external organisations**

The Council considered the report which sought to clarify the current position regarding the appointment of Members to serve on the Royal Berkshire Fire Authority.

On the proposition of Councillor Bettison OBE, Leader of the Council, seconded by Councillor Leake, it was

RESOLVED that the political balance requirements be waived in order to confirm the appointment of Councillors Dudley, Mrs McKenzie-Boyle and McCracken as the Council's representatives on the Royal Berkshire Fire Authority until May 2019.

15. **Standards Annual Report**

The Council considered the Standards Annual Report which set out the activity within the Council's Standards framework from 1 April 2017 to 31 March 2018.

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

RESOLVED that the Standards output in 2017/18 as set out in the agenda report be noted.

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

Councillor Mrs Temperton asked Councillor Turrell, Executive Member for Planning and Transport the following published question:

At the Council meeting on 26 April 2017, I asked a question about responding to the consultation on the expansion to Heathrow Airport. The Council's response, signed by Councillor Turrell and Councillor Brunel-Walker, was submitted on 19 March 2018. This stated that the Council generally supports the proposed expansion but with some conditions and many questions. A decision has now been made and residents are asking what is the position of the Council.

Will this submission be publicised so that all can see , as promised last April, that it represents the interests of all residents?

Has a response been received concerning the many questions and conditions?

Councillor Turrell replied stating that Bracknell Forest Council acknowledges the economic benefits of Heathrow Airport to Bracknell Forest businesses and residents with nearly 2000 residents working there. However, he added that the expansion did raise both strategic and practical concerns for the Borough.

He stated that since the response the Government had voted in favour of the Airports National Policy Statement (NPS) and published its response to the consultation. It was now for the applicant (Heathrow Airport Limited) to develop proposals and seek development consent in accordance with the policies contained in the Airports NPS. There would be increased demand and movements from expansion and it would be important to ensure that the strategy demonstrated how these could be achieved whilst limiting impact on the surrounding area.

He continued that Bracknell Forest Council must work closely with Heathrow, including continued work at the Strategic Planning Group and the Airport Transport

Forum, to establish more detail on the opportunities and impacts for the Borough and how these relate to the surrounding area. This work, he stated, would inform the Council's responses to any further consultations as the proposals were progressed.

He stated that access to Heathrow was an important factor for companies considering expanding within or moving to Bracknell with adequate transport infrastructure being key. He reported that 70% of journeys from Bracknell Forest to the airport were by car or taxi as trains and buses had failed to provide sufficient capacity, flexibility or ease of use.

He reflected that car use and congestion had consequential implications for air quality which were currently stable in Bracknell Forest, with emissions in the Borough's two air quality management areas remaining at the lowest levels of exceedance. This would be affected by congestion or bigger air quality challenges nearer the airport. Similarly he noted that noise remained an issue in some parts of the borough despite technical improvements in aircraft over the years.

He stated that the next stage in the planning procedure for nationally significant infrastructure was obtaining a Development Consent Order which would importantly require a further process of consultation and discussion with communities. The Secretary of State would then conclude whether or not development consent should be granted, and the terms of any consent. This process, he explained, would also involve a public inquiry chaired by a planning inspector, to which representations could be made. He anticipated that this would be some time after 2020. It would be important to represent Bracknell Forest residents' concerns, and to work hard for the most effective measures to resolve or at least mitigate them.

Councillor Mrs Temperton asked a supplementary question querying whether all elected members could be given the opportunity to be involved in contributing to future Council responses to consultations through a gateway review for example so that all Bracknell Forest residents were represented.

Councillor Turrell agreed that he would ensure that an appropriate vehicle was put in place to capture members' views for submission of consultation responses on the future stages of the process.

Mayor's Poet

Before closing the meeting the Mayor invited members to join him in his office to hear the Mayor's poet recite some of her poems which she had created.

MAYOR

To: **COUNCIL**
12 September 2018

EXECUTIVE REPORT TO COUNCIL **The Leader**

1 PURPOSE OF REPORT

- 1.1 Since the Council meeting on 11 July 2018, the Executive met on the 17 July 2018. This report summarises decisions taken by reference to the relevant portfolio within which they fall.
- 1.2 Updated Forward Plans are published every Friday and can be viewed 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 recommendations set out at paragraphs 5.2.2, 5.2.3 and 5.7.1**

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 Capital Programme Outturn Expenditure 2017/18

- 5.1.1 The Executive noted the capital expenditure outturn for 2017/18 and approved a carry forward of £36.115m to 2018/19, including £0.858m relating to projects approved in 2016/17. In doing so, the Executive noted the financing of capital expenditure as shown in the table below:

Financing of Capital Expenditure

	£'000
Total capital expenditure	103,807
To be financed by:	
-Capital receipts	7,872

-Community Infrastructure Levy (CIL)	8,217
-Government Grants/contributions	14,014
-S106 monies available	1,236
-Capital Financing Requirement	72,468

5.1.2 The capital programme for 2017/18 consisted of £139.896m on projects and programmes. The projected outturn was £103.807m (74% of approved budget). The following table summarises the outturn position for schemes managed by Service Departments based on the latest information available.

Capital outturn for each Service

Service	Approved budget £'000	Estimated Outturn £'000	Carry Forward £'000	Under spend £'000
ASCHH	9,771	6,710	3,061	0
CYPL	45,377	30,405	14,972	0
Resources	61,314	52,292	9,048	-26
ECC	23,434	14,400	9,034	0
Total Capital Programme	139,896,	103,807	36,115	-26

5.1.3 The total carry forwards requested by service departments amount to £36.115m. Many of the projects this will fund are either close to being completed or are contractually committed and underway.

5.2 Revenue Expenditure Outturn 2017/18

5.2.1 The Executive noted the outturn expenditure for 2017/18, subject to audit, of £87.823m. This represents an under spend of -£0.544m compared with the approved budget. The Executive also noted carry forwards of £0.084m and approved the earmarked reserves as set out in Annexe C, within the attached Appendix A.

5.2.2 The Executive approved the virements relating to the 2017/18 budget between £0.050m and £0.100m and recommend to Council that those that are over £0.100m be approved by Council as detailed in Annexe E, within the attached Appendix A.

5.2.3 The Executive recommends that Council note the Treasury Management performance in 2017/18 as set out in Annexe B, within the attached Appendix A.

5.2.4 At its meeting on 1 March 2017, Council approved a revenue budget for 2017/18 of £70.278m. The Borough Treasurer's report attached as Appendix A informs Members of the outturn expenditure position, subject to audit, for the financial year 2017/18. This highlights that the Council is within budget for the twentieth successive year and under spent by -£0.544m. The Council has therefore withdrawn £2.024m from General Balances as opposed to a budgeted withdrawal of £2.568m.

5.2.5 The Accounts & Audit Regulations 2015 require the Annual Statement of Accounts to be signed by the Borough Treasurer by 31 May and approved by the Council or a specific committee by 31 July. The draft accounts were actually signed on 24 May.

The Governance and Audit Committee subsequently met on 25 July and approved the Annual Statement of Accounts.

- 5.2.6 The Borough Treasurer's Revenue Expenditure Outturn 2017/18 report that was submitted to the Executive on 17 July 2018 can be found using the following link:

<http://democratic.bracknell-forest.gov.uk/ieListDocuments.aspx?CId=102&MId=7863&Ver=4>

5.3 Easthampstead Park Conference Centre

- 5.3.1 An update was received on Easthampstead Park Conference Centre and the Executive confirmed their decision to sell the facility to Bidder C on the terms detailed in the Director of Environment, Culture and Communities report. Heads of Terms have subsequently been agreed and contract exchange is imminent.

Council Strategy & Community Cohesion

5.4 Council Plan Overview Report and Annual Report

- 5.4.1 The Executive received and noted the Council Plan Overview Report covering the final quarter of (January – March 2018). At the end of the quarter, 92 actions (60.9%) were on target to complete within the timescales set; a further 41 actions (27.2%) had been completed whilst only 14 actions (9.3%) were at risk of falling behind schedule and 4 actions (2.6%) had actually fallen behind schedule.
- 5.4.3 Progress against key performance indicators across the Council was also very positive, with 56 (75%) green – i.e. on, above or within 5% of target; 7 (9%) were amber – i.e. between 5% and 10% of target; and 12 (16%) were red – i.e. more than 10% from target. 40 further indicators had no set target.
- 5.4.4 Highlights over the final quarter included the transfer of management responsibility for Bracknell Leisure Centre, Coral Reef and Downshire Golf Complex to Everyone Active and the Bracknell Library Review which was on course to deliver a £400k saving whilst extending hours of access to libraries. At the end of the quarter the Time 2 Change Programme was also nearing completion in Time Square with all staff moves from Easthampstead House subsequently completed at the end of April and the new Council Chamber fully operational.

5.5 Service Plans 2018/19

- 5.5.1 The Executive received and noted the finalised departmental Service Plans for 2018-2019.
- 5.5.2 Departments had reviewed the actions and performance targets which support the Council Plan's Key Measures of Success as well as the operational priorities. These revisions had been incorporated into the final versions of the individual service plans for each department.
- 5.5.3 Within the 4 service plans there were now:
- 142 actions supporting the Key Measures of Success which in turn support the 6 strategic themes

- 115 Council Plan performance indicators
- 73 operational actions
- 49 operational performance indicators

Completion of these actions will substantially complete the delivery of the objectives and actions set by the Council in the 4 year Council Plan following the 2015 election.

5.6 Downshire Homes Ltd

- 5.6.1 The Executive received and noted a progress report from the Downshire Homes Board and agreed that the Council would extend nominations to households beyond those who are homeless, who have a learning disability and/or autism and/or care leavers to include households where provision of accommodation can be demonstrated that it is in the Council's interests to nominate. The Executive also noted the findings of the Social Finance Review of Downshire Homes Ltd (DHL), and agreed changes to enable DHL to into a shared ownership agreement for a specific property.
- 5.6.2 The reason for the changes was that DHL had been established with a narrow focus to provide accommodation for homeless households, those with learning disabilities and care leavers. It has since become apparent that DHL might be able to provide accommodation which the Council could nominate to, which would meet other Council corporate objectives in terms of proving local accommodation rather than expensive alternative service and accommodation packages.

Culture, Resources and Public Protection

5.7 Polling Districts and Polling Places Review

- 5.7.1 The Executive recommends to Council that they agree the proposals of the Electoral Review Steering Group as set out below:

That no changes are made to the existing polling arrangements for the following wards:

Ward	Polling Districts
Ascot	WX; WY
Central Sandhurst	SP
Crown Wood	BF; WW
Crowthorne	CN
Great Hollands North	BH; BQ
Great Hollands South	BJ
Hanworth	BD; BK
Harmans Water	BL; BLP; WV
Little Sandhurst and Wellington	CS; SQ
Old Bracknell	BM; BN
Owlsmoor	SJ
Priestwood and Garth	BG; BP
Winkfield and Cranbourne	WN; WP; WS; WZ

That the following changes are made to the Binfield with Warfield Ward:

- i. **Separate the southern area of the existing 'BA' polling district into a new polling district to be called 'BI'. Shown in Annexe A of the Director of Resources report– Fig 1.**
- ii. **Separate the Amen Corner development from the 'BA' polling district and creating a new polling district to be called 'BAC'. Shown in Annexe A Director of Resources report – Fig 1.**
- iii. **Designate Newbold College as the polling station for the 'BI' new polling district.**
- iv. **Designate Farley Wood Community Centre is designated as the polling station for polling district 'BAC' with the electors for that polling district using the main hall at the Community Centre.**
- v. **That Binfield Memorial Hall remains the polling station for the revised 'BA' polling district.**
- vi. **That Farley Wood Community centre remains the polling station for the unchanged 'BB' polling district with the electors concerned continuing to vote in the "Meeting Room" at the Community Centre**
- vii. **That no changes are made to either polling districts 'BB' or 'WM', retaining existing polling arrangements.**

That the following change is made to the Bullbrook Ward:

- i. **That one additional polling station is created at Bullbrook Community Centre to increase capacity at this polling place and reduce pressure on the two existing polling stations.**

That the following change is made to the College Town Ward:

- i. **Designate the main sports hall at Sandhurst Secondary School as the default polling station for electors in polling district 'SO'. Should a scheduled exam clash with a polling day the existing arrangements at College Town Infants School would be reinstated.**

That the following changes are made to the Warfield Harvest Ride Ward:

- i. **Create a new polling district named 'WE' by splitting the existing 'WG' polling district into two areas. Fig. 2 in Annexe A of the Director of Resources report shows this.**
- ii. **Designate Westmoreland Pavilion as the polling station for the proposed 'WE' polling district.**
- iii. **That voters in the revised 'WG' polling district continue to vote at Whitegrove Community Centre, (incorrectly labelled as Warfield Community Centre in the original Director of Resources' report) which would be a single polling station.**
- iv. **That voters in the unchanged 'WQ' polling district continue to vote at Whitegrove Community Centre, (incorrectly labelled as Warfield Community Centre in the original Director of Resources' report).**

That the following change is made to the Wildridings and Central Ward:

- i. Designate the former Magistrates Court as the polling station for ‘BT’ electors for the 2019 elections.**
- ii. That subject to a re-evaluation by the Steering Group after planned renovation work, for all subsequent polls, Bracknell Central Library is designated as the polling station.**

5.7.2 The Electoral Administration Act 2013 required the Council to undertake a review of polling arrangements every five years. The last full review concluded in 2014, since when there had been four borough wide polls and six local by-elections. Recently there have been a number of comments and queries from various stakeholders around the continued suitability of some polling stations.

5.7.3 An Electoral Review Steering Group has considered a number of potential locations to replace polling stations that were no longer suitable or available, taking consideration of representations made by a number of stakeholders as part of the formal consultation process that ran from September to November 2017.

5.7.4 All subsequent proposals were made with the intention of balancing the number of electors within each polling district; to ensure that polling places are convenient and easily accessible for voters and that polling arrangements have capacity to absorb future demand arising from new residential property developments.

5.7.5 Changes will take effect with the publication of the revised register of electors on 1 December 2018. If an election takes place prior to this date the existing polling districts and polling places would be used.

5.7.6 The Director: Resources Polling Districts and Polling Places Review report that was submitted to the Executive on 17 July 2018 can be found using the following link:

<http://democratic.bracknell-forest.gov.uk/ieListDocuments.aspx?CId=102&MId=7863&Ver=4>

5.8 Bracknell Forest Biodiversity Action Plan 2018-2023

5.8.1 The Executive approved the new Biodiversity Action Plan 2018 to 2023 to be adopted as a Council strategy and authorised that minor changes to the new Biodiversity Action Plan 2018 to 2023 prior to adoption be agreed with the Chief Officer: Planning, Transport and Countryside in consultation with the Executive Member for Culture, Corporate Services and Public protection.

5.8.2 The Council is responsible for protecting and enhancing biodiversity as set out in policy documents including the community strategy, core strategy (Local Development Framework), climate change action plan and cultural strategy. Successful delivery involves cross service co-operation; with key roles for the Council as Planning Authority, Highway Authority, Access Authority and as a land manager.

5.8.3 The Action Plan is reviewed every six years. It provides a valuable evidence base to support planning decisions, including providing justification for developing biodiversity enhancement projects to be secured from s106 Agreements. It also provides an important opportunity for engagement with residents, parish/town councils, landowners, conservation groups and organisations

Children, Young People and Learning

5.9 Town Centre Youth Centre

- 5.9.1 The Executive commissioned of a feasibility study for the creation of a Town Centre Youth Centre on Braccan Walk.
- 5.9.2 Creation of a town centre youth facility has been a long standing objective for the Council to provide a place for young people to go where they can socialise, and receive advice and guidance from youth workers and other professionals whose remit is to provide early help to young people. This is particularly important for the most vulnerable young people in the Borough.
- 5.9.3 A site has been identified on Braccan Walk which, following consultation has the potential to deliver such a facility in close proximity to the town centre. The feasibility work will be reported back to the Executive at a later date towards the town of the year.

Planning & Transport

5.10 Bracknell Forest Local Plan - Proposed Consultation on New Sites

- 5.10.1 Following the consultation on the hundreds of Draft Local Plan between 8 February and 26 March 2018, responses received had been processed, collated and summarised. Seven new sites were submitted for consideration, summarised in a table within the report. From an initial assessment it was apparent that two of the new sites being promoted had potential for allocation.

For comparative purposes, it was important that these two sites were assessed in the same way as other sites that had already been through the process. The Executive, therefore agreed the principle of public consultation on Land at Hewlett Packard, Cain Road, Binfield and at 3M, Cain Road, Binfield for a period of three weeks in September 2018. A manned exhibition will be held in Binfield, due to the location of the sites.

- 5.10.2 In March 2018, the Government published its revised Draft National Planning Policy Framework (NPPF), along with accompanying Draft Planning Practice Guidance (PPG) and a Housing Delivery Test 'Draft Measurement Rule Book'. Consultation on the documents closed in May and the Government had already indicated that the final version of the NPPF would be published prior to the Summer Recess on 24 July.
- 5.10.3 The Draft NPPF had signalled likely changes that would need to be taken in to account in the Submission Bracknell Forest Local Plan in order to ensure consistency with national policy. It had also indicated the need for strategic policies to look ahead over a minimum of 15 years from adoption. This meant that the plan period for the BFLP would need to be extended by at least a further year. The 2016 based household projections are expected to be published in September 2018.

5.11 Pre-submission consultation response on the draft Bracknell Town Neighbourhood Plan

- 5.11.1 The Executive agreed to delegate approval of the Council's response to Bracknell Town Council on their draft Neighbourhood Plan to the Leader.
- 5.11.2 Bracknell Town Council is currently preparing its Neighbourhood Development Plan ("Neighbourhood Plan") for submission to the Council. The Council had a statutory

duty to provide advice and assistance to qualifying bodies undertaking neighbourhood planning. Approval of the Council's response to a Neighbourhood Development Plan is normally a decision for the Executive Member for Planning and Transport. However, where this is not possible (in this case due to the Executive Member also being a Bracknell Town Councillor) the decision has been delegated to the Executive. Owing to the timescale for the consultation which was likely to commence on 9 July it was therefore recommended that the decision be delegated to the Leader of the Council.

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 – 17 July 2018

Contact for further information

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Resources & Chief Executive's

Variance	Explanation
£'000	
-295	<p>Operations Unit</p> <p>The Home-to-School transport contracts were retendered in September 2016 and a higher level of savings have been achieved than were anticipated. This coupled with a much more rigorous interpretation of the SEN Transport Policy by the SEN team resulting in transport not being offered to children under statutory school age and requests for distances to be measured to ensure that those students who are able to walk do so if they live under statutory walking distances has created the significant underspend.</p> <p>Additional income was also achieved on vehicle hire and we had an under spend on operating lease charges due to the reduction in the fleet. This also created a reduction in fuel consumption and so a further underspend was achieved.</p>
-85	<p>Legal</p> <p>Additional income in excess of the budget has been received as follows: Legal Fees income (£0.060m) and S106 Legal Fee Income (£0.014m). Of the Legal Fee additional income, £0.022m relates to Downshire Homes Ltd.</p>
-60	<p>Unified Training</p> <p>We have been unable to complete the agreed Council wide leadership development programme (coaching and mentoring as well as change management) this year due to not having the OD Manager in place to secure the provider and progress this work, as such an underspend across the section was achieved. In addition to this there are underspends on training within Adult Social Care.</p>
-82	<p>Finance</p> <p>There are various underspends across the department, with the significant ones to be reported as follows: Internal Audit (£0.040m) due to slippage in audit day, additional income received from Downshire Homes (£0.012m) and an under spend on Community Right to Challenge (£0.009m).</p>
132	<p>Industrial and Commercial Property</p> <p>An over spend on costs at Waterside Park occurred which resulted in a net overspend of £0.124m across the site. In addition to this the bad debt provision was increased at year end in relation to Commercial Property (£0.069m). Income in excess of budget was also achieved at Longshot Lane and across the Neighbourhood Shops portfolio.</p>
-62	<p>Construction & Maintenance</p> <p>There is an under spend to report on consultants fees within the energy section (£0.013m), and a further £0.053m on consultants fees and other fees for bought in services within surveyors.</p>

Children, Young People & Learning

Variance	Explanation
£'000	
-135	Director The posts of Chief Officer: Learning and Achievement and Chief Officer: Strategy, Resources and early Help have been vacant for most of the year and covered by the Director. Whilst additional back-fill arrangements have been put in place, these have been at a lower cost than the substantive posts.
-171	Chief Officer: Learning & Achievement The main areas of variance relate to: a £0.143m under spending on employee costs at the Education Centre, the Education Welfare Service, Education Psychology and Special Educational Needs due to staff turnover; and an over-achievement of income of £0.054m, mainly through additional lettings and courses at the Bracknell Open Learning Centre.
801	Children & Families: Social Care There were four significant over spends, all of which are a consequence of an increase in the number of children being looked after, where 125 high cost care packages were required compared to 89 provided for in the budget. Whilst additional funding was allocated in-year from the contingency, this was £0.530m below the cost of care and accommodation. Linked to this was the need for a greater use of the Childcare Solicitor service (operated by RBC at a Berkshire Joint Arrangement) with an increase in the number of court proceedings resulting in the service over spending by £0.4m. The increase in court cases also contributed to additional Special Guardianship Orders (SGO) where an over spending of £0.073m occurred. These orders, made under the Children Act 1989 are intended for those children who cannot live with their birth parents and who would benefit from a legally secure placement with his or her extended family. Finally, there was an over spending of £0.136m on staffing. The remaining significant variances were all under spends and in respect of; -£0.040m at Larchwood Respite Home, mainly as a result of additional income; -£0.054m on direct payments to young people as fewer clients took this option; -£0.123m on adoption services as a result of provisions set aside for anticipated costs from prior years that are not now expected to materialise, and -£0.047m on care leavers maintenance grants were relatively low numbers of requests for support have been received.
-311	Strategy, Resources and Early Intervention There have been a wide number of variances across the full range of services. Employee costs have under spent by £0.053m, which comprises over spends of £0.099m, mostly on external temporary appointments in specialist services, with £0.152m of under spends from normal staff turnover, including in the posts covered by external providers. There have also been numerous variances on other budgets, with £0.112m additional income earned from schools, academies and external organisations, an under spending of £0.118m on general revenue costs, including premises and supplies and services, a saving of £0.030m on pension recharges for former staff, a £0.023m reduction in provision for doubtful and bad debts, with £0.034m additional spend on fees to external providers..

Adult Social Care, Health and Housing

Variance £'000	Explanation
745	<p>Community Mental Health Team Older Adults</p> <p>On externally commissioned Adult Social Care there was an over spend on residential and nursing care (£0.635m) and community services (£0.011m). This service includes clients with dementia and the pressure on supply in the first half of the year was a significant factor. The new block contract with Astbury Manor care home has helped manage this pressure.</p> <p>Staff budgets are overspent (£0.199m) due to pressures from the use of agency staff. The use of agency is mainly due to vacant posts are not filled, but also an element of backfill for work on transformation.</p> <p>Finally, a proportion of the improved Better Care Fund grant announced in the Spring budget has been allocated here (-£0.100m).</p>
622	<p>Adult Community Team</p> <p>On externally commissioned Adult Social Care there was an over spend on residential and nursing care (£0.456m) and community services (£0.276m). The pressure on residential prices referred to above is also applicable here.</p> <p>There has been an under spend on care management costs (-£0.096m) mainly due to funding received from the Better Care Fund for end of life care. There has also been an under spend on the training budget (-£0.014m).</p>
-316	<p>Equipment</p> <p>Funding of £0.430m was secured from the Better Care Fund. Total expenditure on community equipment (which is mostly sourced from the Berkshire Equipment Store) was £0.472m so without the additional funding there would have been an over spend against budget of £0.114m.</p>
-313	<p>Housing Options</p> <p>Underspend on Council owned properties and those leased from a private landlord for homeless clients (-£0.257m). This is mainly due to rental income being more than budget (this has been built into the 18/19 budget as a saving) and also lower repairs and maintenance costs.</p> <p>There has also been an under spend on Bed & Breakfast costs (-£0.036m) facilitated by the supply of homeless properties from Downshire Homes Ltd. There has also been an under spend on staff costs (-£0.038m) due to vacant posts.</p>
-312	<p>Housing Benefit Payments & Administration</p> <p>The surplus is mainly due to the excess of the Flexible Homeless Grant over the loss in subsidy that the grant was to cover (-£0.185m). The remaining surplus is due to housing benefit overpayments caused by claimant error whereby the Council receives up to £1.4 for each £1 of overpayment identified (£0.4 in subsidy, the remaining £1 through collection of the debt).</p>
310	<p>Community Team for People with Learning Disabilities</p> <p>On externally commissioned Adult Social Care there was an over spend on residential and nursing care (£0.258m) and community services (£0.250m).</p> <p>There was an under spend on staff costs primarily due to vacant posts not filled</p>

Variance £'000	Explanation
	(-£0.073m). In addition, there was a underspend on the Learning Disability Development Fund (a budget used for ad hoc services and grants -£0.045m), the employment service (-£0.018m), and advocacy costs that were funded from Care Act money within the Better Care Fund (-£0.062m)
-310	Joint Commissioning Underspend on the grants and donations budget (-£0.193m) partly due to reductions in grants given to external bodies in order to move to contractual arrangements, and also funding from the Better Care Fund for carers service costs. An element of this underspend has been built into the 2018/19 budget as a saving. In addition, there has been savings on the new healthwatch contract (-£0.064m) and savings on staff costs in the Commissioning Team due to vacant posts (-£0.053m).
-204	Community Mental Health Team On externally commissioned Adult Social Care there was an under spend on residential and nursing care (-£0.027m) and community services (-£0.021m). There has been an over spend on staff costs (£0.072m) and an under spend on non-staff costs primarily due to rent budget not used (-£0.037m). This latter has been built into the 18/19 budget as a saving. In addition, the Community Network mental health service which is provided in house is proving cheaper than the previous service provided by Rethink (-£0.091m). Finally, a proportion of the improved Better Care Fund grant announced in the Spring budget has been allocated here (-£0.100m).
186	Forestcare Overspend against staff budgets mainly due to there being no budget for the registered manager who was funded from the Better Care Fund in prior years, plus additional staff recruited as a result of new contracts won (£0.114m). There was an overspend on non-staff operational costs (£0.058m) which was due to a variety of factors, including costs for Waterside Park, CQC registration and specialist HR advice. There was an over spend against equipment budgets (£0.014m).
-114	Waymead Additional client income mainly due to backdated Continuing Health Care funding from the NHS (-£61k). There was also an under spend on staff costs due to vacant posts not filled (-£39k) and non-staff costs (-£14k).
-81	Safeguarding The underspend is due to funding secured from the Better Care Fund to meet the requirements of the Care Act. Specifically, these funds have been used to meet the costs of providing Deprivation of Liberty Safeguarding costs.
-75	Housing Strategy The under spend is due to income from the Help to Buy a Home shared equity scheme (-£0.056m), savings on staff costs due to posts being held vacant during the year (-£0.022m), and non-staff energy management costs (-£0.009m). This is offset by reduced income from the Disabled Facilities Grant (£0.009m) due to a lower number of completions than anticipated, though this is expected to be made up in

Outturn 2017/18 – Significant Variances

Annexe A

Variance	Explanation
£'000	
	2018/19.
-64	Finance The under spend is mainly due to income from appointee clients for which there is no budget (-£0.044m). In addition, there is an under spend on staff costs from vacant posts.

Environment, Culture & Communities

Variance	Explanation
£'000	
389	<p>Coral Reef</p> <p>The Coral Reef project meant the facility was closed during part of 2017/18. It was determined by the Borough Treasurer that no adjustments were to be made to the budget on the understanding that any resultant pressures, due to the loss of income, would be met from either contingency or Departmental underspends. It was decided by CMT that the Department would offset this against underspends.</p>
-90	<p>The Look Out</p> <p>The number of visitors to the centre has been greater than anticipated; this has resulted in net additional income of £0.090m above the budgeted sum. A large portion of this income, £0.059m, was from the catering function.</p>
225	<p>Bracknell Leisure Centre</p> <p>Following the transfer of management of the facility, the stocks held were revalued at transfer, with independent valuations concluded the amounts to transfer were lower than held within the accounts of the Council. In addition the income received by the Council which related to the 1st March onwards and was therefore due to the operator was higher than the profiled budget.</p>
400	<p>Highways Maintenance</p> <p>Electricity budgets for the year were reduced to reflect the anticipated saving from the LED capital project. However the procurement process took longer than envisaged and therefore the projected savings have not been fully realised in this financial year.</p>
-638	<p>Waste Management</p> <p>The annual cost of the waste PFI contract shows a saving for Bracknell of £0.549m. Waste volumes have been lower than anticipated at the Recycling Centres. A major factor in this outcome has been the non-resident access restrictions at the household waste recycling centre.</p> <p>In addition the income from Brown Bins has exceeded budget by £0.079m due to changes in fees, the budgets in 2018/19 have been amended to reflect the changes.</p> <p>Finally waste collection and recycling were underspent by £0.010m with regards to contracted costs.</p>
-232	<p>Concessionary Fares</p> <p>There has been a decline in trip rates over the past few years and this has continued into this financial year despite the opening of the town centre.</p>
-41	<p>Easthampstead Cemetery & Crematorium</p> <p>Income of £0.041m is anticipated in excess of budget, £0.036m of this income is due to the Manager agreeing the sale of crematorium credits which were not required by the Crematorium to another Authority.</p>
85	<p>Easthampstead Park Conference Centre</p> <p>Income from both weddings and bereavements is down, resulting in an income shortfall of £0.259m. This partially offset by a reduction in expenditure of £0.174m.</p>

Variance	Explanation
£'000	
-137	Transport Policy, Planning & Strategy The income received for NRSWA penalties exceeded budget by £0.072m, in addition income from the streetworks permit scheme has exceeded the budget by £0.050m and monitoring streetworks £0.015m.
-50	Departmental Staffing Budget There have been a number of posts which remained vacant for longer than anticipated, which has resulted in a saving on the DSB for the year of £0.050m.
-142	On/Off Street Parking The opening of the new retail quarter has certainly resulted in more car park demand but that brings with it additional maintenance and running costs. A net surplus of £0.233m was generated in this financial year. This is however reduced due to the costs of running the residents parking scheme (which is budgeted to break even) exceeding the income generated resulting in an over spend of £0.056m. Finally the fines and penalties received from decriminalised parking enforcement were a net £0.035m below the income budget.
-80	Environmental Services There is an under spend on external reactive grounds maintenance costs of £0.047m due to reduced demand. The amount reported has however been reduced by £0.005m to reflect a pressure on the income budget. In addition, a review of expenditure has resulted in an in year underspend against the non programmed amenity maintenance services budget of £0.038m.
-59	Building Control Income during the year has been greater than that budgeted for, and the need to use consultants for additional specialist advice has not been as great as estimated. The net effect of this is a surplus of £0.059m.
228	Development Control Income budgets were not achieved during the year, resulting in an over spend of £0.062m. This represents 6% of the £0.958m income budget. In addition there has been an over spend on legal and consultancy costs of £0.166m which is due in the main to the Foxley Oaks appeal.
-61	Community Infrastructure Levy A sum equivalent to 5% of CIL monies received can be used to cover administrative costs in relation to this scheme, the income budget of £0.152m has been exceeded by £0.061m in the year.
-43	Land Charges The chargeable element of the Land Charges account made a deficit of £0.042m after taking into account corporate and departmental recharges in 2017/18. The transfer from reserve created an under spend as it will also cover non-cash charges.
107	Parks, Open Spaces and Countryside The income received from Surrey Heath for SANGS capacity at Shepherds Meadow was £0.163m below the income target. In order to mitigate some of this a review of budgets identified £0.056m worth of budgets across various sites which can be saved in year and therefore reduce the overall pressure.

Non Departmental Budgets/Earmarked Reserves

Variance	Explanation
£'000	
-1,850	Interest Higher cash balances have been sustained throughout the year resulting in lower borrowing and therefore interest payable plus additional interest received from paying all 2017/18 employers and employees pension fund contributions, in full, in advance.
-686	Minimum Revenue Provision (MRP) Higher than forecast capital receipts in 2016/17 and significant capital carry forwards into 2017/18 have all helped to create an under spend against the Minimum Revenue Provision.
-277	Revenue Contributions to Capital The associated capital expenditure has now been financed from internal borrowing to spread the cost impact on revenue. The budget is therefore no longer required and an under spend can be declared.
-47	Financial Adjustments This primarily relates to a decrease in write-offs and the bad debt provision for Council Wide debts.
-364	Corporate Wide Items Primarily relating to the purchase of commercial properties which has progressed more rapidly than originally anticipated allowing additional net savings to be generated when compared to the original budget of £1m.
452	Business Rates Income The amount of relief provided to businesses was more than originally forecast which in turn has resulted in additional Section 31 grant (-£0.011m). Overall rates income was greater than forecast which has increased the levy payable by the Council (£0.463m).
-452	Future Funding Reserve The transfer to the reserve has been reduced to reflect the impact of the over spend on the Business Rates levy and additional Section 31 Grant.
3,240	Earmarked Reserves Transfers into the Transformation (£2.000m), Town Centre (£0.590m) and Structural Changes Reserves (£1.500m), primarily to fund the Council's transformation programme and any resulting staffing implications. The creation of new reserve for the London Rd Feasibility Study (£0.050m). These changes have been partly funded by withdrawals from the Demographic Pressures and Projects (-£0.083m), Members Initiatives (-£0.080m) and Revenue Grants Unapplied Reserves (-£0.737m).

TREASURY MANAGEMENT ANNUAL REPORT 2017/18

1 INTRODUCTION

1.1 The annual treasury report is a requirement of the Council's reporting procedures and covers the treasury activity during 2017/18. The report meets the requirements of both the CIPFA Code of Practice on Treasury Management and the CIPFA Prudential Code for Capital Finance in Local Authorities. The Council is required to comply with both Codes through regulations issued under the Local Government Act 2003.

1.2 The report covers

- ◆ The current treasury position
- ◆ Capital Expenditure and Financing 2017/18
- ◆ The Strategy for 2017/18
- ◆ The Economy in 2017/18
- ◆ The investment and borrowing outturn for 2017/18
- ◆ Compliance with Treasury Limits

2 SUPPORTING INFORMATION

Current Treasury Position

2.1 At the end of the financial year net borrowing stood at £83.006m with the overall treasury position as follows

Treasury Position	At 31 March 2018		At 31 March 2017	
	Principal	Average Rate	Principal	Average Rate
Fixed Interest Borrowing	£100.000m	2.32%	£25.000m	2.10%
Variable Interest Borrowing	£0.000m	0.68%	£0.000m	0.00%
Total Borrowing	£100.000m	1.83%	£25.000m	2.10%
Fixed Interest Investments	£0.000m	0.00%	£0.000m	0.00%
Variable Interest Investments	£16.994m	0.29%	£19.867m	0.25%
Total Investments	£16.994m	0.29%	£19.867m	0.25%
Net borrowing position	£83.006m		£5.133m	

Capital Expenditure and Financing

- 2.2 The Council undertakes capital expenditure on long term assets. These activities may either be funded immediately through capital receipts or capital grants or contributions, or if insufficient financing is available financed through borrowing. The actual capital expenditure forms one of the required prudential indicators and the table below shows how this was financed in 2017/18. The Council's underlying need to borrow is called the Capital Financing Requirement (CFR). The CFR is simply the total outstanding capital expenditure which has not yet been paid for from either revenue or capital resources, and is shown below in Table 2.

<i>Table 2 Financing of Capital Programme 2017/18</i>	
	£'000
Expenditure	
Capital Programme	103,807
Financed by	
Capital Receipts	7,872
Community Infrastructure Levy	8,217
Government Grants/Contributions	14,014
S106 Contributions	1,236
Capital Financing Requirement	72,468
Total	103,807

The Strategy for 2017/18

- 2.3 The expectation for interest rates within the treasury management strategy for 2017/18 anticipated low and steady rates throughout the year. The backdrop of Brexit was expected to restrain any interest rate movements to the upside. Variable, or short-term rates, were expected to be the cheaper form of borrowing over the period however given the long-term borrowing need faced by the Council due in part to the Commercial Property Investment Strategy it would be necessary to undertake long-terms loans.
- 2.4 Borrowing was to be undertaken using a mix of maturities so that a balanced portfolio of debt is achieved – borrowing at a variety of durations so as to minimise the cost to the Council. Short-term maturities was to be used to manage the immediate needs of the Council's cash positions and longer term borrowing undertaken to support the requirements of the capital programme.

The Economy in 2017/18

- 2.5 During the calendar year of 2017, there was a major shift in expectations in financial markets in terms of how soon Bank Rate would start on a rising trend. After the UK economy surprised on the upside with strong growth in the second half of 2016, growth in 2017 was disappointingly weak in the first half of the year which meant that growth was the slowest for the first half of any year since 2012. The main reason for this was the sharp increase in inflation caused by the devaluation of sterling after the EU referendum, feeding increases into the cost of imports into the economy. This caused a reduction in consumer disposable income and spending power as inflation exceeded average wage increases. Consequently, the services sector of the economy, accounting for around 75% of GDP, saw weak growth as

consumers responded by cutting back on their expenditure. However, growth did pick up modestly in the second half of 2017. Consequently, market expectations during the autumn rose significantly that the MPC would be heading in the direction of imminently raising Bank Rate. The 2 November MPC quarterly Inflation Report meeting duly delivered by raising Bank Rate from 0.25% to 0.50%.

- 2.6 PWLB borrowing rates increased correspondingly to the above developments with the shorter term rates increasing more sharply than longer term rates. In addition, UK gilts have moved in a relatively narrow band this year, (within 25 bps for much of the year), compared to US treasuries. During the second half of the year, there was a noticeable trend in treasury yields being on a rising trend with the Fed raising rates by 0.25% in June, December and March, making six increases in all from the floor. The effect of these three increases was greater in shorter terms around 5 year, rather than longer term yields.

Investment Outturn

- 2.7 Investments rates for 3 months and longer have been on a rising trend during the second half of the year in the expectation of Bank Rate increasing from its floor of 0.25%, and reached a peak at the end of March. Bank Rate was duly raised from 0.25% to 0.50% in November 2017 and remained at that level for the rest of the year. However given the net borrowing position of the Council investments are managed through the use of AAA Money Market Funds offering immediate liquidity and the highest security whilst offering a yield equivalent to 7-day rates. The average rate on investments was 0.29% on an average balance of £14.2m, representing a 8 basis points out-performance on the 7-Day LIBID benchmark (0.21%).

Borrowing Outturn

- 2.8 The following loans were entered into during the year.

Table 3 – Borrowing undertaken in year

Lender	Principal	Type	Interest Rate	Maturity
PWLB	£10m	Fixed	2.42%	31/03/2063
PWLB	£10m	Fixed	2.41%	31/03/2064
PWLB	£20m	Fixed	1.85%	21/11/2024
PWLB	£10m	Fixed	2.50%	21/11/2062
Middlesbrough	£5m	Fixed	0.23%	15/06/2017
Middlesbrough	£5m	Fixed	0.30%	21/09/2017
GLA	£10m	Fixed	0.70%	19/12/2017
Derby	£5m	Fixed	0.60%	15/01/2018
Leicester	£5m	Fixed	0.75%	12/03/2018
Hereford	£5m	Fixed	0.67%	27/02/2018
Swansea	£5m	Fixed	0.67%	19/02/2018

Net Treasury Outturn

- 2.9 The Council budget for net borrowing costs of £2.2m – reflecting the borrowing costs for the Council's Commercial Property Investment Strategy and the impact of the significant Capital Programme in 2016/17 and 2017/18 (namely the Coral Reef Refurb and Binfield Learning Village). In order to minimise costs, internally

generated cash flows were used before borrowing which resulted in lower borrowing costs than envisaged. Furthermore higher than anticipated cash balances at the beginning of the year enabled the Council to pre-pay pension contributions enabling the Council to once again take benefit from the discount offered by the Pension Authority. This generated additional savings of £300k. The Council also formalised the loan with Downshire Homes Limited (DHL) – moving from the previously agreed 1-Year rate to a longer term 25-Year rate that provided DHL and the Council with greater certainty. This had not been previously built into the original budget and added another £250k of income. Finally as a result of higher than anticipated capital income (particularly CIL) and a more elongated cash-outflow on the major capital schemes, the level of borrowing is below that estimated in the budget. Taken together with maximising the use of grants and other internal cash flow the actual level of borrowing costs in 2017/18 was £1.1m less than anticipated. However this will likely be a one-off saving as the expenditure approved in the Capital Programme will be incurred and borrowing to meet this will be required in future months and years.

Table 4 – Investment Income

	Budget	Actual
	£'000	£'000
Investment Income		
Gross Interest Received	-5	-41
Other Interest Received	-147	-777
Total Interest	-152	-818
Expenditure		
Interest Payments - Other	2,290	1,167
Fees & Charges	70	130
Total Expenditure	2,360	1,297
Net Interest	2,208	479

Fees and Charges include costs related to finance charges, software licences and professional support and advice.

Compliance with Treasury Limits

- 2.10 During the financial year the Council operated within the treasury limits and Prudential Indicators set out in the Council's Treasury Policy Statement and annual Treasury Strategy Statement.
- 2.11 The Council's underlying need to borrow is called the Capital Financing Requirement (CFR) and is set out in Table 5. The CFR is simply the total outstanding capital expenditure which has not yet been paid for from either revenue or capital resources This includes PFI and finance lease schemes on the balance sheet, which increases the Council's borrowing need however no borrowing is actually required against these schemes as a borrowing facility is included in the contract.

	31 March 2018 Actual Indicator (£m)
Opening balance	111.708
Net financing need for CFR purposes	75.618
Less MRP/VRP and other financing movements	-1.205
Closing balance	186.121

2.12 The outturn for the remaining Prudential Indicators are as follows

THE PRUDENTIAL CODE FOR CAPITAL FINANCE FOR LOCAL AUTHORITIES

No.	AFFORDABILITY INDICATORS	2017/18 Out-turn
No.	CAPITAL EXPENDITURE INDICATORS	
3	Gross Capital Expenditure	£'000
(a)	General Fund	£103,807
No.	EXTERNAL DEBT INDICATORS	2017/18 Out-turn
5	Authorised limit for external debt -	£'000
(a)	Borrowing	180,000
(b)	Other long term liabilities	16,000
(c)	TOTAL	196,000
6	Operational boundary -	£'000
(a)	Borrowing	169,000
(b)	Other long term liabilities	16,000
(c)	TOTAL	185,000

The Council's treasury management activities are regulated by a variety of professional codes and statutes and guidance:

- The Local Government Act 2003 (the Act), which provides the powers to borrow and invest as well as providing controls and limits on this activity;
- The Act permits the Secretary of State to set limits either on the Council or nationally on all local authorities restricting the amount of borrowing which may be undertaken ;
- Statutory Instrument (SI) 3146 2003, as amended, develops the controls and powers within the Act. The SI requires the Council to undertake any

borrowing activity with regard to the CIPFA Prudential Code for Capital Finance in Local Authorities;

- The SI also requires the Council to operate the overall treasury function with regard to the CIPFA Code of Practice for Treasury Management in the Public Services;
- Under the Act the CLG has issued Investment Guidance to structure and regulate the Council's investment activities.
- Under section 238(2) of the Local Government and Public Involvement in Health Act 2007 the Secretary of State has taken powers to issue guidance on accounting practices. Guidance on Minimum Revenue Provision was issued under this section on 8th November 2007.

The Council has complied with all of the above relevant statutory and regulatory requirements which require the Council to identify and, where possible, quantify the levels of risk associated with its treasury management activities. In particular its adoption and implementation of both the Prudential Code and the Code of Practice for Treasury Management means both that its capital expenditure is prudent, affordable and sustainable, and its treasury practices demonstrate a low risk approach.

RESOURCES / CX OFFICE
Carry Forwards to 2018/19

Total	Explanation
£'000	
17	<p>Finance</p> <p>Due to all the CWSS changes the maintenance of the C-Series application was not completed in this financial year and has slipped into next year (£0.010m). Insurance valuations (£0.007m) that were due to take place in March have now slipped into the new financial year and thus a carry forward is requested. Additional quotes were sought for the insurance work which resulted in a saving, however it meant that by the time the contractor was instructed they did not have the capacity to complete the work by the end of March.</p>
5	<p>Democratic & Registration</p> <p>Carry forwards are requested for Civic Regalia (£0.003m) and school appeals training (£0.002m). Repairs are required on the civic regalia but the items cannot be sent away until the end of the current mayoral year, May 2018. Schools Appeal training was due to take place on 2nd March but due to the snow this has had to be rescheduled in the new financial year.</p>
30	<p>Learning & Development</p> <p>A carry forward of £0.030m is requested within training. We have been unable to complete the agreed Council wide leadership development activity (coaching and mentoring as well as change management) this year due to not having the OD Manager in place to secure the provider and progress this work. As such this work will now need to take place in the next financial year.</p>
2	<p>Civic Accommodation</p> <p>The new Council wide Lanyards related underspend was as a result of the items not being able to be delivered within the 2017/18 financial year due to delays post ordering, as such a carry forward is requested into 2018/19.</p>
5	<p>Registration of Births, Deaths and Marriages / Member Services</p> <p>Now that the ceremony suite has moved to South Hill Park, new publicity is required, however due to the poor weather we have not been able to obtain sufficient footage/photos. As such a carry forward is requested to allow this work to be carried out in the Spring. In addition to this a plaque is required for Time Square to commemorate the new Council Chamber but due to delays this will slip into 2018/19.</p>
59	Grand Total

CHILDREN, YOUNG PEOPLE AND LEARNING

Carry Forwards to 2018/19

Total	Explanation
£'000	
5	Governor Services – The annual governor conference had to be cancelled due to the snow. The event will be rescheduled to take place in 2018/19 and the unspent funds will be carried forward to finance the costs.
5	Grand Total

ENVIRONMENT, CULTURE & COMMUNITIES
Carry Forwards to 2018/19

Total	Explanation
£'000	
15	<p>Regeneration & Economic Development</p> <p>A delay in the delivery of the feasibility study for the Business Improvement District project has meant this will not now be completed until April / May.</p>
5	<p>Easthampstead Park Cemetery & Crematorium</p> <p>There has also been a £5,000 underspend of the maintenance budget due to a delay in maintenance works on the generator.</p>
20	Grand Total

Reserves & Balances Policy Statement

As part of the financial planning process the Council will consider the establishment and maintenance of reserves and balances. In setting these, account is taken of the key assumptions underpinning the budget and financial strategy, together with the Council's financial management arrangements. Key factors considered include;

- Cash flow
- Assumptions on inflation and interest rates
- Level and timing of capital receipts
- Demand led pressures
- Planned economies
- Risk associated with major projects
- Availability of other funding (e.g. insurance)
- General financial climate

Reserves and Balances can be held for a number of purposes

General Balances

Balance	Purpose	Policy	Value
General Fund	Provides general contingency for unavoidable or unforeseen expenditure and to cushion against uneven cash flows and provides stability in longer term financial planning.	Policy based on a risk assessment of budget and medium term financial plans. Historically £4m has been considered to be the minimum prudent level.	March 15 £10.961m March 16 £12.730m March 17 £11.071m March 18 £9.047m

Earmarked Reserves

Earmarked Reserves are sums of money which have been set aside for specific purposes. These are excluded from general balances available to support revenue or capital expenditure. The Council has the following earmarked reserves:

Reserve	Purpose	Policy	Value
Insurance and other Uninsured Claims	This provides cover for the excess payable on claims under the Council's insurance policies (self insurance). It also provides for any potential future claims not covered by existing policies, including contractual disputes and legal claims.	Needs to be at a level where the provision could sustain claims in excess of current claims history	March 15 £2.731m March 16 £2.666m March 17 £2.750m March 18 £2.843m
Budget Carry Forward	Used to carry forward approved unspent monies to the following year.	Budget Carry Forwards are permitted only in accordance with the scheme set out in financial regulations.	March 15 £0.202m March 16 £0.315m March 17 £0.221m March 18 £0.084m
Cost of Structural Change	The reserve gives an opportunity to fund the one-off additional costs arising from restructuring before the benefits are realised.	This reserve will be used to meet organisational wide and departmental restructures where there are demonstrable future benefits.	March 15 £1.469m March 16 £1.555m March 17 £1.852m March 18 £1.990m
Schools' Balances	These funds are used to support future expenditure within the Dedicated Schools Block and include individual school balances.	Balances are permitted to be retained by Schools under the Schools Standards & Framework Act 1998. Policies are set and the reserves are managed by schools and the LEA has no practical control over the level of balances.	March 15 £4.013m March 16 £3.333m March 17 £1.695m March 18 £1.272m
Discretionary School Carry Forwards	The statutory requirement to carry forward school balances has been extended to cover those held for Pupil Referral Units and the Schools Specific Contingency as set out in the financial regulations.	Budget Carry Forwards are permitted in accordance with the scheme set out in financial regulations.	March 15 £0.074m March 16 £0.074m March 17 £0.052m March 18 £0.091m

Reserve	Purpose	Policy	Value
Unused Schools Budget Balance	The Schools Budget is a ring fenced account, fully funded by external grants, the most significant of which is the Dedicated Schools Grant. Any under or overspending remaining at the end of the financial year must be carried forward to the next year's Schools Budget and as such has no impact on the Council's overall level of balances.	This reserve is held for specific accounting reasons. The funds in this reserve are ring fenced and cannot be used for any other purpose.	March 15 £0.208m March 16 £1.373m March 17 £1.778m March 18 £1.994m
SEN Resource Units	An earmarked reserve set up in 2012/13 from the under spend on the Schools Budget to fund building adaptations required to develop SEN (special education needs) resource units.	Part of the unused Schools Budget balance, but earmarked for a particular purpose. The funds are therefore ring fenced. The reserve has been approved by the Executive member for Children, Young People and Learning.	March 15 £0.490m March 16 £0.316m March 17 £0.304m March 18 £0.337m
School Meals Re-tender	An earmarked reserve set up in 2013/14 from the under spend on the Schools Budget to cover the costs of the re-tender exercise.	Part of the unused Schools Budget balance, but earmarked for a particular purpose. The funds are therefore ring fenced. The reserve has been approved by the Executive member for Children, Young People and Learning.	March 15 £0.040m March 16 £0.040m March 17 £0.040m March 18 £0.040m
School Expansion Rates	An earmarked reserve set up in 2013/14 from the under spend on the Schools Budget to help finance the increase in Business Rates arising from school expansions. School budgets are normally set on a provisional figure and the reserve will absorb the differences between provisional and actual figures.	Part of the unused Schools Budget balance, but earmarked for a particular purpose. The funds are therefore ring fenced. The reserve has been approved by the Executive member for Children, Young People and Learning.	March 15 £0.196m March 16 £0.445m March 17 £0.595m March 18 £0.841m
School Diseconomy Costs	An earmarked reserve set up in 2016/17 from the under spend on the Schools Budget to help finance the medium term cost pressure that will arise from new schools being built. These will generally open with relatively low pupil numbers	Part of the unused Schools Budget balance, but earmarked for a particular purpose. The funds are therefore ring fenced. The reserve has been approved by the Schools Forum.	March 17 £0.300m March 18 £0.800m

Reserve	Purpose	Policy	Value
	and will therefore need additional financial support until pupil numbers reach a viable level.		
SEN Strategy Reserve	An earmarked reserve set up in 2017/18 from the under spend on the Schools Budget to help finance the additional medium term costs arising from implementation of the SEN Strategy, assisting with the early implementation of change to improve the outcomes of children and to explore the potential for different models of alternative provision.	Part of the unused Schools Budget balance, but earmarked for a particular purpose. The funds are therefore ring fenced. The reserve has been approved by the Schools Forum.	March 18 £0.439m
Repairs & Renewals	The Council has accumulated funding in an earmarked reserve from service charges paid by tenants at Longshot Lane, Forest Park and Liscombe.	The reserve is held in order to finance future improvement works thereby reducing pressure on maintenance budgets.	March 15 £0.066m March 16 £0.014m March 17 £0.009m March 18 £0.021m
Building Regulation Chargeable Account	A statutory ring fenced account which over time must breakeven.	This reserve is held for specific accounting reasons. The funds in this reserve are ring fenced and cannot be used for any other purpose. The account is currently in deficit and therefore there is no balance on the reserve.	March 15 £0.000m March 16 £0.000m March 17 £0.000m March 18 £0.000m
Commutated Maintenance of Land	Money is received and set aside for the ongoing maintenance of land transferred to the Council under Section 106 agreements.	The reserve will be used to cover the cost of maintaining land transferred to the Council under Section 106 agreements.	March 15 £0.643m March 16 £1.104m March 17 £1.375m March 18 £1.519m
S106 and Travel Plan Monitoring	Money is received and set aside to cover the costs of monitoring developers' compliance with Section 106 agreements, including any travel plan requirements.	The reserve will be used to cover the cost of monitoring developers' compliance with Section 106 agreements, including any travel plan requirements.	March 15 £0.120m March 16 £0.120m March 17 £0.128m March 18 £0.145m

Reserve	Purpose	Policy	Value
Property Searches Chargeable Account	A reserve created for a statutory ring fenced account which over time must breakeven.	This reserve is held for specific accounting reasons. The funds in this reserve are ring fenced and cannot be used for any other purpose.	March 15 £0.133m March 16 £0.154m March 17 £0.135m March 18 £0.092m
Business Rates Equalisation	A reserve to manage the volatility in business rates income expected to result from the localisation of business rates in April 2013.	The reserve will be used to smooth the impact of changes in business rate income on the annual budget including levy payments and further appeals. Replaced by the Future Funding Reserve at the end of 2017/18.	March 15 £13.700m March 16 £11.798m March 17 £0.000m March 18 £0.000m
Transformation	A reserve to support investment in service innovation and improvements.	The reserve will be used to meet the upfront costs of transformation.	March 15 £0.480m March 16 £1.399m March 17 £1.960m March 18 £2.882m
Demographic Pressures and Projects	A reserve to fund future demographic pressures and projects within Adult Social Care.	The reserve will be used to smooth the impact of demographic changes and to meet the upfront cost of projects designed to create efficiencies and service improvements. The reserve is no longer required.	March 15 £0.477m March 16 £0.477m March 17 £0.194m March 18 £0.000m
Revenue Grants Unapplied	A reserve to hold unspent revenue grants and contributions where there are no outstanding conditions.	The reserve will be used to match the grant income to the associated expenditure.	March 15 £2.083m March 16 £2.333m March 17 £3.653m March 18 £2.899m
Early Intervention	A reserve to support initiatives that focus on early intervention and preventative work.	The reserve will be used to meet the upfront cost of initiatives focusing on early intervention and preventative work. The reserve is no longer required.	March 15 £0.289m March 16 £0.259m March 17 £0.029m March 18 £0.000m

Reserve	Purpose	Policy	Value
School Masterplans and Feasibility Studies	A reserve to meet the cost of masterplans and feasibility studies for schools expansion.	Any upfront costs incurred prior to a decision being taken to construct an asset may need to be met from revenue.	March 15 £0.500m March 16 £0.500m March 17 £0.350m March 18 £0.341m
Repairs and Maintenance	A reserve to address 1D priorities (urgent works required to assets which are life expired and/or in serious risk of imminent failure) which are revenue rather than capital in nature.	The reserve will be used for high priority revenue repairs and maintenance. The reserve is no longer required.	March 15 £0.187m March 16 £0.039m March 17 £0.039m March 18 £0.030m
Members Initiatives	A reserve to fund another round of small projects (£0.015m per member) based on members' knowledge of local ward priorities or in conjunction with partners and other stakeholders.	The reserve will be used for local ward priorities identified by members The reserve is no longer required.	March 15 £0.207m March 16 £0.089m March 17 £0.082m March 18 £0.000m
Public Health Reserve	Under the conditions of the Public Health grant, any under spend of the ring fenced grant can be carried over via a reserve into the next financial year.	The reserve will be used to fund Public Health priorities and projects.	March 15 £0.399m March 16 £0.380m March 17 £0.539m March 18 £1.007m
Better Care Fund Reserve	A reserve to help meet the cost of Better Care Fund priorities and projects.	The reserve will be used to fund Better Care Fund priorities and projects.	March 15 £0.945m March 16 £1.328m March 17 £0.617m March 18 £1.420m
Regeneration of Bracknell Town Centre	A new reserve to help meet the cost of Council funded Town Centre initiatives	The reserve will be used to fund Town Centre initiatives.	March 17 £0.250m March 18 £0.752m
Commercial Properties Acquisition	A new reserve to meet any revenue costs arising from the Council's Commercial Property Investment Strategy.	Any upfront costs incurred prior to a decision being taken to purchase a commercial property will need to be met from revenue if the purchase does not proceed.	March 17 £0.150m March 18 £0.125m

Reserve	Purpose	Policy	Value
London Rd Feasibility	A new reserve which will be used to meet professional fees regarding the London Road landfill site.	The reserve will be used to cover professional fees relating to the feasibility study.	March 18 £0.125m
Future Funding	A new reserve which will be used to smooth the impact of changes in Business Rates income and central government funding decisions.	The reserve will help to balance the revenue budget over the medium term. It has a wider remit than just Business Rates but also replaces the Business Rates Equalisation Reserve.	March 18 £8.608m
Dilapidations Reserve	A new reserve to hold funds from tenants for end-of-lease property repairs and reinstatements.	The reserve will be used to carry out repairs and reinstatements to commercial properties required before they can be re-let.	March 18 £0.045m

Unusable Revenue Reserves

Certain reserves are kept to manage the accounting processes and do not represent usable resources for the Council.

Balance	Purpose	Policy	Value
Collection Fund Adjustment Account	A reserve required to reflect Collection Fund changes included in the SORP 2009. The balance represents the difference between the Council Tax income included in the Income and Expenditure Account and the amount required by regulation to be credited to the General Fund.	This balance is held for specific accounting reasons.	March 15 -£5.851m March 16 -£5.611m March 17 £5.761m March 18 -£2.351m
Accumulated Absences Account	A reserve which absorbs the differences that would otherwise arise on the General Fund Balance from accruing for compensated absences earned but not taken in the year (e.g. annual leave and flexi-time entitlement carried forward at 31 March). Statutory arrangements require that the impact on the General Fund Balance is neutralised by transfers to or from the Account.	This balance is held for specific accounting reasons.	March 15 -£5.692m March 16 -£5.598m March 17 -£5.328m March 18 -£5.685m
Pensions	Reflects the Council's share of the Royal County of Berkshire Pension Fund's assets and liabilities. Contributions will be adjusted to ensure any projected deficit is funded.	This balance is held for specific accounting reasons.	March15 -£223.895m March16 -£214.650m March17 -£282.216m March18 -£276.125m

Virements between Departments

Total	Explanation
£'000	
	<u>Resources / CX Office</u>
-563	Following the purchase of a commercial properties in Southampton, a budget for associated rental income has been transferred into Resources from Council Wide Items.
74	Allocation of Planned Maintenance budgets to match the programme of works.
42	Centralisation of the Web Team into Resources
44	Allocation of central budget to cover the Apprenticeship Levy
	<u>Children, Young People and Learning</u>
5	Allocation of Planned Maintenance budgets to match the programme of works.
-12	Centralisation of the Web Team into Resources
47	Allocation of central budget to cover the Apprenticeship Levy
	<u>Adult Social Care, Health and Housing</u>
2	Allocation of Planned Maintenance budgets to match the programme of works.
51	Allocation of central budget to cover the Apprenticeship Levy
	<u>Environment, Culture and Communities</u>
128	Allocation of Planned Maintenance budgets to match the programme of works.
-30	Centralisation of the Web Team into Resources
-277	Revenue contributions for equipment purchases and works at Coral Reef, and for the purchase of refuse bins.
-1	A sum of £97,480 was vired from the Section 106 SPA Mitigation monies received to fund 2.65 FTE posts to enable the production of, co-ordination and monitoring of the Suitable Alternative Non Green Spaces (SANGS) plans together with the co-ordination of access management measures. The full transfer was not required so £1,495 is to be returned to S106 for future years.
54	Allocation of central budget to cover the Apprenticeship Levy
	<u>Non-Departmental / Council Wide</u>
563	Following the purchase of a commercial properties in Southampton, a budget for associated rental income has been transferred into Resources from Council Wide Items.
-209	Allocation of Planned Maintenance budgets to match the programme of works.
277	Revenue contributions for equipment purchases and works at Coral Reef, and for the purchase of refuse bins.
-196	Allocation of central budget to cover the Apprenticeship Levy
1	S106 Transfers
0	Total Virements

Departmental Virements over £50,000

Debit	Credit	Explanation
£'000	£'000	
		<u>Resources / CX Office</u>
		The Devolved Staffing Budgets (DSB) have then been realigned to reflect in year staff turnover and amendments to staffing structures. The breakdown of this is as follows:
	-44	Chief Executive
68		Chief Executive's Office (Support)
	-59	Committee Services
	-53	Community Engagement
	-20	Community Safety
	-28	Customer Services
30		Director of CSR
	-93	Finance
65		HR
34		ICT
82		Legal
	-18	Local Tax Collection
35		Member and Mayoral Services
87		Office Accommodation
	-1	Operations Unit
	-71	Overview and Scrutiny
	-5	Property Services
	-14	Registration of Births, Deaths and Marriages
8		Registration of Electors/Elections
	-33	Surveyors
30		Unified Training Unit
439	-439	Total

Departmental Virements over £50,000

Debit	Credit	Explanation
£'000	£'000	
		<u>Children, Young People and Learning</u>
		The devolved staffing budgets have been reviewed and reset to reflect requirements for the year. A small number of virements are required that balance to a net nil effect.
54	-54	Office Services Performance and Governance
		<u>Schools Budget</u>
		The approved Scheme for Local Management of Schools sets out criteria under which school budgets will be adjusted to take account of changing circumstances. These can be in respect of local policy decisions or in order to
2,957		Funds Delegated to Schools
447		School Grant Income
	-65	De-delegated Budgets
	-33	Other School Services
7		Funds Delegated to Special Schools
	-7	Post 16 SEN and other grants
	-1,647	Maintained Schools & Academies
	-2	Non Maintained Special Schools (NMSS) and Colleges
9		Education out of School
	-1,666	EY Free Entitlement
		The transfer of schools to an academy status resulted in the Education and Skills Funding Agency (ESFA) directly funding relevant school, rather than the council. The ESFA recouped relevant income from the council requiring resultant budget adjustments.
	-1,155	Funds Delegated to Schools
	-215	De-delegated Budgets
37		Other School Services
	-27	Statutory / Regulatory Duties
18		NMSS & Colleges
1,342		Dedicated Schools Grant
4,871	-4,871	Total

Departmental Virements over £50,000

Debit	Credit	Explanation
£'000	£'000	
		<u>Adult Social Care, Health and Housing</u>
		Additional grant in respect of the improved Better Care Fund announced in the Spring 2017 budget. This was not in the base budget and the grant was only confirmed following completion of the CQC review of Adult Social Care in the second half of the financial year.
	-929	Government Grants
368		Adult Social Care - employees
561		Adult Social Care - purchased social care
		Additional funding drawn down from the Better Care Fund in respect of the new community based model for the intermediate care service and for end of life care.
	-340	NHS funding
90		Adult Community Team - Third Party Payments
250		Adult Community Team - Employees
		Additional staff costs that have been funded from savings in the supporting people contract.
	-69	Housing - Transfer Payments
69		Housing - Employees
1,338	-1,338	Total

Departmental Virements over £50,000

Debit	Credit	Explanation
£'000	£'000	
		<u>Environment, Culture and Communities</u>
		The Devolved Staffing Budgets (DSB) have then been realigned to reflect in year staff turnover and amendments to staffing structures
177	-22	Leisure & Culture
		Planning Transport & Countryside
	-74	Environment & Public Protection
	-81	Performance & Resources
177	-177	Total
6,825	-6,825	Grand Total

**TO: EXECUTIVE
3 JULY 2018**

**POLLING DISTRICT AND POLLING PLACE REVIEW 2018
Director of Resources – Democratic and Registration Services**

1 PURPOSE OF REPORT

- 1.1 This report sets out the proposals of the Electoral Review Steering Group for changes to Bracknell Forest’s polling districts and polling places as part of a review conducted in line with the statutory processes set out in Electoral Registration and Administration Act 2013. Any changes will take effect with the publication of the revised register of electors on 1 December 2018. If an election was to take place prior to this date the existing polling districts and polling places would be used.

2 RECOMMENDATIONS

- 2.1 That the proposals of the Electoral Review Steering Group are agreed for recommendation to Council as set out below:

That no changes are made to the existing polling arrangements for the following wards:

Ward	Polling Districts
Ascot	WX; WY
Central Sandhurst	SP
Crown Wood	BF; WW
Crowthorne	CN
Great Hollands North	BH; BQ
Great Hollands South	BJ
Hanworth	BD; BK
Harmans Water	BL; BLP; WV
Little Sandhurst and Wellington	CS; SQ
Old Bracknell	BM; BN
Owlsmoor	SJ
Priestwood and Garth	BG; BP
Winkfield and Cranbourne	WN; WP; WS; WZ

- 2.2 That the following changes are made to the Binfield with Warfield Ward:
- i. Separate the southern area of the existing ‘BA’ polling district into a new polling district to be called ‘BI’. Shown in Annexe A – Fig 1.

- ii. Separate the Amen Corner development from the 'BA' polling district and creating a new polling district to be called 'BAC'. Shown in Annexe A – Fig 1.
- iii. Designate Newbold College as the polling station for the 'BI' new polling district.
- iv. Designate Farley Wood Community Centre is designated as the polling station for polling district 'BAC' with the electors for that polling district using the main hall at the Community Centre.
- v. That Binfield Memorial Hall remains the polling station for the revised 'BA' polling district.
- vi. That Farley Wood Community centre remains the polling station for the unchanged 'BB' polling district with the electors concerned continuing to vote in the "Meeting Room" at the Community Centre
- vii. That no changes are made to either polling districts 'BB' or 'WM', retaining existing polling arrangements.

2.3 That the following change is made to the Bullbrook Ward:

- i. That one additional polling station is created at Bullbrook Community Centre to increase capacity at this polling place and reduce pressure on the two existing polling stations.

2.4 That the following change is made to the College Town Ward:

- i. Designate the main sports hall at Sandhurst Secondary School as the default polling station for electors in polling district 'SO'. Should a scheduled exam clash with a polling day the existing arrangements at College Town Infants School would be reinstated.

2.6 That the following changes are made to the Warfield Harvest Ride Ward:

- i. Create a new polling district named 'WE' by splitting the existing 'WG' polling district into two areas. Fig. 2 in Annexe A shows this.
- ii. Designate Westmoreland Pavilion as the polling station for the proposed 'WE' polling district.
- iii. That voters in the revised 'WG' polling district continue to vote at Warfield Community centre which would be a single polling station.
- iv. That voters in the unchanged 'WQ' polling district continue to vote at Warfield Community Centre.

2.7 That the following change is made to the Wildridings and Central Ward:

- i. Designate the former Magistrates Court as the polling station for 'BT' electors for the 2019 elections.
- ii. That subject to a re-evaluation by the Steering Group after planned renovation work, for all subsequent polls, Bracknell Central Library is designated as the polling station.

3 REASONS FOR RECOMMENDATIONS

- 3.1 The proposals seek to update the current polling arrangements to ensure that all polling districts, places and stations are suitable for the next borough wide elections in May 2019.
- 3.2 All proposals are made with the intention to balance the number of electors within each polling district; to ensure that polling places are convenient and easily accessible for voters and that polling arrangements have capacity to absorb future demand arising from new residential property developments.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 The Electoral Review Steering Group considered a number of potential locations to replace polling stations that were no longer suitable or available taking consideration of representations made by a number of stakeholders as part of the formal consultation process that ran from September to November 2017 – Shown in Annexe B.

5 SUPPORTING INFORMATION

Background

- 5.1 The Electoral Administration Act 2013 requires the Council to undertake a review of the polling arrangements every five years.
- 5.2 The last full review of polling arrangements was concluded in 2014.
- 5.3 Since the 2014 review there have been four borough wide polls and six local by-elections which have resulted in a number of comments and queries from various stakeholders around the continued suitability of some polling stations. As such it was determined that a full review should be undertaken prior to the next borough wide poll in May 2019. This is in addition to the next compulsory review which must still be undertaken between 1 October 2018 and 31 January 2020. While this must follow the same statutory processes, because we will have just conducted a detailed analysis of the boroughs polling arrangements, this should only need to be a 'light touch' review with the added benefit of formally capturing lessons and feedback from the May 2019 elections.

Polling districts

- 5.4 A polling district is a geographical sub-division of an electoral area i.e. a Borough Ward, a Parish/ Town Council or Parish/ Town Council ward. It is the smallest unit of an electoral area. Polling districts cannot include more than one of either a Parish/ Town ward, a Parish/ Town Council or a Borough ward, which

Polling place

- 5.5 A polling place is an area or building in which polling stations will be selected by the relevant Returning Officer. A polling place within a polling district must be designated so that polling stations are within easy reach of all electors from across the polling district.

Polling station

- 5.6 A polling station is the room or area within the polling place where voting takes place. Unlike polling districts and polling places which are fixed by the local authority, polling stations are chosen by the relevant Returning Officer for the election.

Method undertaken to conduct the review

- 5.7 The review was carried out by Officers in line with the responsibilities required of them under the guidance of the Electoral Commission.
- 5.8 The Electoral Review Steering Group met twice to discuss the proposals and membership consisted of Cllr Dale Birch, Cllr Ian Leake, Cllr Mrs Mary Temperton and Cllr Chris Turrell (Chair).
- 5.9 Members provided comments on the proposals at the first steering group meeting. Subsequently, Officers investigated and updated the proposals to reflect the results of this feedback. Officers presented the updated proposals at the second steering group meeting and members unanimously endorsed these. A third meeting was scheduled to take place but, as all proposals were accepted, this was cancelled.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 6.1 The relevant legal implications are addressed within the main body of the report.

Borough Treasurer

- 6.2 The establishment of additional polling stations will involve additional costs for staffing and hire of accommodation.
- 6.3 Any increased costs at the time of an election would be realised by the body responsible for paying for the particular election.
- 6.4 For the next Borough and Parish elections due to take place in May 2019 it is estimated that these additional costs will be around £3,750 This is comprised of £2200 additional staffing, £600 hire costs, £200 single use equipment and £750 reusable equipment. Where there is a contested parish/ town election these costs will be shared equally.

Equalities Impact Assessment

- 6.5 Equalities Impact Assessment is integrated within the review of each proposal to the scheme.
- 6.6 Polling stations are regularly reviewed to ensure maximum accessibility and various methods of voting are promoted to enable access for all. Polling equipment and facilities are available in every Station to assist voters with disabilities.

Strategic Risk Management Issues

- 6.7 Failure to complete the review would result in the Council being in breach of its statutory duty.

Other Officers

- 6.8 None

7 CONSULTATION

Principal Groups Consulted

- 7.1 Initial proposals were drawn up by Electoral Services on behalf of the Returning Officer, published and circulated to interested parties on 11 September 2017.
- 7.2 Bracknell Forest's online consultation portal, e-mail to all stakeholders including elected members, candidates, agents, head teachers, parish and election staff.

Method of Consultation

- 7.2 Newsletters and e-mails sent to all local charities and voluntary groups in the borough via Involve, a local organisation that supports local charities and community groups.

Representations Received

- 7.3 A total of 27 representations were received concerning 13 polling locations. These are shown in Annexe B.

Background Papers

None

Contact for further information

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REVIEW OF POLLING DISTRICTS AND POLLING PLACES

Fig: 1 Binfield with Warfield

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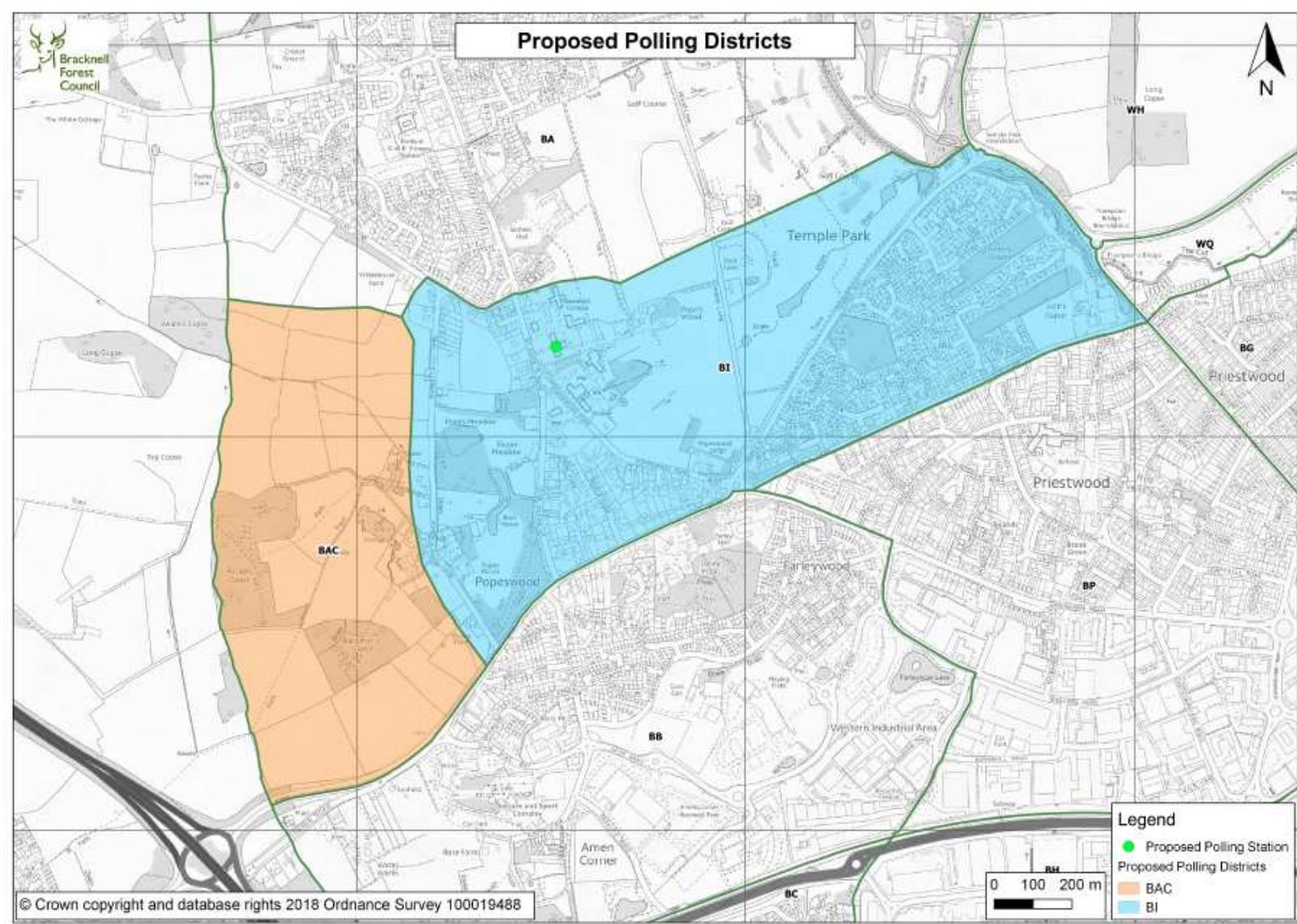


Fig: 2: Warfield Harvest Ride

