

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>I063299</b>
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1. **TITLE:** South Hill Park Arts Trust: Governance
2. **SERVICE AREA:** Environment, Culture & Communities
3. **PURPOSE OF DECISION**

To agree the Council's role in the future governance of South Hill Park Arts Trust

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

That South Hill Park Trust be informed that, for the reasons outlined in this report, the Council no longer wishes to have any nomination rights on to its Board; and

Although entirely at the discretion of South Hill Park Trust, the Council would be pleased to nominate a non- voting observer to attend Board meetings to ensure the continuation of full and transparent dialogue between both organisations.

7. **REASON FOR DECISION**

The Analysis phase of the Transformational Review of the Council's role in arts provision and South Hill Park Arts Trust in particular identified that the Trust's governance arrangements were not as effective as they might be in helping the Trust manage what is an increasingly complex business. In particular, it is vital that the Trust has the exact range of skills and experiences it needs on its Board and Council nominations cannot guarantee this. The recommendations are intended to better allow SHPT to appoint Directors with the right mix of skills, knowledge and abilities to ensure the most effective governance, and to remove any possibility that anyone may perceive a conflict of interest between an elected member 's responsibilities as a Director of the Trust and their role as a Member of this Council.

8. **ALTERNATIVE OPTIONS CONSIDERED**

The Council could continue to have nomination rights on to the Board at South Hill Park Arts Trust at the current or reduced level, and indeed the Board at South Hill Park has expressed this would be its preferred option, but it is not considered this would guarantee that the Board had the right mix of skills to ensure effective governance in the challenging financial times ahead, and would not eradicate the potential for a perceived conflict of interest to be present in the dual role of councillor and Board Member.

9. **PRINCIPAL GROUPS CONSULTED:** Board of South Hill Park Trust
10. **DOCUMENT CONSIDERED:** Report of the Director of Environment, Culture &

Communities

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

<b>Date Decision Made</b>	<b>Final Day of Call-in Period</b>
27 September 2016	4 October 2016

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>I061123</b>
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1. **TITLE:** Housing Strategy
2. **SERVICE AREA:** Adult Social Care, Health & Housing
3. **PURPOSE OF DECISION**

To seek approval to the draft Housing Strategy 2016-21.

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

6. **DECISION:**

That Executive agreed to the draft Housing Strategy as at Appendix A providing the basis of consultation to develop the Housing Strategy Statement.

7. **REASON FOR DECISION**

Local Authorities have a statutory obligation under Section 8 of the Housing Act 1985 to periodically undertake reviews of housing needs in the Districts and to develop strategies to address those needs.

The Council's Annual Plan 2015 to 2019 has set six strategic objectives. The Housing Strategy will directly support the objective to support a strong and resilient economy as well as strong, safe, supportive and self reliant communities.

8. **ALTERNATIVE OPTIONS CONSIDERED**

There is no alternative than to develop a Housing Strategy statement.

9. **PRINCIPAL GROUPS CONSULTED:** Community  
Housing Developers  
Registered Providers  
Voluntary Organisations

10. **DOCUMENT CONSIDERED:** Report of the Director of Adult Social Care, Health & Housing

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

<b>Date Decision Made</b>	<b>Final Day of Call-in Period</b>
27 September 2016	4 October 2016

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>I059679</b>
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1. **TITLE:** Housing Allocation Policy
2. **SERVICE AREA:** Adult Social Care, Health & Housing
3. **PURPOSE OF DECISION**

Proposal to amend the Council's Housing Allocation Policy.

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

That the Executive agreed:-

- i) to change the residency requirement before customers can join the housing register from one year to four years from the 1 November 2016.
- ii) to allow those customers who have lived in the Borough for 3 years at the time of implementation to remain on the register.
- iii) that the Council will make offers of suitable private rented sector property to homeless households so as to discharge its homeless duty.
- iv) that families whose children are taken into care by Bracknell Forest Council can remain on the housing register upon advice of the Chief Officer: Children's Social Care so that their housing prospects are maintained if the children are returned to them.
- v) to agree a maximum of three lettings a year are made to households under the right to move proposals.

7. **REASON FOR DECISION**

The Council's Housing Allocation Policy supports the Council's plan to support strong safe, supportive and self-reliant communities where resources are targeted at those most in need.

8. **ALTERNATIVE OPTIONS CONSIDERED**

An alternative to the proposals would be not to implement the change in residency requirements, discharge of homeless duty into the private rented sector and also the local policy to support children in need. However, as the Council's new plan required service to be targeted at those most in need and these proposals achieve that aim that course of action is not recommended.

The change in residency requirement to join the housing register could be a different period of time other than the four years recommended. However, the recommended four years strikes a balance between the residency requirements in neighbouring boroughs, improving the chances of households who are registered to be housed more quickly and also addressing any possible future changes in the immigration status of EU nationals.

9. **PRINCIPAL GROUPS CONSULTED:** Wider community
10. **DOCUMENT CONSIDERED:** Report of the Director of Adult Social Care, Health & Housing
11. **DECLARED CONFLICTS OF INTEREST:** None.

<b>Date Decision Made</b>	<b>Final Day of Call-in Period</b>
27 September 2016	4 October 2016

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>I062329</b>
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1. **TITLE:** Changes to Local Council Tax Reduction Scheme (LCTDS)

2. **SERVICE AREA:** Adult Social Care, Health & Housing

3. **PURPOSE OF DECISION**

Proposals to revise the Council's Local Council Tax Reduction Scheme which will be subject to consultation.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

That the Executive agreed:

To develop a new LCTDS for working age households which provides a discount on a household's Council Tax based on household income, rather than an assessment of needs.

That subject to agreement to the new model a consultation programme takes place so as to inform the LCTDS to be implemented for 2017/18.

7. **REASON FOR DECISION**

The Council established its Local Council Tax Benefit / Reduction Scheme in 2013/14. In 2015/16 the Council introduced a revision of the Council Tax Discount Scheme but the scheme still reflected the previous national Council Tax Benefit Scheme. The Council's Annual Plan 2015-2019 has set the aim, "**In targeting our services, we will prioritise people and areas with the greatest need, early help and prevention so struggling or vulnerable people can maximise their opportunities to become independent**". The proposed new Local Council Tax Discount Scheme targets financial support to those who most need it whilst encouraging and rewarding employment and households increasing their earnings as well as simplifying administration.

8. **ALTERNATIVE OPTIONS CONSIDERED**

It could be decided not to review the LCTDS. However, that would miss the opportunity to support the Council's Annual Plan in targeting the Council's resources to those most in need and encouraging independence and incentivising households seeking better paid employment or income whilst at the same time reducing administration costs of the scheme for the Council.

9. **PRINCIPAL GROUPS CONSULTED:** Wider community, voluntary organisations, Parish Councils and other precepting authorities

10. **DOCUMENT CONSIDERED:** Report of the Director of Adult Social Care, Health &

Housing

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

<b>Date Decision Made</b>	<b>Final Day of Call-in Period</b>
27 September 2016	4 October 2016

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>I060004</b>
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1. **TITLE:** Design Supplementary Planning Document
2. **SERVICE AREA:** Environment, Culture & Communities
3. **PURPOSE OF DECISION**

To approve a Design Supplementary Planning Document to provide guidance on designing new housing schemes, extensions and alterations to existing properties.

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

That the Executive noted the draft Design Supplementary Planning Document (SPD) and approved the (Consultation Draft) Design SPD at Appendix A for public consultation for the six week period set out at section 8 of the report.

7. **REASON FOR DECISION**

The Council has reviewed its current design guidance and considers that a Design SPD would assist with the implementation of current planning policies and provide prospective applicants with a clearer idea of the Council's expectations for the design of development schemes. A public consultation that accords with the Council's Statement of Community Involvement (SCI) will be required as part of this process.

8. **ALTERNATIVE OPTIONS CONSIDERED**

Not producing the draft Design SPD could result in the continuation and possible increase of officer time being expended upon assessing the standard of design included within planning applications to ensure that an acceptable standard is achieved throughout the borough. In addition, the Council's current guidance does not have the legal status afforded to an SPD, which are material planning considerations and therefore carries limited weight in planning terms.

9. **PRINCIPAL GROUPS CONSULTED:** Planning database:  
Developers  
Architects  
Housebuilders etc.  
Parish and Town Councils  
Neighbouring Authorities
10. **DOCUMENT CONSIDERED:** Report of the Director of Environment, Culture & Communities

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

<b>Date Decision Made</b>	<b>Final Day of Call-in Period</b>
27 September 2016	4 October 2016

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>I062418</b>
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1. **TITLE:** Residents' Parking Scheme - Two Year Trial Consultation Response

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

3. **PURPOSE OF DECISION**

To consider the outcome of the consultation in respect of the trial Residents' Parking Scheme.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

That the Executive agreed:

- (i) To reduce the residents parking scheme as shown in Annex A to that as shown in Annex B,
- (ii) To maintain the current rules of the scheme without alteration (Annex C),
- (iii) To advertise a Traffic Regulation Order to remove those areas, as above (Annex B), from the residents parking scheme, and to amend the charges in line with Annex D, and
- (iv) To inform the residents within the original residents parking area of the outcome.
- (v) Post implementation to thereafter review the charges as part of the annual review of fees and charges to ensure that the scheme continues to be self funded.

7. **REASON FOR DECISION**

In order to inform the future of the scheme, a consultation has been carried out and all residents living within the Resident Parking Scheme were invited to give their views on the key elements of the scheme. The feedback has been used to inform the future of the overall scheme on an area by area basis. The objective being to find the most suitable scheme that protects residents from the parking pressures associated with the regenerated town centre having due regard to the feedback and the need to avoid an unacceptable pressure on council budgets.

8. **ALTERNATIVE OPTIONS CONSIDERED**

The Council has been clear that the scheme has to be self funding. From the feedback it has become clear that unless the scheme is to be totally abandoned, a compromise is necessary to allow a slightly modified scheme to continue. If the scheme was to be abandoned the risk of a significant percentage of the 3,000 new workers in the new town centre using the local estate roads for parking is considered high. Experience within some of the areas covered by the scheme proves the high risk of non local residents parking if there is no scheme in place.

9. **PRINCIPAL GROUPS CONSULTED:** All residents living in the trial residents' parking scheme area.
10. **DOCUMENT CONSIDERED:** Report of the Director of Environment, Culture & Communities
11. **DECLARED CONFLICTS OF INTEREST:** None.

<b>Date Decision Made</b>	<b>Final Day of Call-in Period</b>
27 September 2016	4 October 2016

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>I061202</b>
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1. **TITLE:** Safeguarding Adults Annual Report
2. **SERVICE AREA:** Adult Social Care, Health & Housing
3. **PURPOSE OF DECISION**

To endorse the Annual Report in relation to Safeguarding Adults within the Borough.

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

6. **DECISION:**

That the Executive noted the report.

7. **REASON FOR DECISION**

The Care Act 2014 states that each the local Safeguarding Adults Partnership Board (SAPB) must publish an annual report detailing what the SAPB has done during the year to achieve its main objectives, and what each member organisation has done to implement the strategy as well as detailing the findings of any Safeguarding Adults Reviews (previously known as Serious Case Reviews) and subsequent action.

This report details the breadth of activity undertaken by Board members and identifies the achievements against the Boards development plan for the year.

Ensuring there is a local Safeguarding Adults Partnership Board and that the Board is effective is a statutory duty for the Council; as such it is important that the executive are sighted on the work of the Board.

8. **ALTERNATIVE OPTIONS CONSIDERED**

Not applicable.

9. **PRINCIPAL GROUPS CONSULTED:** Bracknell Forest Safeguarding Adults Partnership Board

10. **DOCUMENT CONSIDERED:** Report of the Director of Adult Social Care, Health & Housing

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

<b>Date Decision Made</b>	<b>Final Day of Call-in Period</b>
6 October 2016	13 October 2016



**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>I060085</b>
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1. **TITLE:** Complaints against Bracknell Forest Council in 2015-16

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

3. **PURPOSE OF DECISION**

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

4 **IS KEY DECISION** No

5. **DECISION MADE BY:** Executive

6. **DECISION:**

That the Executive:

- i) endorsed the approach taken to dealing with and learning from complaints to the Council;
- ii) noted the Annual Review letter of the Local Government Ombudsman to the Council for 2015/16; and
- iii) noted the information on other complaints against the Council in 2015/16.

7. **REASON FOR DECISION**

This annual report gives the Executive information on an important aspect of the Council's services to residents, in keeping with the Council's Charter for Customers, which includes always putting the customer first, learning from feedback, and continually aiming to improve the Council's service and performance.

To support the implementation of the corporate Customer Contact Strategy, endorsed by the Council's Executive on 5 July 2011. This strategy's overarching aim is to improve the quality of customer service to residents and service users.

8. **ALTERNATIVE OPTIONS CONSIDERED**

None.

9. **PRINCIPAL GROUPS CONSULTED:** None

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

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

<b>Date Decision Made</b>	<b>Final Day of Call-in Period</b>
27 September 2016	4 October 2016

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>I060766</b>
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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 Council's performance over the first quarter of 2016/17

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

The Executive noted the performance of the Council over the period from April to June 2016 highlighted in the Overview Report in Annex A.

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**

None applicable.

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

<b>Date Decision Made</b>	<b>Final Day of Call-in Period</b>
27 September 2016	4 October 2016

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>I060853</b>
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1. **TITLE:** Regulatory Services - Joint Services Proposal
2. **SERVICE AREA:** Environment, Culture & Communities
3. **PURPOSE OF DECISION**

The report will examine the Business Case and make recommendations upon a proposal to create a joint Regulatory Service for Bracknell Forest, West Berkshire and Wokingham.

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

In so far as the following are Executive functions that the Executive agreed:

- (i) to authorise the arrangements set out in this report including the creation of a Joint Committee for the strategic policy and oversight of the delivery of public protection services with Wokingham Borough Council and West Berkshire Council through the Public Protection Partnership (PPP) with effect from 9 January 2017,
- (ii) that the Monitoring Officer, in consultation with the Borough Treasurer and Director of Environment, Culture & Communities, be authorised to finalise the terms of the PPP as set out in the draft Inter Authority Agreement between the three Councils (Annex 1) and to make any necessary drafting or other amendments to the terms of the draft Agreement which are necessary to reach final agreement but do not materially affect the intent and substance of the Agreement,
- (iii) to authorise the Joint Committee to determine policy, strategy and oversee the performance monitoring and management of the new PPP and have the powers set out in the terms of reference contained in Schedule 1 of the draft Inter Authority Agreement,
- (iv) that the Council's representatives on the Joint Committee will be the Executive Member for Culture, Corporate Services and Public Protection and the Chairman of the Licensing and Safety Committee with any Member of the Executive being able to act as a substitute,
- (v) that all existing service specific specialist equipment and the associated ongoing liability be transferred to West Berkshire from the 9 January 2017,
- (vi) that any associated existing contracts with the Council are transferred to West Berkshire to administer on this Council's behalf until such time as they can be renegotiated,

- (vii) that, as a consequence of this proposal, the disabled facilities grants, Home Improvement Loans, home energy functions and all associated staff and budgets be transferred to the ASCHH Department, as soon as it is practical to do so.
- (viii) In so far as any of the foregoing provisions also relate to the exercise of non Executive functions, to recommend to Council to authorise the same.
- (ix) That the Executive notes that as a consequence of this proposal the disabled facilities grants, Home Improvement Loans, home energy functions and all associated staff and budgets be transferred to the ASCHH Department, as soon as it is practical to do so.

**7. REASON FOR DECISION**

As a small unit, the regulatory services team can no longer continue to offer any significant level of savings whilst still fulfilling the mandatory functions of the Council. A merger with others provides the most sustainable option relative to the Council’s fiscal and legal obligations. Furthermore, the proposal provides the best job opportunity for those in the relevant professions which are increasingly challenging to recruit to.

**8. ALTERNATIVE OPTIONS CONSIDERED**

Whilst outsourcing to a private company is an option taken by some councils, the proposed approach builds on the learning from the re3 officer/Member joint management structure in respect of governance. It also takes into account the experience coming out of West Berkshire and Wokingham in respect of their current delivery models for their shared trading standards and their shared environmental health functions. The proposal for a combined single service involves joining these service areas into one large unit with the licensing function. It is believed that the joining of these three service areas in this way provides the greatest opportunity to drive out further efficiencies, maintain service standards and further reduce costs. The model proposed allows for further expansion, income generation and should it ever be considered a better option, outsourcing to the benefit of the partner organisations.

9. **PRINCIPAL GROUPS CONSULTED:** Staff, Service Managers and Members

10. **DOCUMENT CONSIDERED:** Report of the Director of Environment, Culture & Communities

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

Date Decision Made	Final Day of Call-in Period
27 September 2016	4 October 2016

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>I062817</b>
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1. **TITLE:** Edgbarrow School Priority Schools Building Programme (PSBP)

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

3. **PURPOSE OF DECISION**

For the Executive to approve the Education Funding Agency's (EFA) Priority Schools Building Programme 2 (PSBP2) project at Edgbarrow School

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

That the Executive gives approval for local delivery by Bracknell Forest Council of the Education Funding Agency's (EFA) Priority Schools Building Programme project at Edgbarrow School.

7. **REASON FOR DECISION**

Council approval is required to bring the PSBP2 works onto the Education Capital Programme.

8. **ALTERNATIVE OPTIONS CONSIDERED**

The Council could let the EFA deliver the PSBP2 works however this would be likely to be to a later timescale, subject to future funding uncertainty and possibly impacting on the Council's duty to provide sufficient school places by building on land we have earmarked for later expansion. Moreover the Council as the freeholder of the site and buildings, employer of the school staff and admissions authority would have little or no ability to influence the process or outcomes. Local delivery puts the Council in control of the project.

9. **PRINCIPAL GROUPS CONSULTED:** Ward Councillors, Headteacher, parents and neighbours

10. **DOCUMENT CONSIDERED:** Report of the Director of Children, Young People & Learning.

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

<b>Date Decision Made</b>	<b>Final Day of Call-in Period</b>
27 September 2016	4 October 2016

**SIGNED:**.....

**DATE:**.....

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>I063295</b>
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1. **TITLE:** Garth Hill (Sandy Lane) Land disposal options

2. **SERVICE AREA:** Corporate Services

3. **PURPOSE OF DECISION**

To consider the options available for disposal of land adjoining Garth Hill College and agree the most appropriate route to be taken by the Council.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

The Executive agreed to instruct the Chief Officer; Property to proceed with the disposal route recommended in Option 1 in paragraph 5.6.1 of the report.

7. **REASON FOR DECISION**

There are a number of alternative routes available for the sale of the land which will deliver housing. The disposal route options set out the various factors to be considered which are; a mixture of capital receipt, speed of delivery, control over housing type and an acceptable risk level within the confines of the public procurement rules.

8. **ALTERNATIVE OPTIONS CONSIDERED**

The main options are set out in the body of this paper. An alternative is not to sell the site, at the present time. Market conditions, by property experts, are expected to be more uncertain over the next 12-24 months.

An alternative delivery model which is gaining favour and interest in the UK is the Build to Rent model [BTR] and a variation of this model has been considered through Equity Reward Ltd. The implications of this will be set out in the supporting information.

9. **PRINCIPAL GROUPS CONSULTED:** None

10. **DOCUMENT CONSIDERED:** Report of the Director of Corporate Services

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

<b>Date Decision Made</b>	<b>Final Day of Call-in Period</b>
27 September 2016	4 October 2016