

**EXECUTIVE
22 OCTOBER 2019
5.03 - 5.38 PM**



Present:

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

Apologies for absence were received from:

Councillors D Birch

Also Present:

Councillors Brown

19. Declarations of Interest

Councillors Turrell, Brunel-Walker and Heydon declared an Affected Interest in item 7 on the agenda as they were Bracknell Town Councillors.

Councillor Mrs Hayes MBE declared an Affected Interest in item 7 on the agenda as she was a Winkfield Parish Councillor.

Councillor Barnard declared an Affected Interest in item 7 on the agenda as he was a Warfield Parish Councillor.

Councillor Brunel-Walker declared an Disclosable Pecuniary Interest in item 9 on the agenda, and would leave the room for the duration of the item.

20. Minutes

RESOLVED that the minutes of the meeting of the Executive on 24 September 2019 together with the accompanying decision records be confirmed as a correct record and signed by the Leader.

Executive Decisions and Decision Records

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

21. Council Plan 2019-23

The Executive **RECOMMENDS** to Council that they approve the Council Plan 2019-2023.

22. 2019 Review Polling Districts and Polling Places

RESOLVED that

- I. existing polling arrangements remain the same in all wards except for Bracknell Town Centre: The Court House.
- II. Bracknell Town Centre: The Court House polling station is moved to the

Bracknell Central Library.

23. **Transfer of land - non-strategic open spaces to Parish and Town Councils**

RESOLVED that

- I. the Assistant Director: Property be authorised to grant the leases of the open spaces in Table 1 in the Director: Delivery's report, to the relevant Parish / Town Council. (Subject to individual agreements).
- II. the Assistant Director: Property be authorised to accept surrenders and re-grant the existing leases of Table 2 in the Director: Delivery's report, to the relevant Parish / Town Council.
- III. the Assistant Director: Property be authorised to grant leases of the two public conveniences in table 3 in the Director: Delivery's report, to the relevant Parish / Town Council.

24. **Adoption of a Local List of Buildings and Structures of Local Architectural or Historic Interest**

RESOLVED that the list of buildings (50 in total) as set out in Appendix B of the Director of Place, Planning and Regeneration, for inclusion on the Local List of Buildings and Structures of Local Architectural or Historic Interest.

25. **School meals catering re-tender**

RESOLVED that the Procurement Plan is approved.

26. **Exclusion of Public and Press**

RESOLVED that pursuant to Regulation 21 of the Local Authorities (Executive Arrangements) (Access to Information) Regulations 2000, members of the public and press be excluded from the meeting for the consideration of item 10 and 11 which involves the likely disclosure of exempt information under the following category of Schedule 12A of the Local Government Act 1972:

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

27. **Procurement Plan for the Re-tender of Liability Insurance Provider and Claims Handling Service**

RESOLVED that

- I. the Procurement Plan for the tender of the liability insurance policies utilising the YPO Insurance Placement Framework is approved.
- II. the delegation of the award of the contract(s) to Director of Finance subject to the new contracts being within budget is approved.

28. **Home to School Transport New Contracts procurement**

RESOLVED that

- I. the Procurement Plan is approved.

- II. the use of a Dynamic Purchasing System (DPS) to tender for individual routes is approved.

CHAIRMAN

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Bracknell Forest Council Record of Decision

Work Programme Reference	1087402
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1. **TITLE:** Council Plan 2019-23
2. **SERVICE AREA:** Organisational Development, Transformation & HR
3. **PURPOSE OF DECISION**

To approve the new Council Plan.

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

The Executive **RECOMMENDS** to Council that they approve the Council Plan 2019-2023.

7. **REASON FOR DECISION**

1. Since becoming a Unitary Authority in 1998 the Council has made savings in its annual revenue spending in excess of £80m. Of this over £18m has been removed from budgets in the last few years. By all comparative measures, the Council provides value for money. However, pressure on public sector spending remains and further significant savings will be needed over the next five years.
2. The Council Plan is rooted firmly in the Conservative election manifesto of 2019. It puts these election commitments made then into the current financial context to provide the organisation with a strategic direction and framework to meet the challenges ahead. In order to meet this challenge, the council needs to find a framework for delivering services that allows us to adapt, innovate, find new ways of working and, in some cases, reduce what we do.

8. **ALTERNATIVE OPTIONS CONSIDERED**

None – the Council needs a comprehensive Council Plan to provide a coherent framework to guide and prioritise its many activities over the life of this Council.

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

Date Decision Made	Final Day of Call-in Period
22 October 2019	29 October 2019

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I083566
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1. **TITLE:** 2019 Review Polling Districts and Polling Places

2. **SERVICE AREA:** Delivery

3. **PURPOSE OF DECISION**

The undertaking of the statutory review of all polling places and polling districts within the Borough of Bracknell Forest.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

- I. existing polling arrangements remain the same in all wards except for Bracknell Town Centre: The Court House.
- II. Bracknell Town Centre: The Court House polling station is moved to the Bracknell Central Library.

7. **REASON FOR DECISION**

To address stakeholder feedback relating to the continued suitability of polling locations and to ensure high quality, accessible polling arrangements for all Bracknell Forest electors.

8. **ALTERNATIVE OPTIONS CONSIDERED**

- I. BT – The Court House: Consideration was given to moving the polling station to the Time Square council offices. Members decided that the Bracknell Central Library would provide a superior experience to electors.
- II. BJ - Wooden Hill Primary School: In response to feedback received during the public consultation, consideration was given to moving this polling station to the newly refurbished Great Hollands Pavilion. Officers visited the location and while the venue itself has excellent facilities Members decided that the location relative to the electors who would be using it and general issues around accessibility for those electors with limited mobility, discount it as a reasonable alternative compared to the existing arrangements.
- III. BW – Wildridings Primary School: A significant number of representations received requested the relocation of this polling station to an alternative venue. Other locations were considered such as the Wildridings Gospel Hall Members decided that restrictions around bookings meant that this was not a viable alternative.

At the Steering Groups request, officers met with the Headteacher to ascertain whether a compromise arrangement could be put in place to allow the school to

remain open on polling days. It was mutually agreed that issues around safeguarding could not be appropriately mitigated. The Steering Group asked officers to keep the location under review and did not recommend any changes at this time.

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

Date Decision Made	Final Day of Call-in Period
22 October 2019	29 October 2019

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I085287
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1. **TITLE:** Transfer of land - non-strategic open spaces to Parish and Town Councils

2. **SERVICE AREA:** Place, Planning & Regeneration

3. **PURPOSE OF DECISION**

To approve the grant of new long-term leases to transfer selected open spaces to Parish and Town Council management and maintenance.

To approve the re-grant of existing leases to create consistency of lease terms and durations for Parish and Town Councils.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

- I. the Assistant Director: Property be authorised to grant the leases of the open spaces in Table 1 in the Director: Delivery's report, to the relevant Parish / Town Council. (Subject to individual agreements).
- II. the Assistant Director: Property be authorised to accept surrenders and re-grant the existing leases of Table 2 in the Director: Delivery's report, to the relevant Parish / Town Council.
- III. the Assistant Director: Property be authorised to grant leases of the two public conveniences in table 3 in the Director: Delivery's report, to the relevant Parish / Town Council.

7. **REASON FOR DECISION**

1. The transfer of land sales is beyond the constitution scheme of the delegation and require the authority of the Executive.
2. To transfer sites which have no strategic value to the authority.
3. To extend the duration of existing leases.
4. To save future maintenance and running costs on public conveniences.

8. **ALTERNATIVE OPTIONS CONSIDERED**

To not transfer the properties.

9. **PRINCIPAL GROUPS CONSULTED:** Parish and town councils
10. **DOCUMENT CONSIDERED:** Report of the Director: Place, Planning & Regeneration, Executive Director: Delivery
11. **DECLARED CONFLICTS OF INTEREST:** Councillors Turrell, Brunel-Walker and Heydon declared an Affected Interest in item 7 on the agenda as they were Bracknell Town Councillors.
- Councillor Mrs Hayes MBE declared an Affected Interest in item 7 on the agenda as she was a Winkfield Parish Councillor.
- Councillor Barnard declared an Affected Interest in item 7 on the agenda as he was a Warfield Parish Councillor.

Date Decision Made	Final Day of Call-in Period
22 October 2019	29 October 2019

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I083737
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1. **TITLE:** Adoption of a Local List of Buildings and Structures of Local Architectural or Historic Interest

2. **SERVICE AREA:** Place, Planning & Regeneration

3. **PURPOSE OF DECISION**

On 12th February 2019 the Executive agreed in principle to the first nominations for inclusion on a local list of non designated heritage assets subject to the nominating bodies and the individual property occupiers being notified. This purpose of this report is to advise the Executive of the response received as a result of the notification exercise and recommend the final list of buildings and structures to be included on the local list.

4 **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

That the list of buildings (50 in total) as set out in Appendix B of the Director of Place, Planning and Regeneration, for inclusion on the Local List of Buildings and Structures of Local Architectural or Historic Interest.

7. **REASON FOR DECISION**

The local list will form part of the evidence base of the new local plan. This includes the identification of the Borough's heritage assets, whether designated (statutorily Listed) or non-designated and the contribution they make to the historic environment. The inclusion of a building or structure on a local list will be a material consideration in decision making.

8. **ALTERNATIVE OPTIONS CONSIDERED**

Not to include the nominated buildings on the local list, but to rely upon the provisions of the Planning Listed Buildings and Conservation Areas Act 190 to protect buildings under threat of demolition or alteration through the use of a Building Preservation Notice (BPN).

9. **PRINCIPAL GROUPS CONSULTED:** Individual property owners and nominating bodies

10. **DOCUMENT CONSIDERED:** Report of the Director: Place, Planning & Regeneration

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

Date Decision Made	Final Day of Call-in Period
22 October 2019	29 October 2019

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I087283
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1. **TITLE:** School meals catering re-tender

2. **SERVICE AREA:** People

3. **PURPOSE OF DECISION**

To approve the Procurement Plan for the re-tender of the school meals catering contract.

4 **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

That the Procurement Plan is approved.

7. **REASON FOR DECISION**

It is a requirement of the Contract Standing orders that the Director and Full Executive approve any Procurement Plan with a value in excess of £400,000. This decision seeks approval for the procurement process.

8. **ALTERNATIVE OPTIONS CONSIDERED**

- I. Schools re-tender its school meals service and finds another provider individually or collectively.
- II. Schools take the service in-house and operates school meals themselves.

9. **PRINCIPAL GROUPS CONSULTED:** Headteachers

10. **DOCUMENT CONSIDERED:** Report of the Executive Director: People

11. **DECLARED CONFLICTS OF INTEREST:** Councillor Brunel-Walker declared an Disclosable Pecuniary Interest, and left the room for the duration of the item.

Date Decision Made	Final Day of Call-in Period
22 October 2019	29 October 2019

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I085957
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1. **TITLE:** Procurement Plan for the Re-tender of Liability Insurance Provider and Claims Handling Service

2. **SERVICE AREA:** Finance

3. **PURPOSE OF DECISION**

To agree the procurement plan for the re-tender of liability insurance provider and claims handling service.

4 **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

- I. the procurement Plan for the tender of the liability insurance policies utilising the YPO Insurance Placement Framework is approved.
- II. the delegation of the award of the contract(s) to the Director of Finance subject to the new contracts being within budget is approved.

7. **REASON FOR DECISION**

To enable the Council to procure new insurance policies for liability insurance.

8. **ALTERNATIVE OPTIONS CONSIDERED**

- I. The use of a one stage 'Open Procedure' under OJEU was considered, however a number of insurers have not responded to tenders where there are additional contract terms in place. This would limit the competition and result in a lower level of response that through a framework agreement.
- II. No suitable mutual insurance arrangements were identified.

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

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

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

Date Decision Made	Final Day of Call-in Period
22 October 2019	29 October 2019

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I085433
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1. **TITLE:** Home to School Transport New Contracts procurement

2. **SERVICE AREA:** Delivery

3. **PURPOSE OF DECISION**

Current Home to School framework expires in Sept 2020 and new framework using a dynamic purchasing system needs to be procured

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

- I. the Procurement Plan is approved.
- II. the use of a Dynamic Purchasing System (DPS) to tender for individual routes is approved.

7. **REASON FOR DECISION**

1. It is a requirement of the Contract Standing orders that the Executive approve any Procurement Plan with a value in excess of £1,000,000. This decision seeks approval for the procurement process.
2. Central Government has recognised issues relating to frameworks and has introduced a better DPS to allow additional suppliers to join the agreement and increase competition throughout the term.
3. The business case for moving to a DPS from current framework arrangement is that the DPS will allow us to better ensure diversity of supply, resilience locally and best price at point of purchase.

8. **ALTERNATIVE OPTIONS CONSIDERED**

1. Pre-existing frameworks were considered but there are currently none available for these types of service.
2. Stay with existing contractual arrangement through BFC's own framework agreement; however, a DPS allows more flexibility throughout its term and the ability for new suppliers to come on board.
3. Use a 3rd party commissioning service such as adam HTT Ltd. This was investigated but the proposal from adam introduced a further expensive layer that the Council cannot afford at present and did not provide enough benefit over a self-delivered DPS.

9. **PRINCIPAL GROUPS CONSULTED:** None

10. **DOCUMENT CONSIDERED:** Report of the Executive Director: Delivery

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

Date Decision Made	Final Day of Call-in Period
22 October 2019	29 October 2019