

**EXECUTIVE
17 DECEMBER 2019
5.00 - 5.30 PM**



Present:

Councillors Bettison OBE (Chairman), D Birch, Brunel-Walker, Harrison, Mrs Hayes MBE, Heydon and Turrell

Apologies:

Councillor Barnard

29. Declarations of Interest

There were no declarations of interest.

30. Minutes

RESOLVED that the minutes of the meeting of the Executive on 22 October 2019 together with the accompanying decision records be confirmed as a correct record and signed by the Leader.

31. Urgent Items of Business

There were no urgent items of business.

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:

32. Capital Programme 2019/2020

RESOLVED that

- i. a Council funded capital programme of £4.79m for 2020/21 as set out in paragraph 5.11 of the Director:Finance's report and summarised in Annex A, including the new schemes listed in Annexes B – C is approved for consultation.
- ii. the inclusion of £13.91m of expenditure to be externally funded (including £3.97m of S106 funding) as outlined in paragraph 5.12 of the Director:Finance's report is approved for consultation.
- iii. the inclusion of an additional budget of £1m for Invest-to-Save schemes is approved for consultation.

33. Revenue Budget 2020/21

RESOLVED that:

- i. the draft budget proposals for 2020/21 as the basis for consultation with the Overview & Scrutiny Commission and other interested parties or individuals are agreed.
- ii. Directors are authorised to implement inflationary increases to fees and charges as soon as practicable in the current financial year.
- iii. the Treasury Management Strategy and associated documents at Annexe E for the Director:Finance's report is agreed and requests that the Governance and Audit Committee review each of the key elements.
- iv. the Capital Strategy published in 2019 remains relevant and does not require updating at this time.
- v. the 2020/21 Schools Budget be set at the eventual level of the Dedicated School Grant income plus any accumulated DSG balances and additional Council funding of £0.308m (paragraph 8.23 of the Director:Finance's report).
- vi. the Executive Member for Children, Young People and Learning be authorised to agree the allocation of the sums available for schools funding as set out in recommendation 2.5 having regard to the decisions and recommendations of the Schools Forum and to agree detailed budgets for services centrally managed by the Council.
- vii. the virements relating to the 2019/20 budget as set out in Annexes G and H of the Director:Finance's report are approved and recommend those that are over £0.100m for approval by Council.

34. Direct Cremations

RESOLVED that:

- i. Direct cremations are offered as an additional service at Easthampstead Park Cemetery and Crematorium at an individual price of £285.00.
- ii. the Council Constitution allows the Director to fix charges for any new service, provided that such charges are reported to the next meeting of the Council's Executive Committee. It is therefore recommended that this service is introduced within the current financial year.
- iii. the new service will be included in the 2020/21 fees and charges for approval at full Council in February 2020.

35. Council Plan Overview Report

RESOLVED that the performance of the council over the period from July – September 2019 highlighted in the Overview Report in Annex A of the Chief Executive's report was noted.

36. Local Government and Social Care Ombudsman Annual Review Letter 2018-19

RESOLVED that the Local Government and Social Care Ombudsmen Annual Review Letter 2018 at Annex A and corresponding data tables at Appendix B are noted.

Exclusion of the Press and Public

RESOLVED that pursuant to Regulation 4 of the Local Authorities (Executive Arrangements) (Access to Information) Regulations 2012 and having regard to the public interest, members of the public and press be excluded from the meeting for the consideration of item 10 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 holding that information).*

37. **Blue Mountain Community and Health Care Hub - Procurement Plan**

RESOLVED that:

- i. The progress to date on the community centre and health & wellbeing hub in partnership with the Care Commissioning Group (CCG) is noted and the timetable in paragraph 5.23 of the Director: Place, Planning & Regeneration's report is agreed.
- ii. the community centre budget of up to £2.4m is agreed as per paragraph 5.10 of the Director: Place, Planning & Regeneration's report; the development cost of the health centre to be met by the CCG/NHS as noted in paragraph 5.1 of the Director: Place, Planning & Regeneration's report.
- iii. to forward fund up to £4.6m (including ancillary costs as per paragraph 5.10 of the Director: Place, Planning & Regeneration's report), the capital costs of the Health part of the building, on the basis that the consequent capital financing costs will be matched by long term rental income from Health.
- iv. the Procurement Plan (paragraph 5.25 of the Director: Place, Planning & Regeneration's report) for the community centre and health care hub in Appendix C (Restricted), is approved.

CHAIRMAN

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Bracknell Forest Council Record of Decision

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| Work Programme Reference | I087919 |
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1. **TITLE:** Capital Programme 2019/2020

2. **SERVICE AREA:** Finance

3. **PURPOSE OF DECISION**

To approve the Council's budget proposals for budget consultation

4 **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

- i. a Council funded capital programme of £4.79m for 2020/21 as set out in paragraph 5.11 of the Director:Finance's report and summarised in Annex A, including the new schemes listed in Annexes B – C is approved for consultation.
- ii. the inclusion of £13.91m of expenditure to be externally funded (including £3.97m of S106 funding) as outlined in paragraph 5.12 of the Director:Finance's report is approved for consultation.
- iii. the inclusion of an additional budget of £1m for Invest-to-Save schemes is approved for consultation.

7. **REASON FOR DECISION**

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

8. **ALTERNATIVE OPTIONS CONSIDERED**

The alternative options are considered in the report.

9. **PRINCIPAL GROUPS CONSULTED:** Business rate payers, the Over 50's Forum, the Schools Forum, Parish Councils and voluntary organisations.

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

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

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| Date Decision Made | Final Day of Call-in Period |
| 17 December 2019 | 25 December 2019 |

**Bracknell Forest Council
Record of Decision**

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| Work Programme Reference | I084649 |
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1. **TITLE:** Revenue Budget 2020/21

2. **SERVICE AREA:** Finance

3. **PURPOSE OF DECISION**

To approve the Council's budget proposals for consultation.

4 **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

- i. the draft budget proposals for 2020/21 as the basis for consultation with the Overview & Scrutiny Commission and other interested parties or individuals are agreed.
- ii. Directors are authorised to implement inflationary increases to fees and charges as soon as practicable in the current financial year.
- iii. the Treasury Management Strategy and associated documents at Annexe E for the Director:Finance's report is agreed and requests that the Governance and Audit Committee review each of the key elements.
- iv. the Capital Strategy published in 2019 remains relevant and does not require updating at this time.
- v. the 2020/21 Schools Budget be set at the eventual level of the Dedicated School Grant income plus any accumulated DSG balances and additional Council funding of £0.308m (paragraph 8.23 of the Director:Finance's report).
- vi. the Executive Member for Children, Young People and Learning be authorised to agree the allocation of the sums available for schools funding as set out in recommendation 2.5 having regard to the decisions and recommendations of the Schools Forum and to agree detailed budgets for services centrally managed by the Council.
- vii. the virements relating to the 2019/20 budget as set out in Annexes G and H of the Director:Finance's report are approved and recommend those that are over £0.100m for approval by Council.

7. **REASON FOR DECISION**

The recommendations are designed to allow the Executive to consult on its draft budget proposals for 2020/21 as required by the Local Government Act 2003.

8. **ALTERNATIVE OPTIONS CONSIDERED**

The range of options being considered is included in the report and its Annexes.

9. **PRINCIPAL GROUPS CONSULTED:** Targeted consultation exercises will be undertaken with business rate payers, the Schools Forum, Parish Councils and voluntary organisations. In addition, this report and all the supporting information will be publicly available to any individual or group who wish to comment on any proposal included within it. Internal consultation is via officers, members and more specifically the Overview & Scrutiny Commission and its panels.

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

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

| Date Decision Made | Final Day of Call-in Period |
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**Bracknell Forest Council
Record of Decision**

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| Work Programme Reference | I088150 |
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1. **TITLE:** Direct Cremations

2. **SERVICE AREA:** Delivery

3. **PURPOSE OF DECISION**

To introduce a new service offer (Direct Cremations) which could provide additional revenue income by optimising un-met demand in the second chapel.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

- i. Direct cremations are offered as an additional service at Easthampstead Park Cemetery and Crematorium at an individual price of £285.00.
- ii. the Council Constitution allows the Director to fix charges for any new service, provided that such charges are reported to the next meeting of the Council's Executive Committee. It is therefore recommended that this service is introduced within the current financial year.
- iii. the new service will be included in the 2020/21 fees and charges for approval at full Council in February 2020.

7. **REASON FOR DECISION**

The number of additional funeral services that were expected to take place following the opening of the second chapel at EPC&C in 2018/19 has not been realised. The service is therefore underperforming against its 2019/20 income target and at the end of September the income pressure totalled £180k. Direct cremations offer an opportunity to supplement existing services and generate additional income that may help to bridge some of this gap.

8. **ALTERNATIVE OPTIONS CONSIDERED**

1. The current offer at EPC&C could remain as it is, without direct cremations. This option is not recommended given the current budget circumstances of the service and the council.
2. In response to the income pressure, plans have been put in place to further promote EPC&C and attract additional custom - these include creating a vanity URL, contacting Funeral Directors that are in the local area but not currently using the site, exploring joint marketing options with Registrars and updating both printed and electronic marketing materials to better promote the service as a whole. Given these

efforts, the current offer at EPC&C could remain the same, without direct cremations. However, it is uncertain that marketing, alone, could account for an additional £180k (or more) of custom.

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

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

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

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**Bracknell Forest Council
Record of Decision**

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| Work Programme Reference | I085572 |
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1. **TITLE:** Council Plan Overview Report
2. **SERVICE AREA:** Chief Executive's Office
3. **PURPOSE OF DECISION**

To inform the Executive of the performance of the council over the second quarter of the 2019/20 financial year.

4. **IS KEY DECISION** No
5. **DECISION MADE BY:** Executive
6. **DECISION:**

The performance of the council over the period from July – September 2019 highlighted in the Overview Report in Annex A of the Chief Executive's report was noted.

7. **REASON FOR DECISION**

To brief the Executive on the council's performance, highlighting key areas, so that appropriate action can be taken if needed.

8. **ALTERNATIVE OPTIONS CONSIDERED**

N/A

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

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**Bracknell Forest Council
Record of Decision**

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| Work Programme Reference | I087863 |
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1. **TITLE:** Local Government and Social Care Ombudsman Annual Review Letter 2018-19

2. **SERVICE AREA:** Organisational Development, Transformation & HR

3. **PURPOSE OF DECISION**

To provide a summary of the Local Government and Social Care Ombudsman Annual Review Letter 2019.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

The Local Government and Social Care Ombudsmen Annual Review Letter 2018 at Annex A and corresponding data tables at Appendix B are noted.

7. **REASON FOR DECISION**

The Annual review letter provides CMT with the information to help assess the council's performance in handling complaints.

8. **ALTERNATIVE OPTIONS CONSIDERED**

None considered.

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

10. **DOCUMENT CONSIDERED:** Report of the Director: Organisational Development, Transformation and HR

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

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| Date Decision Made | Final Day of Call-in Period |
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**Bracknell Forest Council
Record of Decision**

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| Work Programme Reference | I085911 |
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1. **TITLE:** Blue Mountain Community and Health Care Hub - Procurement Plan

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

3. **PURPOSE OF DECISION**

The purpose of this report is to provide an update on the progress of the Blue Mountain Community and Health Care Hub scheme and the supporting financial summary. The project is in partnership with the East Berkshire Clinical Commissioning Group (CCG). A decision is required to proceed to the next stage of the project, which includes completion of the heads of terms, appointment of a design team for completion of RIBA Stage 3 design and applying for planning permission. The CCG submitted an outline business case to the NHS in July 2019 to secure funding for the health provision. A procurement plan tailored to the specific requirements of this project requires approval.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

- i. The progress to date on the community centre and health & wellbeing hub in partnership with the Care Commissioning Group (CCG) is noted and the timetable in paragraph 5.23 of the Director: Place, Planning & Regeneration's report is agreed.
- ii. the community centre budget of up to £2.4m is agreed as per paragraph 5.10 of the Director: Place, Planning & Regeneration's report; the development cost of the health centre to be met by the CCG/NHS as noted in paragraph 5.1 of the Director: Place, Planning & Regeneration's report.
- iii. to forward fund up to £4.6m (including ancillary costs as per paragraph 5.10 of the Director: Place, Planning & Regeneration's report), the capital costs of the Health part of the building, on the basis that the consequent capital financing costs will be matched by long term rental income from Health.
- iv. the Procurement Plan (paragraph 5.25 of the Director: Place, Planning & Regeneration's report) for the community centre and health care hub in Appendix C (Restricted), is approved.

7. **REASON FOR DECISION**

1. The Blue Mountain programme consists of Binfield Learning Village all-through school for 1851 pupils (operated as King's Academy Binfield) and community centre required alongside 400 new homes at the Blue Mountain site. In the first phase, the Council has delivered the new school which opened in September 2018. The next phase requires the Council to deliver the community hub in line with the ongoing building of the new housing development being undertaken by a Bloor and Linden Homes partnership.

2. The development of the Blue Mountain site in accordance with the Site Allocation Local Plan has been previously approved through the Executive process, which included a full Council consultation. Planning Permission for the new all-through school and outline planning permission for the standalone community centre was granted in June 2016. Subsequently, the Council received the land from the former site owner on the basis that an all-through school and community centre will be delivered by the Council. The residential parcel of land was part of the same outline planning permission, which was subsequently bought by Bloor Homes who are now building new homes in partnership with Linden Homes.
3. The forecast increase in the population of Binfield and the surrounding areas would require additional healthcare facilities for the local community. The Council is working in partnership with the East Berkshire Clinical Commissioning Group to develop a joint community and health & wellbeing centre. A joint centre will provide enhanced benefits to the local community. The scheme will also deliver a “one public estate objective” with BFC, CCG and primary care practices all sharing a facility which will be owned by BFC.

8. ALTERNATIVE OPTIONS CONSIDERED

The proposed health and wellbeing centre is subject to NHS funding. If adequate funding is not provided, the health facility will not be affordable. In this event, the Council will revert to building a standalone community centre to meet the Council's legal obligation, and meet the needs of the new community. At that stage, some redesigning of the scheme will be needed.

9. **PRINCIPAL GROUPS CONSULTED:** East Berkshire CCG (and health service providers via the CCG), Binfield Parish Council.
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 |
|--------------------|-----------------------------|
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