

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>I066546</b>
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1. **TITLE:** Response to the Children, Young People & Learning Overview and Scrutiny Report on Child Sexual Exploitation
2. **SERVICE AREA:** Children, Young People and Learning
3. **PURPOSE OF DECISION**

To inform the Members of the Executive of the response from the Executive Member for Children, Young People & Learning to the Overview and Scrutiny report on child sexual exploitation.

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

That the following recommendations of the Working Group "Safeguarding is everyone's business: A Review of Child Sexual Exploitation" and responses was noted as detailed below:

- i) Children and Families  
Working Group Recommendation 1  
Closer work with parents be undertaken to raise their awareness of CSE, to educate them to manage their children's use of the on-line world and to maintain an open dialogue and set boundaries with their children. Also, consideration be given to having a CSE parenting worker, or some form of direct delivery parenting, to enable work to be carried out simultaneously with the child and his / her parents, such as that offered by Dr Barnardo's.
- ii) Working Group Recommendation 2  
The awareness and use of the CSE screening tool and prevention work with children and young people identified as having Level 1 vulnerabilities (see Appendix 2) be promoted across partners.
- iii) Working Group Recommendation 3  
The monitoring and management of unauthorised school absences and fixed term exclusions be strengthened, with a particular emphasis on undertaking return interviews.
- iv) Training  
Working Group Recommendation 4  
A fluid rolling programme of incremental and age appropriate prevention be pursued to raise awareness levels and provide children with the resilience and knowledge to identify grooming and make safe decisions around internet use and relationships. This should include the production of a suitable primary school poster. In addition to identifying and protecting victims of CSE of both genders, a stronger emphasis be placed on raising boys' and young men's awareness of the possible

consequences for them of having sex with underage girls.

- v) Working Group Recommendation 5  
All existing and new taxi drivers in Bracknell Forest receive safeguarding / CSE training during the next twelve months and training be rolled out to neighbouring authorities.
- vi) Working Group Recommendation 6  
Bespoke training be provided for Attendance Officers to highlight the links between missing pupils and CSE.
- vii) Local Safeguarding Children Board  
Working Group Recommendation 7  
The LSCB Strategic Sub Group be requested to undertake a stocktake of all CSE school training delivered during the last two years in order to identify and remedy any gaps. A central depository be developed to capture all the education and training sessions being delivered in schools to children, to avoid duplication and identify gaps.
- viii) Working Group Recommendation 8  
The LSCB be requested to evaluate how CSE is incorporated into the Council-wide training programmes, stating who is able to access this training, ensuring outcomes are measured and changes made as a result.
- ix) Working Group Recommendation 9  
The police be requested to provide an intelligence briefing to the Sexual Health Service to establish closer liaison and two way information sharing with that service.
- x) Working Group Recommendation 10  
Regulatory Services continue to work with the police to rollout the Hotel Watch Scheme across the Borough.
- xi) Working Group Recommendation 11  
The Designated Doctor for Safeguarding be requested to include the use of Summary Care Records in the next mandatory training session for GPs in order to identify, and improve the care for, exploited children and young people through the storing and sharing of patient records.
- xii) Working Group Recommendation 12  
The Clinical Commissioning Group be requested to provide a stakeholder map of who in the organisation is responsible for CSE in Bracknell Forest, the roles of the representatives that attend SEMRAC and who in Health Services they report back to so that information is cascaded through all organisations.
- xiii) Working Group Recommendation 13  
The membership of SEMRAC and the CSE Strategic Group be expanded to include a primary school lead and representatives of CAMHS and the Sexual Health Service to enable relevant reports to be received from all involved organisations.
- xiv) Working Group Recommendation 14  
The Pan Berkshire SEMRAC chairs add to their agenda the reporting of the top level of 'persons of interest' across Berkshire as a means to compare and monitor possible CSE perpetrators.

## 7. REASON FOR DECISION

The Overview and Scrutiny Working Group has spent considerable time reflecting on the issues with the support of appropriate officers and partners and the Executive are asked to support the recommendations outlined above.

**8. ALTERNATIVE OPTIONS CONSIDERED**

Not applicable.

**9. PRINCIPAL GROUPS CONSULTED:** Not applicable

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

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

Date Decision Made	Final Day of Call-in Period
14 March 2017	21 March 2017

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>I056283</b>
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1. **TITLE:** ICT Digital Strategy 2017-20

2. **SERVICE AREA:** Corporate Services

3. **PURPOSE OF DECISION**

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

4. **IS KEY DECISION** No

5. **DECISION MADE BY:** Executive

6. **DECISION:**

That the Executive approved the ICT and Digital Strategy for the period 2017-2020.

7. **REASON FOR DECISION**

A new ICT and Digital Infrastructure Strategy is required to deliver the technology requirements of the Council, in order to support the delivery of those services which are dependent on ICT. The background to this strategy is defined, and then the report is split into three timeframes: the short, medium, and longer term. This enables the focus initially on the short-term deliverables, some of which are already under way.

8. **ALTERNATIVE OPTIONS CONSIDERED**

Do nothing. Continue without a focused direction on a need by need basis. This will not support the change required by the organisation.

Create a strategy, having considered the current and future requirements of the organisation, current and emerging technologies, and the state of the current ICT provision. Split the delivery of the strategy into three distinct timelines: short term; medium term and longer term. If approved, further develop a detailed roadmap of developments, with costs, resources, dependencies and risks, and present that for approval by the Executive.

9. **PRINCIPAL GROUPS CONSULTED:** Operations Group, ICT Steering Group, Members ICT Working Group, DMT, CMT

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>
14 March 2017	21 March 2017

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>I057529</b>
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1. **TITLE:** Customer Contact Strategy 2017 - 2020

2. **SERVICE AREA:** Corporate Services

3. **PURPOSE OF DECISION**

To outline the direction for customer contact for the coming three years. There will be an action plan to accompany the strategy, which will be updated annually.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

That the Executive endorses the new Customer Contact Strategy, the Action Plans for delivery and the governance arrangements.

That the delivery of the Strategy be driven through the Implementation phase of the Citizen & Customer Contact Transformation Programme.

7. **REASON FOR DECISION**

The 'new narrative' published in the Council Plan, acknowledges the significant financial pressures faced by the Council, and the development of the Borough and the local population. It is vital that the new Customer Contact Strategy should reflect this new narrative. A new approach to how we deal with customers is being designed by staff through the Citizen and Customer Contact Transformation Programme, and the Strategy has been written on this basis.

Significant developments in the digital world since the earlier strategy was written have given us an opportunity to rethink how we enable customers to interact with the Council. To establish the right strategy for the future required some considerable research into best practice elsewhere and the art of the possible, as well as consultation with Elected Members and Officers across the Council. This has been undertaken through 2015 – 2016, along with some qualitative research with borough residents to better understand their drivers for contacting the Council, and their preferred channels.

The outcomes of this research and consultation have resulted in a strong focus on delivering more digitally, and on developing a whole systems approach to dealing with customers with high level and complex needs. The means by which these aims will be delivered will develop as part of the implementation planning of the Citizen & Customer Contact Transformation Programme over the coming weeks.

8. **ALTERNATIVE OPTIONS CONSIDERED**

Significant progress has been made through the existing strategy, and the Council could

leave it in place as it is. However this is likely to miss opportunities that arise from developments in the digital world and new systems / technologies, and would not reflect the Council's new narrative.

The Council could decide to abandon a strategic approach to the management of customer contact, but this is likely to result in increasingly fragmented service design and delivery, and therefore increased cost.

9. **PRINCIPAL GROUPS CONSULTED:** Internally - DMTs, Customer Contact Strategy Group, All Staff, Elected Members  
Externally - Partners, public
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>
14 March 2017	21 March 2017

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>I066537</b>
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1. **TITLE:** Council Wide Support Services Transformation Project

2. **SERVICE AREA:** Corporate Services

3. **PURPOSE OF DECISION**

To endorse the Business Case and agree the Implementation Plan proposed for the Implementation Phase of the Council Wide Support Services review.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

The Executive endorsed the Business Case and agreed the Implementation Plan proposed for the 'Do' Phase of the Council Wide Support Services review.

7. **REASON FOR DECISION**

The project must move immediately in to the 'Do' phase in order to achieve the required savings for 2017/18 and beyond.

8. **ALTERNATIVE OPTIONS CONSIDERED**

None.

9. **PRINCIPAL GROUPS CONSULTED:** CMT, Senior Leadership Group, Trade Unions

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>
14 March 2017	21 March 2017



**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>I065838</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 SPD 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:

- (i) Approved the adoption of the Design SPD at Appendix A as a material consideration in the determination of all planning applications validated from the date of its adoption;
- (ii) Approved the revocation of the design leaflet “Extending Your Home: A Householders Guide” for all planning applications validated from the date of the adoption of the Design SPD at Appendix A;
- (iii) Agreed the publication of the Consultation Statement at Appendix B;
- (iv) Authorised the Executive Member for Planning and Transport to agree any minor changes to Appendix A and Appendix B prior to adoption in (i) above.

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;
- support the approach to design in the emerging Comprehensive Local Plan; and,
- provide prospective applicants with a clearer idea of the Council’s expectations for design.

The public consultation secured the views of the public and professionals in accordance with the Council’s Statement of Community Involvement (SCI). In general, the document was welcomed as providing additional guidance of value when designing new development in the Borough and submitting planning applications. The new document will replace and update information contained in the leaflet titled “Extending Your Home: A Householders Guide”. It

includes additional design advice covering key design principles for new housing and commercial development in the Borough in addition to guidance for householders. The Design SPD is consistent with national and local policy and its adoption will ensure that it becomes a material consideration in the determination of planning applications from the date of adoption.

**8. ALTERNATIVE OPTIONS CONSIDERED**

Not adopting the Design SPD would be likely to result in more officer time being spent on assessing the standard of design included within planning applications to ensure that an acceptable standard is achieved. In addition, the Council's current guidance leaflet does not have the same legal status as a SPD which is a material planning consideration, and therefore carries less weight in planning terms.

**9. PRINCIPAL GROUPS CONSULTED:** The Public

**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>
14 March 2017	21 March 2017

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>I066939</b>
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1. **TITLE:** Proposed Shared Emergency Planning Service for Berkshire

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

3. **PURPOSE OF DECISION**

The purpose of the report is to set out in summary what is being proposed with regard to the creation of a combined Berkshire Emergency Planning Service and to seek agreement as to the way forward. A similar report is being presented to all Berkshire authorities.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

That the Executive agreed that;

- (i) the six unitary authorities in Berkshire set up a shared Emergency Planning Service governed through the Berkshire Chief Executives' Group. It is proposed that West Berkshire act as Lead Authority.
- (ii) the Shared Service will provide Emergency Planning, Business Continuity Planning and Out of Hours Coordination (where appropriate), to all six unitary authorities.
- (iii) a Joint Team of 5 FTE is established. The Team Manager will be based in the Lead Authority. 2 teams of 2 FTE will be based in Berkshire West and Berkshire East. It is proposed that no fixed base is established. The Team Manager will be responsible for deciding on work locations in liaison with the six unitary authorities.
- (iv) the budget for the service is set in the first year at £371k and apportioned to each unitary authority as an annual payment as follows:

Bracknell Forest -	£45k
Reading -	£65k
RBWM -	£71k
Slough -	£48k
West Berkshire -	£82k
Wokingham -	£60k
- (v) permanent staff would TUPE to the Lead Authority on their existing terms and conditions and will be slotted into the staffing structure set out in this report where appropriate. Vacancies will be filled through internal/external recruitment where required.
- (vi) the Borough Solicitor, in consultation with the Borough Treasurer and Director of Environment, Culture & Communities be authorised to agree the terms of an Inter Authority Agreement between the constituent authorities formalising

the arrangement.

- (vii) subject to Executive approval in all six unitary authorities, the Service will commence on 1 October 2017.

**7. REASON FOR DECISION**

The proposal provides for greater resilience across the six Berkshire councils when it comes to the strategic planning needs; helps ensure cover during periods of leave for example, and results in a small reduction in cost.

**8. ALTERNATIVE OPTIONS CONSIDERED**

To continue as we are would mean accepting the risk of not being able to meet mandatory obligations in response to a major civil emergency. The risk is considered too high as the arrangements now rely on too small a pool of officers.

9. **PRINCIPAL GROUPS CONSULTED:** Berkshire Chief Executives Group and  
Emergency Planning Officers
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
14 March 2017	21 March 2017

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>I066819</b>
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1. **TITLE:** Integrated Transport Capital Programme
2. **SERVICE AREA:** Environment, Culture & Communities
3. **PURPOSE OF DECISION**

To approve Integrated Transport Capital Programme for 2017/18.

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

6. **DECISION:**

That the Integrated Transport Capital Programme for 2017/18 (Annex 1) be approved.

7. **REASON FOR DECISION**

To facilitate transport services in line with the Council's Local Transport Plan 3.

8. **ALTERNATIVE OPTIONS CONSIDERED**

Failure to approve Integrated Transport Capital Programme would prevent the delivery of local transport services contrary to the requirements set out in the Council's adopted Transport Policy (LPT3).

9. **PRINCIPAL GROUPS CONSULTED:** None.
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>
14 March 2017	21 March 2017

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>I067132</b>
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1. **TITLE:** Highway Maintenance Works Programme 2017-21

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

3. **PURPOSE OF DECISION**

The Council as part of its overall budget allocation makes provision for highway maintenance schemes. The funding is then targeted according to highway condition. In order to ensure most effective use of resource and the early booking of the plant and equipment, approval is sought annually to approve the targeting of funding to those roads identified on a rolling list as being in greatest need.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

That the budget for 2017-18 be targeted at the four year indicative Highway Maintenance Works Programme as set out in Annex 1 having due regard to the priority, availability of road space and available budget.

7. **REASON FOR DECISION**

The proposals in this report identify the priority work across the network to maintain the highway in as good a condition as resources allow, having due regard to the Council's intervention policy based on condition as set out in the Local Transport Plan.

8. **ALTERNATIVE OPTIONS CONSIDERED**

The proposals seek to effect works according to priority based on an assessment of condition that also reflects general safety. It is essential to have a large range of schemes is essential in order to minimise delay and maximise operational efficiencies. The Annex represents a continual 4 year rolling programme and is updated annually. Given the current financial position the Council faces and the reducing spend on highway maintenance, it would not be appropriate to allocate resources to anything other than that identified through a methodical and objective needs assessment.

9. **PRINCIPAL GROUPS CONSULTED:** Not applicable

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>
14 March 2017	21 March 2017

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>I067132</b>
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1. **TITLE:** Highway Maintenance Works Programme 2017-21

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

3. **PURPOSE OF DECISION**

The Council as part of its overall budget allocation makes provision for highway maintenance schemes. The funding is then targeted according to highway condition. In order to ensure most effective use of resource and the early booking of the plant and equipment, approval is sought annually to approve the targeting of funding to a those roads identified on a rolling list as being in greatest need.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

That the budget for 2017-18 be targeted at the four year indicative Highway Maintenance Works Programme as set out in Annex 1 having due regard to the priority, availability of road space and available budget.

7. **REASON FOR DECISION**

The proposals in this report identify the priority work across the network to maintain the highway in as good a condition as resources allow, having due regard to the Council's intervention policy based on condition as set out in the Local Transport Plan.

8. **ALTERNATIVE OPTIONS CONSIDERED**

The proposals seek to effect works according to priority based on an assessment of condition that also reflects general safety. It is essential to have a large range of schemes is essential in order to minimise delay and maximise operational efficiencies. The Annex represents a continual 4 year rolling programme and is updated annually. Given the current financial position the Council faces and the reducing spend on highway maintenance, it would not be appropriate to allocate resources to anything other than that identified through a methodical and objective needs assessment.

9. **PRINCIPAL GROUPS CONSULTED:** Not applicable

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>
14 March 2017	21 March 2017

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>I065839</b>
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1. **TITLE:** Civic Accommodation
2. **SERVICE AREA:** Corporate Services
3. **PURPOSE OF DECISION**

To seek approval for the procurement of the works contract in connection with Time Square.

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

6. **DECISION:**

That the Procurement Plan for the procurement of the works contract for the refurbishment/remodelling of Time Square attached at annex A (exempt paper), be approved.

That the decision to award the construction contract for the Time Square refurbishment works be delegated to the Director of Corporate Services in consultation with the Executive Member for Transformation & Finance. This is in order to be able to move quickly to commence the contract in view of the need to deliver the savings from vacating Easthampstead House as quickly as possible.

7. **REASON FOR DECISION**

That the decision to award the construction contract for the Time Square refurbishment works be delegated to the Director of Corporate Services in consultation with the Executive Member for Transformation & Finance.

8. **ALTERNATIVE OPTIONS CONSIDERED**

None, as it is a requirement of the Contract Standing orders that any contracts in excess of £100,000 are required to go out to a formal tendering process to ensure value for money and compliance with legislation.

9. **PRINCIPAL GROUPS CONSULTED:** Borough Treasurer, Borough Solicitor, Head of Procurement.
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>
14 March 2017	21 March 2017

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>I067059</b>
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1. **TITLE:** Transformation Programme - Library Review and Procurement Plan

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

3. **PURPOSE OF DECISION**

To agree a plan for the procurement of IT hardware and software to allow self serve and technology assisted opening at the borough's libraries.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

- i) That the Executive agreed for implementation of the recommendations emanating from the Transformation Review of the Library Service as detailed in the annexe 1 and noted the anticipated saving detailed in paragraph 5.4 of the report;
- ii) That the Procurement Plan for the introduction of new technology in all Bracknell Forest Libraries to provide Self-service and Technology Assisted Opening (TAO) as detailed in annexe 2 be approved; and
- iii) That, subject to the successful tender falling within the approved capital budget, the Director of Environment, Culture and Communities be given delegated authority to award the contract;

7. **REASON FOR DECISION**

The Library review forms part of the Council's Transformation Programme and over the last nine months it has been exploring ways in which the savings target of £400k could be achieved. It has been identified that the outcome of the review could achieve a saving in the region of £390k.

The Plan Phase Gateway review held on 30 January 2017 saw members support the direction of travel to retain the current network of libraries by finding service efficiencies, refining internal processes, (including reduction of staffing levels), implementing new self-serve technology, and investing in a volunteering programme.

In line with the Contract Standing Orders it is required that contracts over the value of £400k require sign off by the Director and Executive Member. However, in light of the significant nature of this procurement the approval of the Executive is sought in respect of this procurement plan.

In order to realise savings as early as possible, it is recommended that authority to award the

contract, if within budget, be given to the Director of Environment, Culture and Communities

**8. ALTERNATIVE OPTIONS CONSIDERED**

The option of 'No change' was considered. This would mean continuing with the library service in its current form with no major changes. This option was not selected as no savings could be achieved, the same inflexible hours at libraries would remain and it would result in libraries being unable to modernise to a competitive level.

The option for 'Closures' was considered. Whilst these could achieve capital and revenue savings, public consultation demonstrated the level of concern from residents had this been pursued. While due process could minimise the risk of legal challenge and a comprehensive service could probably be demonstrated following some closures, Members preferred to follow the "volunteering and technology" model in the first instance in preference to closures.

And finally, the option of 'Revolution' which would involve developing an entirely new service, including merging with other services, e.g. further education. Whilst there is an opportunity for shared services possibly creating savings, there would be a loss of library culture and environment and there is evidence that these types of partnerships have been unsuccessful for other library services.

9. **PRINCIPAL GROUPS CONSULTED:** Public consultation undertaken  
Elected Members  
Library staff

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>
14 March 2017	21 March 2017