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**BRACKNELL FOREST BOROUGH COUNCIL  
LIST OF FORTHCOMING NON-KEY DECISIONS (24 JUNE 2016)**

This document lists all non-key decisions due to be taken in the coming months.

The decision makers referred to throughout this document are as follows:

**Executive:**

Councillor Paul Bettison, The Leader and Executive Member for Council Strategy and Community Cohesion (Chairman)

Councillor :Peter Heydon, Executive Member for Transformation & Finance (Vice-Chairman)

Councillor Chris Turrell, Executive Member for Planning & Transport

Councillor Gareth Barnard, Executive Member for Children, Young People & Learning (Vice-Chairman)

Councillor Dale Birch, Deputy Leader & Executive Member for Adult Social Care & Health

Councillor Marc Brunel-Walker, Executive Member for Economic Development & Regeneration

Councillor Dorothy Hayes, Executive Member for the Environment

Councillor Iain McCracken, Executive Member for Culture, Corporate Services & Public Protection

**Bracknell Town Centre Regeneration Committee:**

Councillor Marc Brunel-Walker, Executive Member for Economic Development & Regeneration (Chairman)

Councillor Chris Turrell, Executive Member for Planning & Transport

Councillor Paul Bettison, The Leader and Executive Member for Council Strategy and Community Cohesion

Councillor Gareth Barnard, Executive Member for Children, Young People & Learning

Councillor Iain McCracken, Executive Member for Culture, Corporate Services & Public Protection

Each individual executive member may also make decisions as too may the following officers:

Timothy Wheadon, Chief Executive, Easthampstead House, Town Square, Bracknell, RG12 1AQ.

Alison Sanders, Director of Corporate Services, Easthampstead House, Town Square, Bracknell, RG12 1AQ

Vincent Paliczka, Director of Environment, Culture & Communities, Time Square, Market Street, Bracknell RG12 1JD.

Gill Vickers, Director of Adult Social Care, Health & Housing, Time Square, Market Street, Bracknell RG12 1JD.

Janette Karklins, Director of Children, Young People & Learning, Seymour House, 38 Broadway, Bracknell RG12 1AU.

For any query regarding this document, please contact Derek Morgan in Democratic Services on (01344) 352044 or [derek.morgan@bracknell-forest.gov.uk](mailto:derek.morgan@bracknell-forest.gov.uk).

**LIST OF NON-KEY DECISIONS**

<b>Reference</b>	<b>Title</b>	<b>Decision Maker and Date of Decision</b>
I062209	Closure of the Education Library Service	Executive Member for Children, Young People & Learning 29 Jun 2016
I058313	Discretionary Rates Relief - New Applications	Executive Member for Culture, Corporate Services and Public Protection 30 Jun 2016
I061585	Youth Offending Service Inspection	Executive 19 Jul 2016
I062268	Insurance Broker Contract	Executive Member for Transformation & Finance 16 Aug 2016
I061974	Release of Section 106 Funding	Executive Member for Children, Young People & Learning 11 Aug 2016
I060085	Complaints against Bracknell Forest Council in 2015-16	Executive 27 Sep 2016
I060766	Corporate Performance Overview Report	Executive 27 Sep 2016
I058314	Discretionary Rates Relief - New Applications	Executive Member for Culture, Corporate Services and Public Protection 30 Sep 2016
I056283	ICT Strategy / Digital Internal	Executive 18 Oct 2016
I060767	Corporate Performance Overview Report	Executive 13 Dec 2016
I058315	Discretionary Rates Relief - New Applications	Executive Member for Culture, Corporate Services and Public Protection 30 Dec 2016
I060842	Corporate Performance Overview Report	Executive 11 Apr 2017

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**BRACKNELL FOREST COUNCIL**

**LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS) (ACCESS TO INFORMATION)  
(ENGLAND) REGULATIONS 2012**

**NOTICE OF NON-KEY DECISION**

Notice is hereby given that the Executive Member for Children, Young People & Learning is to be asked to make a non-key decision on 29 Jun 2016 in respect of the following:

**TITLE:** Closure of the Education Library Service

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

**PURPOSE OF DECISION:**

For the Executive Member to agree the decision to close the Education Library Service on 31 August 2016.

The Education Library Service is a joint service established by Bracknell Forest, Reading, Slough and West Berkshire Councils and the Royal Borough of Windsor and Maidenhead for which Bracknell Forest Council is the host authority. Agreement to this decision has been obtained from the partners.

**NB:** This is an urgent decision as the service is no longer viable and making a loss. The intention is to close it before the next academic year to avoid incurring further costs.

**ISSUE REFERENCE:** I062209

**FIRST PUBLISHED:** 17 June 2016

The Executive Member for Children, Young People & Learning will be considering a report prepared by the Director of Children, Young People & Learning. A copy of the report and any other documents will be available for inspection at Easthampstead House, Town Square, Bracknell, RG12 1AQ.

Further information can be obtained from Jeremy Saunders Education Library Service, Darwin Close Tel: 0118 9015990 [jeremy.saunders@bracknell-forest.gov.uk](mailto:jeremy.saunders@bracknell-forest.gov.uk).

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken by the Executive Member for Children, Young People & Learning in Democratic Services, Easthampstead House, Town Square, Bracknell, RG12 1AQ or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

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**BRACKNELL FOREST COUNCIL**

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**NOTICE OF NON-KEY DECISION**

Notice is hereby given that the Executive Member for Culture, Corporate Services and Public Protection is to be asked to make a non-key decision on 30 Jun 2016 in respect of the following:

**TITLE:** Discretionary Rates Relief - New Applications

**SERVICE AREA:** Corporate Services

**PURPOSE OF DECISION:**

To consider new applications for discretionary rate relief and hardship relief

**ISSUE REFERENCE:** I058313

**FIRST PUBLISHED:** 17 December 2015

The Executive Member for Culture, Corporate Services and Public Protection will be considering a report prepared by the Director of Corporate Services. A copy of the report and any other documents will be available for inspection at Easthampstead House, Town Square, Bracknell, RG12 1AQ.

Further information can be obtained from Sarah Kingston, Revenue Services Manager Corporate Services - Finance, Easthampstead House, Town Square, Bracknell, RG12 1AQ  
Tel: 01344 352097 sarah.kingston@bracknell-forest.gov.uk.

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken by the Executive Member for Culture, Corporate Services and Public Protection in Democratic Services, Easthampstead House, Town Square, Bracknell, RG12 1AQ or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

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**NOTICE OF NON-KEY DECISION**

Notice is hereby given that the Executive is to be asked to make a non-key decision on 19 Jul 2016 in respect of the following:

**TITLE:** Youth Offending Service Inspection

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

**PURPOSE OF DECISION:**

To inform the Executive of the outcome of the recent Inspection (short quality screening) carried out by Her Majesty's Inspectorate of Probation (HMIP) and to approve the action plan.

**ISSUE REFERENCE:** I061585

**FIRST PUBLISHED:** 18 May 2016

The Executive will be considering a report prepared by the Director of Children, Young People & Learning. A copy of the report and any other documents will be available for inspection at Easthampstead House, Town Square, Bracknell, RG12 1AQ.

Further information can be obtained from Karen Roberts, Head of Youth Offending Services, Bracknell Forest Council Youth Offending Services, 76 Binfield Road, Bracknell, Berkshire, RG42 2AR Tel: 01344 354327 karen.roberts@bracknell-forest.gov.uk.

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken by the Executive in Democratic Services, Easthampstead House, Town Square, Bracknell, RG12 1AQ or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

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**NOTICE OF NON-KEY DECISION**

Notice is hereby given that the Executive Member for Transformation & Finance is to be asked to make a non-key decision on 16 Aug 2016 in respect of the following:

**TITLE:** Insurance Broker Contract

**SERVICE AREA:** Corporate Services

**PURPOSE OF DECISION:**

The contract with the Council's current Insurance Broker, Jardine Lloyd Thompson (JLT) was for an initial three year period ending on 30 September 2014 with an option to extend for 2 further years. The contract was extended for the full two years and expires on 30 September 2016. JLT have been in discussions with the Council's Insurance Section to propose a further extension of the current contract terms, as an alternative to the re-tendering of the contract. We are seeking approval to further extend the current insurance broker contract with Jardine Lloyd Thompson annually for a maximum of three years to 30 September 2019

**ISSUE REFERENCE:** I062268

**FIRST PUBLISHED:** 20 June 2016

The Executive Member for Transformation & Finance will be considering a report prepared by the Borough Treasurer. A copy of the report and any other documents will be available for inspection at Easthampstead House, Town Square, Bracknell, RG12 1AQ.

Further information can be obtained from Helen Rogers, Insurance Officer Corporate Services, Easthampstead House, Town Square, Bracknell, RG12 1AQ Tel: 01344 352094 helen.rogers@bracknell-forest.gov.uk.

This item may be considered in private. The reason is that it could involve the disclosure of exempt information under the following category of Schedule 12A of the Local Government Act 1972:

Paragraph 3 - Information relating to financial or business affairs.

NB: The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken by the Executive Member for Transformation & Finance in Democratic Services, Easthampstead House, Town Square, Bracknell, RG12 1AQ or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

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**NOTICE OF NON-KEY DECISION**

Notice is hereby given that the Executive Member for Children, Young People & Learning is to be asked to make a non-key decision on 11 Aug 2016 in respect of the following:

**TITLE:** Release of Section 106 Funding

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

**PURPOSE OF DECISION:**

For the Executive Member to agree the release of Section 106 contributions as part of the 2016/17 Education Capital Programme.

**ISSUE REFERENCE:** I061974

**FIRST PUBLISHED:** 8 June 2016

The Executive Member for Children, Young People & Learning will be considering a report prepared by the Director of Children, Young People & Learning. A copy of the report and any other documents will be available for inspection at Easthampstead House, Town Square, Bracknell, RG12 1AQ.

Further information can be obtained from David Watkins, Chief Officer: Strategy, Resources and Early Intervention Children, Young People & Learning, Time Square, Market Street, Bracknell, RG12 1JD Tel: 01344 354061 david.watkins@bracknell-forest.gov.uk.

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken by the Executive Member for Children, Young People & Learning in Democratic Services, Easthampstead House, Town Square, Bracknell, RG12 1AQ or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

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**NOTICE OF NON-KEY DECISION**

Notice is hereby given that the Executive is to be asked to make a non-key decision on 27 Sep 2016 in respect of the following:

**TITLE:** Complaints against Bracknell Forest Council in 2015-16

**SERVICE AREA:** Chief Executive's Office

**PURPOSE OF DECISION:**

To brief the Executive on complaints made against the Council in 2015-16

**ISSUE REFERENCE:** I060085

**FIRST PUBLISHED:** 16 March 2016

The Executive will be considering a report prepared by the Assistant Chief Executive. A copy of the report and any other documents will be available for inspection at Easthampstead House, Town Square, Bracknell, RG12 1AQ.

Further information can be obtained from Richard Beaumont, Head of Overview & Scrutiny Chief Executive's Office, Easthampstead House, Town Square, Bracknell, RG12 1AQ Tel: 01344 352283 richard.beaumont@bracknell-forest.gov.uk, Jean Thomson, PA to the Assistant Chief Executive Chief Executive's Office, Easthampstead House, Town Square, Bracknell, RG12 1AQ Tel: 01344 355604 jean.thomson@bracknell-forest.gov.uk.

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken by the Executive in Democratic Services, Easthampstead House, Town Square, Bracknell, RG12 1AQ or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.



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**NOTICE OF NON-KEY DECISION**

Notice is hereby given that the Executive is to be asked to make a non-key decision on 27 Sep 2016 in respect of the following:

**TITLE:** Corporate Performance Overview Report

**SERVICE AREA:** Chief Executive's Office

**PURPOSE OF DECISION:**

To inform the Executive of the Council's performance over the first quarter of 2016/17

**ISSUE REFERENCE:** I060766

**FIRST PUBLISHED:** 20 April 2016

The Executive will be considering a report prepared by the Assistant Chief Executive. A copy of the report and any other documents will be available for inspection at Easthampstead House, Town Square, Bracknell, RG12 1AQ.

Further information can be obtained from Abby Thomas, Head of Community Engagement and Equalities Community Engagement & Equalities, Corporate Services, Easthampstead House, Bracknell, RG12 1AQ Tel: 01344 353307 [abby.thomas@bracknell-forest.gov.uk](mailto:abby.thomas@bracknell-forest.gov.uk).

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken by the Executive in Democratic Services, Easthampstead House, Town Square, Bracknell, RG12 1AQ or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

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**NOTICE OF NON-KEY DECISION**

Notice is hereby given that the Executive Member for Culture, Corporate Services and Public Protection is to be asked to make a non-key decision on 30 Sep 2016 in respect of the following:

**TITLE:** Discretionary Rates Relief - New Applications

**SERVICE AREA:** Corporate Services

**PURPOSE OF DECISION:**

To consider new applications for discretionary rate relief and hardship relief

**ISSUE REFERENCE:** I058314

**FIRST PUBLISHED:** 17 December 2015

The Executive Member for Culture, Corporate Services and Public Protection will be considering a report prepared by the Director of Corporate Services. A copy of the report and any other documents will be available for inspection at Easthampstead House, Town Square, Bracknell, RG12 1AQ.

Further information can be obtained from Debbie Eley, PA to Director of Corporate Services Corporate Services, Easthampstead House, Town Square, Bracknell, RG12 1JD Tel: 01344 355603 [debbie.eley@bracknell-forest.gov.uk](mailto:debbie.eley@bracknell-forest.gov.uk), Sarah Kingston, Revenue Services Manager Corporate Services - Finance, Easthampstead House, Town Square, Bracknell, RG12 1AQ Tel: 01344 352097 [sarah.kingston@bracknell-forest.gov.uk](mailto:sarah.kingston@bracknell-forest.gov.uk).

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken by the Executive Member for Culture, Corporate Services and Public Protection in Democratic Services, Easthampstead House, Town Square, Bracknell, RG12 1AQ or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

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**NOTICE OF NON-KEY DECISION**

Notice is hereby given that the Executive is to be asked to make a non-key decision on 18 Oct 2016 in respect of the following:

**TITLE:** ICT Strategy / Digital Internal

**SERVICE AREA:** Corporate Services

**PURPOSE OF DECISION:**

To outline technology/ICT direction for the next three years. The action plan will be updated on an annual basis.

**ISSUE REFERENCE:** I056283

**FIRST PUBLISHED:** 9 September 2015

The Executive will be considering a report prepared by the Director of Corporate Services. A copy of the report and any other documents will be available for inspection at Easthampstead House, Town Square, Bracknell, RG12 1AQ.

Further information can be obtained from Pat Keane, Chief Officer: Information Services ICT Services, Easthampstead House, Town Square, Bracknell, RG12 1AQ Tel: 01344 351790 pat.keane@bracknell-forest.gov.uk.

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken by the Executive in Democratic Services, Easthampstead House, Town Square, Bracknell, RG12 1AQ or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

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**NOTICE OF NON-KEY DECISION**

Notice is hereby given that the Executive is to be asked to make a non-key decision on 13 Dec 2016 in respect of the following:

**TITLE:** Corporate Performance Overview Report

**SERVICE AREA:** Chief Executive's Office

**PURPOSE OF DECISION:**

To inform the Executive of the Council's performance over the second quarter of 2016/17.

**ISSUE REFERENCE:** I060767

**FIRST PUBLISHED:** 20 April 2016

The Executive will be considering a report prepared by the Assistant Chief Executive. A copy of the report and any other documents will be available for inspection at Easthampstead House, Town Square, Bracknell, RG12 1AQ.

Further information can be obtained from Abby Thomas, Head of Community Engagement and Equalities Community Engagement & Equalities, Corporate Services, Easthampstead House, Bracknell, RG12 1AQ Tel: 01344 353307 [abby.thomas@bracknell-forest.gov.uk](mailto:abby.thomas@bracknell-forest.gov.uk).

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken by the Executive in Democratic Services, Easthampstead House, Town Square, Bracknell, RG12 1AQ or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

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**NOTICE OF NON-KEY DECISION**

Notice is hereby given that the Executive Member for Culture, Corporate Services and Public Protection is to be asked to make a non-key decision on 30 Dec 2016 in respect of the following:

**TITLE:** Discretionary Rates Relief - New Applications

**SERVICE AREA:** Corporate Services

**PURPOSE OF DECISION:**

To consider new applications for discretionary rate relief and hardship relief

**ISSUE REFERENCE:** I058315

**FIRST PUBLISHED:** 17 December 2015

The Executive Member for Culture, Corporate Services and Public Protection will be considering a report prepared by the Director of Corporate Services. A copy of the report and any other documents will be available for inspection at Easthampstead House, Town Square, Bracknell, RG12 1AQ.

Further information can be obtained from Debbie Eley, PA to Director of Corporate Services Corporate Services, Easthampstead House, Town Square, Bracknell, RG12 1JD Tel: 01344 355603 [debbie.eley@bracknell-forest.gov.uk](mailto:debbie.eley@bracknell-forest.gov.uk), Sarah Kingston, Revenue Services Manager Corporate Services - Finance, Easthampstead House, Town Square, Bracknell, RG12 1AQ Tel: 01344 352097 [sarah.kingston@bracknell-forest.gov.uk](mailto:sarah.kingston@bracknell-forest.gov.uk).

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken by the Executive Member for Culture, Corporate Services and Public Protection in Democratic Services, Easthampstead House, Town Square, Bracknell, RG12 1AQ or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

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**NOTICE OF NON-KEY DECISION**

Notice is hereby given that the Executive is to be asked to make a non-key decision on 11 Apr 2017 in respect of the following:

**TITLE:** Corporate Performance Overview Report

**SERVICE AREA:** Chief Executive's Office

**PURPOSE OF DECISION:**

To inform the Executive of the Council's performance over the third quarter of 2016-17

**ISSUE REFERENCE:** I060842

**FIRST PUBLISHED:** 20 April 2016

The Executive will be considering a report prepared by the Assistant Chief Executive. A copy of the report and any other documents will be available for inspection at Easthampstead House, Town Square, Bracknell, RG12 1AQ.

Further information can be obtained from Abby Thomas, Head of Community Engagement and Equalities Community Engagement & Equalities, Corporate Services, Easthampstead House, Bracknell, RG12 1AQ Tel: 01344 353307 [abby.thomas@bracknell-forest.gov.uk](mailto:abby.thomas@bracknell-forest.gov.uk), Jean Thomson, PA to the Assistant Chief Executive Chief Executive's Office, Easthampstead House, Town Square, Bracknell, RG12 1AQ Tel: 01344 355604 [jean.thomson@bracknell-forest.gov.uk](mailto:jean.thomson@bracknell-forest.gov.uk).

**NB:** The report together with any other documents being considered (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken by the Executive in Democratic Services, Easthampstead House, Town Square, Bracknell, RG12 1AQ or on the Council's web site. Copies may be requested from Democratic Services but a fee will be payable.

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